

**NAVARRO COLLEGE BOARD OF TRUSTEES
JANUARY 28, 2021 MEETING
MINUTES**

The Navarro College Board of Trustees gathered in the Cook Education Center on Thursday, February 25, 2021 to conduct their regular monthly meeting. All trustees were present including: Chairman Phil Judson Vice Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, Trustee A. L. "Buster" Atkeisson, Trustee Faith Holt, Trustee Loran Seely and Trustee Kim C. Wyatt.

Others in attendance included:

Dr. Kevin G. Fegan	District President
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Sina Ruiz	Vice President, Enrollment Mgmt. and Instl Effectiveness
Ms. Marcy Ballew	Vice President, Human Resources
Dr. Carol Hanes	Vice President, Academic Affairs
Ms. Maryann Hailey	Vice President, Student Services
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Ms. Susan Womack	Senior Research Analyst
Ms. Leslie Smith	Executive Assistant to the District President
Mr. Guy Featherston	Dean, Waxahachie Campus and Health Professions
Ms. Jeanette Underwood	Dean, Midlothian Campus and Dual Credit
Ms. Lisa Dillman	Professor of Biology
Mr. Charles Betts	Director of Residence Life
Ms. Karen Lenamond	Administrative Assistant to the Asst. Dean Mexia Campus

Other staff and guests were also present.

Call to Order

Chairman Judson called the meeting to order at 7:02 p.m. in the Cook Education Center. After welcoming everyone present, he asked Trustee Aldama to begin the meeting with a prayer.

Board Announcements

Chairman Judson thanked Trustee McGraw for standing in for him (as Chair) during the December 17, 2020 meeting and doing an exceptional job.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. Minutes – December 17, 2020 Meeting
- b. Revisions to Board Policy BH – Substantive Change
- c. TX SB 212 Sexual Misconduct Biannual Report to CEO and Board of Trustees
- d. 2020 Racial Profiling Report

Trustee Seely moved to approve the Consent Calendar. The motion was seconded by Trustee Wyatt and approval was unanimous.

Board Recognition

Long-term service employees, Charles Betts – 25 years, Karen Lenamond – 25 years, and Lisa Dillman – 35 years, were recognized and presented certificates of appreciation. Trustee Loran Seely was also recognized and was presented a 5-year service pin.

Update on Enrollment

Vice President Ruiz presented an update on enrollment. Two scenarios were projected for spring 2021. The original projection was based on flat enrollment while the second enrollment projection of -10% was based on the projected impact of COVID. Vice President Ruiz stated Spring 16-Week enrollment was being impacted more from COVID with both credit and dual credit enrollment down -11%. First 8-weeks enrollment was down -9.43% as of January 16, 2021 compared to last year's census date. This year's census date is February 1, 2021. Vice President Ruiz stated there is a significant increase in dual credit students taking 1st 8-week classes.

The College will continue extended hours until 6 p.m. throughout the second week of classes to give students more time to register for spring 2021 2nd 8 week courses. The transition to pre-registration for the 2nd 8-week term has begun and will continue through Friday, March 19th. Classes will begin on Monday, March 22nd. Efforts are being made to strategically target new, returners, and stop out students to help transition during this time period and consider options during the 2nd 8-week term.

Vice President Ruiz concluded her report.

Consider Action on December 2020 Financial Statement

Vice President Teresa Thomas presented the December 2020 financial statement for approval. Budget amendments increased the 2020-2021 budget \$3,675 for a revised total of \$91,256,754 as of December 2020. A review of the Source of Funds showed 69.87% of the revised Student Income budget and 50.10% of the total Educational and General Revenue budget had been received. The Auxiliary fund had earned 54.45% of the revised budget as of December 2020.

Vice President Thomas stated the federal budget included CARES ACT dollars that are remaining for 2021 for both the student portion (\$1,657,691), the institutional portion (\$1,264,333), and the Strengthening Institutions Portion (\$204,259). As the college spends these funds, the funds will be "drawn down". She stated there is usually a lag time of approximately a month before the income actuals reflect the "draw down" of these funds.

On December 21, 2020, Congress passed the CRRSA as part of a massive, year-end bill that also included federal funding for the remainder of FY 21 and other measures. Navarro College will receive additional funding that could be as much as \$8,879,685 (\$2,050,823 for students and

\$6,828,862 for the institution). Vice President Thomas stated guidelines for spending these funds will be less stringent than the first round of CARES dollars.

Total year-to-date expenses for the Education and General Fund were higher than December 2019 due to the Federal Grants expenditures for COVID-19 in 2020. Total year-to-date expenses for the Auxiliary Fund decreased \$112,330 from December 2019. For December 2020, total Educational & General Revenue was down \$135,751 from the same time in 2019 with Student Income down \$1,149,297 and State and Federal Grants up a net of \$797,646. Federal grants included all the CARES dollars rollovers from 2020 that had been drawn down through December. The timing differences between when federal dollars are spent in the actuals of expenses and when they are drawn down and recorded in income was noted.

Total Educational & General resource allocations increased by \$156,726 due to BudgetPak software expenditure paid in September 2020 that did not occur the previous year. Student Services included new advisors for 2021 that the college did not have in 2020. Plant and Maintenance expenditures included additional cleaning cost that started in September, and a \$40,000 increase in insurance premiums. Appropriations increased by \$105,301 with \$95,784 due to an increase in the athletics appropriation and an increase of \$7,653 to the student activities appropriation. Vice President Thomas noted expenses other than State, Federal, and Local Grants decreased \$811,530 from the same time in December 2019. The Federal and State Grants increase of \$918,762 included CARES dollars for COVID expenditures.

The overall year-to-year comparison of actual net income in the General Operating fund decreased by \$292,477. Housing, Dining and Bookstore Auxiliary net income compared to the same time in December 2019 decreased \$8,356. Total net income decreased \$300,833 from December 2020 for General Operating and Auxiliary.

A new report comparing the month-to-date revenue budget (original budget) through December 2020 to the actual-to-date revenue through December 2020 showed a shortfall of revenue over resource allocations of \$1,386,137 in the General Fund, and a surplus of revenue over resource allocations of \$1,049,742 in the Auxiliary fund with a total deficit through December 2020 from budgeted to actual of \$336,395 between both funds. Remaining CARES Institutional Funds, Strengthening Institution Funds, and Contingency Funds at December 2020 totaling \$1,266,389 can be applied to this deficit.

Dr. Fegan stated the purpose of this new report is to give Trustees a better financial picture by taking out the grants which require spending funds first and getting reimbursed. Chairman Judson noted the loss of only 1% with student enrollment down around 9% shows an admirable exercise in managing resources. Dr. Fegan stated if grant funds were not received, Navarro College would still have a balanced budget due to the diligence in managing funds and making reductions to reflect the decrease in enrollment.

Trustee Holt made a motion to approve the December 2020 Financial Statement and Trustee Atkeisson seconded the motion. The motion passed by a unanimous vote.

Review Preliminary January 2021 Financial Statement

Vice President Thomas continued. A preliminary review of the January 2021 financial statement showed budget changes as of January 19, 2021 totaled \$201,819. No action was needed.

Consider Action on Opening Bank Accounts in Waxahachie and Midlothian, TX

Vice President Thomas stated because the current bank is no longer able to comply with Navarro College's internal control procedures which require watching bank tellers count deposits, approval was being requested to open a new bank account with Prosperity Bank in Waxahachie and an account with Interbank in Midlothian. Prosperity Bank deposits will be fully collateralized as a part of the depository bank agreement with Prosperity Bank in Corsicana. Deposits with Interbank will be adequately covered by FDIC insurance.

Trustee Aldama made a motion to approve opening bank accounts with Prosperity Bank in Waxahachie and Interbank in Midlothian. Trustee McGraw seconded the motion and approval was unanimous.

Personnel Update

Vice President Ballew presented an update on personnel activity. The following appointments were made during the period from December 18, 2020 through January 28, 2021:

- Brooke Alverson – Assistant Volleyball Coach
- Daniel Wren – Custodial Services Supervisor
- Kevin Hanke – TRiO Student Support Services Retention Specialist (Temporary 7 month only position)
- Kendall Ayers – Assistant Soccer Coach
- Michael Brandon Bates – Campus Police Officer
- Devonte Tolliver – Custodian

The following exits were announced during the period from December 18, 2020 through January 28, 2021:

- Sylvia Richardson – Area Housing Coordinator
- Heather Smith – Administrative Assistant/Faculty Support
- Stacy Pemberton – Administrative Assistant Enrollment Services
- Kyler Copsey – Application Administrator
- Eddie Chambers – Custodian – Dining Services
- Karen Waugh – Professor – History/Government (Retiring May 14, 2021e)

Chairman Judson thanked Vice President Ballew and commented on Kyler Copsey's departure stating he has done a great job and will be missed.

District President's Report

After reviewing highlights of upcoming events, Dr. Fegan called on Dean Guy Featherston to share news regarding the LVN Program.

Dean Featherston stated he was excited to share plans for the expansion of the Licensed Vocational Nursing (LVN) Program to the Midlothian campus to meet the workforce and socio-economic needs of the community. Beginning Fall 2021, a maximum of 30 students will be admitted with plans to expand the cohort size in the near future. A minimum investment of funds will be required as existing resources, including existing faculty, equipment and supplies, will be reallocated. Classroom space from LVN courses previously offered on the Midlothian Campus in 2015 will be utilized.

Approval to offer LVN courses on the Midlothian campus has been received from SACSCOC as an “existing campus” and “existing program” at Navarro College. Approval was received last week from the accrediting body, Texas Board of Nursing. TBON is considering this a “reopening” because LVN courses were previously offered on the Midlothian campus. Approval has also been received from the Texas Higher Education Coordinating Board. Dean Featherston concluded and responded to questions from the Board regarding the Bridge to RN Program and LVN cohorts allocated at each campus location.

Dr. Fegan thanked Dean Featherston and stated Dean Jeanette Underwood will be sharing this news with community and leadership in Midlothian before it is made public. He added the intention is to grow all the (Health Professions) programs, especially with the BSN program.

HB 885

Dr. Fegan stated House Bill 885 has been filed by Representative Cody Harris and is being co-authored by Representative Jake Ellzey. HB 885 amends Subsection (b) of Section 130.307 of the Education Code by adding Subsection (b-1) to read as follows:

“The requirement of Subsection (b)(1) does not apply to Navarro College if its junior college district had a taxable property valuation amount of not less than \$4 billion in the preceding year.”

ERP Software

During the February Board meeting, an in-depth presentation on plans for converting to a new ERP software will be made by Vice President Sina Ruiz and IT Director Barry Sullivan.

Board of Trustees Enrollment Workshop

A Board of Trustees Enrollment Workshop is tentatively scheduled Wednesday, March 17th with the goal to make recommendations on tuition & fees and room & board rates at the March 25, 2021 Board Meeting.

Dr. Fegan commended Stacie Sipes and Marcy Ballew for the great deal of time they have spent working with Navarro County Emergency Management and others on COVID vaccine opportunities and contact-tracing. He expressed his appreciation for the tremendous job they have done in planning effectively and making it possible for faculty and staff that met the criteria for getting the vaccine to receive it.

Dr. Fegan also commended Health Professions staff including Julie Arteaga, Dean Guy Featherston and nursing faculty, for their work in getting nursing students involved in the vaccination process by assisting Navarro County as well as Ellis County and as far away as McKinney, TX.

Chairman Judson stated the community has noticed how Navarro College has stepped up to help their community and expressed the Board's appreciation.

Next Meeting Announcement and Adjournment

Chairman Judson announced the Board of Trustees will meet again on February 25, 2021 at 7:00 p.m. in the Cook Education Center.

Trustee Atkeisson made a motion to adjourn the meeting at 7:57 p.m. and Trustee McGraw seconded the motion. The decision was unanimous.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard L. Aldama". The signature is written in a cursive style and extends to the right with a long, thin horizontal stroke.

Richard L. Aldama, Secretary-Treasurer
Navarro College Board of Trustees