

**NAVARRO COLLEGE BOARD OF TRUSTEES
FEBRUARY 25, 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, Trustees A. L. "Buster" Atkeisson, Faith Holt, Loran Seely and 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
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Ms. Susan Womack	Senior Research Analyst
Mr. Barry Sullivan	Director, Information Technology
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Jeanette Underwood	Dean, Midlothian Campus and Dual Credit
Mr. Michael Landers	Athletic Director

Other staff and guests were also present.

Call to Order

Chairman Judson called the meeting to order at 7:00 p.m. in the Cook Education Center and asked Trustee Atkeisson to begin with a prayer. Following the prayer, Chairman Judson announced a Closed Session would be held following the District President's Report to discuss legal and personnel matters; no action would be taken.

Board Announcements/Board Recognition

Chairman Judson recognized and commended Athletic Director Michael Landers, Coach Matt Podjenski, Coach Cody Crill, Coach Jessica Karenke-Burke, Coach Monica Aldama, Coach Scott Parr, Coach Grant McMillan as well as Debbie Talley, Chief Hank Bailey and Campus Police staff, Cassias Phillips and Todd Harrison for their incredible efforts to make sure Navarro College students were safe, warm and fed during the extreme arctic weather event the week of February 15th.

He stated Navarro College had over 200 students that chose to ride out the storm in their dorm room. He stated the students were in peril because buildings on campus were without power for over 34 hours with a few brief 1 ½ hour respite. He shared a photo of a four-burner stove in Dining Services, the only source of heat on the entire campus during that time.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

a. Minutes –January 28, 2021 Meeting

b. Revisions to Board Policy FKC – Student Complaints/Grievances

Trustee Aldama made a motion to approve the Consent Calendar. The motion was seconded by Trustee Seely and passed by a unanimous vote.

Approve Orders Declaring Unopposed Candidates Elected and Elections Canceled

Chairman Judson stated Vice President Teresa Thomas has certified Richard L. Aldama filed and is unopposed for re-election as Trustee Single Member District Four and Trustee A. L. "Buster" Atkeisson has filed and is unopposed for re-election as Trustee At Large District Six. The filing deadline for the May 1, 2021 Board of Trustees election was February 12, 2021; State of Texas statute allows for the Board to cancel the election and declare the unopposed candidates elected.

Trustee Wyatt made a motion to approve the order to cancel the May 1, 2021 election and declare the unopposed candidates elected. Trustee Holt seconded the motion and the decision was unanimous.

Chairman Judson congratulated Trustee Aldama and Trustee Atkeisson on their re-election and expressed appreciation for the work they have done and will continue to do over the next six years. The newly re-elected trustees will be sworn in during the May 27, 2021 meeting.

Update on Enrollment

Vice President Ruiz presented an update on enrollment. The preliminary enrollment report for Spring 2021 is down 10.51% compared to last year's certified numbers. Vice President Ruiz noted last year's enrollment included the Mexia State Supported Living Center (MSSLC) partnership that transitioned to continuing education Fall 2020.

Pre-registration for Spring 2021 2nd 8-weeks continues and is currently down -12%. Vice President Ruiz stated enrollment was impacted by the previous week's weather. She stated although the campus was closed, a team was on stand-by to assist students virtually and the Contact Center was available to answer phones.

Vice President Ruiz concluded her report.

Consider Action on January 2021 Financial Statement

Prior to presenting the January Financial Statement for approval, Vice President Teresa recognized Stan Wong, Rolando Martinez and Margaret Alfaro for their efforts to keep students staying on campus safe and aware of what was happening during the power outage during the extreme weather. Vice President Thomas continued.

Budget amendments totaling \$257,421 increased the 2020-2021 budget for a revised total of \$91,514,176 as of January 31, 2021. She stated 75.87% of the revised Student Income Budget and 55.03% of the total Educational and General Revenue revised budget had been earned as of January 31, 2021. Vice President Thomas noted the Federal Grant Projects Budget includes the CARES ACT dollars that are remaining for 2021 for both the student portion (\$1,657,691)

and the institutional portion (\$1,264,333) and the Strengthening Institutions Portion (\$204,259). As the college spends these funds, they are “drawn down” creating a lag time of approximately a month before they are reflected in the financial statements.

Vice President Thomas stated total year-to-date expenses in the Education and General Fund were higher than January 2020 due to the Federal Grants expenditures for COVID-19 in 2021. Total year-to-date expenses for the Auxiliary Fund decreased \$248,244 from January 2020. Vice President Thomas stated expenditures are being carefully watched and are down compared to last year without the CARES Act dollars.

Trustee Seely made a motion to approve the January 2021 Financial Statement that was simultaneously seconded by Trustee Aldama and Trustee Atkeisson. The motion passed by a unanimous vote.

Presentation on ERP

Vice President Sina Ruiz and Director of Information Technology Barry Sullivan presented information regarding Enterprise Resource Planning (ERP). Director Sullivan stated Navarro College’s success is dependent upon data access and integrity which is currently “not as good as it could be” with the current ERP. The current ERP, Colleague, has been in use for 27 years, since 1994, and is based on old technology that is reactive vs. proactive. Because it’s located “on premise” on the Corsicana campus, it is not accessible when there is a loss of power.

After looking and analyzing multiple applications and software solutions for the past two and one-half (2 ½) years, Oracle Student Cloud was determined to be the most progressive and affordable. Oracle Student Cloud is a CRM (Customer Relations Management) solution which is proactive compared to the current ERP which is reactionary. Director Sullivan stated the difference between what Oracle offers compared to the current ERP is “day and night.” Oracle will have one database vs many databases and will facilitate information flow between all functions and stakeholders. The new ERP is a modern data structure with built-in workflows to allow for a proactive approach to decision making. It is cloud-based with a greater security level, accessible from anywhere, and provides real time data availability.

Vice President Ruiz compared the costs for the current ERP to the cost of the new ERP, Oracle. By switching to Oracle, cost savings exceeding \$711,247 will be realized over the next ten years. Funds from the Cares Act Emergency Relief Fund are available to cover the initial cost to implement Oracle. The current ERP contract with Colleague will not expire until August 2022 which will allow the College to run both systems simultaneously for maximum benefit and ensure a smooth transition.

Director Sullivan and VP Ruiz concluded their presentation. Dr. Fegan stated because funds from the CARES Act/HEERF (Higher Education Emergency Relief Fund) can be used for the first year and a half, the savings will be more than \$711,247. Approximately \$1.6 million will not have to be placed in the budget and by 2030-2031, approximately \$3.5 million in savings could be realized in addition to the cost savings in personnel time.

A Kick-Off Celebration Event with staff will be held Monday, March 15, 2021. An aggressive timeline is planned to have the new system fully implemented by August 2022 when the current ERP contract ends. Focus will begin with the Financials (General Ledger, Accounts Payable, Expenses, Fixed Assets, Cash Management, Purchasing) and Oracle Analytics Cloud. Plans are to have payroll and human resources live by January 2022. A brief question and answer period followed.

Dr. Fegan stated Navarro College will still own and have access to the data on the current ERP after the contract ends August 2022. Drivestream has been contracted to provide unlimited support during and after the transition to the new ERP, Oracle, over the next five years. Dr. Fegan stated there is huge market potential in Texas giving Oracle and Drivestream a vested interest in Navarro College becoming a model institution for them. Because Oracle is cloud-based there is no need to purchase additional hardware, unlike the current ERP.

Personnel Update

Vice President Ballew presented an update on personnel activity. The following appointments were made during the period from January 29, 2021 through February 25, 2021:

- Daniel Short – Director of Navarro College Small Business Development Center
- Michael Brandon Bates – Campus Police Officer
- Devonte Tolliver – Custodian
- Jean Rogers – Continuing Education Coordinator (03/15/2021)

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Vice President Ballew continued stating the following exits have been announced:

- Arnold Bamburg – Bus Operator/Maintenance Worker
- Charles Betts – Director of Residence Life
- Nancy Ford – Financial Aid Success Coach (05/31/2021)
- Branden Williams – Director of Dining Services

Vice President Ballew concluded her report.

District President's Report

Board Calendar

Dr. Fegan gave a brief overview of upcoming events, stating the City of Mexia's mayor and city officials, Mexia ISD Board members and the MISD Superintendent have been invited to join Trustees for dinner at the Farmhouse Restaurant prior to the March 25, 2021 Board of Trustees meeting on the Mexia Campus. He continued with upcoming events and recommended checking the College's website for the most current schedule of games due to schedules constantly changing because of weather conditions and COVID outbreaks.

Legislative Update

Dr. Fegan announced Representative Cody Harris has filed House Bill 885 as it relates to Navarro College offering a BSN program. On Tuesday, February 23, 2021, he received a call informing him Senator Brian Birdwell has filed Senate Bill 740 as a companion bill to HB 885. He stated while this doesn't guarantee anything, it has moved things further along than the last legislative cycle.

Board of Trustees Enrollment Workshop

Dr. Fegan stated because of the severe weather closings the previous week and with Spring Break scheduled March 8-12, more time is needed to prepare for the Enrollment Workshop and make recommendations to Board. Therefore, the workshop has been moved to Thursday, April 22, 2021, one week prior to the April 29, 2021 Board of Trustees meeting.

Thanks and Recognition

Dr. Fegan concluded the President's Report by thanking the trustees and chairman for their support and confidence during the severe weather the previous week allowing decisions to be made. He continued by recognizing staff members who "stepped up" and did an outstanding job including: Athletic Director Michael Landers and athletic coaches, Chief Hank Bailey and NCDP officers, Debbie Talley, Todd Harrison, Stan Wong and Housing staff, Stacie Sipes, Margaret Alfaro, Dr. Carol Hanes, Teresa Thomas and finance staff, Campus Deans - Jeanette Underwood, Christina Mims, and Guy Featherston, Dr. Harold Housley, Marcy Ballew and HR staff as well as Barry Sullivan and the IT staff.

Next Meeting Announcement and Closed Session

Chairman Judson announced the Board of Trustees will meet on the Mexia Campus for the March 25, 2021 meeting and again commended everyone for their work in serving the students.

At 8:08 p.m., Trustee Aldama made a motion to convene into Closed Session and Trustee Holt seconded the motion. The decision was unanimous. Following a brief break, the Board convened into Closed session at 8:15 p.m.

Reconvene into Open Session and Adjournment

At 9:15 p.m., Trustee Wyatt made a motion to reconvene into Open Session and adjourn the meeting. Trustee Atkeisson seconded the motion and the decision was unanimous.

The meeting was immediately adjourned. No action, decision or vote was taken on any matters following the Closed Session.

Respectfully submitted,



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