



**NAVARRO COLLEGE BOARD OF TRUSTEES  
MARCH 31, 2022 MEETING  
MINUTES**

On Thursday, March 31, 2022 the Navarro College Board of Trustees gathered in the Bulldog Board Room located on the Corsicana Campus to conduct their regular monthly meeting. Trustees in attendance included: Chairman Phil Judson, Vice Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, Trustee A. L. "Buster" Atkeisson, and Trustee Faith Holt.

Trustee Loran Seely and Trustee Kim C. Wyatt were absent. Others in attendance included:

Dr. Kevin G. Fegan	District President
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Sina Ruiz	Vice President, Enrollment Management and Instl. Effectiveness
Ms. Marcy Ballew	Vice President, Human Resources
Dr. Carol Hanes	Vice President, Academic Affairs
Mr. Michael Landers	Athletic Director
Ms. Susan Womack	Senior Research Analyst, Corsicana Campus Strategic Plan Lead
Mr. Guy Featherston	Dean of Waxahachie Campus and Health Professions
Ms. Jeanette Underwood	Dean of Midlothian Campus and Dual Credit
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Connie Standridge	Corsicana City Manager

Additional staff and guests were also present.

#### **Call to Order**

Chairman Judson called the March 31, 2022 meeting to order at approximately 7:00 p.m. He welcomed everyone and expressed disappointment for the need to cancel the February 24, 2022 meeting due to severe weather conditions. Trustee Aldama was asked to begin the meeting with a prayer.

#### **Board Announcement**

Chairman Judson commended Trustee McGraw and Trustee Atkeisson for their work with the Navarro County Youth Expo. He was pleased to announce Navarro College is providing its facilities free of charge for Youth Expo events. He also noted Mildred ISD's fundraising event was held last weekend in the Cook Education Center. He thanked Dr. Fegan for providing the facilities at no charge and taking this great step forward in helping our community.

#### **Open Forum Time**

There were no requests to address the Board.

#### **Consent Calendar**

- a. Minutes – January 27, 2022 Meeting
- b. TX SB 212 Sexual Misconduct Report September 1, 2021 - January 31, 2022

Trustee Holt moved to approve the Consent Calendar and Trustee McGraw seconded the motion. The decision was unanimous.

### **Consider Action Authorizing Sale of Property**

Corsicana City Manager Connie Standridge stated the City of Corsicana was approached by the owner of three surrounding properties wanting to purchase the adjoining, nonconforming 50x50 ft. lot for \$1,500 plus closing costs. Ms. Standridge noted the property does not have street frontage. She continued stating Corsicana's City Council approved the sale of the property; however, because the property is co-owned by the taxing entities including Navarro College, approval of the Board of Trustees is required.

Trustee Atkeisson moved to approve the resolution authorizing the sale of .057 acres of property located in Block 44, Lot 10 in Corsicana, Navarro County, Texas. Trustee Aldama seconded the move. The motion passed by a unanimous vote.

### **Enrollment Update**

Vice President Ruiz reported the state is in the process of transitioning to a new reporting system and is certifying enrollments as they update their reports. She stated once the state has certified enrollment, analytics for Spring 2022 can be presented. She continued stating preliminary headcount for Spring 2022 is down -8%, this is the same amount of decline as Fall 2021. Adult Education & Literacy (AEL) is currently serving 779 students and is on track for meeting their goal of 900 students by May. Continuing Education (CE) 2<sup>nd</sup> Quarter had an 81% increase in compared to last year. Overall, Navarro College is currently serving 8,332 students which does not include Spring 2022 degree-seeking students that have yet to be certified.

Vice President Ruiz stated preregistration for May Mini, Summer and Fall will open Tuesday, April 12. She advised work is being done to pre-register cohort students currently enrolled in Fine Arts, Athletics, Dual Credit, Workforce, Career and Technical Education and Health Professions programs. Vice President Ruiz concluded her report. A brief question and answer period followed regarding the total number of students being served.

Chairman Judson thanked Vice President Ruiz for her report.

### **Consider Action on January 2022 Financial Statement**

Vice President Thomas presented the January 2022 financial statement for approval. Budget amendments increased the FY 2021-2022 budget \$2,140,056 for a revised total of \$101,285,083 as of January 31, 2022. General Operating net income before HEERF federal dollars decreased \$929,298 and expenses decreased \$432,797 compared to January 2021. Vice President Thomas stated student income was the cause for the majority of the decrease. Auxiliary (Housing, Dining and Bookstore) net income increased \$778,876. Total net income for both General Operating and Auxiliary combined, before HEERF Federal Grant dollars, decreased \$282,375.

A look at the Comparison of Cash to Cash with Federal HEERF Dollars showed revenue was up \$4,929,366 from January 2021. HEERF federal grants accounted for \$6,093,923 of the increase. Expenses compared to January 2021 were up \$8,733,551 with \$9,201,331 in HEERF fund expenditures. A review of the Month to Date Comparison of Budget to Actuals showed General Operating and Auxiliary combined net income was \$1,489,675 over budgeted amounts through January 2022.

Vice President Thomas stated contingencies total \$263,202 and there will be an additional \$200,000 in tax revenue due to the tax rate remaining the same in 2021. She concluded her report.

Trustee Atkeisson made a motion to approve the January 2022 Financial Report. The move was seconded by Trustee Holt and was approved unanimously.

### **Consider Action on February 2022 Financial Statement**

Vice President Thomas continued with February 2022 Financial Statement. Three budget amendments were made during the month of February 2022: (1) adding \$50,000 for the Texas Higher Education Coordinating Board (THECB) Reporting Modernization Grant initial budget; (2) adding \$94,300 for the THECB Accelerating Credentials of Purpose and Values Grant budget and reverse a January budget HEERF adjustment; and (3) a \$38,000 budget adjustment for Dining Service's capital purchase of a dishwasher for the Cook Education Center. Chairman Judson questioned what purpose the \$50,000 THECB grant can be used for and Vice President Ruiz responded it is to be applied to personnel support in relation to the reporting changes being made by the State.

Vice President Thomas continued stating as of February 28, 2022, total Education and General Revenue, before HEERF federal dollars, was down \$966,019 and resource allocations decreased \$2,111,479 compared to February 2021. She stated the greatest decrease in expenditures was in the instructional area where class offerings were adjusted for enrollment changes. The overall year to year comparison of actual net income in the General Operating Fund, before HEERF federal dollars, increased by \$1,145,460. Auxiliary net income increased \$758,636 compared to the previous year. Total net income increased \$1,904,096.

The Comparison Summary of Sources and Disbursements including HEERF federal dollars to the previous year showed a decrease of \$3,068,496. Vice President Thomas noted the timing differences in the amount of \$4,112,492 in HEERF and other federal grant funds still to be drawn down for February 2022 that impacts the actual net income.

The Education and General and Auxiliary funds combined "original budget month-to-date" compared to the "actual-to-date" decreased \$6,225,489 in revenue when compared to 2021. Resource allocations were down \$14,322,363 through February 2022 for a positive net difference of \$7,125,368.

Vice President Thomas concluded her report and discussion followed regarding the use of HEERF funds and the timeline for using the funds. Dr. Fegan stated a detailed report is being generated that will show where every stimulus dollar is being spent. He noted additional grants, like the TRU Grant, have added another million dollars to be accounted for in addition to the HEERF funds.

Dr. Fegan concluded by stating Dr. Tara Peters has informed him the company building the mobile welding trailer being purchased with grant funds has offered to upgrade it at no additional cost.

Trustee Aldama moved to approve the February 2022 Financial Statement. Trustee McGraw seconded the motion. The motion passed by a unanimous vote.

### **Consider Action on Quarterly Investment Report for Quarter Ended February 28, 2022**

Vice President Thomas presented the Quarterly Investment Report for the quarter ended February 28, 2022. The ending book value of investments as of February 28, 2022 was \$2,475,000 with a market value of \$2,478,959. One Certificate of Deposit (CD) in the amount of \$750,000 matured during the second quarter and was reinvested at City National Bank in Corsicana at a rate of .675%. Vice President Thomas stated this is a higher rate of interest and comparable to February 28, 2022 benchmark rates published in the Wall Street Journal.

Following a review of the investments by fund, Vice President Thomas stated cash deposits totaling \$27,827,033.90 are secured by \$1,250,000 in FDIC insurance and pledged collateral in the form of mortgage-backed securities and government agency issues in the amount of \$36,728,209.72 and concluded her report.

Trustee Atkeisson made a motion to approve the Quarterly Investment Report for the Quarter Ended February 28, 2022. The move was seconded by Trustee McGraw and was passed by a unanimous vote.

### **Consider Action on Interlocal Participation Agreement between Navarro College and TASB Risk Management Fund**

Vice President Thomas stated Navarro College's property and casualty insurance is carried through the Texas Association of School Boards (TASB) Risk Management Fund. Navarro College's interlocal participation agreement with TASB was last updated in 2012 and amended in 2021. The current agreement will expire on May 1, 2022. To ensure continued coverage in the self-funded risk pool, Board approval is required to renew the agreement.

Vice President Thomas concluded and responded to Chairman Judson's question regarding coverage. She confirmed insurance coverage is regularly evaluated to ensure property coverage is at the current market value/replacement cost.

Trustee Atkeisson made a motion to approve the renewal of the Interlocal Participation Agreement between Navarro College and TASB Risk Management Fund. Trustee Aldama seconded the motion and the decision was unanimous.

### **Consider Action on Invited RFQ (Request for Qualifications) for Engineering Services related to Master Plan**

Dr. Fegan recommended the Board take action to approve CEI Engineering Associates as the engineering firm for developing a master plan for the Navarro College District. He stated CEI Engineering Associates is a Texas firm and meets all requirements of the Buy Board. A copy of CEI's qualifications were provided in the Board's packets in addition to the project description and scope of basic services. – including a topographical and geographical analysis of the land which will be needed for any building or remodeling or other projects. Dr. Fegan stated if approved, CEI will contract a company to develop a master plan and will contract a company to conduct a topographical and geographical analysis to determine any land elements that could impact any future construction or remodeling projects. He stated CEI will act as a general manager representing Navarro College in hiring and overseeing builders, contractors and suppliers. All work will be owned by Navarro College.

Dr. Fegan stated five proposals and exhibits have been posted in BoardEffect to give trustees an idea of what the master planning process will entail. He distributed a copy of a proposed master plan exhibit to give trustees an idea of the phases that will be followed. The first phase will be a specific project such as football field turf improvement that would accommodate football, soccer, band and intramurals. In addition to athletic facilities, master planning will include a career and technology/workforce building on the Corsicana and Waxahachie campuses as well as the redesign and repurposing of current facilities. He stated the master planning process is expected to take approximately 23 weeks to allow enough time for all stakeholders (employees, students, community) to be involved.

Dr. Fegan reviewed proposed phases of the master plan and answered questions. Following a brief question and answer period, he clarified that Board approval of CEI will allow administration to move forward with contracting with CEI and approving them to take the first steps to conduct a topographic survey and geotechnical report and to hire a company to conduct a master plan. Dr. Fegan stated the topographic survey and geotechnical report are expected to cost approximately \$10,000 and the master planning agreement will cost an estimated \$75,000 to \$100,000. Dr. Fegan stated no commitments are being made for any projects to be built; all individual projects will be brought to the Board for approval first. He concluded stating more details will be shared during the Board's Enrollment Workshop on April 20<sup>th</sup>.

Trustee Aldama made a motion to approve CEI Engineering Associates as the engineering firm for developing a master plan for the Navarro College District. The motion was seconded by Trustee Atkeisson and the decision was unanimous.

#### **Update on Personnel Actions**

Vice President Ballew presented update on personnel. She stated the following appointments were made during the period January 27, 2022, through March 31, 2022:

- Dr. Randy Jackson – Dean of Online Learning
- Victoria Alvarado – Benefits Coordinator
- Teresa (Terri) Smith - Administrative Assistant/Faculty Support – Dean of Career & Technical Education
- Karen Simons - Executive Administrative Assistant for Vice President of Academic Affairs
- Ayasha Eddins – Campus Police Officer
- Abigail Drollinger – Assistant Soccer Coach
- Kassandra Sanchez – Dual Credit Coordinator – Waxahachie
- Kelly Williams – Contact Center Agent

Vice President continued stating five employees announced their exits including:

- Robin Dorety - Academic Advisor/Data Reporting Coordinator – TRiO Student Support Services
- Rebecca Lynne Coker – Director of Payroll & Accounts Payable
- Gabriela Guerrero – Enrollment & Recruitment Assistant
- Katie Oliver – Administrative Assistant
- Priscilla Johnson – Enrollment Services Manager

Vice President Ballew concluded her report.

## **District President's Report**

### Commencements

Plans for 2022 commencement and ADN pinning ceremonies were shared by Vice President Ruiz. Commencement for all graduates will be held at Community National Bank & Trust (CNB&T) Stadium on Thursday, May 12, 2022 at 7:30 p.m. In the event baseball and softball athletes qualify to compete in regional tournaments and are unable to participate in the May 12<sup>th</sup> ceremony, a special commencement ceremony will be held in the Special Events Center (SEC) on Wednesday, May 11. Dual credit high school athletes will also be invited to participate.

Alternate plans have been made in the event of inclement weather on Thursday, May 12. Plan A is to move the ceremony at CNB& T Stadium to Friday, May 13. In the event the inclement weather persists on Friday, Plan B calls for holding three separate indoor events on Saturday, May 14 at 8:30 a.m., 10:30 a.m. and 1:30 p.m. in the Special Events Center (SEC).

Preliminary numbers indicate there will be as many graduates participating in this year's ceremony as there were last year.

### Calendar Highlights

Dr. Fegan continued with highlights of upcoming events through the end of May. Cheer Show-Off will be held at 2:00 p.m. on Sunday, April 3<sup>rd</sup> in preparation for the NCA Championship Tournament in Daytona, FL April 6 and 7. Athletic Director Landers announced the Cheer Show-off will include teams from Texas Tech, Texas A&M, and SMU that are also competing in Daytona.

ACCT's 2022 Leadership Congress will be held in New York City October 26-29<sup>th</sup>. Dr. Fegan stated a decision will be needed by the April Board meeting to get the early bird rate and book hotel rooms before May 20<sup>th</sup>.

### **Next Meeting Announcement, Adjournment**

Chairman Judson thanked Dr. Fegan and announced the next Board of Trustees meeting will be held April 28, 2022 at 7:00 p.m. on the Mexia Campus.

Trustee Aldama moved to adjourn the meeting and Trustee Holt seconded the motion. The decision was unanimous. The meeting was adjourned at 8:09 p.m.

Respectfully submitted,



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