

**NAVARRO COLLEGE BOARD OF TRUSTEES  
MARCH 26, 2020 MEETING  
MINUTES**

The Navarro College Board of Trustees held their regular monthly meeting on Thursday, March 26, 2020, by videoconference (GoToMeeting) in compliance with State of Texas Governor Greg Abbott’s order to minimize public gatherings during the COVID-19 pandemic and the temporary suspension of portions of the Open Meetings Act to allow open meetings to be conducted via video and/or teleconference, All trustees participated from their homes or a remote location using their iPad including: Chairman Phil Judson, Vice-Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, Trustee Faith Holt, Trustee A. L. “Buster” Atkeisson, Trustee Loran Seely and Trustee Kim C. Wyatt.

Others that participated in the GoToMeeting videoconference 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 of Academic Affairs
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Ms. Maryann Hailey	Vice President, Student Services
Mr. Michael Landers	Athletic Director
Ms. Stacie Sipes	Director of Marketing and Public Information
Ms. Leslie Smith	Executive Assistant to the District President

Other administrators, staff and guests were also present by videoconference/phone.

**Call to Order**

Chairman Judson called the meeting to order at 7:00 p.m. After taking a roll call of all trustees in attendance, he began the meeting with a word of prayer.

**Board Announcements**

No announcements were made.

**Open Forum Time**

There were no requests to address the Board.

**Consent Calendar**

- a. **Minutes - February 19, 2020 Enrollment Workshop**
- b. **Minutes – February 27 2020 Board of Trustees Meeting**

Trustee Holt made a motion to approve the Consent Calendar. Trustee Aldama seconded the motion. A roll call vote was taken and the decision to approve the Consent Calendar was unanimous.

### **Consider Action on February 2020 Financial Statement**

Vice President Teresa Thomas presented the February 2020 financial statement. Budget changes in the Educational and General Fund totaling \$297,702 included a reallocation of Carl Perkins Federal Grant Funds in the amount of \$43,403, Community National Bank's donation to fund new programs in the amount of \$250,000 and revenues from Cosmetology shop sales in the amount of \$4,299. Budget changes in the Plant Fund in the amount of \$176,470 included appropriated funds for the construction of SIM labs on the Corsicana and Waxahachie campuses and funds received from the utility company for LED lighting. The overall 2019-2020 Budget increased \$474,172, for a revised total of \$87,738,493 as of February 29, 2020.

A comparative review of the cash flow statement for the period ending February 29, 2020 indicated a net income of \$2,165,604, a 26.62% increase compared to the same time last year. Dr. Fegan stated everyone has done a very effective job throughout the institution in relation to managing expenses. He cautioned this was only a snapshot through the end of February 2020 and as the COVID-19 opportunity continues, things could potentially change. He stated the "good news" is the college is in a very positive position at this point and should be able to cover potential decreases.

Trustee Aldama made a motion to approve the February 2020 Financial Statement and Trustee Atkeisson seconded the motion. A roll call vote was taken and the decision to approve the February 2020 Financial Statement was unanimous.

### **Consider Action on Quarterly Investment Report for Quarter Ended February 29 2020**

Vice President Thomas continued with a review of the Quarterly Investment Report for the quarter ended February 29, 2020. She was pleased to report all investments are being held in certificates of deposit (CDs) and were not subject to the recent stock market drop due to the COVID-19 pandemic. One CD in the amount of \$750,000 matured during the quarter ended February 29, 2020. Bids were solicited from various banks and based on the results, the funds were reinvested into another CD at Citizens State Bank in Dawson earning 1.8% interest.

Vice President Thomas continued stating the book value of investments totaled \$2,975,000 with market value of \$3,002,641.23 as of February 29 2020. All cash deposits are protected with \$1,000,000 in FDIC insurance and an additional \$35,505,182.75 in pledged collateral in the form of mortgage-backed securities, government agency issues and letter of credit.

Trustee Atkeisson made a motion to approve the Quarterly Investment Report for the period ended February 29, 2020. Trustee Seely seconded the motion. A roll call vote was taken and the decision to approve the report was unanimous.

### **Update on Enrollment**

Vice President Ruiz presented an overview of Spring 2nd 8-weeks pre-registration results, progress on the annual enrollment revenue goals and a report on student income received as of February 29, 2020. The Spring 2nd 8-week term started Monday, March 23, 2020, with 820 students validated (740 credit and 80 dual credit) resulting in 1,104 enrollments, 28% of the semester credit hour goal for Summer 1. Overall, certified fall, preliminary spring, and revenue from Spring 2nd 8-weeks is within 84%, or \$3.5 million, of meeting the annual enrollment revenue goal. Pre-registration for summer and fall semesters will begin April 13, 2020. Vice President Ruiz concluded her report.

### **Update on Personnel Actions**

Vice President Ballew shared an update on personnel actions from February 27, 2020 through the current date. The following appointments were made:

- Raven White - Director of E-Sports;
- Michael Couch - Admissions Specialist/ Recruiter, Corsicana Campus;
- Gabriela Guerrero, previously a part time employee in the Adult Education program, has accepted position as Enrollment and Recruitment Assistant in the program;
- William Mann has accepted a position as a Maintenance Worker working specifically in the Housing Department on the Corsicana Campus;
- Stacy Pemberton - Administrative Assistant for Enrollment Services on the Midlothian Campus; and
- Kraig Curry will return to his former position as the Director of TRIO Student Support on April 1.

The following exiting employees were announced: Walter Sheffield - District Math Lab Coordinator; and Webb Hamilton, Assistant Football Coach.

Vice President Ballew concluded her report.

### **District President's Report**

Dr. Fegan thanked the Board for their leadership and for modeling Navarro College's culture of professionalism, empowerment and trust over the past weeks. He stated this trust has allowed him and colleagues to be proactive and work as effectively as possible to achieve the following objectives:

- ensure the health and safety of all employees and students;
- resume classes and work on completing the spring semester;
- keep students on track in pursuit of their personal and professional goals (completing either degree or professional certificate);
- transition to a virtual environment; and
- work diligently to maintain all employees and make adjustments for most to work from home.

Dr. Fegan stated most important is the incumbent need to continue to prepare for the future as August (next fall) will come. He concluded his report.

Trustee Holt stated the Board is proud of the work Dr. Fegan and Navarro College staff has done and will continue to do. She inquired about the status of students in the residence halls (dorms). She also inquired if there was any assistance she and the trustees could provide. Dr. Fegan thanked her and stated Navarro College remains open for students needing shelter and food. Approximately 60 students, mainly international students, are still living on campus. As the shelter in place orders continue, the college may be faced with additional students needing housing and dining services.

Trustee Aldama thanked everyone for their work in making the virtual meeting possible and inquired if the next Board of Trustees meeting on April 30, 2020 will also be held virtually. Dr. Fegan stated the situation will be re-evaluated and a decision will be made by April 15<sup>th</sup>. He stated at this time, preparations are being made to continue to meet virtually through the end of the spring semester.

Trustee Atkeisson thanked everyone for their work and commended Kyler Copsey as well as Cody Dickerson and the IT team for their assistance and patience with trustees in helping them get set up. Trustee Hold echoed his sentiments.

Chairman Judson commended Dr. Fegan and staff stating they have dealt with this situation on a daily, even hourly, basis and have kept up with all the requirements from the State, the Coordinating Board to local authorities “on what can and cannot be done.” He commended everyone for the amount of hours they are working and stated he is praying for everyone’s health. He continued stating, although students are getting the best instruction possible, it is his hope students continue to receive the mentorship and personal attention from faculty as much as possible. He stated the college has a wonderful reputation and will continue it through this pandemic. He thanked Dr. Fegan for all he has done.

Dr. Fegan responded by thanking Chairman Judson and Board. He stated Bulldog Pride has never been more effectively demonstrated than it has over the past two weeks. He stated mentorship by faculty has been extraordinary. He stated it has been very humbling to hear the stories and anecdotes that have been shared on ways faculty are finding to engage and connect with their students. He concluded by stating the “spirit and caring to provide the best is alive and doing well.”

#### **Adjournment**

A motion to adjourn the meeting was made by Trustee McGraw and was seconded by Trustee Atkeisson. The decision by roll call vote was unanimous and the meeting adjourned at 7:47 p.m.

Respectfully submitted,

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