



NAVARRO COLLEGE BOARD OF TRUSTEES
March 30, 2023
Board Meeting Minutes

On March 30, 2023, the governing body of Navarro College gathered in the Bulldog Board Room located in Walker Dining Hall on the Corsicana Campus to conduct the regular monthly meeting. Trustees in attendance included, Chairman Phil Judson, Secretary-Treasurer Richard Aldama, Trustee A. L. "Buster" Atkeisson, and Trustee Faith Boyd.

Others in attendance included:

Dr. Kevin G. Fegan	District President
Ms. Marcy Ballew	Vice President of Operations
Ms. Sina Ruiz	Vice President of Student Success
Ms. Teresa Thomas	Vice President, Finance
Dr. Jeanetta Johnson	Vice President of Academic Affairs
Mr. Richey Cutrer	Executive Director Navarro College Foundation
Dr. Tara Peters	Executive Director of Workforce, Career and Technical Education
Dr. Richard Phillips	Dean of Academics and Safety Planning
Ms. Stacie Sipes	Director of Marketing
Mr. Guy Featherston	Dean, Waxahachie Campus, and Health Professions
Ms. Karen Simons	Executive Assistant to the District President
Christina Mims	Dean, Mexia Campus
Jeanette Underwood	Dean, Midlothian Campus

Additional staff and guests were also present.

Call to Order

Following dinner in the President's Dining Room, the governing body relocated to the Bulldog Board Room to conduct their regular monthly meeting. Chairman Judson called the meeting to order at 7:00 p.m. and asked Trustee Aldama to begin the meeting with a prayer.

Board Announcements

Chairman Judson announced Closed Session following the President's Report to discuss Legal Matters.

Open Forum Time

Chairman Judson asked if anyone requested to address the Board. No requests were made.

Consent Calendar

- a. Minutes – February 23, 2023
- b. TX SB 212 2nd Quarter Report September 1, 2022 – February 28, 2023

Chairman Judson asked for a motion to approve the Consent Calendar.

Trustee Boyd made motion to approve the Consent Calendar and Trustee Aldama second the motion. All in favor / none opposed.

Board Recognitions

Chairman Judson and President Fegan recognized several group accomplishments. These groups included PTK Chapter Students that received medals at USA All-Academic Ceremony, Band and Choir Directors, Texas Music Educators Association Honor Choir, National Percy Grainger Wind Band Festival performers, College Band Director's National Association Intercollegiate Honor Band performers and Texas Music Educators Association Junior College All-State Band performers. Each individual within the groups were presented with a certificate and pictures were taken.

Chairman Judson stated both choir and wind ensemble/band have taken the whole program to the next level. It is such an exhilarating performance to see what Josh, Tim and Dr. Harrison have been able to accomplish and we are so proud. It has been a great transition which has to do with recruiting which Josh, Tim and Dr. Harrison individually do on their own time. The results are what we see tonight. Trustee Atkeisson stated in addition to their accomplishments in their field one of the things I noticed and was impressed with is they all seem like they enjoy what they're doing and perform and act like professionals.

Dr. Fegan shared that after their performance in Chicago he had an individual come up to him with the Percy Grainger Festival and said there was no comparison between our students and the other students performing, and the reason for that is our students are much more mature performers.

Approve Orders Declaring Unopposed Candidates Elected and Elections Canceled

Chairman Judson announced the filing deadline for the May 6, 2023 Board of Trustees Election was February 17, 2023.

Vice President Teresa Thomas has certified Phil Judson had filed for re-election as Trustee District One and is unopposed and Trustee Kim C. Wyatt had filed for re-election as Trustee At Large District Seven and is unopposed.

The State of Texas statute allows for the Board to cancel the election and declare the unopposed candidates elected.

Trustee Atkeisson made the motion and second by Trustee Aldama to cancel the May 6, 2023 Board of Trustees Election declaring Phil Judson and Kim C. Wyatt re-elected. All in favor / none opposed

The newly elected Trustees will be sworn in during the May 25, 2023 meeting. Chairman Judson commented that because we were unopposed, the college saved \$26,000.

Enrollment

Vice President Sina Ruiz presented this month's enrollment report with an overview of Fall 2022 certified numbers which includes headcount performance on dual credit returners, new students, and housing residents.

Certified enrollment headcount for Fall 2022 students is 6,277, semester credit hours 57,298 and contact hours 1,365,248.

Fall 2021 vs Fall 2022 headcount has decreased by 288 students (99 dual credit, 154 returning students and 35 new students).

The breakdown for Fall 2022 District-Wide were credit students 3,955 and dual credit 2,322. The Fall 2022 housing included Athletics, Fine Arts, CTE and E2 and totaled 651 students.

The difference in summer enrollment semester credit hours between 2022 and 2023 increased 5.67%.

Finance and Operations

Vice President Teresa Thomas presented February 2023 Financial Statement.

The budget amendments for February 2023 totaled \$548,868.27. As of February 2023, we received 72.47% of student income budgeted for 2022-2023, 81.76% of local appropriations and 53.06% of total General Operating Budget and these percentages take in consideration all the HEERF funds budgeted but not drawn down. The Auxiliary fund earned 55.74% of the revised budget as of February 2023.

The disbursements of funds year to date expenses for Education and General Fund are lower than this time last year by \$5,926,403, Federal, State and Local grants were \$10,650,907 lower. Other expenditures increased by \$626,877 due to appropriation for the entire year for the debt service to cover bond payments that come due in November and August and December stipends. General Institutional has increased due to ERP System, Plant & Maintenance projects, and increase in insurance costs.

As of February 2023, Total Educational & General Revenue before HEERF Federal Dollars is higher by \$451,871 from the same time in February 2022, student revenue is lower by \$319,550, local appropriations are higher by \$486,400, and state appropriations funds are higher by \$152,663. State Grant Revenue is higher by \$185,774 from February 2022, Federal Revenue is lower by \$261,664 from January 2022. Other local income is higher by \$208,248 and includes lease income, facilities rental, interest income. Auxiliary expenses increased from this time last year due to deli, housing renovations and bookstore expenditures.

A comparison of the month to date revenue budget (amended budget) for February 2023 to the actual month to date revenue for February 2023 shows a decrease of \$1,903,857 in revenue and \$1,158,697 less in resource allocations from budgeted amounts through February 2023 for a net General Operating decrease of \$745,159 from budgeted. Those amounts in actuals that are being paid for from lost revenue would not have been in the budgeted amounts. The auxiliary revenue shows a \$1,485,211 decrease over budgeted amounts through February 2023 and 2,259,045 less in resource allocations over budgeted amounts through February 2023 giving a combined auxiliary net gain of \$773,833 over amended budget. Net income for both funds shows \$28,674 more over budgeted amounts through February 2023. Contingencies total \$416,673 plus \$505,773 of additional tax revenue.

Trustee Aldama made motion and second by Trustee Boyd to approve the February 2023 Financial Statement. All in favor / none opposed

Vice President Teresa Thomas presented the Quarterly Investment Report for Quarter Ended February 28, 2023. During the second quarter ended February 2023, one CD was renewed for \$750,000 with City National Bank at 4.255%. For the second quarter of FY 2023, total book value was \$2,475,000 and the market value of total investments were \$2,495,792.56. The Investment Report shows that \$1,745,000 were in Educational and General Fund; \$500,000 in Debt Service Fund; and \$230,000 in the Student Financial Aid Fund. The pledged collateral report shows that we had total deposits of \$32,268,173.65, we were collateralized with \$1,250,000 of FDIC coverage and \$42,723,128.68 of pledged mortgage-backed securities.

Trustee Atkeisson made motion and second by Trustee Aldama to approve the Quarterly Investment Report for quarter ended February 28, 2023. All in favor / none opposed

Vice President Teresa Thomas presented the 2023-2024 Tuition, Fee, Room and Board for approval. Recommendations were made for tuition, fee, room and board rate increases for Fall 2023 during the March 21, 2023 Enrollment Workshop. These increases include technology, building use, lab/course increase in Anatomy, Biology, Clinical Travel Fee, Physical Science, Physics, Welding, and pass-through course fees. Other increases include overnight housing charge, returned check charge, installment plan and telephone payment service charge.

Trustee Boyd made motion and second by Trustee Atkeisson to adopt the 2023-2024 Tuition, Fee, Room and Board as presented in the budget workshop enrollment meeting. All in favor / none opposed

Update on Personnel Actions

Vice President Marcy Ballew presented update on personnel.

The following appointments were made during the period from February 23, 2023, to March 30, 2023:

- Melissa Przybylski – Testing Coordinator – Ellis County (3/6/2023)
- Angela Vega – HR Benefits Coordinator (4/6/2023)
- Laura Renteria – Custodian Maintenance/Physical Plant (3/1/2023)
- Teresa Stewart – Business Advisor – SBDC (4/1/2023)
- Amber Turton – Campus Coordinator Waxahachie Campus (4/3/2023)
- Tielar Richards – Assistant Volleyball Coach (4/3/2023)
- Randall “Shane” Richards – Campus Police Officer - Waxahachie (4/1/2023)
- Kimberly Marcheselli – Campus Coordinator Midlothian Campus (4/1/2023)
- Terri Riggins – Registrar (4/3/2023)

The following exits were announced during the period from February 23, 2023, to March 30, 2023:

Resignations:

Julie Clasper – Success Coach Student Financial Aid
Desiree Gruben – Shift Leader Beautique College Bookstore
Judith Jorgenson – Assistant Professor – Licensed Vocational Nursing
Kirsten Wood – Public Safety Administrative Assistant
Hope Sanchez – Dining Services Associate - Cook

Terminations:

Rolando Martinez – Coordinator of Student Activities
Tracy Lair – Interim Director of Dining Services
Jarrett Girard – Campus Police Officer

District President's Report

President Fegan presented the upcoming events calendar.

Looking at the calendar, we draw your attention to April 22nd which is the Texas Veterans Parade. The next Trustee meeting will be with Dean Featherston on the Waxahachie Campus on Thursday, April 27th and we will leave a little bit earlier (about 20 minutes) for it because Dean Featherston and Dr. Peters would like to show the new mobile welding trailer before dinner on the Waxahachie Campus. Board of Trustees, that is all I have for my report since we had a lot of recognitions to go over tonight.

Announcement, Closed Session, and Adjournment

Chairman Judson announced the next Board of Trustees meeting will be April 27th on the Waxahachie Campus.

Chairman Judson asked for motion to convene into closed session.

Trustee Atkeisson made motion and second by Trustee Aldama to convene into Closed Session to discuss legal matters.

Chairman Judson asked for motion to reconvene into open session.

Chairman Judson made motion and second by Trustee Atkeisson at 9:20 p.m. to reconvene into open session.

Chairman Judson asked for motion to adjourn meeting.

Trustee Aldama made motion and second by Trustee Boyd at 9:22 p.m. to adjourn meeting.

Respectfully submitted,



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