



**NAVARRO COLLEGE BOARD OF TRUSTEES
JULY 22, 2021 MEETING
MINUTES**

On Thursday, July 22, 2021, the Navarro College Board of Trustees gathered in the Bulldog Board Room located in Walker Dining Hall 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, 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 Management and Instl. Effectiveness
Ms. Marcy Ballew	Vice President, Human Resources
Dr. Carol Hanes	Vice President, Academic Affairs
Dr. Harold Housley	Vice President, Operations and Institutional Advancement
Ms. Susan Womack	Senior Research Analyst, Corsicana Campus Strategic Plan Lead
Mr. Barry Sullivan	Director, Information Technology
Mr. Guy Featherston	Dean, Waxahachie Campus and Health Professions
Ms. Jeanette Underwood	Dean, Midlothian Campus and Dual Credit
Ms. Christina Mims	Asst. Dean, Mexia Campus
Ms. Leslie Smith	Executive Assistant to the District President
Chief Hank Bailey	Chief of Police

Additional staff and guests were also present.

Call to Order

Chairman Judson called the meeting to order at 7:00 p.m. and asked Trustee Seely to begin the meeting with a prayer.

Board Announcements

Chairman Judson announced a Closed Session would be held following Item 104 – Consent Calendar in accordance with Government Code 551.076 regarding security audits.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. **Minutes – June 24, 2021 Budget Workshop**
- b. **Minutes – June 24, 2021 Meeting**
- c. **Reaffirmation of Inter-local Agreements with Current Purchasing Cooperatives and Approval of New Interlocal Agreement with Equalis Group**

Trustee Atkeisson moved to approve the Consent Calendar and Trustee Wyatt seconded the motion. The decision was unanimous.

Convene into Closed Session

Trustee Holt moved to convene into Closed Session at 7:04 p.m. Trustee McGraw seconded motion and the decision

was unanimous and the governing body moved to the President's Dining Room.

Reconvene into Open Session and Consider Action on Texas School Safety Center 2018-2021 Safety Audit Report

At 7:16 p.m. the governing body returned to the Bulldog Board Room and reconvened into Open Session. Trustee Seely made a motion to approve the Texas School Safety Center 2018-2021 Safety Audit Report and Trustee Aldama seconded motion. The decision was unanimous.

Update on Enrollment

Vice President Ruiz presented an update on enrollment. She reported Summer I semester credit hour enrollment was down -15% and Summer II was down -12% compared to Summer 2020. She stated last Summer, with the exception of a few, all courses were offered online. This summer, there were more offerings of face-to-face classes, but duplicate course offerings were removed. FIRE, Philosophy, EMS, Economics, Drama and Welding were the top courses that increased in enrollment compared to last summer. There was a decline in courses linked to cohort programs, a huge indicator that attrition was a contributing factor to the overall decline in enrollment numbers. An increase in Summer housing compared to 2020, was attributed to 147 football players checking in for Summer II. Overall, there were increases in specific face-to-face course offerings and in housing, but it was not enough to make up for the decline in students due to the attrition impacting specific programs and fewer students persisting into these summer terms.

Vice President Ruiz continued stating as of July 20th, 4,111 students have pre-registered for Fall. Compared to the same time last year, headcount enrollment is down -235 students and semester credit hours are down -7%. The majority of the decline is in dual credit enrollment which is down 259 students while Credit enrollment is up 24 students. She stated as a result, enrollment is down -7% in semester credit hours with a majority of the decline being attributed to dual credit. It was noted changes to testing has impacted the number of students eligible for dual credit.

Dr. Fegan noted last year testing was waived. He also noted high schools are experiencing opportunities in getting students prepared. Dr. Hanes stated the test has become more stringent and students are having more difficulty passing. Chairman Judson inquired when students can start dual credit and Dr. Hanes responded it depends on the high school, but a freshman student can enroll in dual credit courses if they pass the test. Dr. Fegan noted social maturation opportunities are creating a shift. He stated a number of ISDs are not going to allow freshmen and sophomores to take dual credit which from an academic perspective is positive but from a financial perspective is an opportunity for Navarro College. He also noted retention and persistence is down across all community colleges in Texas and is not isolated to Navarro College.

Vice President Ruiz continued with a review of the "Enrollment by Hierarchy" report. She noted specific target groups are being watched including: Dual Credit, Athletics, Fine Arts, Health Professions, Career and Technical Education, and E² (defined as all others new or eligible to return). As of July, 52% of the goal to enroll 7,139 students has been met. Major initiatives to encourage enrollment include direct mail campaigns, digital geo-targeted ad, newspaper ads, and social media. HEERF funds are being used to target Stop Out, Opportunity Youth (new) and Dual Credit students who recently graduated high school.

She stated the Contact Center is experiencing lots of calls for log-in support, transcripts and help with enrollment process and advising. Advisors are seeing more of a shift of students wanting face to face advising versus virtual/phone meetings. Students are getting excited to come back to campus and more students are wanting evening class options.

Student Recruitment has seen an increase in requests since transitioning back to in-person tours. A group of 65-70 TCU advisors (housed in Fort Worth ISD high schools) have requested a tour in the coming week. These TCU advisors have advised students and recruited for Navarro College in the past.

Trustee Seely inquired about TCU's reason for recruiting for Navarro College. Dr. Hanes stated students that don't have funds to attend TCU can attend Navarro College and transfer to TCU.

Chairman Judson noted enrollment from June to July showed twice the velocity and inquired what the optimum time is for enrollment to increase. Vice President Ruiz responded the peak time is typically the week before and week of classes starting.

Vice President Ruiz concluded her report and was thanked for her work.

Consider Action on Adoption of 2021-2022 Fiscal Year Budget

Vice President Thomas stated a preliminary budget was presented during the June 24th budget workshop based on flat enrollment. She noted the proposed budget also includes HEERF funds for a total budget of \$93,245,986 for FY2021-22. Before Grants, the budget totals \$40,054,134.

Total salaries and benefits, excluding grants, account for 67% of the general operating fund and maintenance, contracted services and utilities account for approximately 10%. The auxiliary fund, which includes housing, dining services, bookstore and athletics is budgeted at \$8.9 million of which approximately 23% is for salaries and benefits.

Trustee Aldama made a motion to adopt the 2021-2022 fiscal year budget that was seconded by Trustee Holt. The motion passed by a unanimous vote.

Consider Action on June 2021 Financial Statement

Vice President Thomas presented the June 2021 Financial Statement for approval. Budget amendments included \$15,531,316 from HEERF III – American Rescue Plan funds.

Vice President Thomas stated as of June 2021, 85.6% of the Student Income budget had been earned, 108.41% of Local Appropriations, and 58.44% of the total General Operating budget including \$15.5 million in HEERF funds. The Auxiliary Fund had earned 79.99% of the revised budget. Total year-to-date expenses in the Education and General Fund were higher compared to June 2020 because of CARES/HEERF/CRRSA federal grants. Total Educational and General resource allocations before HEERF federal grants decreased by \$514,173 and Auxiliary Fund expenditures decreased \$427,212 compared to the previous year.

General Operating income, before HEERF Federal Grants, decreased by \$1,413,703 and Student Income and Other Income were down \$2,711,275 compared to June 2020. Auxiliary net income increased \$461,208 compared to June 2020 when no students were on campus due to COVID. Total net income, before HEERF Federal Grant funds, decreased \$952,495. Net income with HEERF Federal Dollars included for both the E&G Fund and Auxiliary Fund decreased \$1,239,225. Vice President Thomas noted the timing difference of HEERF Federal Grant funds still to be drawn. She stated a receivable for Lost Revenue will be set up when the fiscal year is closed for an estimated \$5 million in HEERF Funds to be drawn down.

Dr. Fegan commended the job leadership has done with decreasing resource allocations to be balanced by the end of August. He stated budget managers, Vice Presidents Sina Ruiz and Teresa Thomas, are doing an outstanding job on CARES funds. He also recognized Jim Botkin for doing an outstanding job in his new role.

Trustee Atkeisson moved to approve the June 2021 Financial Statement and Trustee McGraw seconded the motion. The motion passed by a unanimous vote.

Review Preliminary July 2021 Financial Statement

Vice President Thomas stated there was no preliminary activity to report for the July 2021 financial statement.

Update on Personnel Actions

Vice President Ballew presented an update on personnel actions. The following appointments were made from June 25, 2021 through July 22, 2021:

- Jim Botkin – Director of Budget & Procurement
- Randall “Whoa” Dill – Head Baseball Coach
- Suzie McGee – Administrative Assistant – Dining Services
- Michelle Jozefczak – Accountant/Procurement Officer
- Manuel Martinez – Assistant Football Coach
- Taylon Black – Area Housing Coordinator
- Angela Fitzhugh – Contact Center Agent

Vice President Ballew noted most of the new appointments were promotions including Jim Botkin, who was recognized in the audience. She continued her report stating the following exits were announced during the period from June 25, 2021 to July 22, 2021:

- Jordan Jefferson – Assistant Football Coach
- Pamela Bean – Associate Professor of Biology
- Alaine Long – Academic Fieldwork Coordinator – Associate Degree Nursing
- Patrick Resby – Assistant Football Coach
- Johnny Williams – Cook – Dining Services
- Tonya Hill – Professor – Associate Degree Nursing

Vice President Ballew concluded her report and was thanked.

District President’s Report

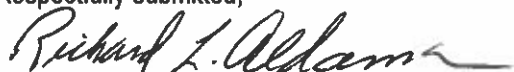
Dr. Fegan reviewed highlights of upcoming events in the Board Calendar including Dancing for Our Stars, Licensed Vocational Nursing Pinning and Graduation Ceremony and the Adult Education Literacy Celebration. A Navarro College Day luncheon scheduled September 16 will kick off events to celebrate Navarro College’s 75th Anniversary. More information regarding 75th Anniversary events will be shared by Stacie Sipes at the August Board meeting.

Announcement and Adjournment

Chairman Judson thanked Dr. Fegan and announced the next Board of Trustees meeting will be held on August 19, 2021 in the Bulldog Board Room.

Trustee McGraw made a motion to adjourn the meeting and Trustee Atkeisson seconded. The decision was unanimous and the meeting adjourned at 8:06 p.m.

Respectfully submitted,



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