



**NAVARRO COLLEGE BOARD OF TRUSTEES
AUGUST 19, 2021 MEETING
MINUTES**

On Thursday, August 19, 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, Secretary-Treasurer Richard Aldama, Trustee A. L. "Buster" Atkeisson, Trustee Faith Holt, Trustee Loran Seely and Trustee Kim C. Wyatt. Vice Chairman Billy Todd McGraw was 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. Harold Housley	Vice President, Operations and Institutional Advancement
Ms. Maryann Hailey	Vice President, Student Services
Ms. Stacie Sipes	Director, Marketing and Public Information
Ms. Susan Womack	Senior Research Analyst, Corsicana Campus Strategic Plan Lead
Mr. Barry Sullivan	Director, Information Technology
Mr. Michael Landers	Athletic Director
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
Chief Hank Bailey	Navarro College Police
Mr. John Boswell	Navarro County/Corsicana Economic Development Director
Mr. Mike Gatts	Plant Manager, Pactiv LLC
Mr. Mike Dowd	Navarro County Tax Assessor

Additional staff and guests were also present.

Call to Order

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

Board Announcements

Chairman Judson announced a Closed Session would be held following Item 601 – President's Report in accordance with Government Code 551.074 regarding personnel matters. He stated no action was anticipated.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. **Minutes – July 22, 2021 Meeting**
- b. **Revisions to Board Policy FB – Admissions**
- c. **Reaffirmation of Investment Policy and Strategy (Board Policy CAG)**

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

Update on Enrollment

Vice President Ruiz presented an update on enrollment and began by stating registration for Fall classes continues through next week with the College open extended hours Monday through Saturday. Classes will begin Monday, August 23, 2021. As of Tuesday, August 13, 2021, enrollment was down 4% compared to 2020 with 6,023 students pre-registered. To meet enrollment goals, 1,116 students need to be validated by the census date. Housing is exceeding its goal of 622 with 645 students currently assigned rooms.

Vice President Ruiz continued stating Director of Enrollment Margaret Alfaro has reported 65 tours were given each month during June and July and 35 tours have been given as of the current date for August. The Contact Center is still downloading as many as 58 new applications and receiving over 300 calls per day. Most calls are regarding admissions, financial aid, and learning how to log on to "Single Sign On". Recruiters and Admissions staff have worked with 869 new students helping them complete the application process and getting students ready to be advised. Advising has been busy with over 600 registrations each week over the past two weeks. Prior to the past two weeks, they averaged 300-400 registrations per week. Vice President Ruiz stated Advising has been targeting 1,325 students who were enrolled Spring 2021 and are eligible to return this Fall; they have been able to reach 81% of this goal.

Vice President Ruiz continued stating the deadline for students to apply for HEERF assistance was August 13, 2021. 942 applications were received and over \$2.8 million dollars has been awarded. More awards will be granted over the next three weeks for any student who is needing help with tuition/fees, fines, and room/board. Following the Census Date, Bulldog Life will continue using HEERF funds to help students with their socioeconomic needs. Up to \$7 million is estimated to be spent this fall out of the \$9 million Student Portion remaining. This will allow the \$10 million remaining in the Institutional Portion of HEERF funds to be applied to lost revenue and capital projects. All HEERF funds must be spent before June 14, 2022

Vice President Ruiz ended her report by announcing the *2021-2031 Strategic Plan* (including 5-Year Campus Strategic Plans) has been finalized; a copy has been posted in BoardEffect for Trustees. She commended everyone involved including Susan Womack, Guy Featherston, Christina Mims and Jeanette Underwood. The next step will be to release printed copies of the document to the college community, partners and public. She added this document is the "first and main piece" of the Program Review Process and will be used to guide, plan, and evaluate the institution's effectiveness.

Vice President Ruiz concluded and was thanked for her report.

Consider Approval of Tax Abatement Agreement between Navarro College and Pactiv LLC

Chairman Judson welcomed John Boswell, Navarro County/Corsicana Economic Development Director, and Mike Gatts, Pactiv LLC Plant Manager. He invited them to present Pactiv LLC's request for a new tax abatement agreement with Navarro College.

Mr. Boswell stated Pactiv LLC is considering investing \$32,500,000 into their location at 4501 E. Hwy 31 in Corsicana, retaining 447 jobs and creating 15 new jobs for a total of 462 jobs, making them one of Navarro County's major employers. He stated Pactiv is requesting a 500% tax abatement (10 years at 50%/year).

Mr. Gatts added that his company will be putting in new lines with the hope to be "pushing plastic" by March. He stated Pactiv has plans to continue to grow its Corsicana plant because, unlike other Pactiv plants that are land-locked, the Corsicana location has 14 more acres for expansion. When asked, he confirmed getting supplies and materials on time has been tough – stating some materials have a 24-week lead time. Efforts to hire have also been difficult; climate controls have been added to the Corsicana plant creating better working conditions. He responded to questions about Pactiv's pay scales. Starting pay for packers is \$13.66/hr. and goes up to \$14.16/hr. after 30 days. They can earn up to \$45/hr. as they progress. He stated employees have opportunities to advance quickly within the

company. He noted he was a good example having been hired in 1989 by Pactiv to sweep floors at the Pennsylvania plant.

Mr. Boswell noted Pactiv's wages are well above average for Navarro County. He stated Corsicana City Council has approved a similar tax abatement agreement with Pactiv and Navarro County Commissioners Court will address a similar agreement at their next meeting.

Trustee Aldama made a motion to approve the adoption of the resolution approving the tax abatement agreement between Pactiv LLC and Navarro College; Trustee Seely seconded the motion. The resolution was adopted by a unanimous vote.

Chairman Judson thanked Mr. Boswell and Mr. Gatts. He commended Pactiv for being a great employer and for its visible impact on the community.

Declare Intent to Set Ad Valorem Tax Rate for 2021 (Fiscal Year 2021-22) and Set Date for Public Hearing (if applicable)

Vice President Thomas stated each year the Board of Trustees is required to approve the tax rate for the College District by the end of September and to declare their intent with a record vote. She reviewed guidelines for setting ad valorem tax rates established by Senate Bill 2. The "no-new revenue" tax rate (formerly called the "effective" tax rate) is a calculated rate that would provide the taxing unit the same amount of revenue it received in the year before on properties taxed in both years.

Navarro College District's certified valuation for calendar year 2021 has increased by \$215 million from calendar year 2020. The new tax valuation for Navarro College is \$4,243,781,833. The net taxable valuation of the tax increment financing zone is \$85,339,820 making the 2021 total adjusted taxable value \$4,373,456,991. The no-new revenue tax rate is less than the current tax rate because the net taxable valuation for the District increased from the prior year. The 2021 tax rates for Navarro College include:

No-new Revenue Tax Rate (NNRR)-old effective tax rate	\$0.1130 /\$100
Voter-Approval Tax Rate (VAR)-old rollback tax rate	\$0.1232 /\$100
Current Tax Rate	\$0.1164 /\$100
Proposed Tax Rate	\$0.1164 /\$100

Based on Navarro County's certified taxable value of approximately \$4.4 billion dollars, the no new revenue tax rate would be \$.1130 per \$100 of value; and the voter approval rate \$.1232 per \$100 of value. At a 95% collection rate Navarro's current rate of \$.1164 per \$100 of value would generate \$4,836,168.74; the no new revenue tax rate would generate \$4,694,906.08; and the voter approval rate would generate \$5,118,694. Ms. Thomas stated the FY22 adopted budget for local taxes was estimated at \$4,614,358.

Vice President Thomas stated existing statutes require that the Board of Trustees publish notice and schedule a public hearing if the Board wishes to set a tax rate greater than the no-new revenue tax rate.

Trustee Atkeisson made a motion to declare intent to set the ad valorem tax rate for 2021 (FY22) at the current rate of \$0.1164 per \$100. A roll call vote on the intent to keep the ad valorem tax rate at the current rate was taken:

Roll Call Vote:

AYE: Atkeisson, Holt, Aldama, Judson, Seely, Wyatt

ABSENT: McGraw

Notice will be published in the Corsicana Daily Sun and a public hearing will be held September 30, 2021 at 5:00 p.m. in the Bulldog Board Room. The vote on setting the tax rate will take place during the September 30 2021 regular monthly meeting.

Chairman Judson acknowledged Navarro County Tax Assessor, Mike Dowd, in the audience and thanked him for his work.

Consider Action on July 2021 Financial Statement

Vice President Thomas presented the July 2021 Financial Statement for approval. Budget amendments for the Nursing Shortage Reduction Program Grant and for the UNT Dallas Reskilling Grant increased the FY2020-21 budget \$357,916 for a revised total of \$ 116,946,072 as of July 31, 2021.

Compared to the same time in 2020, total Educational & General revenue was down \$1,709,922 with Student Income down \$1,670,765, tax revenue up \$444,085, and State and Federal Grants (not including HEERF Grant dollars) were up \$553,387. Vice President Thomas stated Other Income was down \$1,020,433 compared to 2020 due largely to donations received from Community National Bank and Trust and Navarro College Foundation as well as proceeds from the sale of the Fairfield building in 2020.

Expenditures were higher compared to the previous year because of HEERF funds; however, total Educational & General resource allocations, before HEERF Federal Grants, decreased by \$1,038,634. In an overall year to year comparison, actual net income in the General Operating Fund before HEERF Federal Grants compared to 2020 decreased \$671,288 and Auxiliary net income increased \$841, 862. Vice President Thomas noted Auxiliary income had been down in 2020 due to no students on campus because of COVID. Total net income in the Educational & General Operating Fund and Auxiliary Fund, before HEERF Federal Grant dollars, increased \$170,574.

Vice President Thomas stated looking at a comparison of Cash to Cash with Federal HEERF Dollars, there was an increase of \$27,907,233 in the budget, \$4,531,161 more in revenue; and \$5,046,177 more in resource allocations. She noted there are timing differences of \$515,016 of HEERF funds still to be drawn down. Vice President Thomas 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 as well. Net income with HEERF Federal Dollars included for both the Educational & General Fund and the Auxiliary Fund decreased \$344,442.

Vice President Thomas conclude. She responded to questions from trustees stating the amount of lost revenue will be determined at August 31, 2021. Dr. Fegan noted the key is the College will not be penalized for using HEERF dollars received for lost revenue in the next fiscal year. The College has until 2022 to spend the HEERF funds. Dr. Fegan also noted the importance of having a balanced budget without HEERF funds.

Trustee Seely moved to approve the July 2021 financial statement and Trustee Aldama seconded the motion. The motion passed by a unanimous vote.

Review Preliminary August 2021 Financial Statement

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

Dr. Fegan thanked Vice President Thomas. He also expressed appreciation for Mr. Mike Dowd's presence at the meeting and for his promptness and attentiveness in assisting Vice President Thomas.

Announcement

Chairman Judson announced Athletic Director Michael Landers informed him tomorrow is "Fist Bump Friday" and Navarro College athletes will be at all CISD elementary schools to greet students as they arrive.

Update on Personnel Actions

Vice President Ballew presented an update on personnel actions since the July 22, 2021 Board meeting. The following appointments were made through August 19, 2021:

- Kraig Curry – Director of Bulldog Life & TRiO Student Support Services
- Kaylynn Castleman – Director of Perkins CTE Success Center
- Rolando Martinez – Director of Student Life
- Patricia Looper – MLT Program Director/Associate Professor
- Frederick Tate – Assistant Football Coach/Defensive Coordinator
- Christopher Bonta – Assistant Football Coach
- Cornelius Douglas – Assistant Football Coach
- Dustin Velazquez – Assistant Cheer Coach
- Wesley Tunnell – Assistant Softball Coach
- Roberto Gallegos – Assistant Baseball Coach
- Jennie Alcantar – Grants Coordinator
- Thomas Truelove – Freight Manager/Sales Associate College Stores
- Katie Oliver – Administrative Assistant for Associate Degree Nursing Program
- Kevin Hanke – Coordinator of Career & Leadership Development
- Guadalupe Ramirez – Maintenance Worker
- Iris Rangel – Admissions Specialist/Recruiter
- Kristen Mabe – Custodian – Dining Services
- William Bullard – Curator of Exhibits and Collections
- Kevin Hanke – Coordinator of Career & Leadership Development
- Emily Jones – Admissions Specialist/Recruiter
- Caresa DeLara – Testing Coordinator – Ellis County (09/01/2021)
- John Doshier – S.B.D.C. Advisor (CARES Act) (09/01/2021)
- Kezia Drake – Licensed Professional Counselor (09/07/2021)

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

- Aminda Steinberg – Director of Perkins CTE Success Center
- Cody Hopkins – Assistant Basketball Coach
- Renee' Hail – Associate Professor of Associate Degree Nursing
- Kathryn Thomas – Assistant Director of Residence Life
- Tammy Henderson – Beautique & Books Shift Leader

Vice President Ballew concluded her report.

District President's Report

Upcoming Events

After reviewing highlights of upcoming events in the Board Calendar, Dr. Fegan called on Ms. Stacie Sipes to share information about upcoming 75th Anniversary events. Ms. Sipes stated new 75th Anniversary banners will be placed on poles throughout all campuses as well as downtown Corsicana. Each week, articles on Navarro College's history will be published in Corsicana Daily Sun as well as Ellis, Limestone, and Freestone newspapers. Ms. Sipes shared the list of planned events through December 2021. She noted Dr. Shellie O'Neal is writing a play on Navarro College's history and will have students perform monologs. During the Bulldogs Unite Ceremony, six different affinity

groups will be asked to proceed through the Barracks Bunch Clock Tower and presented a medallion as part of the Bulldog community. Community partners are being engaged in all events and any entities celebrating anniversaries or milestones are being invited to participate in the Legacy parade in October.

Dr. Fegan commended Ms. Sipes and her crew for their work and noted the importance of including and engaging the community.

BSN Update

Dr. Fegan announced the College has now met the requirement of a 30-day notice to other schools letting them know Navarro College's plans to seek approval from THECB to offer a BSN program and is moving forward with the next step -- submitting the application to Texas Higher Education Coordinating Board (THECB) for approval.

Appointments

Dr. Fegan announced he has been appointed to serve on TACC's (Texas Association of Community College) Legislative Committee. He has also been appointed president of the SWJCFC (Southwest Junior College Football Conference) for FY2021.

Update of Conflict of Interest Forms

Dr. Fegan noted Conflict of Interest Disclosure statements are required to be updated each year. Forms were provided for Board members to complete.

Announcement and Closed Session

Chairman Judson thanked Dr. Fegan and announced the next Board of Trustees meeting will be held September 30, 2021 in the Bulldog Board Room. Trustee Holt announced it was Chief Hank Bailey's birthday and asked everyone to join her in wishing him a Happy Birthday.

At 8:05 p.m., Trustee Holt made a motion to adjourn into Closed Session to discuss personnel matters. Trustee Atkeisson seconded the motion and the decision was unanimous.

Reconvene into Open Session and Adjournment

At 8:33 p.m., Trustee Wyatt moved to reconvene into Open Session and adjourn the meeting. The motion was seconded by Chairman Judson and the decision was unanimous.

No action, decision or vote was taken during or following the Closed Session.

Respectfully submitted,



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