



**NAVARRO COLLEGE BOARD OF TRUSTEES  
SEPTEMBER 30, 2021 MEETING  
MINUTES**

On Thursday, September 30, 2021, 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, Trustee Faith Holt, and Trustee Kim C. Wyatt. Trustee Loran Seely 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
Ms. Maryann Hailey	Vice President, Student Services
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

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 Aldama was asked to begin the meeting with a prayer.

#### **Board Announcements**

There were no announcements.

#### **Open Forum Time**

There were no requests to address the Board.

#### **Consent Calendar**

- a. Minutes – August 19, 2021 Meeting
- b. 2020 Clery Report
- c. Title IX Report - September 1, 2020 through August 31, 2021
- d. Update Board Policy DDC – Personnel Absences and Leaves

Trustee Wyatt made a motion to approve the Consent Calendar and Trustee McGraw seconded the move. The motion passed by a unanimous vote.

### **Update on Enrollment**

Vice President Ruiz presented an update on Summer I certified enrollment, Fall 16-week, Fall 1<sup>st</sup> 8-week, and Fall 2<sup>nd</sup> 8-week enrollments. She reported Summer I enrollment has been certified and was down 254 in headcount and down 15% in semester credit hours. Internet enrollment declined the most, -697. Mexia State Supported Living Center courses (SCWK and CDEC) saw the greatest decline, and the top decline by major was in General Studies.

The Fall 2021 preliminary enrollment report as of September 7, 2021 showed 6,599 students enrolled; 540 short of meeting of the budgeted headcount goal of 7,139. Overall, enrollment was down 9% in semester credit hours, down 8% in credit and down 15% in dual credit enrollment. Housing, however, exceeded its Fall 2021 goal of 622 with 680 residents registered. Vice President Ruiz stated during the Enrollment Management Workshop held on Tuesday, September 28th, key trends were noted. Most of the decline is in returner students; the new student category was missed by only 25 students. The focus moving forward will be working on retention and persistence.

Trustee Wyatt inquired if information on other community college enrollments was available and Dr. Fegan responded. A survey from the Texas Association of Community Colleges (TACC) shows most schools, including four-year institutions, are down approximately 10% in enrollment. He noted the last four years new student enrollment has been persistent; the opportunity lies in increasing the retention rate/returning students. He also noted over 2,000 seniors in 2020 did not go on to pursue higher education or career training after graduating high school, creating even more potential if it can be determined "what it will take to get them."

Vice President Ruiz continued stating Fall 2<sup>nd</sup> 8-week, the start of the Spring 2022 reporting period, was down 17% in semester credit hours enrollment compared to the same time last year. Credit enrollment was down 21% and dual credit was up 164%. She responded to questions from trustees stating ESL (English Second Language), AEL (Adult Education Literacy) and CE (Continuing Education) are not included in the enrollment reports.

Dr. Fegan stated next month a report will be presented comparing 2005's peak enrollment to the present and a comparison of revenue that was generated then to now. Trustee McGraw noted the current trend can't continue and something will have to change.

Vice President Ruiz concluded her report and was thanked by Chairman Judson.

### **Take Action on Setting 2021 (FY 2021-2022) Ad Valorem Tax Rate at \$0.1164 per \$100 of Taxable Value**

Vice President Teresa Thomas stated during their August 19, 2021 meeting, the Board declared its intent to set the ad valorem tax rate for 2021 (FY 2021-2022) at \$0.1164 per \$100 of taxable value. She stated notice was published in the Corsicana Daily Sun and a public hearing was held at 5:00 p.m. earlier today. A vote on the tax rate was now required.

Trustee Atkeisson inquired if the percent of increase the tax rate will effectively raise was 3.006% or 2.016%. Vice President Thomas stated the Navarro County Tax Assessor originally calculated it would be 3.006% but later notified her that the correct percentage is 2.016%.

Trustee Aldama moved that the property tax rate be increased by the adoption of the tax rate of \$0.116400, which is effectively a 2.016% increase in the tax rate. Trustee Wyatt seconded the motion and the Chairman called for a roll call vote:

YEA: Atkeisson, Holt, Aldama, Judson, McGraw, Wyatt

NAY: None

ABSENT: Seely

The motion passed by a unanimous vote. Chairman Judson pointed out the tax rate is remaining the same as last

year (2020); the difference is due to an increase in property valuations which increases the amount earned.

### **Review Preliminary August 2021 Financial Statement**

Vice President Thomas continue with the financial report for the month ended August 31, 2021. She stated the report is preliminary pending the completion of the fiscal year-end audit. Budget adjustments were required to reduce grant amounts that were rolled over into the FY2022 budget including: TWC Apprenticeship Grant - \$50,000; TWC Apprenticeship Service Grant - \$90,992; and the TRIO grant - \$79,034. A budget adjustment to recognize revenue from Immediate Access Materials increased the Auxiliary Fund budget \$306,775. The net amount of adjustments increased the budget \$65,880 for a total of \$91,858,125.

For August 2021, total Educational & General Revenue before HEERF Federal Dollars was down \$1,813,909 compared to the same time in 2020. Student Income was down \$1,683,208; tax revenue was up \$355,114; State and Federal Grants (not including HEERF dollars) were up \$84,957; and Other Income was down \$419,999 compared to 2020. The difference was due largely to donations received in 2020 from Community National Bank and Trust and the Navarro College Foundation, the sale of the Fairfield building for \$498,000 and the cost of the Fairfield building being written off in August 2020. Total Educational & General resource allocations before HEERF Federal Grants decreased by \$5,776,709.

The overall year to year comparison of actual net income in the General Operating Fund (before HEERF Federal Grants) increased by \$3,962,800 from 2020. Auxiliary net income increased \$989,647 compared to 2020. Vice President Thomas noted there are still items of depreciation and fixed assets to be booked for the audit. The total net income increase for General Operating and Auxiliary before HEERF Federal Grant dollars was \$4,952,447; however, \$5,085,322 of prepaid expenses paid in August 2021 will be backed out and paid in September 2021.

Looking at the Comparison of Cash to Cash with Federal HEERF Dollars showed \$27,907,233 more in the budget; \$9,718,065 more in revenue (including lost revenue booked at \$4,671,889) and \$5,384,844 more in resource allocations. There are timing differences of \$338,668 of HEERF funds still to be drawn down.

A comparison of the month-to-date revenue budget (original budget) through August 2021 to the actual-to-date revenue through August 2021 showed an increase of revenue over resource allocations of \$7,050,694 in the General Fund due to the booking of lost revenue of \$4.67million and a surplus of revenue over resource allocations of \$1,770,981 in the Auxiliary fund for a total surplus through August 2021 from budgeted to actual of \$8,821,675. Remaining contingencies totaled \$800,783.

Dr. Fegan noted expenses were reduced to balance the budget without using HEERF and CARES grant funds. This allows the grant funds to be used for other expenditures such as capital items.

When asked how long it takes to receive HEERF funds when a draw is requested, Vice President Thomas responded usually a few days because of direct deposit. Vice President Thomas confirmed because this was a preliminary report, no action was required.

### **Review Preliminary September 2021 Financial Statement**

Vice President Thomas stated there was no preliminary activity to report for the month of September 2021.

### **Consider Action on Investment Report for Quarter Ended August 31, 2021**

Vice President Thomas presented the Investment Report for the Quarter Ended August 31, 2021. One certificate of deposit (CD) in the amount of \$500,000 matured during the fourth quarter and was reinvested in a CD earning .045% interest. Total book value of investments as of August 31, 2021 was \$2,475,000 and the total market value was \$2,485,085.82.

Vice President Thomas stated cash and certificates of deposit totaling \$23,394,799 are fully secured with \$1,000,000 in FDIC Insurance and pledged collateral totaling \$28,891,767. Following a review of the investment portfolio's maturity schedule, Vice President Thomas concluded her report.

Trustee Atkeisson moved to approve the Investment Report for the Quarter Ended August 31, 2021 and Trustee Holt seconded the motion. The motion was carried by a unanimous vote.

### **Update on Personnel Actions**

Vice President Ballew presented an update on personnel actions that occurred since the August 19, 2021 Board meeting. The following appointments were made during the period from August 20, 2021 through September 30, 2021:

- Donna Card-Sessoms – Director of Adult Education
- Dr. Sunday Crider – Associate Professor of Biology
- Margaret (Maggie) Lighthart – Associate Professor of Licensed Vocational Nursing
- Maria De la Rosa – Assistant Professor of Licensed Vocational Nursing
- Staci Markham – Assistant Professor of Licensed Vocational Nursing
- Dejan Pavlovic – Assistant Basketball Coach
- Stephen Buchanan – Program Director – Fire Academy
- Dyann Tobar – Program Director – EMS
- Caressa DeLara – Testing Coordinator Ellis County
- Kezia Drake – Licensed Professional Counselor
- John Doshier – S.B.D.C. Advisor
- Kristen Mabe – Custodian – Dining Services
- Terry Stovall – Bus Driver/Maintenance Worker
- Gabrielle (Gabby) Marr – TRiO Records and Communications Specialist
- Carole Boone – Carl Perkins CTE Success Center Advisor
- Isidro Lopez – Campus Police Officer (11/01/2021)

Vice President Ballew continued stating the following exits were announced:

- Dr. Rebecca Tuerk - Dean of Academic Success & Retention
- Cody Ahlgrimm – Head Athletic Trainer
- Mary Bryan – Contact Center Agent
- Deanna Hendriks – Payroll Specialist (10/08/2021)
- Daniel Kovar – Dining Services Associate (10/31/2021)
- Kathy Kistler – Director of Payroll & Accounts Payable (12/31/2021)

Vice President Ballew concluded her report.

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

#### **BSN Update**

Dean Guy Featherston gave an update on the BSN approval process. He stated much progress has been made on the next step of the approval process – obtaining approval from the Texas Higher Education Coordinating Board (THECB). THECB has acknowledged receiving notification from Navarro College and a cohort report (approx. 89 pages) is now being compiled. The report will be submitted to THECB along with signed documents from other institutions, several are still pending signatures.

Although approval from THECB, SACSCOC and ACEN must be sought sequentially, concurrent work is being done on preparing documentation for submission. Because other community colleges have “blazed the path” with THECB, indications are the process will be expeditious. Plans are to have the SACSCOC document completed and ready to submit on or around May 1<sup>st</sup>, ahead of original timeline.

Trustee Judson inquired if there has been any "kickback" from other community colleges. Dean Featherston responded there has been none and, in fact, several congratulatory messages have been received. He stated several things have worked in Navarro College's favor and Dr. Fegan has been a tremendous asset in the process. He stated the completion of the Fifth Year SACSCOC report is another asset that can be fine-tuned for the BSN process. Dean Featherston concluded by stating things are going well and he will continue to update the Board.

Trustee Atkeisson expressed appreciation for Dean Featherston and all of his work.

#### Upcoming Events

Dr. Fegan reviewed upcoming events on the Board calendar. He stated due to the number of events scheduled during Homecoming Week (October 10-16), email reminders will be sent to Trustees.

#### Next Meeting Announcement and Adjournment

Chairman Judson announced the next Board meeting will be held October 28, 2021 at 7:00 p.m. in the Bulldog Board Room.

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

Respectfully submitted,



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