

NAVARRO COLLEGE BOARD OF TRUSTEES
OCTOBER 27, 2022, MEETING
MINUTES

On Thursday, October 27, 2022, the Navarro College Board of Trustees gathered on the Midlothian Campus located at 899 Mount Zion Road, Midlothian, TX to conduct their regular monthly meeting. All trustees were in attendance including Chairman Phil Judson, Vice Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, Trustee A. L. “Buster” Atkeisson, Trustee Faith Boyd, Trustee Loren Seely, and Trustee Kim Wyatt.

Others in attendance included:

Dr. Kevin G. Fegan	District President
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Sina Ruiz	Vice President, Student Success
Ms. Marcy Ballew	Vice President, Operations
Dr. Jeanetta Johnson	Vice President, Academic Affairs
Ms. Stacie Sipes	Director, Marketing and Public Information
Ms. Susan Womack	Director of Institutional Research
Ms. Jeanette Underwood	Dean of Midlothian and Dual Credit
Mr. Richey Cutrer	Director of Navarro College Foundation
Dr. Tara Peters	Executive Director of Workforce, Career and Technical Ed.
Ms. Jeanette Underwood	Dean of Midlothian Campus and Dual Credit
Ms. Catherine Caton	Executive Assistant to the Vice President of Academic Affairs

Additional staff and guests were also present.

The Board of Trustees and other attendees toured The Mile (Midlothian Innovative Learning Experience). It is a state-of-the-art educational facility that provides flexible learning spaces reflecting current industry and workplace environments. The MILE houses five career and technical education pathways: culinary arts, cybersecurity, aerospace engineering, civil engineering, and entrepreneurship. Programs at this building give students an opportunity to utilize industry-standard equipment and professional practices in a career path which the student has interest. Learning and coursework at The MILE is provided by a highly qualified, passionate teaching staff enhanced by regular mentoring and curriculum support from professionals in the correlating industries. After the tour a dinner was prepared and served by students in the Culinary Arts Program.

CALL TO ORDER

After dinner, the Board of Trustees relocated to the Midlothian campus to conduct their regular monthly meeting. Chairman Judson called the meeting to order at approximately 7:00 pm and asked Loren Seely to begin with a prayer. Chairman Judson welcomed everyone stating the Board was excited to be in Midlothian and appreciates the support of the community. He thanked Dean Jeanette Underwood for the Midlothian Campus’s hospitality.

BOARD ANNOUNCEMENTS

Chairman Judson told everyone that Karen Simons, Dr. Fegan’s executive assistant, had fallen and was injured. He asked everyone to remember her and keep her in their prayers.

OPEN FORUM TIME No one spoke in the open forum.

CONSENT CALENDAR

- a. Minutes 09/20/22 Public hearing setting the Ad Valorem tax rate
- b. Minutes of 09/20/22
- c. Updated Board Policy – Academic Calendar

Motion: Chairman Judson asked for a motion to adopt the consent calendar.

Trustee Billy Todd McGraw made the motion

2nd by Trustee Kim Wyatt

All approved – None opposed.

BOARD OF TRUSTEES SELF-EVALUATION

Vice President Marcy Ballew informed the Board that it's time for Board of Trustees Self Evaluation. The self-evaluation is every other year on even numbered years. VP Ballew explained the how to complete the evaluation. It should be done by November 11 and results will be brought to the November Board meeting.

Dr. Johnson explained the reason for the self-evaluation. It's a requirement of SACSCOC. Results will be evaluated and see if additional training is required.

ENROLLMENT UPDATE

Vice President Sina Ruiz gave the following report:

For the Fall term, we have 3,956 credit students and 2,323 dual credit students. We do not have Continuing Education numbers because they enroll by quarters. The first quarter ends in November and should have data by December. Adult Education and Literacy registers every month, and their academic program started in August 2022. For August and September, AEL enrolled 484 students who completed 12 or more contact hours in the program. Overall, we are serving 6,763 students. Vice President Ruiz stated the headcount tells us how many students are enrolled but it doesn't give us the whole picture.

Semester credit hours are an indicator of how close we are to meeting the Tuition and Fee Revenue goals. Based on Fall 2022, we are flat overall in semester credit hours, with a 3% increase in credit and 8% decrease in dual credit. In addition, housing met their goal for Fall 2022.

While Summer 1 6-week is down 73 students, we are up 174 students for Summer 1 12-week and Summer 2. We are at 83% of meeting the Semester Credit Hours and 86% of meeting Contact Hour Goal.

For Fall 2nd 8-weeks, this term falls in Spring 2023 reports. This term started on October 17th, and very similar to the Fall semester, the Fall 2nd 8-weeks was flat with increase of 1.16% in Credit and down 25.93% in Dual Credit. This year, we started cohort pre-registration on October 17, 2022. Cohort pre-registration are for current students involved in a cohort such as Athletics, Dual Credit, Fine Arts, etc. Last year, we started pre-registration earlier.

FINANCE AND OPERATIONS

VP Teresa Thomas reported on the following:

Statement of Budget Changes- There were several budget amendments for September 2022 totaling \$2,242,123. \$1,401,490 of these adjustments were to budget for the lost revenue from the HEERF funds (\$1,219,490 for IT and \$182,000 for safety vehicles), \$6,000 for other income (for the Diversity, Equity and Inclusion for Males), and the remaining budget amendments are to roll remaining grant balances from 2022 to 2023.

Source of Funds - As of September 2022, we have received 38.82% of the student income budgeted for 2022-23, 1.13% of local appropriations, and 12.89% of total General Operating budget (these total budget percentage received takes into consideration all the HEERF funds budgeted but not drawn down). The negative Federal Grants Revenue is due to the accruals from fiscal year 2022-23 that are reversed September 1, 2022, once we draw down funds, the accruals will offset last fiscal's years income and only reflect income for fiscal year 2023.

The Auxiliary fund had earned 25.07% of the revised budget as of September 2022.

Disbursements of Funds – Total year to date expenses for the Education and General Fund are lower than September 2021 by \$5,752,227. Federal, State and Local grants were \$5,250,310 lower in September 2022 from September 2021 because of all the HEERF funds, and other expenditures decreased in total from the same time last year by \$501,917. Auxiliary expenses are down \$48,931 from September 2021.

Comparative Summary of Sources and Disbursements - As of September 2022, total Educational & General Revenue before HEERF Federal Dollars is lower by \$13,906,695 from the same time in September 2021. Student Revenue is lower by \$146,505 from September 2021, local appropriations are higher by \$57,555, and state appropriation funds are lower by 137,868. Federal Revenue is increased by \$14,190,536 from September 2022; this is because reversals have been made in September for grants that were earned in fiscal 2022, but the cash has not been drawn down—leaving a negative income in Federal Grants. Other local income is increased by \$59,127

Total Educational & General resource allocations before HEERF Federal Grants decreased by \$8,404,949; year-end payables were reversed in 2021 during September so that expenses paid prior year were excluded from the current year therefore leaving a credit in expenses. True expenses in 2021 were approximately \$13,747,306. This still would reflect an overall reduction in overall resource allocations for 2022 of approximately \$10,574,197. Expenses other than grants decreased \$501,917 from September 2022.

The Auxiliary Net Income from this same time in September 2022 decreased \$56,251.

Total net income increase from September 2022 for General Operating and Auxiliary before HEERF Federal Grant dollars is \$5,501,746; but the credit balances in revenue and expenses due to fiscal close out from 2022 will change these balances greatly as funds are drawn down and as invoices are paid.

Looking at the Comparison of Cash to Cash with Federal HEERF Dollars, revenue is lower by \$3,705,903 from September 2021 with federal grants including HEERF funds being \$3,422,062 of the decrease (the negative income in 2022 will even out once cash is drawn down, but federal income with HEERF will still be significantly less because the HEERF funds have almost been

closed in fiscal 2023 by approximately \$24 million). All other income sources differences are the same as Cash to Cash without HEERF funds.

Expenses with HEERF funds are decreased \$5,752,227 from September 2021 with \$5,248,140 of federal funds being most of the difference. Other expenditures without any grants decreased by 501,907.

Net income with HEERF Federal Dollars for the Education and General fund increased \$2,046,324 and auxiliary funds decreased by \$56,251 making the total increase between the two funds \$1,990,073. There are timing differences between federal grant income and grant resource allocations of \$3,761,465 making the net income with HEERF funds closer to the net income before HEERF funds by \$306,043.

Month to Date Comparison of Budget to Actuals - A comparison of the month to date revenue budget (amended budget) for September 2022 to the actual month to date revenue for September 2022 shows a decrease of \$3,944,193 in revenue and \$496,560 less in resource allocations from budgeted amounts through September 2022 for a net General Operating decrease of \$3,447,633 from budgeted (the reversals from 2022 account for 3.3 million of the decrease of federal funds). The auxiliary revenue shows a \$237,030 decrease over budgeted amounts through September 2022 and 3,533,411 less in resource allocations over budgeted amounts through September 2022 giving a combined auxiliary net gain of \$3,296,381 over budget. Net income for both funds shows \$151,251 less over budgeted amounts through September 2022.

Contingencies total \$527,521 plus \$505,773 of additional tax revenue.

Chairman Judson asked when the fund balance will be settled. Vice President Thomas said once all expenditures have been added to the budget, then it will be settled.

Chairman Judson asked for a motion to approve the September 2022 Financial Statement.

Loren Seely made the motion
2nd by Trustee Richard Aldama
All approved – None opposed.

Dr. Fegan announced he received a letter from the Government Finance Officers Association that our Annual Comprehensive Financial Report for fiscal year ended August 31, 2021, qualifies for the DEOA Certificate of Achievement for Excellence in Financial Reporting. Vice President Thomas and her staff received a round of applause.

CAMPUS UPDATE – Midlothian Campus

Dean Jeanette Underwood reported Fall 2022 enrollment as same number of students as last fall: On Campus 321, Dual Credit 517, Academic/CTE 223, Health Professions 98, which brings total enrollment to 838.

The Midlothian Campus held their Fall Festival on October 4. People from the community were involved and there was a great turnout. The campus also entered the Scarecrow Competition with a scarecrow dressed as a Bulldog football player with Dr. Fegan's face. It is set up on the square in downtown.

Operation Bulldog was at Manna House, the local food bank. Students, staff, and faculty sorted canned goods for four hours. Manna House was so appreciative of the help. Dean Underwood mentioned they were collecting food for Thanksgiving food baskets.

DUAL CREDIT

Dean Underwood reported on the following items for her campus:

Total enrollment 2,400 students. Students are mostly from Waxahachie and Midlothian.

The Dual Credit Coordinators were reorganized due to the student enrollment.

The Dual credit staff is now:

Renee Tribble - Director

Cam Jackson – Navarro, Limestone, Freestone, and Leon counties

Karen Rollison – Avalon, Italy, Maypearl Midlothian, and Milford

Kassy Sanchez – (New Hire) Life School, Palmer, Red Oak, and Waxahachie

Mindy Anderson – Ennis, Waxahachie, Global, All CTE in Ellis County

New Programs in 2022

Cosmetology at Buffalo High School

Industrial Maintenance at Corsicana High School

Health Science Courses at Kerens High School

EMT and Health Science Courses at Wortham High School

Programs Coming Soon

Cosmetology at Fairfield HS and Teague HS

Online Hospitality Management – Fairfield HS

CNA/CCMA – Mexia HS

Online Fire Academy for Dual Credit Students

Dual Credit Certificate – Cyber Security (NEW)

Dual Credit Certificate – Supervisor (Under Business) (NEW)

PERSONNEL UPDATE

Update on Personnel Actions from VP Marcy Ballew:

New Employees:

Vice President Ballew reported there were 8 new hires in October:

Tracy Lair – Interim Director of Dining Services – Corsicana

Eddie Chambers – Dining Service Associate – Corsicana

Jacob Moore – IT/AV Specialist – Corsicana

Carol Forbes Jones – TRIO Academic Advisor/Financial Services Counselor – Corsicana

Neely Jock – Campus Police Officer – Corsicana

Melissa O’Sullivan – Chief Accountant – Corsicana

Christopher Castaneda – IT/AV Specialist – Corsicana

Angela Vega – Exec. Administrative Assistant Finance and Administration – Corsicana

Employees Coming Soon:

Veronica Berardi – Associate Professor – Associate Degree Nursing (11/01/22)

T. Essex – Dean of Online Instruction (11/01/22)

Exiting Employees:

Teresa Smith – Administrative Assistant – Workforce CTE

Peggie Henderson – Head Cashier

DISTRICT PRESIDENT'S REPORT

Dr. Fegan went over upcoming items listed on the calendar of upcoming events. The Veteran's Day luncheon will be held on November 11, 2022. Five veterans' organization have been invited. All campuses will have some type of event as well.

Navarro District and/or Campus News

The Navarro College Marketing Department attended the National Council for Marketing & Public Relations conference. Ms. Sipes reported the Medallion awards are peer judged. The department entered 14 different campaigns and won the following:

4 Gold

Workiversary Card

Get Skills for Jobs Now-Radio Ads

Navarro College Love Stories–Facebook

75th Anniversary Campaign

4 Silver

Navarro College Facebook Page

Get Skills for Jobs Now Digital Ads

Business Roundtable Flyer

75th Anniversary Bulldog Pride Coin

4 Bronze

Dia de los Muertos Flyer

75th Anniversary Logo

Get Skills for Jobs Now Billboard

Commencement Drone Show

Dr. Fegan reported that Coordinating Board approved BSN. He also reported it is on the December agenda for SACSCOC to approve moving from Level I to Level II. Once approved, marketing for the program can begin. The first cohort will begin Fall, 2023.

Dr, Fegan also reported the budget must be put together on a new funding model without exact details. All 50 community colleges will be held harmless financially, so we are interpreting that we should receive the same money as last 2 years. The college is also looking at other potential scenarios. Whatever new dollars are allocated should be 1.33 percent of 650,000,000 dollars. The funding model moving forward will be based on measurable outcomes rather than contact hours.

Following is an overview of draft recommendations, and the money NC receives:

State Funding for Outcomes (\$430 million)

1. Develop modern finance model that distributes state funding-based on measurable outcomes
2. Ensure community colleges can access foundational levels of funding through state-funded guaranteed yield
3. NC \$5.7 million

Affordability for Students (\$170 million)

1. Increase funding for Teas Educational Opportunity Grants and link state performance measures between TEOG and TEXAS Grants
2. Provide financial aid for dual credit for economically disadvantaged students
3. Expand partnerships among colleges and private employers for paid work-based learning opportunities
4. NC \$2.3 million

Investments in College Capacity (\$50 million)

1. Provide one-time seed grants for programs in high demand fields that meet regional and state workforce needs
2. Support and facilitate shared services and stronger inter-institutional partnerships
3. Update state policies to help colleges provide high quality non-credit credential programs that are convertible and stackable with credit bearing programs
4. NC \$664,825

Funding levels should be based on individual colleges' current outcomes and specified fixed dollar amounts for:

1. Credentials of value: degrees, certificate, and other credentials from credit and non-credit programs that equip students for continued learning and greater earnings.
2. High-demand fields: credentials of value awarded in fields and sectors that are critical to the Texas Economy
3. Transfer success: students who transfer to 4-year universities
4. Dual credit: students who complete a sequence of dual credit courses that apply towards an academic workforce program requirements at the collegiate level

Outcomes Funding

1. Credentials of value: 1454 total, 44 CE, 399 certificates, and 1,011 degrees
2. High Demand Fields: based on 2020-2021 NC completers, high demand fields in central Texas are Computer User Support Specialist (23), Computer Network Support Specialist (0), and Licensed Practical and Vocational Nurses (173).
3. North Texas region: Architectural, Civil Drafters, and Welders (75), Paralegal and Legal Assistants (3) and General Studies Completers (511)

Key occupations in Central Texas are Licensed Practical and Licensed Vocational Nurses.

Chairman Judson asked if anyone has inquired about leveling the field for dual credit? Dallas brings in 400 million in taxes. We bring in 5,000,000. Our tax rate is roughly 11% and the state average is 18%.

Dr. Fegan said we will have no new information until February. Modeling begins next month. With the new model there will be big winners and little winners but no losers. Vice President Ruiz is holding an enrollment workshop next week where we will start putting different scenarios together and have answers after the first of the year.

Next Meeting Announcement – November 17, 2022, at 7 p.m. in Corsicana

Chairman Judson asked for a motion.

Loren Seely made the motion

2nd by Trustee Billy Todd McGraw

All approved – None opposed

Adjourn at 8:20

Respectfully submitted,



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