

NAVARRO COLLEGE BOARD OF TRUSTEES
FEBRUARY 22, 2018 MEETING
MINUTES

The Navarro College Board of Trustees gathered on Thursday, February 22, 2018 in the President's Dining Room located in Walker Dining Hall on the Corsicana Campus for dinner. Trustees were joined by members of the Faculty Association Executive Committee, Dr. Richard Sanchez and Dr. Kenneth Martin.

Call to Order/Closed Session

Following dinner at approximately 7:00 p.m., Mr. Huffman called the meeting to order. Mr. Seely immediately made a motion to convene into Closed Session to discuss personnel matters according to Government Code 551.074. Mr. Judson seconded the motion and the decision was unanimous.

At 7:20 p.m., Mr. Atkeisson made a motion to relocate to the Lone Star Room and reconvene in Open Session. Mr. Judson seconded the motion and the decision was unanimous.

Relocate and Reconvene in Open Session

After relocating to the Lone Star Room at approximately 7:30 p.m., Mr. Huffman called the meeting back to order in Open Session and asked Mr. Seely to begin with a prayer. All trustees were in attendance including: Mr. Lloyd Huffman, Chair; Mr. Phil Judson, Vice-Chair; Mr. Richard Aldama, Secretary-Treasurer; Mr. A. L. "Buster" Atkeisson, Mr. Billy Todd McGraw, Ms. Faith Holt, and Mr. Loran Seely, members.

Others in attendance included:

Dr. Richard Sanchez	District President
Dr. Kenneth Martin	President, Ellis County Campuses
Ms. Teresa Thomas	Vice President, Finance and Administration
Ms. Sina Ruiz	Vice President, Enrollment Mgmt. and Instl. Effectiveness
Dr. Carol Hanes	Vice President, Academic Affairs
Ms. Marcy Ballew	Vice President, Human Resources
Ms. Stacie Sipes	Director of Marketing and Public Information
Mr. Roark Montgomery	Athletic Director
Dr. Carol Hanes	Vice President, Academic Services
Ms. Leslie Hayes	Director of Adult Education and Literacy
Ms. Leslie Smith	Executive Assistant to the District President
Dr. and Mrs. Kevin Fegan	District President Finalist and Spouse

Other faculty, staff and guests were also present.

Announcements

No announcements were made.

Open Forum

There were no requests for audience with the Board.

Consent Calendar

- a. Minutes – January 16, January 25, January 29, January 30-February 1, February 2, and February 7, 2018**
- b. Revision to Board Policy DBC – Employment Requirements - Nepotism**

Dr. Sanchez recommended approval of the Consent Calendar including minutes from meetings held between January 16 and February 7, 2018 and a minor revision to *Board Policy DBC - Employment Requirements* regarding nepotism.

Ms. Holt made a motion to approve the Consent Calendar and Mr. Judson seconded the motion. The Consent Calendar was approved by a unanimous vote.

Name Lone Finalist for District President

Mr. Huffman announced after a long and unique presidential search process, the field of candidates has been narrowed down. Mr. Judson made a motion nominating Dr. Kevin Fegan as the lone finalist as the next District President of Navarro College. Ms. Holt seconded the motion and the decision was unanimous. Mr. Huffman stated this was an exciting time for Navarro College. Following the mandatory 21-day waiting period, Dr. Fegan will be appointed District President during the March 22, 2018 meeting.

Dr. and Mrs. Kevin Fegan were present and were recognized with a standing ovation.

Take Action on January 2018 Financial Statement

Ms. Thomas welcomed Dr. and Mrs. Fegan before presenting the January 2018 financial statement for approval. A budget adjustment in the amount of \$7,500 during the month of January 2018 recognized receipt of the Health Support Foundation grant. Inter-departmental transfers were also made to cover expenditures including payments for gas leak repairs. The revised budget as of January 31, 2018 totaled \$89,349,861. Mr. Judson asked if all gas repair bills have now been received and paid. Ms. Thomas replied the majority of the bills have been paid but there may still be a few minor ones pending.

Ms. Thomas continued with a review of the Source and Disbursement of Funds compared to the previous fiscal year. As of January 31, 2018, 60.71% of budgeted revenues had been earned compared to 66.39% last year; 74.97% of the 2017-2018 budget had been obligated and/or expended as of January 31, 2018 compared to 82.24% last year.

The Comparative Summary of cash income and expenses for the five months beginning September 1, 2017 and ending January 31, 2018, showed income has exceeded disbursements by \$10,131,312, compared to \$9,423,462 last year.

Mr. Seely made a motion to approve the January 2018 Financial Statement and Mr. Atkeisson seconded the motion. The decision was unanimous.

Take Action on Tuition and Fee Increase Effective Fall 2018

Ms. Thomas continued. She stated in an effort to stabilize the budget for the pending year, a tuition and fee increase effective fall 2018 was recommended. The proposed increases

included:

- an increase in Out of District tuition by \$1 per semester credit hour
- an increase in Out of State tuition by \$5 per semester credit hour
- an increase in the Out of District fee by \$1 per semester credit hour
- an increase in the Technology Fee by \$1 per semester credit hour
- the addition of a Health Professions fee of \$20 per semester credit hour
- an increase of Dual Credit In District tuition (averaging \$1 per semester credit hour)
- an increase in Dual Credit Out of District tuition (averaging \$1 per semester credit hour)

In addition, approval to increase “pass-through” fees (the cost of Cosmetology kits, etc.) as needed in the future without bringing them to the Board for approval was requested.

Ms. Thomas stated the increases are projected to generate \$802,064 in new revenue. When compared to the spring 2018 state average, Navarro College’s proposed rates are lower by \$7-\$10 per semester credit hour.

Dr. Sanchez stated he dislikes increasing tuition and fees but it’s necessary to stabilize the budget for 2018-19. He pointed out the fall 2018 state average is expected to increase making the difference even greater.

Mr. Huffman noted that Navarro College “will still be competitive” with the proposed rate increase.

Mr. Aldama moved to approve the proposed increase in tuition and fees effective fall 2018. Ms. Holt seconded the motion and the decision was unanimous.

Presentation on Adult Education and Literacy Program

Ms. Hailey introduced Ms. Leslie Hayes, Director of Navarro College’s Adult Education and Literacy Program. She stated Ms. Hayes has utilized her expertise for the past eight years to provide excellent leadership and direction for the Adult Education. Navarro College’s program has expanded both geographically as well as in the types and number of programs offered under Ms. Hayes leadership.

Ms. Hayes gave a brief overview of the Adult Education and Literacy (AEL) Program, which is 100% grant funded under the direction of the Texas Workforce Commission (TWC). Navarro College’s service area covers five of the 14 north central TWC counties: Ellis, Hunt, Kaufman, Navarro and Rockwall counties. The funding amount is determined by the number of individuals in each county eligible for services. During the current fiscal year (June 1, 2017 through July 30, 2018), the Adult Education and Literacy Program received \$1,043,054 in Federal, State, Temporary Assistance for Needy Families (TANF), English Literacy and Civics Education and Professional Development awards. Of that amount, \$164,714 was dedicated to integrated education and training – career pathways.

Currently, 51 classes are being held at 21 partner sites. Ms. Hayes explained in detail about

the types of courses and services being offered including: general adult education, high school equivalency (HSE) classes, English as a second language (ESL) and Civics classes, and Integrated Education and Training classes. To count as a “true completion” in AEL, the student must either enroll in secondary education classes or transition into the workforce. In 2016-2017, a total of 980 students completed the program by enrolling in secondary education classes or transitioning into the workforce; to date for the current fiscal year, 830 students have completed the program.

Students on a basic skills level are eligible for dual enrollment in the AEL Integrated Education and Training classes and Navarro College Continuing Education classes or Developmental Education classes. The AEL Integrated Education and Training classes help students develop their reading, vocabulary and math skills to succeed in their college classes. Most students co-enroll in Health Professions Continuing Education classes such as Certified Medical Assistant, Certified Nurse Aide, Dental Assistant, Medication Aide, Patient Care Technician, Pharmacy Technician, and Phlebotomy.

The AEL program also partners with various industries and businesses to provide Workplace Literacy Classes at their work site. Current Workplace Literacy partners are Weatherford in Greenville, TX and Berry Global in Waxahachie, TX. Employers motivate the students by paying them to attend the classes.

Once a student has qualified through testing, Adult Education pays 70% of the student's tuition and a portion of instructor fees to Navarro College. Navarro College receives contact hour reimbursement for students co-enrolled in AEL classes and Navarro College. Last year 121 students were funded at 100% exceeding the target of 77 set by TWC. This year 83 students have been funded to date with hopes of meeting the target of 90 set by TWC

Ms. Hayes concluded her presentation and responded to questions from the Board. Mr. Judson inquired about the workplace literacy partners, Weatherford and Berry Global. Mr. Seely inquired how students enroll in the program. Ms. Hayes replied that students can simply call in for information on a class that fits their time and need; new classes start monthly. Orientation is offered on-site and they are able to begin classes immediately. Word of mouth is one of the program's main recruitment tools and Face Book posts have had an impact as well.

Mr. Atkeisson inquired how many classes/courses students can take at one time. Ms. Hayes responded the students are not prepared to take more than one at a time. She added that feedback from Continuing Education instructors indicates AEL students are more successful because of the support they receive.

Mr. Huffman thanked Ms. Hayes.

Update on Personnel Actions

Ms. Ballew presented an update on personnel activity through January 2018. Two appointments were made in January, including Dr. Jeanetta Groce as Executive Dean of Academic Studies. Dr. Groce was recognized in the audience.

Ms. Ballew continued by stating six employees exited during the month including Dr. Linda Timmerman, who is running for public office. Ms. Ballew stated there was no other activity to report and concluded.

Enrollment Report

Ms. Ruiz presented an update on enrollment. As of January 30, 2018, Spring 2018 enrollment was down 432 students compared to last year but was up by 3,742 in contact hours. Ms. Ruiz stated certified numbers will be presented at the March meeting.

As of February 15, 2018, Spring 2018 12-week classes were down -355 in headcount enrollment and -29,503 in contact hours compared to Spring 2017. Spring 2nd 8-week headcount enrollment as of February 19, 2018 was down 69 students and down 10,144 in contact hours compared to last year.

Dr. Sanchez stated Ms. Ruiz has performed extremely well as Vice President of Enrollment Management. She has provided tremendous leadership and he looks forward to great things happening. Mr. Seely noted Ms. Ruiz was named as one of the "Top 40 Under 40" by the Corsicana Daily Sun.

Board Calendar

Ms. Sipes presented the Board calendar and highlighted upcoming events. The Mexia Campus fundraiser, Legacy, will be held on March 3 at St. Mary's Parish Hall in Mexia. The Ellis County fundraiser, Brilliance, will be held on April 7 at the Waxahachie Civic Center. Tables at both events have been reserved for Board members wishing to attend.

President's Item of Information

Dr. Sanchez continued with the following items of information:

- Trustees received a bag containing a framed copy of their Texas Higher Education Coordinating Board training certificate. In addition, a glass picture frame containing a picture of the front of the Albritton Administration Building was included. Dr. Sanchez stated Presidential Search Committee members were given glass picture frames as well in appreciation for their service on the search committee.
- Dr. Sanchez stated he and Dr. Fegan have begun meeting to prepare a transition plan. They will continue to meet until Dr. Fegan comes on board in July or August.
- The annual ACCT Leadership Congress scheduled October 24-27, 2018 will be held in New York. An early bird discount rate being offered on the hotel rooms ends May 20, 2018. To take advantage of the discounted hotel rate, conference registration must be completed and paid. Dr. Sanchez stated the discounted rate will save the college money. All trustees indicated they plan to attend the 2018 conference so they can be registered at the discounted rate. Dr. Sanchez thanked them and stated Ms. Smith will register everyone and reserve the rooms.
- Renovations are on schedule for the ADN Program's move by summer 2018.
- Dr. Sanchez asked Mr. Montgomery to share changes taking place in the Football

Program.

- Mr. Montgomery reported Cody Crill, Scott Parr, and Chris Achuff resigned to take positions at other institution. Jim Gush, who has 36 years of coaching experience, has been promoted to the position of Head Football Coach. Assistant head coach Hunter McWilliams was named as the new offensive coordinator, and defensive line coach Chris Achuff accepted the defensive coordinator position. Former interns, Brad Wilson and Jens Danielson, were interviewed and hired to fill the running back coach and offensive line coach positions. Nicholas Jean-Baptiste has been hired as well.
- Mr. Montgomery said he was just notified late in the afternoon a Hollywood crew will arrive on campus Wednesday, February 28, to begin interviewing students and filming the documentary on Navarro College's Cheerleading Program. This will be great exposure for the college. Dr. Sanchez thanked Mr. Montgomery and encouraged him to bring a football championship to Dr. Fegan.
- Dr. Sanchez stated he will be out of office Friday, February 23, 2018 and will also be out the following week to care for his wife, Angie, who is having hip replacement surgery. He will continue to work from home and will be in contact by phone. Dr. Martin will facilitate meetings and be responsible for the Ellis County campuses. Dr. Hanes will be responsible for the Corsicana and Mexia campuses. Dr. Sanchez stated he will be available to speak by phone if needed and will return to the office on Monday, March 19, following spring break.

Dr. Sanchez concluded his report.

Adjournment

Mr. Huffman thanked Dr. Sanchez and stated the action taken earlier naming the lone finalist for District President officially begins the mandatory 21-day waiting period. The Board will negotiate a contract next month and take action on appointing the new District President.

Mr. McGraw moved to adjourn the meeting. Mr. Atkeisson seconded the motion and the decision was unanimous. The meeting adjourned at 8:18 p.m.

Respectfully submitted,


Richard L. Aldama, Secretary-Treasurer
NAVARRO COLLEGE BOARD OF TRUSTEES