

**NAVARRO COLLEGE BOARD OF TRUSTEES
AUGUST 29, 2019 MEETING
MINUTES**

On Thursday, August 29, 2019, the Navarro College Board of Trustees gathered in the President's Dining Room located in Walker Dining Hall on the Corsicana Campus for dinner with family members of the late Homer Gene Wasson. Following the dinner, the governing body relocated to the Bulldog Board Room to conduct their regular monthly meeting. All trustees were in attendance including: Chairman Phil Judson, Vice-Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, A. L. "Buster" Atkeisson, Faith Holt, Loran Seely, and 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, Enrollment Management and Instl. Effectiveness
Ms. Marcy Ballew	Vice President, Human Resources
Dr. Carol Hanes	Vice President, Academic Affairs
Ms. Maryann Hailey	Vice President, Student Services
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Ms. Stacie Sipes	Director, Marketing and Public Information
Mr. Barry Sullivan	Director, Information Technology
Mr. Guy Featherston	Dean, Midlothian Campus and Health Professions
Ms. Christina Mims	Dean, Mexia Campus
Ms. Susan Womack	Research Analyst, Strategic Planning Lead for Corsicana Campus
Ms. Leslie Smith	Executive Assistant to the District President
Homer Gene Wasson Family	

Other faculty, staff and numerous community members were also present.

Call to Order

Chairman Judson called the meeting to order at 7:00 p.m. and welcomed everyone present including special guests in attendance in support of the Homer Gene Wasson family. Trustee Atkeisson began the meeting with a prayer.

Board Announcements

Chairman Judson announced a Closed Session to discuss personnel matters according to Government Code 551.074 would be held following the District President's Report.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

Minutes – July 23, 2019 Budget Workshop
Minutes – July 30, 2019 Meeting
~~Board Policy-CAG~~
Board Policy CE
Board Policy CEA

Chairman Judson stated Board Policy CAG was being pulled from the Consent Calendar and would be presented for approval under agenda *Item 205 -Consider Reaffirmation of Investment Policy and Strategy*.

Trustee Seely made a motion to approve the Consent Calendar and Trustee Aldama seconded motion. The motion passed by a unanimous vote.

Consider Action on District President Recommendation to Confer Title of Emeritus

As a former student, athlete, community member, trustee and chairman of the Board of Trustees, Dr. Fegan stated no one has more effectively represented or epitomized the history, value and legacy of Navarro College than Homer Gene Wasson. He stated Homer Gene Wasson's name is synonymous with "Navarro College" and "Bulldog Pride." He made the recommendation to the Board of Trustees to consider bestowing upon Homer Gene Wasson the title of Navarro College Trustee Chairman Emeritus.

Trustee Atkeisson stated he was honored and privileged and was humbled to make a motion to confer the title of Trustee Chairman Emeritus upon Homer Gene Wasson. The motion was seconded by Trustee Seely. The motion passed by a resounding unanimous vote.

Chairman Judson stated it was an honor to have the Wasson family present. He stated he was thankful for Homer Gene Wasson who had touched all, including everyone in the room, and instilled leadership in many for which he was thankful.

Dr. Fegan invited the members of the Wasson family to join the Board of Trustees in front of the room Trustee Aldama stated it was his honor to read the adopted resolution bestowing emeritus status on Homer Gene Wasson. A framed copy of the resolution was presented to the family.

RESOLUTION

WHEREAS, Homer Gene Wasson attended Navarro College as a student athlete from 1948 until 1951, graduated May 31, 1951, and was a member of the Navarro College Barracks Bunch; and

WHEREAS, Homer Gene Wasson served Navarro College on the Board of Trustees for 30 years from 1979 until 2009; and served as Chairman of the Board of Trustees for 16 of those years from 1993 until 2009; and

WHEREAS, under his leadership Navarro College experienced dynamic growth and expansion; and

WHEREAS, Homer Gene Wasson's dedication and passion for Navarro College was unwavering and unmatched and his legacy as a student, trustee and community member embodied all that Navarro College represents; and

WHEREAS, Homer Gene Wasson's name is synonymous with Navarro College and Bulldog Pride; it is most appropriate that the title of Emeritus be granted.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF NAVARRO COLLEGE bestows upon Homer Gene Wasson the title of Navarro College Trustee Chairman Emeritus and all acknowledgements appertaining thereto, effective this date.

FURTHERMORE, the Board directs that this resolution shall be placed in the minutes of this meeting, and a copy shall be provided to the family of Homer Gene Wasson.

DATED this 29th day of August 2019.

NAVARRO COLLEGE BOARD OF TRUSTEES

Following the presentation of the framed resolution, each family member was also presented a Bulldog Pride pin. Everyone was asked to stand, raise their right hand and make the Bulldog sign, and state "With Bulldog Pride for Homer Gene Wasson." A standing ovation in honor of Homer Gene Wasson followed.

Pictures were taken with family members, the Board, Dr. Fegan, as well as friends and family members who came to honor Homer Wasson's name. Chairman Judson stated the crowd present at the meeting was an indication of how many people Homer Wasson had touched during his lifetime.

Declare Intent to Set Ad Valorem Tax Rate for 2019 (Fiscal Year 2019-2020) and Set Dates for Public Hearings (if applicable)

Vice President Thomas stated the Board of Trustees is required by the State law to declare their intent on setting the Ad Valorem Tax Rate for 2019 (FY 2019-2020). She reviewed several options including the current tax rate, effective tax rate, and rollback rate and the impact each rate could potentially have on the 2019-2020 budget at a 95% collection rate. She stated the 2019-2020 fiscal year budget was based on the same tax revenue earned in 2018.

- Effective Tax Rate (\$0.107800 /\$100) would generate approximately \$4,035,999, an additional \$167,678
- Rollback Tax Rate (\$0.116400 /\$100) would generate approximately \$4,357,981, an additional \$489,660
- Current Tax Rate (\$0.121800 /\$100) would generate approximately \$4,560,155, an additional \$691,834

If the Board of Trustees wishes to set the tax rate above the rollback rate, taxpayers will have 90 days to collect 10% of the registered voter's signatures to petition for a rollback election. If the Board wishes to declare its intent is to set the tax rate above the effective tax rate, two public hearings are required, Vice President Thomas noted Navarro College's tax rate is the lowest among all of the taxing entities in Navarro County.

A brief question and answer period followed regarding the differences in revenue that would be generated by the effective tax rate and the rollback rate compared to the amount received last year. Trustee McGraw inquired if the revenue generated by the effective tax rate would be the same and discussion followed. Trustee Aldama noted the rollback rate is less than the current tax rate and would generate more funds than last year.

Trustee Aldama made a motion to declare intent to set the 2019 ad valorem tax rate at the rollback rate of \$0.116400 /\$100. Trustee Wyatt seconded the motion. Chairman Judson called for a record vote.

IN FAVOR: A. L. Atkeisson, Faith Holt, Richard Aldama, Phil Judson, Loran Seely, and Kim Wyatt
AGAINST: Billy Todd McGraw

Dr. Fegan stated public notice of the Board's intent to set the tax rate at the rollback rate will be published in the Corsicana Daily Sun and two public hearings will be scheduled: Monday, September 9, 2019 and Thursday, September 12, 2019 at 12 noon in the Bulldog Board Room. The Board will be required to take action on setting the ad valorem tax rate at their next regular meeting on Thursday, September 19, 2019.

Consider Action on July 2019 Financial Statement

Vice President Thomas continued with a review of the financial statement for the month ended July 31, 2019. Budget adjustments to recognize receipt of additional Adult Education Grant Funds (\$6,362), a Foundation grant (\$996) Cosmetology shop revenue (\$769), EMT Program tuition revenue (\$6,558), and a transfer between funds (\$4,500) for vehicle maintenance resulted in increase of \$19,185 for a total revised budget of \$88,210,721 as of July 31, 2019.

A review of the cash statement as of July 31, 2019 indicated a net income of \$4,151,133, an increase of \$1,998,977 or \$92.88% compared to the same period in 2017-2018.

Trustee Seely made a motion to approve the July 2019 Financial Statement and Trustee Atkeisson seconded the motion. The motion passed by a unanimous vote.

Review Preliminary August Financial Statement

Vice President Thomas continued with a preliminary review of the financial statement as of August 20, 2019. Budget changes included establishing a budget for the Bulldog Health Center (\$23,300) and increases in other local income from a Foundation Grant (\$6,000) and Cosmetology Shop revenue (\$2,288) for a total increase of \$31,588 in the FY2017-2018 revised budget. The information presented was preliminary and no action was required.

Dr. Fegan commended Vice President Thomas, the Leadership Team and colleagues for their efforts in holding down expenditures which have resulted in "almost a \$7 million swing" from the original 2018-2019 budget. It's anticipated the fiscal year will end on a positive note.

Consider Adoption of Resolution for Inter-local Agreement with Purchasing Cooperative and Reaffirm Agreements with Current Purchasing Cooperatives

Vice President Thomas continued with a request for the Board to approve an inter-local agreement with a purchasing cooperative and reaffirm agreements with current purchasing cooperatives. She stated the College has the opportunity to enter into an agreement with the National Intergovernmental Purchasing Alliance Company dba OMNIA Partners Public Sector. This agreement will replace current agreements with the Texas Cooperative Purchasing Network through the Region 4 Education Service Center and with U.S. Communities. Both of these entities merged with OMNIA. No membership dues are required.

Vice President Thomas continued stating purchasing cooperatives bid many contracts each year and are able to obtain better economies of scale because they represent more than one entity. The cooperatives follow the same bid process that governmental entities are required to follow in the State of Texas. The College utilizes these purchasing cooperatives when it is beneficial for the District. Incorporating this cooperative will not eliminate bids, but rather reduce both personnel and advertising costs associated with the extensive bid process. The District will continue to bid areas that will provide opportunities to local vendors.

The purchasing cooperatives currently in agreements with the District are:

1. State of Texas Purchasing Cooperative
2. Educational and Institutional Cooperative Purchasing.
3. Texas Association of School Boards BuyBoard
4. TIPS/TAPS (sponsored by Region 8, ESC)
5. Harris County Department of Education (CHOICE Partners)
6. PACE (ESC, Regions 13 and 20)
7. Allied States Cooperative (Region 19, ESC)
8. Purchasing Cooperative of America (Region 3, ESC)
9. Connect2One
10. National Association of College Stores Partnership
11. Texas Association of Community College Business Officers
12. U.S. Communities
13. Texas Cooperative Purchasing Network (Region 4, ESC) o enter into an agreement OMNIA this replaces

Trustee Wyatt made a motion to approve the adoption of the interlocal agreement with National Intergovernmental Alliance Company (dba OMNIA Partners Public Sector) and to reaffirm agreements with current purchasing cooperatives. Trustee Holt seconded the motion and the decision was unanimous.

Consider Reaffirmation of Investment Policy and Strategy (Board Policy CAG)

Chapter 2256 of the Public Funds Investment Act mandates that the Board of Trustees "shall review its investment policy and investment strategies not less than annually." Vice President Thomas stated the current Investment Policy and Strategy (Board Policy CAG) was last affirmed by the Board of Trustees on September 27, 2018. She stated the only revision to the Investment Policy and Strategy proposed is to change the title of "Comptroller" to "Director of

Business Services and Cashiers Office" due to reorganization within the Business Office. Vice President Thomas stated no other changes, other than the date of reaffirmation, were proposed and concluded her presentations.

Trustee Atkeisson moved to approve reaffirmation of the Investment Policy and Strategy (Board Policy CAG) with the proposed changes. Trustee Aldama seconded the motion and the decision was unanimous.

Update on Enrollment

Vice President Ruiz presented an update on enrollment. At present, fall 2019 enrollment revenue is expected to generate \$9,501,760, approximately 99% of the fall revenue projection of \$9,552,241. She stated the registration process will continue through September 9th. Ms. Ruiz shared additional information on the breakdown of enrollment by sections and credit. She noted the number of sections offered were reduced 8%, which also resulted in a savings in resource allocations.

Ms. Ruiz continued with an update on Residence Life/Housing for fall 2019. She stated currently 801 of 861 beds have been confirmed, generating 94% or \$2,527,850. This is \$174,700 short of the projected \$2,702,550 revenue goal. The decline in housing students was attributed to the number of Dallas students that have declined due to Dallas Community College's Promise Program offering free tuition and fees. Dr. Fegan stated it will be interesting to see if other colleges are experiencing the same decrease in Dallas area students as well.

Vice President Ruiz concluded by stating enrollment will be certified on September 9th.

Presentation on Student Satisfaction Survey (SSI) Results

Dr. Fegan asked Susan Womack, Senior Research Analyst / Corsicana Campus Strategic Planning Lead, to present results from the Ruffalo Noel Levitz Student Satisfaction Survey administered in spring 2019. Ms. Womack stated the Student Satisfaction Inventory (SSI) national survey is implemented every three years to obtain an understanding of satisfaction among credit students district-wide who are taking face-to-face courses. The survey has been administered to Navarro College students four times in the last 10 years, providing a history of survey results for comparison as well as a comparison to national results.

Ms. Womack stated student satisfaction is linked to institutional retention rates, institutional graduation rates, and alumni giving. She stated it's important to know if the needs of students are being met and where improvements are needed for strategic planning. She was pleased to report in the 2019 survey, students reported a higher level of satisfaction on every experience compared to 2016 results. She continued with presenting highlights of the survey results with a focus on institutional strengths and opportunities for improvement targeting student retention and success.

The top five institutional strengths students indicated as high importance with high satisfaction were:

- Classes are scheduled at times that are convenient for me.
- The quality of instruction I receive in most of my classes is excellent.
- The campus is safe and secure for all students.
- I am able to register for classes I need with few conflicts.
- I am able to experience intellectual growth here.

Opportunities for improvement – areas students stated are of high importance with low satisfaction levels were:

- Adequate financial aid is available for most students.
- Financial aid counselors are helpful.
- This school does whatever it can to help me reach my educational goals.
- Faculty are understanding of students' unique life circumstances.
- Students are notified early in the term if they are doing poorly in class.

Ms. Womack stated the next steps are to share the data findings and delve deeper into what the students need by zoning into the findings and conducting focus groups. The information will be used in developing campus strategic plans.

Ms. Womack stated in 2020, three more national surveys will be administered:

- Community College Survey of Student Engagement (CCSSEE) – focusing on returning students
- Survey of Online Student Engagement (SOSE) – focusing on online students only
- Survey of Entering Student Engagement (SENSE) – focused on entering students

Ms. Womack was asked at what point of the year the surveys are administered. She responded the SSI was administered in April of 2019; the survey of entering students (SENSE) will be administered as soon as the students start the semester.

Chairman Judson thanked Ms. Womack for presenting a very important report.

Update on Texas Pathways Program

Vice President Carol Hanes presented an update on the College's progress regarding the Texas Pathways Project sponsored by TACC. "Guided Pathways" is a national initiative designed to create and implement clear pathways for students into and through college.

Dr. Hanes stated a broad-based committee was formed last fall to focus on and work towards implementing the essential practices of the Texas Pathways Model to improve student success:

- Clarify Paths to Student End Goals
- Help Students Choose and Enter a Pathway
- Help Students Stay on Path
- Ensure That Students Are Learning

Dr. Hanes shared details of how Navarro College is working on ways to implement each of these initiatives. Faculty, department chairs, advisors, and administrators have been involved in defining Navarro College's eight tracks, reviewing degree plans and recommending changes based on the THECB's Fields of Study and five main transfer university degree plans. She stated every course should be degree applicable at the transfer institution or should prepare the student for a specific workforce career.

Degree plans have been reviewed to include the appropriate math for the degree based on career preparation and degree applicability. A marketing sub-committee of the Pathways Committee is working on updating the website to outline the pathway for students from career exploration, to choosing a Track and degree plan, to navigating financial aid and the registration process, to staying on track through monitoring progress and advising, to completion: graduation and/or transfer. An Automation sub-committee is working on ways to automate student advising, tracking of degree plans, and notification when students go off track. An Advising sub-committee is working on identifying and revising the advising model to implement Colleague Self-Service to assist students in selecting a meta-major (Track), a degree plan, and tracking of degree plans. A Data sub-committee is working on gathering data on who our students are and what supports they need in what classes to be successful.

For poorly prepared students who score 8th grade level or below on the TSI, co-req courses paired with AEL courses have been developed so students can complete more than one course at a time and receive support for the higher level course. A prep course is being implemented to provide students with test-taking skills prior to taking the TSI test to help them score higher and perhaps be required to take fewer developmental courses.

Dr. Hanes stated beginning this fall, all dual credit students will be advised to ensure they are on a degree plan when they complete 15 hours. An MOU, with all high schools in the district, partners with them to provide developmental instruction in high school to prepare their graduates to be college-ready.

Advising and Automation sub-committees are working with IT to implement Self-Service for advising/monitoring of course selection and for tracking student progress and to implement Self-Service through Colleague so that students can track their own progress towards completion. Other sub-committees are exploring the possibility and implications of moving to 8-week sessions and are also working on year-long scheduling.

A committee has been formed and a part-time person will be hired to guide the implementation of Culture of Caring. A food pantry, some emergency aid and other wrap-around services have already been implemented.

Dr. Hanes stated while much has been accomplished this past year several additional projects will need to be undertaken this year including:

- Update degree plans (program maps) to include courses with THECB Fields of Study and the top 5 NC transfer institutions.
- Update certificates and degrees to ensure they lead to high-quality credentials and jobs with value in the labor market.
- Redesign the advising process to the success coach model and support the advising process with technology
- Implement degree tracking and intervention
- Gather data regarding at-risk factors for students and low-performing courses
- Implement wrap-around services/Culture of Caring supports for students (emergency aid, food pantry, legal assistance, childcare, transportation, etc.)
- Investigate and implement year-long scheduling and 8-week semesters
- Program-learning outcomes - a Faculty Sub-committee of the Pathways committee will be working on reviewing PLOs/Core objective results to ensure that our students have career-based skills when they graduate.
- Implement group projects, internships, service learning, and other applied learning experiences in all programs.
- Provide professional development to support effective teaching practice, especially practice that promotes student engagement

Dr. Hanes stated faculty, staff and administration will be working together to implement additional strategies to ensure students are successful. She concluded her presentation and responded to questions.

When Trustee Judson asked how quickly the college can move to direct students that have already earned 15 credit hours, she stated the good news is that financial aid requires every student to have a degree plan. Advisors will begin meeting with Dual Credit high school students this fall to help them determine a degree plan for a career they truly want.

Trustee Aldama asked about the Culture of Caring, stating it is one of the most important things moving forward. Dr. Hanes agreed and stated some services have been available in the past but many students are not aware of this help. She stated faculty's reaction to the Culture of Caring program has been outstanding and she hopes to share more about this program with the Board in the near future. Dr. Fegan noted four of the five opportunities for improvement students indicated in the SSI survey really relate to Culture of Caring (i.e. need money to fix their car; how to manage a part-time job and taking classes; daycare, etc.).

Trustee Seely stated he was pleased degree programs are being analyzed to ensure the appropriate math courses are required. He also found it interesting dual credit students in high school are finding they need developmental

classes. Dr. Hanes responded by stating 70% of students with a high school diploma need TSI math. In addition, approximately 70% of students are on financial aid with 50% on PELL, indicating they are at poverty level.

Update on Personnel Actions

Vice President Marcy Ballew presented an update on personnel activity from July 31, 2019 through August 29, 2019.

The following appointments were made:

- Sharon Wolfe – Associate Professor of Licensed Vocational Nursing
- Kaylen Page – Associate Professor of Licensed Vocational Nursing
- Brad Richardson – Associate Professor of Criminal Justice
- Ambreen Das – Associate Professor of Education
- Laura Briseno – Associate Professor of Art
- Carla Harris – TRiO Academic Advisor/Financial Services Coordinator
- Suzie McGee – Payroll Assistant
- Joshua Bamburg – Custodian
- Nicholas Taylor – Research Analyst
- Maria Rosas – Admissions Specialist/Recruiter
- Christina Drake – Librarian – Ellis County Campuses

The following resignations were received:

- Kraig Curry – Director of TRiO Student Support Services
- Alex Kisse – Assistant Registrar – Ellis County
- Kristen Gothard – Dual Credit Coordinator - Waxahachie

The following notices of retirements were received:

- Sheri Short – Director of Navarro College T.J.J.D. Program
- Lynn Simpson – Professor of Biology

Vice President Ballew stated there were no non-renewals or transfers during the period from July 31, 2019 to August 29, 2019 and concluded her report.

Dr. Fegan recognized Vice President Ballew and her colleagues for their work. He commended them for a very effective job in meeting all compliance requirements.

District President's Report

Upcoming Events Update

Dr. Fegan reviewed highlights of upcoming events including:

- Navarro College Day on September 16 - Everyone is asked to wear Bulldog regalia to commemorate Navarro College's first day of classes in 1946.
- Upcoming home football games – The theme for the September 7th game will be Military Appreciation.

Navarro District and/or Campus News

Dr. Fegan announced NJCAA preseason polls rank Navarro Soccer #5, Navarro Volleyball #8 and Navarro Football #18.

He continued stating US Congressman Ron Wright and 14 of his staff members will be on the Corsicana campus for a tour and lunch on September 5th and will also be on the Waxahachie Campus in October to speak to students. Dr. Fegan noted Congressman Ron Wright has a very special interest in Navarro College.

Foundation Awards

Dr. Fegan invited Dr. Harold Housley, Trustee Wyatt, outgoing Navarro College Foundation president, and Mr. John Gantt, incoming Navarro College Foundation president, to share information about the Foundation awards being presented to faculty.

Dr. Housley and Mr. Gantt shared that the Teaching Innovation Awards are offered by the Foundation to provide funding to faculty to cover costs directly related to new, innovative methods of delivery that promote active student learning. Mr. Gantt stated money from fundraisers was dedicated to the Teaching Innovation Awards. A total of \$30,000 was available for Corsicana faculty, \$30,000 for Waxahachie and Midlothian faculty, and \$3,000 was available for Mexia faculty. He shared the faculty requests that were approved by the Foundation to improve student learning.

Chairman Judson thanked Mr. Gantt and Trustee Wyatt for their work on the Foundation and the assistance they give the College.

Navarro Branding and Affinity

Dr. Fegan announced he has been nominated to serve on three committees:

- He was nominated by Corsicana ISD to serve on TEA HB3 Advisory Committee. The committee is expected to select appropriate assessment instruments for public education and to advise on the design and implementation of changes contemplated for the state's assessment program.
- He has been nominated to serve on the TACC 60x30TX Strategy Committee. Discussion issues for this committee are anticipated to include funding formula, service areas, taxing districts, and multi-college partnerships, and others. This committee will provide its recommendations to the Legislative Committee which will anchor TACC's advocacy focus for the 87th Legislative Session. The Legislative Committee will make recommendations to the Executive Committee.
- He has also been nominated to serve on THECB's Organization for Economic Cooperation and Development (OECD) Focus Group regarding the outcomes of higher education and its relevance for the workforce.

Dr. Fegan concluded his report. Chairman Judson thanked him for being so involved with his peers.

Announcement, Closed Session, Adjournment

Chairman Judson announced that public hearings on the ad valorem tax rate would be held at 12 noon in the Bulldog Board Room on Monday, September 9, and again on Thursday, September 12. The next regular meeting will be held on September 19, 2019 at 7 p.m. in the Bulldog Board Room.

At 8:52 p.m., Trustee Holt made a motion to convene into Closed Session to discuss personnel matters in accordance with Government Code 551.074. Trustee Atkeisson seconded the motion and the decision was unanimous.

At the end of the Closed Session, Trustee Wyatt made a motion to reconvene into Open Session and adjourn the meeting. The motion was seconded by Trustee Seely and the decision was unanimous. No action, decision or vote regarding the subject(s) discussed in Closed Session was taken.

The meeting was adjourned at approximately 9:40 p.m.

Respectfully submitted,

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