

**NAVARRO COLLEGE BOARD OF TRUSTEES
NOVEMBER 21, 2019 MEETING
MINUTES**

On Thursday, November 21, 2019, immediately following dinner in the President's Dining Room with Senator Brian Birdwell, the Navarro College Board of Trustees relocated to the Bulldog Board Room 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, A. L. "Buster" Atkeisson, Faith Holt, and Loran Seely. Trustee Kim Wyatt 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. 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
Senator Brian Birdwell	Texas State Senator District 22

Other faculty, staff and community members were also present.

Call to Order

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

Board Announcements

Chairman Judson announced a Closed Session would be held following *Item 601 – District President's Report* to discuss Real Property Matters according to Government Code 551.072 .

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- **Minutes – October 31 2019 Meeting**

Trustee Seely moved to approve the Consent Calendar and Trustee Aldama seconded the motion. The decision was unanimous.

Board Recognitions

- a. **Acknowledgement of Senator Brian Birdwell**

Chairman Judson stated it was an honor to have Senator Brian Birdwell at Navarro College. He invited Senator Birdwell to join Trustees at the front of the room to be presented with a token of the Board's appreciation. Chairman Judson read the following acknowledgment:

"Navarro College Board of Trustees hereby acknowledges Senator Brian Birdwell for his continuous and ongoing support of Navarro and Ellis Counties as Texas State Senator representing District 22 and for his commitment to the communities, partners and independent school districts that Navarro College serves and most importantly, his dedication to Navarro College faculty, staff, alumni and students. Dated this 21st day of November 2019."

Chairman Judson presented a framed copy of the acknowledgement to Senator Birdwell. Senator Birdwell expressed his appreciation and presented Chairman Judson and Dr. Fegan with a "Challenge Point" in the shape of Texas with a flag on the front and on the back the ten counties with the state senate seal on it. He explained the pin is called a "Challenge Point" because if anyone possessing the same pin challenges another to produce theirs and they don't, they "are buying". If they do answer the challenge by producing their pin, then the challenger must pay.

Dr. Fegan presented Senator Birdwell with several gifts. A canvas photo collage of Navarro College's Bulldog championship teams in addition to a Navarro College ornament for Mrs. Birdwell. Dr. Fegan also presented Senator Birdwell with a Navarro College Bulldog Pride pin. Senator Birdwell expressed his appreciation and his continued support before departing for Granbury.

Board of Trustees Self-Evaluation Process

Dr. Fegan called on Vice Presidents Dr. Carol Hanes and Marcy Ballew to share results from the Board's self-evaluation survey. Ms. Ballew was pleased to report 100% participation in the survey and reviewed the responses. Answers were unanimous on all questions with the exception of three. Mixed responses were received on questions asking "Is the board presided over by the chief executive officer?" "Does the board have a functioning self-evaluation process?" and "Are procedures for CEO succession clear?"

Dr. Hanes stated the responses received provide opportunity for discussion. She stated using the term "chief executive officer" may have been confusing and some may have thought it was referring to the board chairman instead of the district president. Several trustees indicated they found the question confusing as written. Dr. Hanes stated this survey question will be rewritten in future annual self-evaluations to more clearly define the positions. Dr. Hanes continued stating responses to the question regarding a "functioning" self-evaluation process were valid as this was the first time the survey has been used and knowing if it is a "functioning self-evaluation process" has yet to be determined.

Dr. Hanes continued stating the mixed responses to the question regarding CEO succession raised awareness that a written policy is not currently in place in the event of an emergency. She and Vice President Ballew volunteered to research the laws and policies in place at other community colleges and bring back suggestions for the Board's consideration. Chairman Judson stated it's important to have a plan in place and the Board would welcome their research and input.

Dr. Hanes encouraged Trustees to email any other comments or suggestions for questions they feel should have been included. Chairman Judson inquired if this process and discussion will meet SACSCOC's criteria for self-evaluation. Dr. Hanes responded affirmatively stating the discussion will be recorded in the meeting minutes and having plans in place for future evaluations will show a cycle of improvement for SACSCOC purposes.

Consider Action on October 2019 Financial Statement

Ms. Thomas presented the October 2019 financial statement for approval. Budget changes to recognize an increase in ad valorem tax values, cosmetology sales, and a reduction in the Carl Perkins Federal Grant through October 31, 2019 resulted in an increase in the Education & General Fund by \$482,014. Recognition of revenues from a contract

with Pepsi increased the Auxiliary Fund by \$42,000. The 2019-2020 Budget increased \$524,014 for a revised total of \$86,927,591.

Brief discussion followed regarding the length of the Pepsi contract and revenues it would generate. Ms. Thomas continued stating income exceeded expenses through October 31, 2019 for a net income of \$8,137,441, an increase of \$1,246,313 when compared to this point in time last year.

Trustee McGraw made a motion to approve the October 2019 financial statement and Trustee Atkeisson seconded the motion. The motion passed by a unanimous vote.

Review Preliminary November 2019 Financial Statement

Vice President Thomas stated there were no budget adjustments to report for the preliminary November 2019 financial statement and concluded her report.

Update on Enrollment

Vice President Ruiz presented an update on enrollment. She stated the revenue goal of \$8,893,829 for spring 2020 enrollment was based on a 6.55% decline. At this time, 46% of the enrollment goal, 43% of the headcount enrollment goal and 48% of semester credit hour enrollment goal has been met - generating \$4,180,253 (47%) of the estimated revenue goal for spring 2020.

Student income less discounts and waivers as of October 31, 2019 has generated \$11,274,355 or 50.82% of 2019-2020's budgeted projections as compared to \$9,466,096 (45.60%) last year at October 31, 2018. Discussion followed. When asked, Vice President Ruiz responded spring enrollment will be certified in February.

Dr. Fegan stated spring semester enrollment is typically down compared to fall but while headcount enrollment may be lower, contact hour enrollment could be higher. Early indicators show students are taking more classes.

Vice President Ruiz concluded her report.

Update on Personnel Actions

Vice President Ballew presented an update on personnel activity that took place during the month of November 2019.

She announced in addition to her current duties as Dean of Dual Credit, Jeanette Underwood will also assume duties of Dean of the Midlothian Campus on January 1, 2020. Guy Featherston will then assume the duties of Dean of the Waxahachie Campus in addition to his duties as Dean of Health Professions.

Vice President Ballew continued her report on other appointments made during the period from October 31, 2019 through November 21, 2019 including:

- Branden Williams – Director of Dining Services
- Ginnie Smith – IT/AV Technician
- Julie Clasper – Financial Aid Success Coach
- Crystal Russell – Accountant/Procurement Officer
- Ashley Krajca – Financial Aid Specialist

Vice President Ballew stated Dr. Darla Harwell, Continuing Education Coordinator, announced her resignation effective December 2, 2019. There were no new retirements, non-renewals or transfers to report and she concluded her presentation.

District President's Report Upcoming Events Update

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Dr. Fegan reviewed highlights of upcoming events including Beauville Community Events to be held at all campus locations. He noted Navarro College's Band has been invited to perform at the Myerson Symphony Center on December 16th and concluded his report. Ms. Sipes stated tickets can be purchased online.

Recognition of Dr. Fegan's Induction in to Northwood University Athletic Hall of Fame

Chairman Judson announced that before adjourning, the Board wished to take the time to honor Dr. Fegan for his recent induction into Northwood University's Athletic Hall of Fame. He announced that a ceremony was held at Dr. Fegan's previous institution in Michigan on October 12, 2019 where Dr. Fegan was recognized for his 10 years as head volleyball coach and for leading his team to "some of the best results for any program in Northwood history."

Chairman Judson stated Dr. Fegan "spends a lot of time leading others and celebrating the victories of others" but "tonight we want to celebrate you for your accomplishments at Northwood University. We know how appreciative Northwood University was of you but we are glad you are here." Following a brief video clip of the induction ceremony, everyone present congratulated Dr. Fegan with a standing ovation.

Dr. Fegan thanked Chairman Judson and everyone present. He shared that the "most special" part of the induction ceremony at Northwood University was his wife, Liz's, introduction of him. He thanked the Board for their recognition and, more importantly, for inviting the two of them to become a part of the Navarro College family. He pointed out he had worn both his Bulldog Pride and Navarro College pins during the entire weekend of the induction ceremony.

Chairman Judson congratulated Dr. Fegan and stated "we are certainly glad you are here."

Announcement, Convene into Closed Session

Chairman Judson announced the next meeting of the Board of Trustees will be held on December 12, 2019 at 10:00 a.m. in the Bulldog Board Room. He wished everyone a wonderful and safe Thanksgiving.

At 7:43 p.m., Trustee Atkeisson made the motion to convene into Closed Session to discuss real property matters according to Government Code 551.072. Trustee Holt seconded the motion and the decision was unanimous.

Reconvene into Open Session and Adjournment

At the end of the Closed Session, Trustee Atkeisson moved to reconvene into Open Session and immediately adjourn the meeting. Trustee Seely seconded the motion and the decision was unanimous.

The meeting adjourned at 7:53 p.m. No discussion or action on subjects discussed during the Closed Session was taken.

Respectfully submitted,



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