



NAVARRO COLLEGE BOARD OF TRUSTEES
JUNE 24, 2021 MEETING
MINUTES

On Thursday, June 24, 2021, the Navarro College Board of Trustees gathered in the Cook Education Center 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, Trustee Loran Seely and Trustee Kim C. 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
Dr. Harold Housley	Vice President, Operations and Institutional Advancement
Ms. Stacie Sipes	Director of Marketing and Public
Ms. Susan Womack	Senior Research Analyst, Corsicana Campus Strategic Plan Lead
Mr. Barry Sullivan	Director, Information Technology
Mr. Guy Featherston	Dean, Waxahachie Campus and Health Professions
Ms. Jeanette Underwood	Dean, Midlothian Campus and Dual Credit
Ms. Christina Mims	Asst. Dean, Mexia Campus
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 7:03 p.m. and asked Trustee Seely to begin the meeting with a prayer.

Chairman Judson announced a Closed Session would be held following the President's Report to discuss legal matters in accordance with Government Code 551.071. No action would be taken on matters discussed.

Board Announcements

No announcements were made.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

a. Minutes – May 27, 2021

Trustee Wyatt moved to approve the Consent Calendar and Trustee Atkeisson seconded the motion. The decision was unanimous.

Update on Enrollment

Vice President Ruiz presented an update on enrollment. Comparing June 21, 2021 enrollment to June 23, 2020, Summer I enrollment was down -13% in headcount, -15% in semester credit hours, and -9% in contact hours. Summer II enrollment was down -11% in headcount, -12% in semester credit hours, and -17% in contact hours. Enrollment in Summer II courses is expected to increase with registration continuing through July 12, 2021.

Fall 2021 (16 week and 1st 8 weeks) enrollment was up +114% in headcount, +12% in semester credit hours, and +112% in contact hours compared to June 23, 2020. Vice President Ruiz was pleased to report the majority of this increase is in credit population vs dual credit.

Review Updates to Strategic Plan including Vision, Mission, and Values

Vice President Ruiz recapped highlights of the 2021-2031 Strategic Plan presented in detail during the Budget Workshop. Five district-wide goals for achieving the college's vision, mission and core values were defined:

- Goal #1 – 100% Student -Centered, User Friendly Processes
- Goal #2 – Build a Bulldog Life Culture
- Goal #3 – Eliminate Local Workforce Supply and Demand Gaps
- Goal #4 – Pursue New Markets
- Goal #5 – Institution Committed to Equity and Inclusion

Each campus location is unique and individual five-year (2021-2026) Campus Strategic Plans have been developed under the leadership of Guy Featherston for the Waxahachie Campus, Susan Womack for the Corsicana Campus, Jeanette Underwood for the Midlothian Campus and Christina Mims for the Mexia Campus with the following goals:

- Goal #1 – Pursue New Markets
- Goal #2 – Integrate Bulldog Life
- Goal #3 – Advance Technology for Tomorrow

Dr. Hanes shared the importance of the Strategic Plan in meeting the College's mission to enable students in our communities to pursue educational and career goals as well as life-long learning. A strategic plan helps set goals to empower the mission. She stated SACSCOC accreditation requirements are very specific about establishing goals. The goals defined in the Strategic Plan meet several of SACSCOC's standards including: Standard 7.1 as it relates to institutional planning and effectiveness, Standard 6.1 as it relates to sufficient full-time faculty to accomplish the mission and goals of the institution, and Standard 8.1 as it relates to student achievement and setting and measuring goals.

Chairman Judson thanked Vice Presidents Sina Ruiz and Dr. Carol Hanes and acknowledged the importance of meeting SACSCOC accreditation standards.

Consider Action on May 2021 Financial Statement

Vice President Thomas presented the May 2021 Financial Statement for approval. Budget adjustments for May 2021 included \$50,000 to increase the Texas Workforce Commission Grant; \$3,400 to recognize Cosmetology sales for shop supplies; \$550 to recognize Massage Therapy shop sales; and \$88,000 to transfer the Corpus Fund Balance from the Graduate Caston Scholarship to cover awards. Budget adjustments increased the revised 2020-2021 budget \$141,950.00 for a revised total of \$101,056,840 as of May 31, 2021.

Total Educational & General (E&G) revenue before HEERF Federal Grant funds was down \$353,719 compared to May 2020; E&G resource allocations decreased by \$722,809. Auxiliary net income increased \$482,170 compared to May 2020. The total net income increase for General Operating and Auxiliary before HEERF Federal Grant funds was \$851,260.

HEERF Federal Grants accounted for \$4,510,829 in revenues and \$4,532,859 in expenses. Vice President Thomas stated most of the federal dollars in revenue have been drawn down to more evenly match the federal dollars expenses thereby reducing the timing differences.

A comparison of the month-to-date revenue budget to the actuals to date showed a shortfall of revenue over resource allocations of \$35,710 in the General Fund, and a surplus of revenue over resource allocations of \$483,716 in the Auxiliary fund with a total surplus through May 2021 of \$448,007 between both funds. Remaining contingencies totaled \$1,239,749 plus HEERF funds.

Dr. Fegan stated the contingency funds will be used to purchase capital items that are needed and not covered by HEERF grant funds. He responded to Trustee Wyatt's inquiry if any other funds are restricted, stating other grants such as the Texas Workforce Grant and the Carl Perkins Grant very narrowly define how the funds can be used.

Vice President Thomas continued stating collection agencies hired in April to collect past due student loan accounts have already collected approximately \$11,000. When asked how the collection agencies are paid, she responded they are paid based on a percentage of collections. The collections will help reduce the Navarro College's debt ratio. Dr. Fegan stated from an auditing perspective, the college is "dinged" when the debt ratio is too high.

Trustee Seely moved to approve the May 2021 Financial Statement and Trustee Aldama seconded the motion. The motion passed by a unanimous vote.

Dr. Fegan asked the Board for feedback on the financial reports and if the information is being presented clearly for them. Chairman Judson responded it is important to see where the College is at without the grant funds.

Review Preliminary June 2021 Financial Statement

Vice President Thomas stated there was no preliminary activity to report for the June 2021 financial statement.

Consider Action on Quarterly Investment Report for Quarter Ended May 31, 2021

Vice President Thomas presented the Quarterly Investment Report for the quarter ended May 31, 2021 for approval. The ending book value of investments as of May 31, 2021 was \$2,475,000 with an ending market value of \$2,486,373.73. One Certificate of Deposit (CD) in the amount of \$230,000 matured during the quarter ended May 31, 20201 and was renewed at a rate higher than the current benchmark rates.

A recap of investments by fund indicated \$1,745,000 in the Educational and General Fund, \$500,000 in the Debt Service Fund and \$230,000 in the Student Financial Aid Fund. Trustee Atkeisson inquired about the heading date of 8/31/20 on the recap and Vice President Thomas responded the date will be corrected to show 5/31/21.

Vice President Thomas continued with a review of the Pledged Collateral by Bank to Secure Cash and Certificates of Deposit. Trustee Wyatt noted the totals in the report did not add up correctly. Vice President Thomas apologized stating there was an error in the formula. Total deposits in the amount of \$42,709,877.82 will be corrected to show \$22,638,892.66, FDIC Insurance in the amount of \$1,250,000 will be corrected to show \$1,000,000, and Pledged Collateral in the amount of \$56,193,984.93 will be corrected to show \$29,737,185.02.

Trustee Aldama moved to approve the Quarterly Investment Report for the Quarter Ended May 31, 2021 with corrections as noted. The motion was seconded by Trustee Wyatt and the decision was unanimous.

Consider Action on Renewing Contract for Auditing Services

Vice President Thomas stated Navarro College solicited a request for qualifications (RFQ) for an audit firm to perform the District's annual independent audit for a three-year term starting with fiscal year 2019 through fiscal year 2021 with the option to extend for two additional fiscal years through 2023. At the May 23, 2019 Board of Trustees Meeting, Whitley Penn, LLC was awarded the RFQ for Navarro College. She requested the Board's approval to proceed with Whitley Penn LLC for the August 31, 2021 audit based on their experience with higher education institutions as well as Navarro's satisfaction with their services.

Trustee Holt moved to approve the renewal of the contract with Whitley Penn, LLC to conduct the audit of financial statements for the year ended August 31, 2021. Trustee Seely seconded the motion, and the decision was unanimous.

Consider Action on New Bachelor of Science in Nursing (BSN) Program

Dr. Hanes and Dean Featherston presented the Bachelor of Science in Nursing Program for approval. House Bill 885 written and sponsored by Representative Cody Harris, Representative Jake Ellzey and Senator Brian Birdwell, was signed into law by Governor Abbott on June 15, 2021. Because the bill passed with greater than 2/3 majority vote in both the House and the full Senate, it becomes effective immediately. A signing ceremony in the Governor's Office is planned during the Legislative Special Session starting July 8, 2021.

Dean Featherston stated moving forward Board of Trustees' approval of the BSN degree plan is required to initiate the next step - seeking approval from the Texas Higher Education Coordinating Board (THECB). Once the Board approves the BSN degree, notification of Navarro College's intent to offer a BSN degree will be emailed immediately to community colleges within a 50-mile radius. Assuming no issues arise in 30 days, application will be submitted to THECB. While it is hoped THECB will move expeditiously, by statute it can take up to 12 months.

Once approval is received from THECB the next step will be to submit a Substantive Change Report to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for authorization to move from a Level I to a Level II institution. Upon receipt of SACSCOC's approval, application for "Candidacy Status for BSN" will be submitted to the Accreditation Commission for Education in Nursing (ACEN). Upon approval, a site visit will occur within two years for full accreditation. The program is targeted to start Fall 2023 and the first graduating class in August 2024.

Dean Featherston shared the BSN Degree course outline totaling 120 credit hours. RNs who have earned 36 semester credit hours from prior nursing course work will be required to complete 55 hours in prerequisite general education courses and approximately 29 hours of upper division course work to earn a 4-year BSN degree. RN to BSN courses will be offered in a 16-week format during the Fall and Spring semesters and a 12-week format during the summer semester.

PREREQUISITE CREDITS

Class	Title	Credits
BIOL 2401	Human Anatomy & Physiology I	4
ENGL 1301	Composition I	3
PSYC 2314	Lifespan Growth & Development	3
PSYC 2301	General Psychology	3
SPCH 1315	Public Speaking	3
	CHEM 1411 or CHEM 1406	4
MATH 1311	College Algebra	3
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
ENGL 1302	Composition II	3

Class	Title	Credits
PHIL 2306	Intro to Ethics	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology	4
ENGL 2311	Technical Writing	3
GOVT 2306	Texas Government (TEXAS Constitution & Topics)	3
MATH 1342	Elementary Statistical Methods	3

Total Prerequisite Credits – 55

SEMESTER ONE		
Class	Title	Credits
NURS 3213	Transition to the BSN Role	2
NURS 4413	Comprehensive Health Assessment	4
NURS 4323	Healthcare Organization and Informatics	3
SEMESTER TWO		
NURS 3303	Introduction to Nursing Research	3
NURS 3333	Foundations of Comprehensive Pathophysiology	3
NURS 4433	Population Focused Community Health	4
SEMESTER THREE		
NURS 3343	Evidence-Based Practice	3
NURS 4303	Ethics in Healthcare	3
NURS 3423	Leadership Roles	4
Total Credits:		29

RN-BSN Total Credits

Pre-Nursing	36
Prerequisites	55
BSN Courses	29
Total	120

A question and answer period followed. When asked if any "pushback" was anticipated from other schools. Dean Featherston and Dr. Hanes responded no pushback is anticipated because of the shortage in nursing. In addition, Navarro College is rural and will not be pulling market share from other community colleges or universities. If there is any "pushback", the Coordinating Board will mediate. Trustee Aldama inquired if there are any other community colleges in the area offering a BSN degree. Dean Featherston responded there aren't any in the immediate area. Fifteen community colleges that qualified under the previous Senate Bill are offering a BSN degree; the closest are Weatherford, Grayson and Austin. UT Arlington is the closest university.

Before concluding, Dean Featherston announced Julie Arteaga, Director of the Associate Degree Nursing Program who has been instrumental throughout the whole process with her content expertise, will be defending for her

doctorate in July. Dr. Fegan added terminal degree faculty will be needed for the BSN and "soon to be" Dr. Arteaga will have a lead role.

Trustee Holt publicly thanked Dr. Fegan, Dr. Hanes, Dean Guy Featherston, "soon to be" Dr. Arteaga and others involved for the many, many hours and effort spent on getting legislation passed and the BSN degree program started. She expressed great appreciation for all of their work on behalf of herself and fellow Trustees.

Trustee Holt made a motion to approve the addition of the Bachelor of Science in Nursing Degree Program. The motion was seconded by Trustee Aldama. The motion passed by a unanimous vote followed by applause.

Chairman Judson stated this is truly a landmark moment that elevates Navarro College. He stated this has been an endeavor for eight years and four legislative sessions. He also expressed appreciation for the team that made this happen including Representative Cody Harris, Representative Jake Ellzey, Senator Brian Birdwell, Dr. Kevin Fegan, Dr. Hanes, Dean Guy Featherston, and Julie Arteaga.

Update on Personnel Actions

Vice President Ballew presented an update on personnel actions between May 28, 2021 and June 24, 2021. The following appointments were made:

- Dr Tara Peters – Executive Director of Workforce, Career & Technical Education
- Marisol Arenivas – Director of Residence Life
- Todd Harrison – Director of Facilities
- Mitchell Eichblatt – Oracle Applications Specialist
- Jeffery Brown – Assistant Director of Facilities
- Dustin Velazquez – Assistant Cheer Coach (08/01/2021)
- Angela Fitzhugh – Contact Center Agent (07/12/2021)

The following exits were announced:

- Ciara Luna – Assistant Softball Coach
- Leanne Leonard – Licensed Professional Counselor
- Kaylen Page – Associate Professor of Licensed Vocational Nursing
- Matthew Lott – Assistant Football Coach
- Alyson Seibert – Assistant Athletic Trainer
- Janet Daugherty – Director of Budget & Procurement
- Brett Doe – Assistant Baseball Coach
- Carole Davenport – Coordinator of Special Events (Retiring 12/31/2021)

Vice President Ballew concluded her report and was thanked.

District President's Report

Dr. Fegan thanked Janet Daugherty for her time over the last three years, leading the implementation of BudgetPak software and assisting in the transition to the new ERP. He stated Ms. Daugherty has graciously agreed to work with another individual to help them transition into her role before she leaves. He wished her all the best as she moves on to a new opportunity.

Dr. Fegan continued stating a formal signing of HB 885 with the Governor is expected to be scheduled sometime during the Special Legislative Session called by Governor Abbott. The special session will begin on July 8.

Dr. Fegan stated Vice President Harold Housley, Vice President Maryann Hailey and Chief Hank Bailey will be looking at all bills passed by the legislature in relation to higher education and Navarro College, specifically the "open carry" law.

Dr. Fegan continued with highlights from the Calendar of Events. Beginning with the July 22, 2021 meeting, all Board meetings will be held in the Bulldog Board Room, located in Walker Dining Hall. Licensed Vocational Nursing (LVN) graduation is scheduled August 6, 2021 and Adult Education Literacy (AEL) Celebration will be held on August 7, 2021. Dr. Fegan noted the August Board meeting has been moved up to August 19, 2021 and stated a reminder will be sent to Trustees.

Dr. Fegan concluded by stating an update on 75th Anniversary events will be presented by Stacie Sipes during the July meeting.

Announcement

Chairman Judson announced the next Board of Trustees meeting will be held on July 22, 2021 in the Bulldog Board Room. He asked for a motion to convene into Closed Session to discuss legal matters.

Closed Session and Adjournment

At 8:10 p.m., Trustee Aldama moved to convene into Closed Session and Trustee Atkeisson seconded the motion. The decision was unanimous. At 8:50 p.m., Trustee Wyatt moved to reconvene into Open Session and adjourn the meeting. Trustee Atkeisson seconded the motion and the decision was unanimous.

The meeting was immediately adjourned following the Closed Session. No action, decision or vote on matters discussed was taken.

Respectfully submitted,



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