



NAVARRO COLLEGE BOARD OF TRUSTEES
JANUARY 27, 2022 MEETING
MINUTES

On Thursday, January 27, 2022 the Navarro College Board of Trustees gathered in the Bulldog Board Room 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:

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| 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 |
| Mr. Michael Landers | Athletic Director |
| Ms. Stacie Sipes | Director, Marketing and Public Information |
| Ms. Susan Womack | Senior Research Analyst, Corsicana Campus Strategic Plan Lead |
| Mr. Guy Featherston | Dean of Waxahachie Campus and Health Professions |
| Ms. Jeanette Underwood | Dean of Midlothian Campus and Dual Credit |
| Ms. Leslie Smith | Executive Assistant to the District President |
| Mr. George Williford | Hilltop Securities |

Additional staff and guests were also present.

Call to Order

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

Board Announcement

No announcements were made.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. Minutes – December 16, 2021 Meeting
- b. 2021 Racial Profiling Report

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

Board Recognitions

New Head Football Coach

Athletic Director Michael Landers introduced new head football coach, Ryan Taylor. After being welcomed to Navarro College by Chairman Judson, Coach Taylor expressed his appreciation stating he is excited about the opportunity and plans to take the program from "good to great".

Long-Term Service Recognitions

Dr. Paul Phillips (30 Years) and Mark Dillman (40 years) were recognized by the Board with certificates of appreciation for their long-term service.

Trustee service pins were presented to Faith Holt for serving 10 years and Todd McGraw for serving 20 years.

Consider Action on Resolution Authorizing the Issuance of Navarro College District Consolidated Fund Revenue Refunding Bonds, Series 2022

Mr. George Williford, Hilltop Securities financial advisor, shared updated information regarding the refunding of the District's Series 2009 and Series 2012 bond issues in order to take advantage of lower interest rates. He stated when he last addressed the Board during the December Board meeting, a savings of \$802,267 was projected but since that time there has been a slight increase in interest rates. Based on the current week's market, the projected savings is now \$633,820. Mr. Williford stated bids will be solicited from commercial banks that routinely purchase municipal debt issues as well as local area banks. By not "going out to market", a bond rating will not be required and will save expenses. It's unknown what rates will be offered until February 10th when the bids will be due.

Trustee Atkeisson made a motion to approve adoption of the resolution authorizing the issuance of Navarro College District Consolidated Fund Revenue Refunding Bonds, Series 2022. Trustee Wyatt seconded the motion and it passed by a unanimous vote.

Chairman Judson thanked Mr. Williford.

Enrollment Update

Vice President Ruiz reported overall semester credit hour enrollment for Spring 2022 is down approximately -5.26%. Credit enrollment is down -2.35% and Dual credit enrollment declined -12.83%. Contact hours were down -4%. A breakout of headcount enrollment by cohort showed Athletics and Health Professions exceeded their goals by 29 and 46 students. The E² and Dual Credit cohorts missed enrollment goals by 335 and 146 students. Overall, CTE was down 75 students.

Vice President Ruiz stated several factors that have impacted both dual credit and credit enrollment. A higher number of students were academically unsuccessful and were removed from the dual credit program. Changes in ISD administration also impacted dual credit enrollment. Advisors are finding students are facing both COVID and non-Covid related issues and "uncertainty and fatigue" Some students report they are working extra work shifts to support their households and had to reduce their class schedules. In addition, students behind academically are having a hard time catching up.

Vice President Ruiz stated Housing missed its goal for the spring semester by 39 students. However, because it exceeded its goal during the Fall semester by 58 students it has met its overall goal for the year. She concluded by stating certified enrollment will be submitted to the state by January 31st.

Dr. Fegan stated Housing was predicting to be up until the increase in COVID cases hit in January. During his visits with them recently, Freestone, Limestone, Leon ISD superintendents shared they have had substantial decreases in students. Navarro County's enrollment is staying approximately the same while Ellis County is seeing growth, mostly at the elementary and middle school levels. Dr. Fegan added that the number of students that completed applications for financial aid and are not showing up is amazing. A recent survey shows the country has lost over a million throughout all of higher education. Texas is down over 80,000 over last two years. He also noted marketing efforts in CTE are seeing results but is not yielding as expected.

Trustee Aldama inquired if separate housing units were still designated for isolating students with COVID. Vice President Ruiz responded students are quarantining in place but separate housing is available if needed. Dr. Fegan noted not being full in housing has helped as three housing units were recently taken down due to a bad transformer and another unit had to be taken down earlier in the day because of frozen pipes. Discussion followed on the impact COVID has had on both online and face-to-face enrollments.

HEERF (CARES Act) Overview

Vice President Ruiz continued with an overview of how HEERF funds totaling \$29,086,855 have been allocated to date, specifically the allocation of institutional funds. An estimated \$17 million from HEERF and lost revenue can be applied to capital projects and the ERP (Oracle). Discussion followed and Dr. Fegan stated the detailed spreadsheet will be posted in BoardEffect for trustees to review.

Chairman Judson applauded Vice President Ruiz and all involved for the detail in accounting stating it leaves a good audit trail in the event an audit is required at some point in the future.

December 2021 Financial Statement

Vice President Thomas presented the December 2021 financial statement for approval. The revised budget totaled \$9,145,027 as of December 31, 2021. One budget amendment during the month of December 2021 was required to move \$100,000 from Lost Revenue Funds to the Auxiliary Fund for capital purchases. Vice President Thomas stated 70.25% of the student income budget for 2021-22, 26.69% of local appropriations, and 44.96% of total General Operating budget had been received. She noted the percentages take into consideration all the HEERF funds budgeted but not drawn down. The Auxiliary fund had earned 64.46% of the revised budget as of December 2021.

Total year-to-date expenses in the Education and General fund compared to the previous year were \$5,058,211 higher. Federal, state and local grants were \$5,835,101 higher while other expenditures decreased \$776,980. Auxiliary expenses were also down \$700,547 compared to December 2020. In the overall year-to-year comparison of actual net income before HEERF Federal Grants, the General Operating fund decreased by \$5,604,348. Vice President Thomas stated federal grants made up the majority of the decrease along with timing differences in the "draw down" of grant funds. Auxiliary net income from Housing, Dining and Bookstores from this same time in December 2020 increased \$997,827. Overall, net income decreased \$4,606,521 from December 2020 before HEERF Federal Grant dollars. Vice President Thomas noted there are timing differences in non-HEERF federal grants from funds being spent that will be drawn down in December 2021 of approximately \$5,223,635 along with the timing difference in 2020 of \$98,460 - making a true decrease of net income between the two years closer to \$479,173.

A comparison of the month-to-date revenue budget (original budget) through December 2021 to the actual-to-date revenue through December 2021 showed a decrease of \$4,444,551 in revenue and \$7,252,983 less in resource allocations for a net General Operating increase of \$2,808,432. The Auxiliary Fund revenue increased \$1,122,673 over budgeted amounts through December 2021 and resource allocations decreased \$157,048 for a combined Auxiliary net of \$1,279,721 over budget. Net income for both funds was \$4,088,153 over budgeted amounts through December 2021. Contingencies totaled \$263,202. Vice President Thomas noted there will be \$200,000 additional tax revenue due to the tax rate remaining the same as 2021 and concluded her report.

Trustee Seely moved to approve the December 2021 Financial Statement and Trustee McGraw seconded the motion. The motion passed by unanimous vote.

Approval of New Purchasing Cooperative

Trustees were asked to approve an agreement with the purchasing cooperative, National Purchasing Partners Government (NPP-GOV). Vice President Thomas stated the College utilizes purchasing cooperatives when it is beneficial for the District. Incorporating use of cooperatives will not eliminate bids, but rather reduce both personnel and advertising costs associated with the extensive bid process. The District will continue to procure areas that will provide opportunities to local vendors through bid or requests for proposals. This new cooperative will allow the Fire Academy to purchase a fire truck to use in the instruction of students enrolled in classes. This cooperative also has vendors that can be obtained for classes such as EMS, Education, Government and Law. No fee is required to join.

Trustee Atkeisson moved to approve the agreement with the National Purchasing Partners Government Purchasing Cooperative and Trustee Aldama seconded the motion. The motion passed by a unanimous vote.

Update on Personnel Actions

Vice President Ballew presented an update on personnel actions. She reported the following appointments were made during the period December 16, 2021 through January 26, 2022:

- Judith Jorgenson – Assistant Professor of Licensed Vocational Nursing
- Ryan Watson – Assistant Professor of Licensed Vocational Nursing
- Theola Randall – Associate Professor of Associate Degree Nursing
- Ryan Taylor – Head Football Coach
- Willis White – Assistant Football Coach – Offensive Coordinator
- Kristopher Matthews – Campus Police Officer
- Defifie Williams – Area Housing Coordinator
- Karen Simons – Executive Administrative Assistant for the Vice President of Academic Affairs
- Teresa Smith – Administrative Assistant/Faculty Support for the Dean of Career & Technical Education
- Tevin Neason-Appleton – Area Housing Coordinator

Vice President Ballew continued stating the following exits were announced: Ashley Krajca – Financial Aid Specialist and Kendall Ayers – Assistant Soccer Coach. She concluded her report.

District President's Report

SACSCOC Fifth Year Interim Report Update

Dr. Carol Hanes announced notification was received from SACSCOC that Navarro College's Fifth Year Interim Report has been reviewed. She was pleased to report all critical standards, including the QEP and financials, passed with no comments. Dr. Fegan praised Dr. Hanes for her leadership in this endeavor stating it positions the college well as it seeks approval from SACSCOC to move from a Level 1 to a Level 2 institution to offer a BSN program.

Calendar Highlights

Dr. Fegan continued with highlights of upcoming events including but not limited to: baseball's season opener against the defending national champions, McLennan Community College, on Friday, January 28; Dancing for Our Stars on February 12; Black History Month Celebration Event on February 19 (will be combined with the MLK event which had to be postponed in January); the Employee Service Pin Banquet on February 15th and the Distinguished Alumni Dinner on April 22nd.

Dr. Fegan concluded his report and Chairman Judson thanked everyone and commended the work on moving forward with SACSCOC on approval to go from a Level 1 to Level 2 institution.

Next Meeting Announcement, Adjournment

Chairman Judson announced the next Board of Trustees meeting will be held on February 24, 2022 at 7:00 p.m. in the Bulldog Board Room. He thanked Trustee McGraw and Trustee Holt for their terms of service and expressed appreciation for their hard work. Trustee Aldama moved to adjourn the meeting at 8:09 p.m. and Trustee Holt seconded the motion. The decision was unanimous.

Respectfully submitted,



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