



**NAVARRO COLLEGE BOARD OF TRUSTEES
JULY 28, 2022 MEETING
MINUTES**

On July 28, 2022, the governing body of Navarro College gathered in the Bulldog Board Room located in Walker Dining Hall on the Corsicana Campus to conduct the 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, and Trustee Loran Seely.

Others in attendance included:

Dr. Kevin G. Fegan	District President
Ms. Teresa Thomas	Vice President, Finance
Ms. Sina Ruiz	Vice President, Student Success
Ms. Marcy Ballew	Vice President, Operations
Dr. Jeanetta Johnson	Vice President, Academic Affairs
Ms. Stacie Sipes	Director, Marketing and Public Information
Mr. Michael Landers	Executive Director, Student Services and Athletics
Ms. Susan Womack	Director, Institutional Research
Mr. Guy Featherston	Dean, Waxahachie Campus and Health Professions
Ms. Jeanette Underwood	Dean, Midlothian Campus and Dual Credit
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Margaret Alfaro	Director, Enrollment
Ms. Deborah Richardson	Culture of Caring Coordinator
Mr. Kevin Hanke	Career and Leadership Development Coordinator
Ms. Kristal Nicholson	Director, Student Financial Aid
Mr. Ron Capehart	Linebarger Attorneys at Law

Additional staff and guests were also present.

Call to Order

Following dinner in the President's Dining Room, the governing body relocated to the Bulldog Board Room to conduct their regular monthly meeting. Chairman Judson called the meeting to order at 7:05 p.m. and asked Trustee Aldama to begin with a prayer.

Board Announcements

There were no announcements.

Open Forum Time

Ron Capehart, Linebarger Attorneys at Law, requested to appear before the board to make a presentation of proceeds from the most recent sale of properties sold for taxes due. He was pleased to announce Navarro College's share of the proceeds was \$2,200.77.

Consent Calendar

- a. Minutes – June 23, 2022, Budget Workshop and Meeting
- b. Updates to Board Policies: EJ and GJ.1
- c. 2022 Campus Carry Report

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

Update on Enrollment

Vice President Sina Ruiz presented an update on enrollment. Summer 2 headcount enrollment of 1,662 was down 18 students or 1.07% compared to 2021. However semester credit hour (SCH) enrollment of 8,387 was up 147 SCH, 1.78%, and contact hour enrollment of 194,734 was up 10,288, 5.58% ,compared to 2021.

Fall 2022 enrollment continues with headcount enrollment at 4,431 compared to 4,547 in 2021. Credit enrollment was up 36 students while Dual Credit enrollment was down -152 compared to the same time last year but is on target to meet goal. Vice President Ruiz reviewed the breakout Fall 2022 headcount enrollment by program/cohort. She noted Dean Featherston has reported 364 students in Health Professions. CTE still has 425 students to meet its goal and Spotify ads are being run.. Housing has 598 students with a goal of 673. Enrollment of E² students not tied to a cohort is at 1,384. 54% of E² pool and 70% of Stop Out students (prior to Spring 2022) have pre-registered.

Vice President Ruiz concluded her report. Chairman Phil Judson inquired about the registration process for students if high schools haven't started yet. Dean Underwood responded the bulk of dual credit registration is done in April. Throughout the summer, parents and students are contacted by text messages. She stated counsleors will be back in July to run rosters.

Consider Action on June 2022 Financial Statement

Vice President Teresa Thomas presented the June 2022 financial statement. One budget amendment reduced the 2021-2022 revised budget \$400 for a total revised budget of \$100,192,860 as of June 30, 2022.

Expenses including HEERF funds were up \$6,636,880 from June 2021. Vice President Thomas noted most of the difference was due to \$7,557,279 in federal grant funds. Other expenditures without grants decreased by \$986,042. Net income with HEERF Federal Dollars for the Education and General fund decreased \$1,112,125 and Auxiliary Funds increased by \$284,962 making the total decrease between the two funds \$827,163. Vice President Thomas noted the timing differences between federal grant income and grant resource allocations in the amount of \$9,434 makes the net income with HEERF funds closer to the net income before HEERF funds by \$1,162.

Trustee Seely moved to approve the June 2022 Financial Statement and the motion was seconded by Trustee Atkeisson. The motion passed by a unanimous vote.

Consider Action on Restating Navarro College Retirement Plan and Trust and Affirming Appointment of Plan Trustees

Vice President Thomas stated IRS regulations require the Board to review and restate the Navarro College Retirement Plan and Trust annually and affirm the appointment of plan trustees. Vice President Thomas stated the only changes proposed were appointments of new plan trustees to fill vacated positions. Teresa Sutton, Budget Officer and Risk Manager Coordinator, will fill the vice-chair position previously held by Jan Phillips. Mrs. Sutton has been a plan participant since 2014. Caleb Willis, Assistant Director of Financial Aid at the Waxahachie Campus, will fill the position previously held by Lynne Coker. Mr. Willis has been in the plan since 2009.

Trustee Atkeisson made a motion to restate the Navarro College Retirement Plan and Trust and affirm the appointment of Plan Trustees. The motion was simultaneously seconded by Trustee Wyatt and Trustee Aldama and passed by a unanimous vote.

Update on HEERF Funds

Vice President Sina Ruiz presented an update on the allocation of HEERF funds. She shared a breakout of how the \$29 million in HEERF grant funds has been allocated and awarded. 42% (\$12,124, 892) was allocated for students. 34% of the institutional portion was allocated for grant-related allowable items including distance learning, instructional equipment, campus safety & operations, personnel and reimbursements, PPE and sanitation equipment. ERP is the largest expenditure.

When asked about the allocation of student portion of funds, Vice President Ruiz responded the majority of the funds has already been allocated. \$11,788,894 has been awarded to 6,207 students. Only \$335, 998 remains to be awarded.

Dr. Fegan stated approximately \$5 million will be moved to the fund balance. He commended Vice Presidents Sina Ruiz and Teresa Thomas as well as Jennie Alcantar for their great work in tracking and responding to requests.

Student Success Division Updates

Vice President Sina Ruiz and team members shared an overview of the Student Success Division and the new initiatives that have been recently implemented with success. Vice President Ruiz stated the Student Services Division's purpose is to support the academic success, personal growth and well-being of all students. From the moment students connect to Navarro College, the Student Success Division supports students throughout the course of their student journey. The division consists of 12 major areas: Institutional Research & Effectiveness, Marketing, Enrollment, Admissions/Registrar, Student Financial Aid, Bulldog Life, Success Coaches (Advising), Students Services and Athletics, Bookstores, Residence Life/Housing, Dining Services, and Grants (HEERF).

Director of Enrollment Margaret Alfaro, Director of Student Financial Aid Kristal Nicholson, Culture of Caring Coordinator Deborah Richardson, and Bulldog Life/Career and Development Coordinator Kevin Hanke shared information about specific initiatives that have been recently implemented in their areas.

At the conclusion of the presentations, Chairman Judson thanked them and expressed appreciation for all that is being done for students.

Update on Personnel Actions

Vice President Marcy Ballew presented a report on personnel activity since the last Board meeting.

The following appointments were announced:

- Richey Cutrer – Executive Director of NC Foundation
- Aspen Douglas – Director of Grants
- Amanda Jordan – Director of Carl Perkins Career Center
- Cindy Harrison – Associate Professor Music/Director of Choral Activities
- Karen Simons – Executive Assistant to the District President
- Brittany Leerskov – Administrative Assistant - Athletics
- Karah Armstrong - Assistant Registrar
- Gracie Ellard – Career & Technical Advisor -Carl Perkins Career Center
- Matthew Golden – Head Athletic Trainer (7/25/2022)
- Ron Brooks – Assistant Professor of Welding (08/01/2022)

The following exits were announced:

- Brandi Garcia – Admissions Specialist
- Tyler Melton – Graphic Designer
- Jacqui Rejcek – Grant Accountant
- Yareht Garcia – Retention Specialist
- Johnny Williams – Dining Services Associate
- Sherri Stearman- College & Career Success Coach

Vice President Ballew concluded her report.

District President's Report

President Fegan reviewed highlights of upcoming events on the Board Calendar including the LVN Commencement and Pinning Ceremony August 5th; AEL Celebration August 6th; a welcome and retirement reception for Richey Cutrer and Dr. Harold Housley will be held on August 16th following Faculty Convocation. Senator Bob Hall will visit Navarro College and join the Board of Trustees for dinner prior to the September 22 Board meeting.

Dr. Fegan concluded his report and thanked the Board.

Announcement and Adjournment

Chairman Judson announced the next Board of Trustees meeting will be held on August 25, 2022 @ 7:00 p.m. in the Bulldog Board Room and requested a motion to adjourn the meeting.

Trustee Aldama made a motion to adjourn the meeting and it was seconded by Trustee McGraw. The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard L. Aldama". The signature is written in a cursive, flowing style.

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