

NAVARRO COLLEGE BOARD OF TRUSTEES
MAY 21, 2020 MEETING
MINUTES

The Navarro College Board of Trustees held their regular monthly meeting on Thursday, May 21, 2020, via a GoToMeeting videoconference in compliance with State of Texas Governor Greg Abbott’s order to minimize public gatherings during the COVID-19 pandemic and temporarily allowing open meetings to be conducted via video and/or teleconference. Trustees participated from their homes or other remote location including 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 participating in the GoToMeeting videoconference 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 of Academic Affairs
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Ms. Maryann Hailey	Vice President, Student Services
Dr. Harold Housley	Vice President
Mr. Michael Landers	Athletic Director
Ms. Stacie Sipes	Director of Marketing and Public Information
Ms. Leslie Smith	Executive Assistant to the District President
Ms. Leslie Leerskov	Director, Navarro College Small Business Development
Mr. Guy Featherston	Dean, Health Professions and Waxahachie Campus
Ms. Christina Mims	Dean, Fine Arts and Mexia Campus
Ms. Jeanette Underwood	Dean, Dual Credit and Midlothian Campus
Mr. Cody Dickerson	GoToMeeting Organizer/MISC

Other administrators, staff and guests were also present by videoconference or phone.

Call to Order

Chairman Judson called the meeting to order at approximately 7:00 p.m. After a roll call of trustees in attendance, he began the meeting with a word of prayer.

Board Announcements

Chairman Judson congratulated Trustee McGraw and his wife on the birth of their first grandchild.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

a. Minutes – April 23, 2020 Meeting

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

Consider Action on April 2020 Financial Statement

Vice President Teresa Thomas presented the April 2020 Financial Statement for approval. Other than interdepartmental budget transfers, there were no adjustments to report for a total budget of \$88,045,968 for the month ending April 30, 2020.

Vice President Thomas stated \$661,086 in room and board refunds are reflected in the Auxiliary Fund revenue. An additional \$11,000 - \$13,000 in refunds will be reflected in the May financial statement. The Comparative Summary of Sources and Disbursements showed revenue was slightly higher when compared to the same time last year. The \$329,416 increase was attributed to the tuition and fee increase. Expenses were down \$91,378 compared to last year. Vice President Thomas stated the timing difference in the March appropriations caught up in April 2020 when bond payments were made. She concluded her presentation.

Trustee Seely moved to approve the April 2020 financial statement and Trustee McGraw seconded the motion. The decision was unanimous.

Trustee Holt stated she received a call from Kit Herrington at Vera Bank asking how to get on the list to bid on Certificate of Deposits. Vice President Thomas stated she will verify they receive future bids.

Review Preliminary May 2020 Financial Statement

Vice President Thomas continued with a review of the preliminary May 2020 Financial Statement. She stated meetings have been held to review the budget and make adjustments in resource allocations based on estimated revenues. Income in Dining, Housing, and the Bookstore were adjusted slightly more than \$2 million.

Major items adjusted to offset reduction in revenue included part-time and overload salaries – mostly from positions that were not filled. Supplies, travel, miscellaneous etc. were also adjusted. The total budget prior to adjustments was \$51,506,705. The preliminary May 31, 2020 budget with adjustments brings the combined General Fund and Auxiliary Fund total to \$49,476,944. Vice President Thomas stated more adjustments will be made in the remaining weeks.

Chairman Judson expressed appreciation for the diligence and prudence in making adjustments during this time of uncertainty. Dr. Fegan stated revenue was based on projections of a 9% decrease in enrollment. Housing and Dining adjustments were based on 2nd summer session with no students on campus projected. He stated the goal is to have students on campus, but he felt it was prudent to take a conservative approach. If things continue as to date and

students return to campus, additional revenue should be seen in these areas. Dr. Fegan also noted all full-time employees continue to be employed. Salary savings were from open positions not currently filled. He added that no cuts were made in resource allocations that will be needed for summer, i.e. athletics, academics.

Chairman Judson thanked them. He stated Governor Abbott has called for a 5% decrease in state agencies and higher education and was pleased that community colleges were exempted.

Update on Enrollment

Vice President Sina Ruiz presented an enrollment update including a year-to-year comparison of pre-registration numbers to the same time last year and progress on the annual enrollment revenue goals for both 2019-2020 and 2020-2021.

Vice President Ruiz stated Summer I's enrollment report includes Spring 2nd 8-weeks, May Mini and Summer I 6-weeks. Summer I 6-weeks enrollment is down 8% in headcount and contact hours and 6% in semester credit hours; however, enrollment is expected to increase prior to the start of classes Tuesday, June 2, 2020.

Summer II's enrollment report reflects Summer 12-weeks starting June 2nd and Summer II 6-weeks starting July 9th. As of May 20th, enrollment was down 24% in headcount and contact hours and 27% in semester credit hours. Vice President Ruiz stated a decrease in Dual Credit enrollment and students facing "online fatigue" are impacting enrollment as well as 110 athletes who have not pre-registered at this time. Overall, 2019-2020 Tuition Only and General Fees are within 92% or \$1.7 million dollars from meeting the annual enrollment revenue goals

Trustee Aldama inquired if athletes will be registered soon. Dr. Fegan responded their status is unknown until NJCAA announces its decision in mid-June regarding all athletics, particularly fall athletics. He anticipated some athletes will be enrolling for eligibility purposes.

Vice President Ruiz continued stating the Fall 2020 Enrollment Report includes Fall 16-weeks and Fall 1st 8-weeks for traditional Credit Only students, not include Dual Credit students. Both terms will start on August 24, 2020. As of May 20, headcount enrollment was up 22%, contact hours were up 20%, and semester credit hours were up 10% compared to the same time last year. Vice President Ruiz praised the many employees who have been helping students with the registration process remotely. Compared to last year, 40% of students registered online.

Vice President Ruiz stated Fall 2020 Enrollment for Dual Credit is down because students have not pre-registered like they did last year. Staff is working with each of the high schools and it's projected the dual credit enrollment goals will be met once students are pre-registered. Fall 2nd 8-weeks enrollment is doing extremely well. While no dual credit students are pre-registered for this term as well, the credit population is up over 100% in headcount, contact hours and semester credit hours. Overall, 2020-2021 Tuition Only and General Fees are at 1% or \$19.4 million dollars away from meeting the annual enrollment revenue goals.

Vice President Ruiz concluded her report.

Trustee Seely commented it appears the fall 8-week classes are a big hit compared to the 16-week classes. Vice President Ruiz responded by stating a popular faculty member, Amanda Morrison, is teaching an 8-week course and has impacted a shift in students.

Dr. Fegan stated in preparation for closing this year's budget on a positive note, vice presidents and Coach Landers have been asked to hold purchases until after July 15th when summer enrollments are finalized. There will be some items that must be ordered prior to July 15th to be received by August 31. A second variable is Bookstore fall sales that go into this year's revenue.

Mental Health AAS Program

Vice President Dr. Carol Hanes presented a new Mental Health Associate in Applied Science Degree program for approval. She stated Navarro College has had a 40-year, long-standing relationship with Mexia State Supported Living Center (MSSLC) providing pre-training, annual retraining, and credit-level classes to prepare MSSLC's employees for their jobs and to qualify them for advancement. The proposed degree has been developed to better equip MSSLC employees to serve the current residential population which has changed from children with developmental disabilities to primarily adolescents with mental health needs. Executive Dean Tammy Galloway, Dean Christina Mims, and Continuing Education Director Robin Donovan worked with MSSLC personnel to select classes and order them in such a way to prepare staff to understand the MSSLC population.

The proposed AAS Mental Health Degree includes mental health, core, and business classes totaling 60 semester credit hours, which is the Texas Higher Education Coordinating Board requirement. Of the 60 semester credit hours, 27 hours were in the previous MSSLC Developmental Disabilities AAS degree and were kept in the proposed Mental Health AAS degree and 33 hours are new courses directly related to mental health topics directly related to health issues and management techniques. The courses will be offered online.

Dr. Hanes stated the mental health industry expects a 13% career growth nationally over the next few years making the Mental Health AAS Degree a timely addition. She stated approval from the Texas Higher Education Coordinating Board and SACSCOC is also required. Dr. Hanes concluded her presentation and offered to answer questions.

When asked by Trustee Aldama, Dr. Hanes confirmed because the courses will be offered online, Navarro College can offer the associates degree to non-MSSLC students as well as MSSLC employees. Chairman Judson noted MSSLC has been a long-time and important partner for Navarro College. He applauded Dr. Hanes and staff for their efforts to serve more students.

Trustee Holt made a motion to approve the new Mental Health AAS Program and Trustee Aldama seconded the motion. The motion passed by a unanimous vote.

Update on Personnel Actions

Vice President Marcy Ballew presented an update on personnel actions that took place from May 1 through May 21, 2020.

The following appointments were made:

- Todd Ivicic was hired as an Assistant Football Coach.
- Ciara Luna accepted a position as Assistant Softball Coach.
- Amanda Jordan was hired as Carl Perkins CTE Success Center Advisor on the Corsicana Campus.
- Sheila Richards was hired as an Account Clerk and Cashier on the Corsicana Campus.
- Martin Garay was hired as a Police Officer on the Corsicana Campus and will begin June 1st.

Bradley Wilson, Assistant Football Coach, exited the District.

Vice President Ballew concluded her report and Chairman Judson thanked her.

District President's Report

COVID-19 Transition Update

Dr. Kevin Fegan began the District President's Report with an update on COVID-19 Transition plan.

- Phase 1 – May 11 through July 9: Campuses remain closed to the public during this time period. Designated employees may be requested, but not required, to work on site. Anyone not comfortable or able will continue to work remotely. Campuses will be available between 10 a.m. to 2 p.m. for faculty and staff to get necessary resources or participate in meetings. Dr. Fegan noted some staff are on-site for longer periods. May-mini courses will be delivered online only; Summer 1 classes are online only; Summer 12 week classes are set up as hybrid courses with the goal to start face-to-face delivery as Phase 2 begins. Libraries are open 10 a.m. – 2 p.m. and 5 – 8 p.m.; testing centers are open by appointment; The Bookstore is offering curbside pickup by appointment. The Beautique will open according the Governor's orders
- Phase 2 – July 9- Aug 12: Will hopefully transition to face-to-face classes and transition more staff back on campus. Housing will open for approximately 200 student athletes and international students. This will provide a great opportunity to work on the phase-in plan for fall.
- Commencement is scheduled August 6 and 7 with the hope for a traditional ceremony for this year's graduates.
- August 13 – preparation for Phase 3 and resume normal operations. Will work to assist employees not comfortable coming back but if their position is required will have them go through traditional protocol to work with Human Resources to apply for for FMLA leave. Faculty will report on August 18th, Housing will open August 21st; and Fall classes will begin on Aug 24th

Dr. Fegan stated this is the general plan in place at this time. The Leadership Team will begin defining specifics next Tuesday. District Updates will be scheduled during the first week of June to communicate reopening plans to employees and allow an opportunity for them to ask questions. Stacie Sipes will work with the newspaper on a general message for the public.

Chairman Judson expressed appreciation for the plans laid out by date.

Update on CARES Act Emergency Aid

Vice President Ruiz shared information on three Higher Education Emergency Relief Funds (HEERF) grants received by Navarro College that were created under the Coronavirus Aid Relief and Economic Security (CARES) Act:

- \$2,050,823 for Emergency Student Aid
- \$2,050,822 for Institutional Portion
- \$202,324 to Strengthening Institutions

April 22, 2020, Navarro College received \$2,050,823 in Emergency Student Aid designed to distribute directly to students whose lives have been disrupted by COVID-19. Based on the criteria required by the Department of Education, 3,128 students who could apply for the CARES Act emergency aid were identified and contacted. Applications were opened for Round 1 disbursements May 4 – 13, 2020. A total 574 applications were received; 506 were eligible and were awarded funds totaling \$410,124 based on needs. Most had unexpected expenses related to housing - many have lost income and are struggling with homelessness. The next largest need was in course materials and equipment needed for the transition to online classes. Meals ranked the third highest in needs – many are taking care of children and the cost of food and milk has gone up. Vice President Ruiz stated funds were posted in students' bank accounts today.

Student Services has been working with the students who did not meet the minimum criteria for the CARES Act to connect them to emergency aid resources available through private donors. This week, Student Services also received notification of a grant award of \$15,000 from the state to provide emergency aid.

The next round for CARES Act Emergency Funds opens on July 10th and eligible students enrolled in Fall 2020 classes will be targeted. The Emergency Aid Committee will be awarding just over a \$1 million dollars for this round. Vice President Ruiz responded to Trustee Wyatt stating all funds will be directed to students and it's very unlikely any funds will be remaining.

Dr. Fegan explained the criteria for awarding students emergency aid stating the college has one year to distribute the funds. Two (\$2) million of the grant can be applied to the institution to help offset costs incurred including the loss of revenue from housing and dining services refunds and the cost to enhance the college's IT firewall. Any amount remaining can be applied to students' tuition & fees and room & board for fall and spring.

Chairman Judson inquired how students will know about this opportunity. Vice President Ruiz responded based on very specific guidelines, the 3,128 students that were identified as eligible received text and emails informing them of the emergency aid and were provided a link to the application. Information was also posted on the college's website. More will be done to publicize round two.

SBDC CARES Act Funding;

Leslie Leerskov shared an update on the Navarro College Small Business Development Center (SBDC) and SBDC CARES Act funding. Since October 1, 2020, the SBDC has assisted with 26 business starts, creating 132 jobs with a total dollar amount of loans and equity equaling \$13 million. Of the \$13 million, a little over \$5 ½ million represents 78 COVID-19 disaster loans that the SBDC has helped clients receive since April 1st. The businesses that SBDC has helped have retained 753 jobs.

Due to the COVID 19 disaster, the SBDC's across America are receiving a portion of the CARES Act. Ms. Leerskov wrote a proposal that was approved for an additional \$268,000 to be spent between now and September 30, 2021. This amount will not require a match from the college. The SBDC will utilize these funds to hire two new business advisors who will focus on marketing and social media. One advisor will work out of the Corsicana office and one from the Waxahachie office. Interviews are scheduled for June 9th and 10th, with the hope to have both positions hired by July. Both positions are temporary and will be funded through September, 2021. The SBDC will also be able to hire consultants such as industry experts over the next year to assist small businesses with topics such as resiliency training, improving cashflow and financials, and improving social media. This is not something that SBDC could afford to provide in the past. In addition, the SBDC will be setting up a virtual studio with professional equipment to provide YouTube videos to teach various topics to clients and possibly assist clients with preparing their own videos to post. The proposal also included training for new advisors, data base subscriptions, software and equipment for the entire staff, including the new advisors. With the new equipment, SBDC staff will easily be able to work from home should the need ever arise again.

Ms. Leerskov stated the Navarro SBDC has never been as busy as they have the last few months having acquired over 100 new clients during the COVID 19 pandemic. She concluded by stating they are prepared to assist all clients as everyone navigates through new, uncharted times in the oncoming year.

Chairman Judson applauded Ms. Leerskov for the work she has done. Dr. Fegan commended her for being an outstanding leader and very effective in the counties SBDC serves.

Navarro College Athletes GPAs

Athletic Director Michael Landers was pleased to share great news regarding Navarro College's athletic department. He stated he was not sure how the cancellation of softball, baseball and cheer's seasons in March would affect student athletes and their grades. He was very proud of

the adjustments that were made and the faculty that showed compassion and desire to help the students to be successful. He was pleased to announce five of the seven competing teams had an average team GPA over 3.3 for the spring semester. Soccer with Coach Alicia Wilson led with a 3.66 GPA; Softball with Coach Karenke-Burke had a 3.57 GPA; Volleyball with Coach Cavins - 3.47 GPA; Baseball with Coach Podjenski - 3.41 GPA; and Basketball with Coach McMillan had a GPA of 3.34. The average GPA for the entire athletic department was 3.22. Eighty student athletes earned a 3.0 GPA and thirty-six student athletes earned a 4.0 GPA in the spring semester with at least 12 transfer credit hours. This was an unbelievable effort by student athletes, coaches and faculty during a difficult time and is reflective of their dedication and commitment.

Chairman Judson commended Coach Landers stating this was an outstanding report and highlights the mentorship he and coaches have done. Dr. Fegan agreed and stated the resiliency of the students to excel under these conditions is reflective of their character as well as the mentoring and inspiration of coaches, faculty and staff. He thanked Coach Landers and his staff for their work.

AACC Faculty Award

Dr. Hanes announced Professor Amanda Morrison, Associate Professor of History/Government, is the first Navarro College recipient and one of a limited number of faculty across the nation awarded the 2020 Dale P. Parnell Faculty Distinction Recognition by the American Association of Community Colleges (AACC) in March. This recognition, named in honor of former AACC President and CEO Dale P. Parnell, was established to recognize individuals making a difference in the classroom. As a Faculty Distinction recipient, Ms. Morrison received a commemorative medal and recognition on the AACC Faculty Wall of Distinction and AACC website. A private reception for recipients and their presidents during the AACC 100th Annual Convention in National Harbor, MD had to be canceled due to safety precautions related to the COVID-19 pandemic.

Dr. Hanes stated Ms. Morrison is one of Navarro College's very best instructors and is highly deserving of this outstanding national award that recognizes faculty who make a difference in the lives of their students. Celebration activities are currently being planned to congratulate Ms. Morrison and celebrate her achievement.

Chairman Judson applauded Ms. Morrison and expressed appreciation for her work with students over the years. Dr. Fegan stated this recognition of a Navarro College faculty member is another example of achieving the College's vision to be nationally recognized institution.

Update on Sale of Fairfield Property

Dr. Harold Housley was pleased to inform the Board of Trustees that the sale of the Fairfield Campus to Fairfield ISD was moving forward. The plan was to close in mid-July but conversation with Fairfield ISD Superintendent Jason Adams and Navarro College attorney Lowell Dunn indicates this will happen sooner than projected. He stated the closing will take place once the final documents are ready.

Chairman Judson stated this was good news to have a closing date on the property and that it “will make Fairfield ISD a wonderful property.”

Calendar Highlights

Dr. Fegan reviewed upcoming events. He anticipated the 2020-201 Budget Workshop and Board Meeting will be held on the Corsicana campus in either the Bulldog Board Room or the Cook Education Center to allow for social distancing.

He thanked the Trustees for their patience with the amount of lengthy information that was shared. He stated it’s important not to underestimate the opportunities that lie ahead with so many more variables. He stated Trustees do an outstanding job representing Navarro College in the community and it’s important to make sure they have all the information they need to respond to questions. He concluded his report.

Trustee Aldama expressed thanks for the work being done with the CARES Act emergency aid for students stating it is a “big plus for the college” and that he looks forward to being back together on campus for the budget workshop and meeting in June. Chairman Judson thanked Dr. Fegan and “team” for their attention to detail with the budget and adjustments. He expressed his appreciation and applauded everyone for their “can do” attitude.

Next Meeting Announcement/Adjournment

Chairman Judson announced the Board of Trustees will meet on the Corsicana campus on June 25, 2020 for a Budget Workshop and Meeting.

Trustee McGraw moved to adjourn the meeting at 8:36 p.m. and Trustee Aldama seconded the motion. The decision to adjourn was unanimous.

Respectfully submitted,

Richard L. Aldama
Secretary-Treasurer