

**NAVARRO COLLEGE BOARD OF TRUSTEES  
JUNE 25, 2020 BUDGET WORKSHOP AND MEETING  
MINUTES**

The Navarro College Board of Trustees met in the Cook Education Center on Thursday, June 25, 2020 to conduct the FY 2020-2021 Budget Workshop and regular monthly meeting. All trustees were in attendance 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 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 of Academic Affairs
Dr. Harold Housley	Vice President, Operations and Instl. Advancement
Ms. Maryann Hailey	Vice President, Student Services
Mr. Michael Landers	Athletic Director
Ms. Stacie Sipes	Director of Marketing and Public Information
Ms. Leslie Smith	Executive Assistant to the District President
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
Ms. Susan Womack	Senior Research Analyst

Other staff and guests were also present.

**FY2020-2021 BUDGET WORKSHOP**

The FY 2020-2021 Budget Workshop was called to order at 4:00 p.m. in the Cook Education Center. Chairman Judson expressed appreciation for everyone's due diligence and work in preparing the budget material for the workshop. Dr. Fegan explained the workshop would be different this year but would still focus on the four elements used to guide the budgeting process:

1. ensure the College's vision, mission, purpose and values are being met,
2. illustrate and demonstrate stewardship of resources;
3. involvement throughout entire Navarro College system; and
4. transparency – in both the process and detail.

Vice President Sina Ruiz began the workshop with an overview of how data was used to project FY2020-2021 enrollment and project anticipated FY 2020-2021 revenues from tuition and general fees. She demonstrated a breakout of student income through the use of the new Xlerant BudgetPak software. The software was purchased in November 2019 to replace

## **Board Announcements**

There were no announcements.

## **Open Forum Time**

There were no requests to address the Board.

## **Consent Calendar –**

### **a. Minutes – May 21, 2020 Meeting**

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

## **Consider Action on May 2020 Financial Statement**

Vice President Thomas presented the May 2020 Financial Statement for approval. Budget adjustments reduced the Education and General Fund budget \$1,276,503 and the Auxiliary Fund budget \$581,406 for a total of \$1,857,908 between the two funds.

Vice President Thomas stated additional adjustments will be made once the results of Summer II enrollment are known. The Adult Education Federal Grant budget was decreased \$6,632 and \$12,500 to return performance funds and move funds to pre-pay for One Flow. The Small Business Development Grant budget increased \$268,000 from receipt of CARES Act grant funds. Other adjustments included \$1,285 in Cosmetology Shop sales income and \$99,908 from donations received from Community National Bank and Navarro College Foundation for the E-Sports Program. Overall amendments reduced the 2019-2020 budget by \$1,560,848 for a revised total of \$86,638,120 as of May 31, 2020.

A review of the Comparative Summary of Sources and Disbursements indicated revenue was up \$158,007 and expenses \$269,513 higher when compared to last year. Vice President Thomas stated this increase was due to \$637,950 in refunds showing as an expense in federal grants for the CARES Act Grant. The remaining \$457,677 CARES Act funds were awarded to students. She noted the budget for this grant is in the process of being set up.

Trustee Aldama made a motion to approve the May 2020 Financial Statement and Trustee Atkeisson seconded the motion. The motion passed by unanimous vote.

## **Review Preliminary June 2020 Financial Statement**

There were no budget amendments for the month of June 2020 to report at this time.

## **Consider Action on Quarterly Investment Report for Quarter Ended May 31, 2020**

Vice President Thomas continued by presenting the Quarterly Investment report for the period ended May 31, 2020. One Certificate of Deposit (CD) in the amount of \$230,000 matured during the reporting period and was reinvested into a new CD at Citizens State Bank in Dawson at 1.80% rate of interest. The book value of investments as of May 31, 2020 was \$2,975,000.

Vice President Thomas stated investments are adequately secured by FDIC insurance in the amount of \$1,000,000 and pledged collateral totaling \$35,505,183 in the form of mortgage backed securities, government agency issues and a letter of credit.

Trustee Seely moved to approve the Quarterly Financial Report for the Quarter Ended May 31, 2020 and Trustee McGraw seconded the motion. The motion passed by a unanimous vote.

#### **Update on Enrollment**

Vice President Sina Ruiz presented an update on enrollment. Summer I and Summer II semester credit hour (SCH) enrollments were down 9% compared to last year. Ms. Ruiz stated an additional 20 athletes are expected to enroll in Summer II classes which will generate an additional 114 semester credit hours. Pre-registration for Summer II classes will continue until classes begin on Thursday, July 9, 2020. To date, \$20,619,377 has been generated from tuition and general fees - 94% of \$21,921,053 annual amount budgeted for FY2019-2020.

Fall 2020 Credit SCH enrollment for Fall 16 Weeks and Fall 1st 8 Weeks were down 17.21% and Dual Credit SCH was down 15.54% compared to the previous year. Credit and Dual Credit combined headcount enrollment was down 12.20%. Vice President Ruiz stated 132 student athletes are yet to be registered for the fall. She also noted Dual Credit projected enrollment is expected to be met once registration is complete. Enrollment in Fall 2nd 8-week classes (Spring) was up 91% in semester credit hours. To date, Fall 2020 and Spring 2021 tuition and fees have generated \$3,032,731. This is 14% of \$21,177,415, the budgeted revenue projected for FY2020-2021.

Vice President Ruiz concluded her report.

#### **Update on Personnel**

Vice President Ballew presented an update on personnel. Four appointments on the Corsicana Campus were announced:

- Martin Garay – Campus Police Officer
- Ashley Sandifer – Campus Police Officer
- Alyson Seibert – Assistant Athletic Trainer

Three employees announced their retirement including:

- James “Kip” Whorton, Professor of Ag Technology on the Corsicana Campus
- Leesa Sumner, Assistant Director of Dining Services on the Corsicana Campus, and
- Dan Nesmith, Professor of History on the Corsicana Campus.

Two employees announced their resignation:

- Joshua Bamburg, Custodian on the Corsicana Campus, and
- Nicolas Jean Baptiste, Assistant Football Coach on the Corsicana Campus.

Vice President Ballew concluded her report.

## **District President's Report**

### **Upcoming Events Update**

Following a brief review of upcoming events, Dr. Fegan asked Vice President Ruiz to share information regarding plans for commencement ceremonies.

Vice President Ruiz stated seven events are being planned to celebrate student success with commencement ceremonies August 6, 7 and 8, 2020 on the Corsicana campus. For all ceremonies, social distancing will be followed and the number of graduates will be limited. Each graduate will be issued six tickets for their families/guests to attend to not exceed 50% occupancy. To date, 338 students have indicated they plan to participate; final confirmation will be made by July 23<sup>rd</sup> when caps and gowns are picked up.

Dr. Fegan commended Vice President Ruiz and the graduation committee for their work. He stated more information will be shared with Trustees at the July Board meeting.

### **Update on Sale of Fairfield Campus**

Dr. Harold Housley reported the approved sale of the Fairfield Career and Technical Center has been completed. The closing of the sale of the property was held on June 9, 2020 and the keys turned over to Fairfield ISD.

Chairman Judson thanked Dr. Housley for his hard work and professionalism.

### **Campus Update**

Stacie Sipes shared updates being made throughout the College district. She shared pictures of new vinyl signage and graphics that will be placed in the Gooch Student One Stop Building and the Special Events Center.

Construction of the Health Professions new high fidelity simulation labs on the Waxahachie and Corsicana campuses has been completed and pictures were shown. Guy Featherston stated staff is very excited and commended the quality work done by Physical Plant staff. He stated the sim labs are very similar to what would be found in a hospital. Dr. Fegan announced plans are being made to hold a ribbon cutting and dedication ceremony before the September Board meeting and invite the Board of Directors from Community National Bank and Navarro College Foundation.

Work continues on the E-Sports arena and painting of the walls is expected to start in the next week. Ms. Sipes showed Trustees a rendering of what the E-Sports arena will look like when completed. Dr. Fegan commended Athletic Director Michael Landers for an amazing job in leading this project. Coach Landers presented Trustees with an E-sports shirt.

Ms. Sipes concluded the campus update with a drawing of new outdoor "way-finding" signage that is being purchased to replace outdated signs throughout the Corsicana campus. The two-sided signs will be 8'tall x 6' wide with 12 panels on each side. Two additional signs will be ordered for the front of the John Deere and Waller Buildings for a total of eight.

Dr. Fegan thanked Ms. Sipes and commended her for an outstanding job on coordinating this project.

**Adjournment**

Trustee McGraw made a motion to adjourn the meeting .Trustee Atkeisson seconded the motion and the decision was unanimous. Chairman Judson thanked everyone for coming out for the face-to-face meeting.

The meeting adjourned at 7:43 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard L. Aldama". The signature is written in a cursive style with a long, sweeping tail on the final letter.

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