

**NAVARRO COLLEGE BOARD OF TRUSTEES
APRIL 30, 2020 MEETING
MINUTES**

The Navarro College Board of Trustees held their regular monthly meeting on Thursday, April 30, 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 participating from their homes or other remote location included: Chairman Phil Judson, Secretary-Treasurer Richard Aldama, Trustee Faith Holt, Trustee A. L. “Buster” Atkeisson, Trustee Loran Seely and Trustee Kim C. Wyatt. Vice-Chairman Billy Todd McGraw was absent.

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
Mr. Michael Landers	Athletic Director
Ms. Stacie Sipes	Director of Marketing and Public Information
Ms. Leslie Smith	Executive Assistant to the District President
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/phone.

Call to Order

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

Board Announcements

No announcements were made.

Open Forum Time

There were no requests to address the Board.

Consent Calendar

- a. Minutes – March 26, 2020 Meeting
- b. Renewal of Radio Tower Lease Agreement with AT&T
- c. Updates/Revisions to Board Policies:
 - a. Section EBA – Alternative Methods of Instruction – Distance Education

b. Section EDA – Instructional Resources – Textbooks

c. Section EFA – Special Programs – Students With Disabilities

Trustee Aldama made a motion to approve the Consent Calendar; Trustee Holt seconded the motion. A roll call vote was taken and the motion passed by a unanimous vote.

Consider Action on March 2020 Financial Statement

Vice President Teresa Thomas presented the March 2020 Financial Statement for approval. Budget adjustments recognized receipt of \$80,826 additional Small Business Development grant funds, allocation of \$194,476 in donated funds to build SIM labs on the Corsicana and Waxahachie campuses, a \$27,849 appropriation from the General Fund for purchase of football uniforms, and \$4,209 in other local income. The adjustments increased the 2019-2020 budget \$307,475 for a revised total of \$88,045,968 as of March 31, 2020.

A review of the Comparative Summary of Sources and Disbursements indicated a net income of \$2,451,086 in the Educational & General Fund and a net loss of \$662,967 in the Auxiliary Fund for a combined total net income of \$1,788,119 as of March 31, 2020. This is an increase of 25.38% compared to last year. Vice President Thomas noted the increase was due to a timing difference; appropriations to the Auxiliary Fund for athletic programs and for a debt service payment will be reflected in April's financial statement. She also noted the Auxiliary Fund will be significantly lower in April due to \$602,763 in room and board refunds issued students because of the COVID-19 pandemic. Reimbursement from the CARES Act is anticipated to help offset some of the loss the College is experiencing.

Vice President Thomas concluded her presentation and responded to questions from the Board. Chairman Judson inquired about room and board refunds issued to students. Vice president Thomas stated non-scholarship students that have moved out of housing due to COVID-19 were issued refunds. If a balance was owed by the student, the refund was adjusted accordingly. She stated the response from students regarding the housing refund has been good.

Trustee Wyatt inquired about any savings that may have been realized from budgeted expenses that haven't occurred (i.e. food)? Vice President Thomas confirmed some savings are being realized in Dining Services and possibly in Housing.

Trustee Aldama inquired about savings in travel due to spring sports being canceled. Vice President Thomas responded that was correct and that each department is assessing their budgets to find funds that can offset losses. The CARES Act will refund some expenses.

Trustee Seely moved to approve the March 2020 Financial Statement and Trustee Atkeisson seconded motion. A roll call vote was taken and the decision to approve the March 2020 Financial Statement passed by a unanimous vote.

Consider Action on Renewing Contract for Auditing Services

Vice President Thomas continued with a request to renew the contract with Whitley Penn, LLC for the annual audit for the year ended August 31, 2020. Last year a request for qualifications (RFQ) for auditing services was awarded to Whitley Penn LLC for a three-year term with the option to extend for two additional years through 2023. Vice President Thomas requested approval to renew so the auditors can begin field work on the FYE August 31, 2020 audit in July. The price for the audit is estimated at \$54,000 which agrees with the RFQ they submitted last year.

Chairman Judson asked if she has been pleased with Whitley Penn and she responded by stating she was very pleased. She stated they performed a lot of extra work last year. In addition, they are always willing to answer questions throughout the year very quickly and never charge for their time.

Trustee Wyatt made motion to renew the contract for auditing services with Whitley Penn LLC; Trustee Aldama seconded the motion. A roll call vote was taken and the motion passed by a unanimous vote.

Update on Enrollment

Vice President Sina Ruiz presented an overview of Summer I and Summer II pre-registration results, progress on the 2019-2020 annual enrollment revenue goals, an overview of Fall 2020 and Spring 2021 pre-registration results, and concluded with a year-to-year comparison of pre-registration numbers to the same time last year.

May Mini classes will begin May 11th and Summer I 6-weeks start on June 2nd. As of April 29th, 1,561 students were pre-registered resulting in 2,457 enrollments, 63% of the Summer I semester credit hour goal.. Summer 12-weeks classes start June 2nd and Summer II 6-weeks start July 9th. As of April 29, 760 students have pre-registered resulting in 1,686 enrollments, 41% of the Summer II semester credit hour goal. Overall, 89% of the annual enrollment revenue goal for 2019-2020 Tuition Only and General Fees has been met.

Vice President Ruiz stated when tuition and general fees are combined with program fees, continuing education tuition and fees, and all discounts and waivers up to March 31st are deducted, \$18,027,059 or 81.25% of the 2019-2020 Student Income Budget has been earned compared to \$17,713,321 or 83.46% of last year's revised and final student income budget.

Vice President Ruiz responded to questions before continuing. Trustee Wyatt inquired if summer courses were going to be offered online. She responded all Summer I classes will be online. Summer II will be offered both as online and hybrid courses. Chairman Judson inquired about the type of questions being received by the admissions office. Vice President Ruiz responded many students are asking "how do I get started" and "how do I submit my

application?” but the highest number of questions relate to transcripts as well as testing.

Vice President Ruiz continued her report. The Fall 2020 Enrollment Report includes Fall 16-weeks and Fall 1st 8-weeks. Both terms will start on August 24, 2020. As of April 29th, 621 students were pre-registered resulting in 2,023 enrollments, 9% of the semester credit hour goal. Fall 2nd 8-week classes start on October 19th and, as of April 29th, 76 students pre-registered resulting in 91 enrollments.

May Mini and Summer I 6-weeks courses are offered as online courses only. This is a major change as a result of COVID-19. In addition, face-to-face courses for Summer 12-weeks and Summer II 6-weeks have been transitioned to hybrid and online. A comparison of pre-registration numbers for each sub-term indicates semester credit hours are down approximately 30% for the May Mini, Summer 12-week and Summer II 6-weeks and 9% for the Spring 2nd 8-weeks and Summer I 6-weeks. There have been no changes to fall courses as a result of COVID-19 at this time. Enrollment for Fall 16-weeks is down 20.65% in semester credit hours. The only terms ahead in pre-registration are the Fall 1st and 2nd 8-weeks. Vice President Ruiz concluded by stating the impact COVID-19 is having on enrollment will continue to be monitored.

Chairman Judson thanked Vice President Ruiz and commented the pandemic is going to have an effect and the college will do the best it can.

Update on Personnel Actions

Vice President Marcy Ballew presented update on personnel actions that took place from March 27 through April 30, 2020. The following appointments were made during the period March 27 - April 30, 2020:

- Kraig Curry – Director of TRiO Student Support Services
- Whitney Smith – College & Career Success Coach (Start date May 11, 2020)
- Kimberley Diaz – College & Career Success Coach (Start date May 11, 2020)
- Erin Moebius – One Stop Service Desk Assistant
- Todd Ivicic – Assistant Football Coach (Start Date May 18, 2020)

Two employees announced their retirements during the period March 27 through April 30, 2020: Dr. David Lewis, Professor of History, on our Waxahachie Campus and Ms. Susan Nail, PM Deli Cook on the Corsicana Campus.

There were four employee exits during the period from March 27 - April 30, 2020 and will not be returning for the fall semester: Dr. Sage Bentley, Professor of Math on the Midlothian Campus, Rickey Boatright, Assistant Professor of Welding at our Fairfield location, Mary Ledbetter, Associate Professor of Computer Science on our Corsicana Campus, and lastly, Mr. Terry Stovall, Assistant Professor of Welding.

Vice President Ballew concluded her report.

District President's Report

Dr. Kevin Fegan shared an update on COVID-19 pandemic's impact on the college.

- Estimated expenditures due to COVID-19, including room and board refunds, total \$699,663 and \$1,365,595 in lost revenue.
- Regarding any savings in resource allocation Trustee Wyatt asked about earlier, Dr. Fegan stated during a preliminary walk-through two weeks ago, \$1.7 million in savings in resource allocation were identified to offset the anticipated loss of \$1.7 - \$1.9 million through the spring semester. This did not take into account enrollment in the May-mini term and summer terms being substantially lower. Dual credit enrollment is down approximately 80%. Two primary areas impacting enrollment: Global and Waxahachie High Schools are only interested in face-to-face delivery and Corsicana ISD, which normally pays for its students to take summer classes, has made the decision not to this year. This has dramatically decreased enrollment this year.
- While summer courses are being offered online, they can easily be transitioned to face-to-face based on Governor Abbott's executive orders which are being closely monitored. Governor Abbott's first phase for businesses to begin opening up in the State of Texas starts Friday, April 31. The next significant date for the State of Texas will be May 18th.
- "Online fatigue" is another issue impacting enrollment. Many students prefer face-to-face delivery and are stating they don't want to continue taking courses online. This emphasizes the need moving forward to focus on the "online learners" market. Moving forward, focus has to be not only communicating what "we do" and "what programs we offer" but also communicating to those specific markets to increase online enrollment.
- A number of four-year institutions are discounting their summer courses by as much as ½ to encourage enrollment. Dean Underwood put together a chart comparing Navarro College's cost to the four-year institutions offering a discount showing Navarro College is as much as 50% less, making it a better financial choice. This is a marketing opportunity to turn this into a positive for Navarro College.
- The Leadership Team will be spending all next week working on the budget for the remainder of the year - projecting revenues and resource allocations with the goal to break even for the fiscal year. Work on developing 2020-2021's fiscal year budget will begin the week following. Dr. Fegan noted the current year's budget was very positive prior to COVID 19 and goals were on target to be met. With COVID 19, those enrollment goals will not be met. Working hard to maintain workforce moving forward.
- On a positive note, Navarro College has been allocated a little over \$4 million from the CARES Act; half is to be allocated to assist students who were in attendance at Navarro College and have been impacted by COVID-19; the remaining can be used for institutional use to recoup expenses from switching all courses to online and loss in revenue due to COVID-19. Additional resources are available from the State of Texas and private institutions; however, criteria for awarding funding is very, very narrow.

Dr. Fegan concluded his report to respond to questions from trustees.

- Trustee Aldama inquired if CARES Act funds have been received. Dr. Fegan responded they have not been drawn down yet. Once the funds are drawn down, the college will have 48 hours to disperse the funds to students. The mechanics for meeting this criteria and identifying students in need and eligible for assistance are being put into place first. Approximately 3,000 students that could be eligible for assistance have been identified; a communication campaign has been developed to have them to fill out an application.
- Trustee Atkeisson inquired how dual credit students factor into CARES Act funding and Dr. Fegan responded dual credit is not eligible for funding.
- Chairman Judson asked about marketing to non-Texas and four-year students. Dr. Fegan responded Navarro College cannot market for online students outside of Texas but can market to those interested in a residential experience on the Corsicana campus. Approximately 1,400 postcards were mailed to former Navarro College students attending four-year institutions to encourage enrollment in summer courses. Dr. Fegan noted predictive analytic software is needed to identify profiles of potential students and become more proactive.
 - Another opportunity has been getting fundamentals in place first; new computer and IT programs including Cloud Computing are now being offered.
 - Advising and IT are doing a tremendous job of getting information “behind” students – determine which students are dual credit, etc.
 - Another opportunity is in personnel. Instead of filling open positions, staff is being moved around to fill them and assist in driving enrollment.
- Trustee Aldama inquired if there is a “part two” to the CARES Act and Dr. Fegan responded not at this time but anticipates opportunities for other funding from the State of Texas and private organizations. If funding is received from the State as a result of the report submitted to the Legislative Budget Board, it could potentially free up funds from the CARES Act to use where needed for student scholarships, etc.
- Trustee Aldama asked if work is being done to maintain campus buildings and housing while students are not there. Dr. Fegan stated Physical Plant crews have continued work on maintaining the buildings and housing as well as the contract with cleaning crews. It was determined it would be more expensive to take buildings off line rather than maintain them. One contingency of the CARES Act was to keep staff employed and continue any contracted services.
- Chairman Judson inquired about CISD’s decision not to fund dual credit courses this summer. Dr. Fegan stated CISD is discontinuing its Higher Start Program which may have been a factor. Dean Jeanette Underwood stated she was told CISD students would not take classes during the summer but will continue them in the fall or spring.
- Chairman Judson asked if education circles are realistically talking about resuming face-to-face instruction in August/September. Dr. Fegan responded the outlook this past week has been the “most positive” in this regard as businesses are being reopened and shelter in place orders are being lifted.
- Dr. Fegan noted colleagues have been outstanding in this opportunity and thinking creatively.

- Trustee Aldama asked if Dr. Fegan thinks community colleges will be opening at different times or required to open at same time. Dr. Fegan stated all have the same academic calendar; however, the Coordinating Board and State of Texas have allowed for some flexibility for this year but it's not known if that flexibility will be extended into next year. The opportunity for rural areas with low numbers of COVID cases is the impact of bringing in residential students. Navarro College will require 14-day quarantine for residential students coming from hot spots. In general, all schools are aiming for the same starting point. If unable to start back in the fall, it will be financially expensive and very tough decisions will have to be made.

Chairman Judson thanked Dr. Fegan and his administrative team for their work. He stated this is a moving target and the rules can change tomorrow. Chairman Judson and trustees thanked Dr. Fegan and his administrative team for doing the best they can and offered to help in any way possible.

Next Meeting Announcement/Adjournment

Chairman Judson announced the next meeting of the Board of Trustees on May 21, 2020 will be held online again unless something changes.

Trustee Holt moved to adjourn the meeting at 8:11 p.m. and Trustee Atkeisson seconded the motion. The decision was unanimous.

Respectfully submitted,

Richard L. Aldama
Secretary-Treasurer