



**NAVARRO COLLEGE BOARD OF TRUSTEES**  
**December 14, 2023**  
**Meeting Minutes**

On Thursday December 14, 2023, 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 Boyd, Trustee Loran Seely and Trustee Kim C. Wyatt.

**Others in attendance included:**

Dr. Kevin G. Fegan	District President
Ms. Teresa Thomas	Vice President of Finance
Dr. Jeanetta Johnson	Vice President of Academic Affairs
Ms. Marcy Ballew	Vice President of Operations
Ms. Sina Ruiz	Vice President of Student Success
Mr. Guy Featherston	Executive Dean, Waxahachie Campus, and Health Professions
Dr. Richard Phillips	Executive Dean of Academics Studies
Ms. Jeanette Underwood	Dean, Midlothian Campus, and Dual Credit
Dr. Tara Peters	Executive Director of Workforce, Career & Technical Education
Dr. Paul Benero	Dean of Workforce, Career & Technical Education
Mr. Richey Cutrer	Executive Director Navarro College Foundation
Ms. Susan Womack	Director of Institutional Research
Ms. Stacie Sipes	Executive Director of Marketing
Ms. T.A. Essex	Dean of Online Instruction
Mr. Hank Bailey	Police Chief
Ms. Megan Smith	Executive Administrative Assistant – Finance
Ms. Teresa Sutton	Budget Office / Risk Management Coordinator
Ms. Christina Mims	Asst. Dean of Mexia Campus
Mr. Jim Botkin	Comptroller
Ms. Karen Simons	Executive Assistant to District President
Mr. Lupe Garcia	CPA, Whitley Penn LLC

Other staff and guests were also present.

**Call to Order**

Chairman Phil Judson called the meeting to order at 10:00 am and Trustee Seely began the meeting with prayer.

**Board Announcements**

None

**Open Forum Time**

No requests to address the Board.

**Consent Calendar**

Minutes – November 30, 2023

*Trustee Atkeisson made motion to approve the Consent Calendar and second by Trustee Seely.*

*All in favor / none opposed.*

## **Update on Enrollment**

*Vice President Sina Ruiz presented enrollment update. No action is required*

Looking at pre-registration traffic we are up 4.79% in Winter Mini, up 9.07% in Spring 16-week, up 38% in Spring 1<sup>st</sup> 8-week and at 73% semester credit hours for Spring 2024 goal.

## **Finance and Operations**

*Consider Action on Annual Financial Audit for Fiscal Year Ended August 31, 2023*

Vice President Teresa Thomas introduced Lupe Garcia with Whitley Penn LLC. Mr. Garcia presented the Annual Financial Audit for Fiscal Year Ended August 31, 2023.

Lupe Garcia started by presenting information on how the audit process works. The process consists of planning, understanding & identifying key internal controls, testing internal controls and compliance, substantive testing, and opinion & reports issuance. Mr. Garcia shared there are new required communications for financial statement audits with GASB No. 96 subscription-based information technology arrangements implemented in FY 2023.

Navarro College received a clean and unmodified opinion, said Lupe Garcia. The designation of a clean or unmodified opinion means the finding can be trusted by a third party.

The auditor's report on internal control and compliance showed no material weakness, deficiencies, or instances of non-compliance material to the financial statements.

The auditors report on the federal and state single audit report showed clean and unmodified opinion on compliance over each major federal program, internal control findings related to each major program and instance of non-compliance or questioned costs.

The net position as of August 31, 2023:

Total assets and deferred outflows: \$120 million

Total liabilities and deferred inflows: \$79.3 million

Net position \$40.7 million.

The Teacher Retirement System proportionate share of net pension liability for FY 2023 is \$9.7 million and funded at 75.62%.

Employee Retirement System proportionate share of net OPEB liability for FY 2023 is \$24.4 million and funded 0.57%.

Revenues for year ended August 31, 2023 is \$59.6 million of which \$15.3 million is state appropriations, \$14.3 million in tuition and fees, \$13.8 million in federal grants and contract, \$6.4 million in auxiliary, \$6 million in ad valorem taxes, \$1.3 million in gifts, \$1.0 million in state grants and contracts, \$800,000 in sales and services of education activities, and \$700,000 in other.

Expenses for year ended August 31, 2023 is \$64.2 million of which \$15.3 million in state appropriations, \$14.5 million institutional support, \$8.7 million in auxiliary, \$8.3 million in scholarships and fellowships, \$5.8 million in amortization/depreciation, \$4.4 million in operations and maintenance, \$3.4 million in academic support, \$3.1 million in student services, \$0.5 million interest on capital asset-related debt and \$0.4 million in other.

Chairman Judson and Dr. Fegan thanked Mr. Garcia and his team for the audit work, Ms. Thomas and her team for their work on preparing for the audit.

Dr. Fegan mentioned to the Board to look at the Annual Comprehensive Financial Report and let him know of any thoughts on the data.

*Trustee Boyd made motion to approve the Annual Financial Audit for fiscal year ended August 31, 2023 and second by Trustee Seely. All in favor / none opposed.*

## **Consider Action on November 2023 Financial Statement**

*Vice President Teresa Thomas presented the November 2023 Financial Statement*

Budget amendments for November 2023 totaled \$488,157.00 which included Allbritton renovation, AEL budget year 5 adjustments and student laptop replacement.

As of November 2023, we received 61.78% of academic, 34.40% of Continuing Education student income, 15.74% of local appropriations, 47.20% of state appropriations and 48.10% of total general operating and grant budgets.

Total year to date expenses for the Education and General Fund are lower than November 2022 by \$837,873. The State, Federal, and Local grants were \$266,948 lower in November 2023 from November 2022 as a result of the HEERF funds being almost completed. Other expenditures decreased in total from the same time last year by \$570,925. All other expenditures other than appropriations and grants increased \$2 million. General Institutional increased by \$579,000 with most of that being in IT due to Oracle, 5% raises that took place in January 2023 and prepaids that totaled \$985,817.

As of November 2023, total Educational & General revenue is up \$3.8 million up from this time last year. Expenses decreased by \$524,285 and the auxiliary net income from this same time in November 2022 decreased \$1 million.

Dr. Fegan mentioned that he has completed the majority of the ISD Superintendent visits and Navarro College is up about 250 dual credit students which allows for a sizeable revenue opportunity.

*Trustee Seely made motion to approve the November 2023 Financial Statements and second by Trustee Atkeisson. All in favor / none opposed*

## **Consider Action on Quarterly Investment Report for Quarter Ended November 30, 2023**

*Vice President Teresa Thomas presented.*

The investment report shows \$1.7 million in Education & General Fund, \$500,000 in Debt Service Fund. The pledged collateral deposits totaled \$28,738 million with \$1.2 million of FDIC coverage and \$38.2 million of pledged mortgage-backed securities.

*Trustee Aldama made motion to approve the Quarterly Investment Report for quarter ended November 30, 2023 and second by Trustee Boyd. All in favor / none opposed.*

## **Update on Personnel Actions**

*Vice President Marcy Ballew presented the update on personnel. No action required*

The following appointments were made during the period from December 1, 2023, to December 14, 2023:

- Leigh Holland – Enrollment Specialist - Recruiter (12/1/2023)
- Dante Johnson – Police Officer (12/11/2023)

The following exits were announced during the period from December 1, 2023, to December 14, 2023:

- Monica Aldama – Director of Cheerleading (12/31/2023)

There were no terminations, non-renewals, or transfers during the period from December 1, 2023, to December 14, 2023.

## District President's Report

Dr. Fegan asked Dr. Tara Peters to update the board on a new grant the college received. Dr. Peters addressed the Board to let them know that Navarro College has received a \$250,000 Tru Grant - Reskilling Grant. She also updated the Board on a new program added to obtain forklift certification.

Dr. Fegan asked Dr. Jeanetta Johnson to update the Board on SACSCOC and the on-site visit at the end of January. Dr. Johnson addressed the Board and mentioned we have continued progress towards further accreditation from SACSCOC and a planned on-site visit will occur at the end of January as Navarro College is in the reaffirmation class of 2026. A SACSCOC Leadership Team has been selected and consist of Dr. Jeanetta Johnson, Vice President Sina Ruiz, Vice President Marcy Ballew, and Jeff Magruder.

Dr. Johnson will oversee the Compliance Certification Report, Sina Ruiz and Jeff Magruder will oversee the Quality Enhancement Plan and Marcy Ballew will oversee the On-Site visit.

Waxahachie Executive Dean Guy Featherston mentioned Navarro College will have an on-site visit from ACEN for the four-year BSN program and faculty and administrative credentials will be reviewed along with our facilities. He also stated that the accreditation will allow Navarro College to move the BSN program to all campuses and there is potential for a 4-year residential program but it could take up to 3 years for full service residential. We would like to offer the BSN program on the Waxahachie campus in Fall 2024, but will not receive final approval until May 2024 and it may not be enough time to start the program in the Fall. The accreditations require extensive data collection, on-site visits, on-going process, and we want to make sure we are doing it effectively and efficiently.

Dr. Fegan shared with the Board of how we have outstanding leadership for this opportunity, and we are continuing from the great process started by Dr. Carol Hanes. This will be an ongoing process for the next 2 years and we must stay on track in order to accomplish it. By doing this we must focus to maximize what we are currently doing, and very importantly have the Board involved in the process.

Dr. Fegan mentioned to the Board that Navarro College Mission Statement should be reviewed at a minimum every 5 years and it is time to review and reaffirm. It will be included on the agenda under the consent calendar.

Dr. Fegan asked Vice President Sina Ruiz to present the implementation process for the student portion in Oracle. Ms. Ruiz presented key dates of March 3, 2025 for implementation process, April 7, 2025 for go-live and support end date September 2025. The implementation process will have milestones that we sign off on and then proceed to the next step. The dates could change depending on the milestones, but these are the goals.

Dr. Fegan presented calendar of events for January and thanked the Board for all their support of the College. At the conclusion of his report a holiday video was shared with the Board. Chairman Judson stated the video shows all the accomplishments Navarro College has had over the past year and thanked everyone for their work.

## Announcement and Adjournment

*Trustee Boyd made motion to adjourn the meeting and second by Trustee Seely at 11:30 a.m.*

Respectfully submitted,



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