



**NAVARRO COLLEGE BOARD OF TRUSTEES
BOARD MEETING MINUTES
December 12, 2024**

On Thursday December 12 2024, the governing body of Navarro College gathered at Navarro College – Corsicana to conduct the regular monthly meeting. Trustees in attendance included: Chairman Phil Judson, Vice-Chairman Billy Todd McGraw, Secretary-Treasurer Richard Aldama, Trustee Faith Boyd, Trustee Loran Seely, and Trustee Kim Wyatt.

Absent: Trustee A. L. “Buster” Atkeisson

Others in attendance included:

Dr. Kevin G. Fegan	District President
Dr. Jeanetta Johnson	Vice President of Academic Affairs
Ms. Teresa Thomas	Vice President of Finance
Ms. Marcy Ballew	Vice President of Operations
Ms. Sina Ruiz	Vice President of Student Success
Mr. Guy Featherston	Executive Dean - Waxahachie, and Health Professions
Ms. Jeanette Underwood	Dean – Midlothian, and Dual Credit
Dr. Richard Phillips	Executive Dean of Academic Studies
Mr. Richey Cutrer	Executive Director Navarro College Foundation
Ms. Stacie Sipes	Executive Director of Marketing
Ms. Susan Womack	Director of Institutional Research
Ms. Karen Simons	Executive Assistant to District President
Ms. Marsha Thomas	Accountant / Procurement Officer
Ms. Megan Smith	Executive Administrative Assistant to VP of Finance
Ms. Teresa Sutton	Budget Officer / Risk Management Coordinator
Mr. Michael Landers	Executive Director of Student Services & Athletics
Ms. Catherine Caton	Executive Administrative Assistant to VP of Fiscal Affairs
Mr. Jim Botkin	Comptroller
Mr. John Boswell	Director of Economic Development - Corsicana
Mr. Lupe Garcia	Whitley Penn LLP
Mr. Randall Scott	B&B Water Supply

Call to Order

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

Board Announcements

Chairman Judson announced Closed Session following Item 601 – President’s Report to discuss Property, Legal and Personnel Matters in accordance with government Codes 551.071 and 551.074.

Chairman Phil Judson asked the Trustees if they have any announcements to make.
No announcements were made.

Open Forum Time

Chairman Phil Judson asked if there are any requests to address the Board.
No requests were made.

Consent Calendar

a. Minutes – November 14, 2024 Board Meeting

Chairman Phil Judson asked for a motion and second to approve the Consent Calendar.

Trustee Loran Seely made a motion to approve the Consent Calendar and second by Trustee Kim Wyatt.

All in favor / none opposed.

Update on Enrollment

Vice President Sina Ruiz presented the enrollment update. No action required.

The Winter Mini & Spring registration opened on November 4th. Winter Mini begins on December 16th, Spring 16-week and 1st 8-week begins January 21, 2025, and Spring 2nd 8-week begins March 24, 2025.

As of December 12, 2024 Fall 2nd 8-weeks is up 10%, Winter Mini up 5%, Spring 16-weeks up 5.7% and Spring 1st 8-weeks down 22% in semester credit hours bringing the overall Spring 2025 enrollment up 5%.

Spring 2025 goals achieved are 79% headcount, 83% contact hours, and 79% semester credit hours.

The percentage of goals achieved for Continuing Education are 1st Quarter 99% for headcount, and 2nd Quarter 37% for contact hours.

Finance and Operations

Public Hearing on Tax Abatement Guidelines and Criteria

John Boswell explained that chapter 312 of the Texas Tax Code requires that a taxing unit adopt a resolution stating it elects to become eligible to participate in tax abatement and to establish guidelines and criteria. The requirements are every 2 years you must hold a public hearing before you re-establish and approve the guidelines and criteria.

Chairman Judson asked for a motion and second to open the Public Hearing on Navarro College Tax Abatement Guidelines and Criteria.

Trustee Richard Aldama made a motion to open the Public Hearing and second by Trustee Faith Boyd.

Chairman Judson asked if anyone would like to address the Board. *No requests were made.*

Chairman Judson asked for a motion and second to close the Public Hearing.

Trustee Richard Aldama made a motion to close the Public Hearing and second by Trustee Faith Boyd.

Consider Action on Navarro College's Participation in Tax Abatement Programs and Re-establishing Navarro College Criteria and Guidelines for Granting Tax Abatement (Board Policy CAF)

Chairman Judson asked for a motion and second to approve Navarro College Participation in Tax Abatement Programs and Re-establishing Navarro College Criteria and Guidelines for Granting Tax Abatement (Board Policy CAF).

Trustee Loran Seely made a motion to approve the Navarro College Participation in Tax Abatement Programs and Re-establishing Criteria and Guidelines for Granting Tax Abatement (Board Policy CAF) and second by Trustee Todd McGraw. All in favor / none opposed.

Consider Action on Annual Financial Audit for Fiscal Year Ended August 31, 2024

Vice President Teresa Thomas introduced Lupe Garcia with Whitley Penn LLC.

Mr. Garcia presented the steps in the audit process, 1st is planning, 2nd is understanding and identifying key internal controls, 3rd is testing internal controls and compliance, 4th is substantive testing, and fifth is opinion and reports issuance. The Auditor's Report on Financial Statements is unmodified or clean opinion. The financial statements

are presently fairly, in all material respects, in accordance with GAAP and was conducted in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. The Auditor's Report on Internal Control and Compliance is a Clean Report and shows no material weakness identified, no significant deficiencies, and no instances of non-compliance material with the financial statements noted. The 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.

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

The statement of net position as of August 31, 2024 is total assets and deferred outflows \$118.2 million, total liabilities and deferred inflows \$74.2 million with a net position of \$44 million.

The Teacher Retirement System proportionate share of net position liability is \$11.3 million, and Employees Retirement System of Texas is \$22.9 million for the fiscal year 2024.

Revenues for year ended August 31, 2024 is \$20.7 million state appropriations, \$14.5 million federal grants and contracts, \$12.5 million tuition and fees, \$6.9 million ad valorem taxes, \$5.5 million auxiliary enterprises, \$1.5 million state grants and contracts, \$1.2 million gifts, and \$2.1 million other. Fiscal Year 2024 total revenue is \$65 million compared to Fiscal Year 2023 revenue of \$59.6 million.

Expenses for year ended August 31, 2024 is \$17.3 million instruction, \$9.8 million auxiliary enterprises, \$8.4 million institutional support, \$7.4 million scholarships and fellowships, \$6 million amortization / depreciation, \$4.4 million operations and maintenance, \$4.1 million student services, \$3.6 million academic support, \$0.4 million public service, and \$0.3 million in interest on capital asset related debt. Mr. Garcia stated that there are significant risks in every financial statement audit with management override of internal controls and improper revenue recognition, but Whitley Penn encountered no difficulties in dealing with management in performing and completing the audit and no material misstatements were identified. He concluded by asking the Board if they had any questions.

Chairman Judson and Dr. Fegan thanked Mr. Garcia and his team for the audit work, and thanked Finance and other teams for their diligence in providing the necessary information for the audit in a timely fashion.

Chairman Judson asked for a motion and second to approve the Annual Financial Audit for Fiscal Year ended August 31, 2024.

Trustee Kim Wyatt made a motion to approve the Annual Financial Audit for Fiscal Year ended August 31, 2024 and second by Trustee Loran Seely. All in favor / none opposed

Consider Action on November 2024 Financial Statement

Vice President Teresa Thomas presented November 2024 Financial Statement.

There were \$554,000 in budget adjustments in November 2024 with most of the adjustments were for state and local grant projects.

Education and the General Fund are up in revenue from the same time last year. The following percentages of total budget received are 65.3% Academic, 44.4% Continuing Education, 20.1% Local Appropriations, 46.9% State Funds, 14.4% Federal Grants Projects, 32.7% State Grants Projects, 81.5% Local Grant Projects, and 50.9% Auxiliary Fund.

The total budget percentage earned to date is 48.6%.

Total year to date expenses for the Educational and General Fund ending November 2024 are higher than November 2023 by \$5.81 million compared to November 2023 which is 46% of budget expended compared to 35% the same time last year. As of November 2024, total Educational & General revenue is up \$1.9 million from this time last year.

The average monthly expenditure budget covered by available cash is 3.95% as of November 30, 2024.

Chairman Judson asked for a motion to approve the November 2024 Financial Statement.

Trustee Faith Boyd made a motion to approve the November 2024 Financial Statement and second by Trustee Loran Seely. All in favor / none opposed.

Consider Action on Quarterly Investment Report for Quarter Ended November 30, 2024

Vice President Teresa Thomas presented the quarterly investment report.

For Quarter ended November 30, 2024 the investment report shows \$2.375 million in CD's and \$1.882 million In Tx Star pool making the ending book value \$4.267 million. Navarro College has \$30.6 million in total deposits, \$1.25 million in FDIC insurance, and \$36.7 million pledged collateral.

Chairman Judson asked for a motion and second to approve the Quarterly Investment Report for Quarter ended November 30, 2024.

Trustee Richard Aldama made a motion to approve the Quarterly Investment Report for Quarter Ended November 30, 2024 and second by Trustee Todd McGraw. All in favor / none opposed

Albritton Building Update

Marcy Ballew and Dr. Kevin Fegan presented an update to the Board for the renovation of the Albritton Building.

Construction on the building is projected to be completed by April 2026, although weather conditions might extend the date. There are 10 different stages of the project in the timeline. A visual walk-thru video was presented showing details of the Albritton Building. Chairman Judson commented it is exciting to see all the progress that is happening.

Property Update

Waxahachie

The committee received and reviewed a bid from CSW Development to purchase a 4.82 acre-tract of land at Highway 287 and Sam George Drive in Waxahachie owned by Navarro College. This was the only bid received and has met all the requirements. The next step is for Navarro College Board of Trustees to accept or not accept the bid from CSW Development for the sale of the land.

Chairman Judson asked for a motion and second to accept the bid from CSW Development.

Trustee Kim Wyatt made a motion to accept the bid from CSW Development to purchase the 4.82 acre-tract of land and second by Vice-Chairman Todd McGraw. All in favor / none opposed

Corsicana

Dr. Fegan mentioned RFP 2316 for the sale of approximately 4 acres in Corsicana Texas will not be considered at this time. One bid was submitted by B&B Water Supply Corporation for \$100,000 but it did not meet the actual Fair Market Value which is one of the specific guidelines for selling the property. It was not scored due to not meeting the requirements and is on hold.

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 November 15, 2024, to December 12, 2024:

David Sanchez – Associate Professor – Biology

Luis Dominguez – Area Housing Coordinator

Andrew Koceurek – Director – Planetarium

Madison O'Pry – Systems Administrator – Academics

Christopher Clements – Assistant Coach - Baseball

The following exits were announced during the period from November 15, 2024, to December 12, 2024.

Resignation:

Robert Bennett – Admissions Specialist / Recruiter

Retirement:

Karen Rollinson - Dual Credit Coordinator – Midlothian (8/31/2025)

Termination:

Lisa Barton – Cook

Angela Vega – Benefits Coordinator

District President's Report

Dr. Fegan showed a presentation about OnMed that is in partnership with Navarro College to supply and operate a Care Station that hopefully will address rural health care needs and is free to the community. Dr. Richard Phillips and Chief Hank Bailey worked on selecting the best location as far as safety is concerned. It will be encased in the building located at 3205 W. 2nd Avenue (next to Beautique). The scheduled opening date is December 23, 2024. Trustee Loran Seely inquired about the hours it will be open. The operating hours are M-F (7 am to 6 pm), Saturday (7 am to 2 pm) and closed on Sunday.

Dr. Fegan updated the Board on the SACSCOC conference that he, Dr. Johnson and others attended in Austin on December 9th – 10th. A lot of information was gained from the conference and other colleagues that attended. Dr. Fegan commented to the Board that Dr. Jeanetta Johnson is doing a great job on SACSCOC. Navarro College has implemented a lot of policies and procedures and will be submitting a report by March 1, 2025. Dr. Fegan thanked the Vice President's and their staff for getting the work accomplished.

Chairman Judson made comment that it takes a lot of individuals to be able to accomplish great things that have been done for the College and appreciates everyone's work.

Announcement and Adjournment

Chairman Phil Judson announced the next Board of Trustees Meeting is Thursday, January 23, 2025 in Corsicana at 7:00 pm in the Bulldog Board Room and asked for a motion and second to convene into Closed Session.

Vice-Chairman Todd McGraw made a motion to convene into Closed Session and second by Trustee Faith Boyd.

Vice-Chairman Todd McGraw made a motion to convene into Open Session and adjourn meeting and second by Trustee Faith Boyd. The meeting adjourned at 11:20 a.m.

Respectfully submitted,



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