

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

June 10, 2020

The Board of Trustees of Vernon College met on Wednesday, June 10, 2020 at 11:30 a.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman and Mrs. Ann Wilson, Secretary. Other board members in attendance were Mr. Irl Holt, Mrs. Vicki Pennington, Mr. Bob Ferguson, Mrs. Anne Spears and Mr. James Brock.

Others present were Dr. Dusty R. Johnston, President, and Ms. Mary King, Administrative Secretary to the President. Guests present were Ms. Kathy McClellan of *KVWC Radio Station*, and Mr. Daniel Walker of the *Vernon Daily Record*.

In addition, present and keeping social distancing in the waiting area outside the boardroom were Vice Presidents Garry David and Dr. Jim Nordone. Also present were Mr. Kevin Holland, Director of Campus Police; Mrs. Shana Drury, Dean of Instructional Services; Ms. Criquett Scott, Student Success Pathway Director; Ms. Ivy Qwuarels, ERP/SIS Director; Dr. Donnie Kirk, Director of Quality Enhancement; and Ms. Crystal Tate, Director of Distance Education and Learning Technologies.

Chairman Smith called the meeting to order at 11:30 a.m.

Before the meeting started, Mrs. Spears was sworn in for Vernon College Board of Trustee Place #2 for her new term of office due to her absence at the last meeting. A *Certificate of Election* was issued, she signed the *Statement of Officer* and recited the *Oath of Office*.

Consent Agenda

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the Consent Agenda containing the *Minutes of the May 13, 2020 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Action Item A

Vice President David presented the *Financial and Investment Reports as of May 31, 2020*. Mr. Ferguson made the motion, seconded by Mrs. Wilson, to approve the report as presented. The motion carried unanimously.

Action Item B

Mr. Holt made the motion, seconded by Mrs. Spears to approve the *Updated Handbooks* presented by Ms. Tate and Dr. Nordone. The handbooks approved were the 2020-21 Distance Education Student Manual, 2020-21 Student Residence Handbook, and 2020-21 Student Handbook. The motion carried unanimously.

Action Item C

Mrs. Wilson made the motion, seconded by Mr. Holt to approve to add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for *TASB Localized Policy Manual 38*. The motion carried unanimously.

Action Item D

Mrs. Pennington made the motion, seconded by Mrs. Wilson to approve the *revision to the Vernon College Travel Policy* to discontinue the reimbursement of meals for same day routine travel for college business. This will be effective as of today, June 10, 2020.

Action Item E

Mr. Holt made the motion, seconded by Mr. Brock to approve the *Great Western Dining Contract for Food Service* for a five-year term as presented by Mr. David/Dr. Johnston. The motion carried unanimously.

Action Item F

Mrs. Wilson made the motion, seconded by Mr. Ferguson to approve the *Tax Resale Deed* as presented by Dr. Johnston. The motion carried unanimously

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Board Comments/Discussion – Mrs. Wilson commended Ann Patterson and staff for the Kids College boxes and for their hard work in providing this service. Due to COVID19, all face-to-face Kids College classes were cancelled. The Continuing Ed department assembled KIDS COLLEGE CAMPS TO-GO BOXES filled with supplies, activities, and hands-on projects to allow children to enjoy everything they love about Kids College in the safety of their home.

2020-2021 Budget Update – Draft Three – Dr. Johnston and Mr. David presented Draft three of the 2020-2021 proposed budget. Dr. Johnston stated that even though the state has said the college's fund would not be cut, this budget still has a 5% reduction of state funding just in case. He is excited that summer enrollment is even compared to last year, but the budget still has a 10% reduction built in as a decrease in enrollment and a 5% decrease in local tax collection. The difference between this draft and draft two is that this draft does have funding for the 1.5% step increase for all employees. The Board will receive draft four at the July 8 Retreat.

Summer Enrollment Update – Dr. Nordone presented the Preliminary Summer Enrollment report for Summer (10 week semester) and Summer 1 (5 week) stating he was pleased with the enrollment numbers. This enrollment report is preliminary but he feels when all the numbers come in after the lock in date, we should be about even as last summer or slightly down. Vernon and Century City Center campuses were down, Skills Training Center and online classes were up.

Cybersecurity update – Ms. Qwurels stated Vernon College makes sure to meet the Federal and State requirements. In order to meet those challenges we are making sure that our actions, collectives and our policies fit those requirements. An in depth self-assessment report is performed to make sure we have the policies and best practices that correspond with cybersecurity. An annual audit performed every August is required to prove we do what we outlined in those policies. We have an independent assessment by a third party to examine our firewalls from the outside looking in. She presented an analysis of Vernon College's security rating comparison report. It rates us with a score and compares us to other similar colleges.

Student Success Data Fact – Ms. Scott presented the student success data fact for this month on the Title III grant. She stated she has been giving the Board an annual update on the Title III grant and September 30 marks the final day of the five-year grant. The strategy is to increase academic support through proactive and intrusive advising and intensive guidance to at-risk students. She talked about Chap Express, an interactive workshop for students requiring additional assistance with programs and services. The services are not mandatory, but participation has increased. There was an impact on GPA's for those who attended. Students who chose to participate in this program were engaged and attended class. She also reported on S.T.E.P.S. (Striving To End Probation Status) and the impact on those students who participated as well.

SENSE update – Dr. Kirk presented the results of the Survey of Entering Student Engagement (SENSE) for Fall 2019. SENSE is a product and service of the Center for Community College Student Engagement. It utilizes a three-year cohort of participating colleges of data analyses, including benchmark scores. The 2019 *SENSE Cohort* was administered during the Fall academic term. He shared highlights from the data. Our ratings improved from the 2017 Cohort.

Program Discipline Evaluation Summary – Dr. Johnston presented the Summary of Evaluation Results and Recommendations made by the 2019-2020 program and discipline evaluation subcommittees of the Academic Council.

Board Retreat Update – Dr. Johnston sent the Board a tentative agenda of the July 8, 2020 Retreat and requested any changes or additions that need to be made to it be sent to him. It is held on the Vernon Campus as a morning session, with lunch and regular meeting following.

Dr. Johnston presented the Philanthropic Report/Outside Grants Report.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Board of Trustees Retreat/Meeting – Wednesday, July 8, 2020
- (2) Vernon College Foundation Meeting – Thursday, July 16, 2020

Personnel –

Mr. Holt made the motion, seconded by Mrs. Spears, to approve the following personnel changes as detailed on Item 6 Personnel information sheet and recommended by the President. The motion carried unanimously.

A. Retirement

- (1) Vicki Bradley, Faculty Assistant– Vernon campus, effective May 31, 2020

B. Resignation

- (1) Bradley Marcizewski, Custodial Technician – Century City Center, effective June 2, 2020

C. Consider Reappointment and/or Extension of Administrative Staff and Classified Staff for 2020-2021

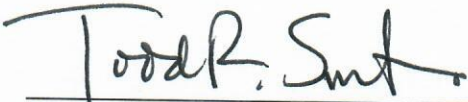
- (1) Administrative Reappointments
- (2) Classified Staff Reappointments
- (3) Administrative (pending completion of probation)
- (4) Classified (pending completion of probation)

Closed Session: Mr. Ferguson made the motion, seconded by Mrs. Wilson, to go into closed session at 1:08 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074, to discuss personnel or other items under this section of the Texas Government Code, Texas Open Meetings Act. The motion carried unanimously.

Open Session: Mrs. Wilson made the motion, seconded by Mrs. Pennington, to reconvene at 1:24 p.m. in open session. The motion carried unanimously.

Action: None

There being no further business Mr. Ferguson made the motion, seconded by Mrs. Spears to adjourn the meeting at 1:25 p.m.



Dr. Todd Smith, Chairman



Mrs. Ann Wilson, Secretary