

# MINUTES

Regular Meeting  
BOARD OF TRUSTEES

Vernon College  
November 11, 2020

The Board of Trustees of Vernon College met on Wednesday, November 11, 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; Mr. Bob Ferguson – Vice-Chairman and Mrs. Ann Wilson – Secretary. Other board members in attendance were Mr. Irl Holt, Mrs. Vicki Pennington, Mrs. Anne Spears, and Mr. James Brock.

Others present were Dr. Dusty Johnston, President; Mr. Garry David, Vice President of Administration (retiring); Mrs. Mindi Flynn, Vice President of Administration (new); Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mr. Kevin Holland, Director of Campus Police; Mrs. Shana Drury, Dean of Instructional Services; Ms. Christina Feldman, Director of Continuing Education; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; and Ms. Mary King, Administrative Secretary to the President.

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

## Consent Agenda

Mr. Holt made the motion, seconded by Mrs. Spears to approve the Consent Agenda containing the *Minutes of the October 14, 2020 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Public Comment – No one was present to make comments.

## Action Item A

Mrs. Mindi Flynn presented the *Financial and Investment Reports as of October 31, 2020*. Mrs. Wilson made the motion, seconded by Mr. Ferguson, to approve the Vernon College year to date and monthly financial and investment reports. The motion carried unanimously.

## Action Item B

Mr. Ferguson made the motion, seconded by Mr. Brock to approve the *2021-2025 Primary Goals* and the *2021-2022 Priority Initiatives* as presented by Mrs. Harkey and recommended by the College Effectiveness Committee. The motion carried unanimously.

## Action Item C

Mrs. Wilson made the motion, seconded by Mrs. Pennington to approve the *2021 Continuing Education Spring Schedule* with proposed tuition and fees, as presented by Ms. Christina Feldman, and to authorize the Dean of Instructional Services to set tuition and fees for any additional classes that may develop during the Spring term. The motion carried unanimously.

## Action Item D

Mr. Brock made the motion, seconded by Mr. Holt to approve the THECB application for a *New Program – Associate Degree Nursing, Military to RN Track* as presented by Dr. Johnston and Mrs. Shana Drury. The motion carried unanimously.

## Action Item E

Mrs. Spears made the motion, seconded by Mr. Ferguson to approve the *TASB UPDATE 39 Local Policies* as recommended by TASB Policy Service and presented by Dr. Johnston. The motion carried unanimously.

## Action Item F

No Tax Resale Deeds to Consider



President's Report/Board Discussion Items – No items to discuss.

Foundation meeting report – Dr. Smith gave an update on the Vernon College Foundation annual board meeting held on October 15, 2020 in the Board Room on the Vernon campus and the Joe Chat Sumner, III Conference room at Century City Center using Microsoft Teams. Re-elected Mrs. Helen Willingham Chair of the Board; Mrs. Joni Streit Vice Chair; and Ms. Sara Jane Snell Secretary/Treasurer. The Foundation matched the proceeds from the 2020 Foundation On-Line Auction. They awarded grants to the following departments:

◦ Associate Degree Nursing	\$1,682	ADN Simulation Lab Supplies
◦ Chaparral Senior Center	\$2,645	New Telephone System
◦ Computer Information & Science	\$1,169	Adobe Creative Cloud Software
◦ Licensed Vocational Nursing	\$2,993	LVN Simulation Lab Supplies
◦ Protective Services	\$1,008	Radios for Communication Training
◦ Recruiting/Student Success	\$2,700	VC Just Like Me
◦ Recruiting	\$1,001	VC Virtual Campus Tour
Total Awarded	\$13,302	

Dr. Johnston discussed the Fall 2020 Semester Enrollment update, the new Court Reporting program, the Medical Assisting, Dental Assisting, and Barber programs, new hires at Vernon College, the Vernon College Rodeo, the actions taken by the Board of Trustees regarding a tax abatement, the tax rate, and COVID-19. Michelle Alexander presented the annual philanthropic report, and Garry David presented the annual financial report.

Campus opening/COVID-19 Update – Dr. Johnston stated that Dr. Nordone is doing a good job in conjunction with the Health Department on any activity every week for Wichita and Wilbarger counties. Vernon College's approach is for students and staff to quarantine for 14 days immediately after finding out if exposed. Faculty are being flexible and helping students from falling too far behind. The numbers are still less than 1.5% of our student population and staff who have tested positive. We continue to encourage students and staff to take personal and social responsibility while on their own time.

Review of 2019-2020 Institutional Effectiveness Plans Final Summary and the 2019-2020 Annual Action Plan Final Summary – Mrs. Harkey presented the summary of what was accomplished during 2019-2020 for both plans. The structure of both plans show the resources needed, persons' responsible, and statement of need.

Student Success Data Fact – Mrs. Harkey presented the Student Success data fact for this month as the Vernon College Effectiveness Questionnaire results. She stated twice as many people responded compared to last year and went over the percentages of changes in responses. This information is used in the annual planning process, effectiveness plans, and end of the year summaries. The questionnaire data is used by departments as an assessment tool to gather any feedback on any trends, changes or enhancements to be made.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Theatre Ensemble production *Sorry, Wrong Number* – a live radio broadcast partnering with KVWC 103.1 FM on November 19 & 21, 2020 at 7:00 pm
- (2) Campuses Closed for Thanksgiving Holiday – November 25-27, 2020
- (3) SACSCOC Virtual Annual Conference – December 2-9, 2020
- (4) Vernon College Board of Trustees meeting – Wednesday, December 9, 2020 11:30 am
- (5) Campuses close for Christmas Holiday – Friday, December 18, 2020 12:00 noon. Campuses open Monday, January 4, 2021

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

Dr. Johnston presented the Minutes from the October Faculty Senate meeting on October 16, 2020.

Mrs. Pennington made the motion, seconded by Mrs. Spears to approve the personnel changes as recommended by Dr. Johnston and detailed on item 6 B Personnel Information Sheet. The motion carried unanimously.



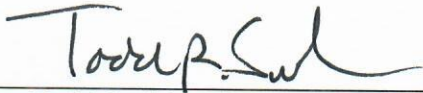
1. Employment
  - a. Cindy Henry, General Ledger Accountant – Vernon Campus, effective November 1, 2020
2. Internal Transfer
  - a. Mindi Flynn, *transfer from* Business Office Manager, *transfer to* Vice President of Administrative Services, effective October 1, 2020
3. Resignation
  - a. Nicole Fleitman, Assistant Volleyball Coach – Vernon Campus, effective November 6, 2020
  - b. Casey Kolacek, LVN Instructor – Seymour Learning Center, effective December 31, 2020
5. Retirement
  - a. Clara Garza, Student Success Specialist – Century City Center, effective December 31, 2020
  - b. Nancy Arnold, Financial Aid Clerk, - Vernon Campus, effective January 1, 2021

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt, to go into closed session at 12:22 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: Mr. Ferguson made the motion, seconded by Mr. James, to reconvene at 12:52 p.m. in open session. The motion carried unanimously.

Action: None

There being no further business Mrs. Wilson made the motion, seconded by Mr. Holt, to adjourn the meeting at 12:53 p.m.



Dr. Todd Smith, Chairman



Mrs. Ann Wilson, Secretary