

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
April 14, 2021

The Board of Trustees of Vernon College met on Wednesday, April 14, 2021 at 11:30 p.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. James Brock, Mr. Irl Holt, Mrs. Vicki Pennington and Mrs. Betsy Smith.

Others present were Dr. Dusty R. Johnston, President; Dr. Elizabeth Crandall, Vice-President of Instruction; Mrs. Mindi Flynn, Vice President of Administration; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Shana Drury, Dean of Instructional Services; Mrs. Kristin Harris, Dean of Student Services; Mrs. Criquet Scott Chapman, Student Success Pathway Director; Mrs. Jackie Polk, Director of Human Resources; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Mr. Kevin Holland, Director of Campus Police; and Ms. Mary King, Administrative Secretary to the President. Guest present was Mr. Daniel Walker of the *Vernon Daily Record*.

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

Consent Agenda

Mrs. Wilson made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the March 10, 2021 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. Flynn presented the *Financial and Investment Reports as of March 31, 2021*. 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. Pennington to approve the *2021-2022 Annual Action Plan* presented by Mrs. Harkey. The motion carried unanimously.

Action Item C

Mrs. Wilson made the motion, seconded by Mrs. Smith to approve the *Continuing Education 2021 Summer schedule* including proposed tuition and fees, and authorize the Dean of Instructional Services to set tuition and fees for any additional classes that may develop during the summer term. The motion carried unanimously.

Action Item D

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve the *Submission of Massage Therapy Program (CE Certificate of Achievement) to Texas Higher Education Coordinating Board for Approval* as presented by Mrs. Drury. The motion carried unanimously.

Action Item E

Mr. Holt made the motion, seconded by Mrs. Wilson to approve the *Vernon College American Disabilities Act (ADA) Accessibility Guidelines for Printed Materials* as presented by Dr. Johnston. The motion carried unanimously.

Action Item F

Mr. Ferguson made the motion, seconded by Mr. Holt to approve four *Tax Resale Deeds* as listed and presented by Dr. Johnston. The motion carried unanimously.

Action Item G

Mr. Brock made the motion, seconded by Mr. Holt to approve the bid of \$161,098 from Southwest Contract, Inc. to *Purchase Furnishings to Upgrade the Primary Residence and the Baseball Residence Hall* as presented.

The motion carried unanimously.

President's Report/Board Discussion Items

Board input/discussion – Dr. Johnston provided the Board with pictures of the completed water damage repair from the recent flood at Century City Center. The repairs included cutting out the bottom two feet of each affected wall, remove the insulation, and then reconstruct the walls. Service Master was the main contractor.

Dr. Johnston mentioned the Volleyball team made it to the Regional tournament at Hill College. They played hard, but lost. Dr. Johnston, Julie Myers-Kuhn, Athletic Director, and Board members Irl Holt and James Brock attended the tournament. The Softball team will be playing in the National tournament the first weekend in May.

CCATT Conference 2021 update – Dr. Johnston stated the CCATT (Community College Association of Texas Trustees) Conference regularly scheduled for June has been moved to September 16-18, 2021 in Austin TX. By moving it to this later date, they hope to have a better opportunity to have an in-person conference.

Budget update – Draft 1 – Dr. Johnston and Mrs. Flynn presented Draft 1 of the Budget for the fiscal year 2021-2022. This is a very rough draft and the primary purpose is to give everyone across the college input of what they would like to have, but were asked to be conservative. It will be hard to estimate the tuition and fee revenue due to enrollment during COVID-19. There will be more revenue changes before Draft 2. It is a routine draft budget and is about \$700,000 out of balance. What is different is that it starts with a 1.5% step salary increase for employees.

Student Success Data Fact – Mrs. Harkey presented the THECB Accountability System as the Student Success Data Fact for this month. She shared the Texas Higher Education Coordinating Board web page regarding enrollment, completion, grades, demographics, etc. for Vernon College as well as other colleges and universities across Texas. This information is available for public use in comparing data and shared with legislators, making budgeting decisions, etc.

Non-credit workforce programs (state funded) in high schools update – Mrs. Drury presented the Funded Non-Credit 2019 - 2020 High School Program report. The report notes the high school, the Health Career programs, Culinary, and the number of unduplicated students. For comparison, she included the numbers beginning with 2014 - 2015.

Dr. Johnston presented the Reminder of Upcoming Events:

- (1) Vernon College Foundation Board meeting – Thursday, April 15, 2021 – 10:00 a.m. – Vernon Campus
- (2) Sports Banquet – cancelled
- (3) Vernon College Theatre Ensemble will perform *Beauty and the Beast* April 30th and May 1st at 7:00 p.m. live on KVWC 103.1 FM. This classic fairytale is very family friendly and targeted to the younger audience.
- (4) Associate Degree Nursing Pinning Ceremony – TBA
- (5) Commencement – Thursday, May 20, 2021 – 7:00 p.m. Kay Yeager Coliseum, Wichita Falls
 - 6:00 p.m. Rehearsal—all students
 - 6:30 p.m. Board members, faculty, staff, and students prepare for entrance
 - 7:00 p.m. Graduation – All students
 - Social distancing and face mask protocol will be posted and expected of employees, students, and guests

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

Dr. Johnston presented the minutes of the March 5, 2021 Faculty Senate Meeting.

Dr. Johnston announced the summer hours will begin Monday, May 17 and continue through Thursday, July 29. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices are not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, August 2, 2021.

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

A. Personnel changes

Employment

- (1) Dona Rich, ADN/LVN Secretary – Vernon Campus – @ 50% (part time), effective April 1, 2021
- (2) Russell “Rusty” Sheppard, Fire Fighter Academy Instructor – Burkburnett ISD, effective April 1, 2021

Internal Transfer

- (1) Karla Monson transfer *from* Part-time ADN/LVN Secretary *to* Full-time ADN/LVN Secretary, effective April 1, 2021
- (2) Steven Kajs transfer *from* Housing Maintenance Supervisor *to* Grounds Supervisor, effective April 1, 2021

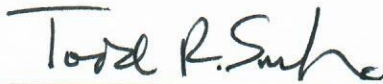
Closed Session: Mr. Ferguson made the motion, seconded by Mr. Brock to go into closed session at 12:41 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074, to discuss personnel or other items under this section of the Texas Government Code, Texas Open Meetings Act. The motion carried unanimously.

Open Session: Mrs. Pennington made the motion, seconded by Mr. Holt, to reconvene at 1:22 p.m. in open session. The motion carried unanimously.

No Action

There being no further business Mrs. Pennington made the motion, seconded by Mr. Ferguson to adjourn the meeting at 1:23 p.m. The motion carried unanimously.

There being no further business Mr. Ferguson made the motion, seconded by Mr. Holt to adjourn the meeting at 12:45 p.m. The motion carried unanimously.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary

Ann Wilson