

# MINUTES

## Board Retreat BOARD OF TRUSTEES

Vernon College  
July 14, 2021

The Board of Trustees of Vernon College met on Wednesday, July 14, 2021 at 8:30 a.m. in the *Joe Chat Sumner Conference Room* at the *Century City Center* in Wichita Falls, TX 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. Betsy Smith, Mrs. Vicki Pennington, and Mr. James Brock.

Others present were Dr. Dusty Johnston, President; Ms. Mindi Flynn, Vice President of Administration; Mrs. Shana Drury, Dean of Instructional Services; Ms. Michelle Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Criquett Chapman, Student Success Pathway Director; and Mrs. Mrs. Holly Scheller, Coordinator of Marketing and Community Relations.

The Board enjoyed coffee and some breakfast before being led on a tour through the Century City Center by Ms. Delilah Fowler, College Access Coordinator.

Following the tour, Dr. Johnston began with the discussion of Retreat Agenda items.

Topics reviewed and discussed were:

- 2021 Board Self-Reflection Survey – Dr. Johnston
  - Board Policy review
  - Participation in National Associations/Conferences
  - Operations
  - Facilities presentation – Mindi Flynn
  - 2021 Texas Legislative session
- Student Success/Advising presentation – Criquett Chapman
- Impact of HERF I, II, & III funding on Vernon College – Dr. Johnston
- VC Foundation endowment review/fundraising – Michelle Alexander
- 2021-2022 Draft Budget review – Dr. Johnston
- Tax Rate Review – Dr. Johnston
  - Effective rate – “no new revenue tax rate”
  - Roll back rate – “voter-approval rate”
  - Tax Levy

Adjourned for lunch.

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

Vernon College  
July 14, 2021

The Board of Trustees of Vernon College met on Wednesday, July 14, 2021 at 1:00 p.m. in the *Joe Chat Sumner Conference Room* at the *Century City Center* in Wichita Falls, TX 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. Betsy Smith, Mrs. Vicki Pennington, and Mr. James Brock.

Others present were Dr. Dusty Johnston, President; Mrs. Mindi Flynn, Vice President of Administration; Mrs. Shana Drury, Dean of Instructional Services; Ms. Michelle Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Criquett Chapman, Student Success Pathway Director; Mrs. Jackie Polk, Director of Human Resources; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Ken Terry, Police Officer, and Mrs. Holly Scheller, Coordinator of Marketing and Community Relations. Guest present was Ms. Sandy Burkett, Chief Appraiser of Wilbarger County Appraisal District.

Chairman Smith called the meeting to order at 1:00 p.m.

### Consent Agenda

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the June 9, 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

Mindi Flynn presented the *Financial and Investment Reports as of June 30, 2021*. Mr. Holt made the motion, seconded by Mr. Ferguson, to approve the report as presented. The motion carried unanimously.

### Action Item B

Mrs. Wilson made the motion, seconded by Mrs. Smith to approve the 2021-2022 Handbook/Manual Updates and Revisions as listed on the agenda and presented by Dr. Johnston. The motion carried unanimously.

### Action Item C

Mrs. Pennington made the motion, seconded by Mrs. Wilson to approve for the College president to finalize the listed 2021-2022 I.S.D. contracts, once enrollment is finalized. The motion carried unanimously.

### Action Item D

Mr. Ferguson made the motion, seconded by Mr. Brock to approve the purchase of a 37-passenger Coachliner bus from National Bus Sales for the price of \$198,300 as presented by Dr. Johnston. The motion carried unanimously.

### Action Item E

Mrs. Wilson made the motion, seconded by Mr. Holt to approve the TASB Legal Policy updates and to add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual 41.consideration of TASB Update 41 local policies

### Action Item F

Mr. Holt made the motion, seconded by Mr. Ferguson to approve Herring Bank as the depository of Vernon College funds as presented by Dr. Johnston and Mindi Flynn. The motion carried. Mrs. Pennington abstained from voting due to a conflict of interest.

## Action Item G

Mr. Holt made the motion, seconded by Mrs. Pennington to approve the resale of the listed tax foreclosure properties held in trust by the City of Vernon as listed and presented by Dr. Johnston. The motion carried unanimously.

## Action Item H

Mr. Brock made the motion, seconded by Mr. Holt to approve Parson's Roofing to repair/cover the King Center building roof on the Vernon campus at the proposed price of \$189,036. The motion carried unanimously.

## President's Report/Board Discussion Items

Board Comments/Discussion – Another .05% increase in salary for all staff as requested by Mr. Holt was discussed. The President stated since it did not get on the agenda for this month and a 3% total increase was approved in June, it would be hard to add at this time. Human Resources has begun issuing contracts with the approved increase. This may have to be done at a later time. Mrs. Flynn stated she received a survey about what other colleges were doing regarding salary adjustments and most were doing 1.5 to 3%. Some colleges did 1.5% with a one-time 1% stipend.

2021-2022 Budget Discussion – Dr. Johnston presented Draft 4 of the 2021-2022 Budget. He stated Draft 4 is based upon a conservative estimate of tuition and fee revenue with a 5% holdback. It includes a 1.5% step increase and a 1.5% salary increase for a total of 3% for all employees. Draft 4 tax revenue is based upon the estimated effective rate “no new revenue tax rate”. The Budget will be presented for approval at the August board meeting.

Wilbarger County Appraisal District Update – Ms. Sandy Burkett made a presentation on Tax Appraisals and Tax Rates. She went over the Texas Property Tax Calendar, Tax Rate and Tax Levy, Abatements, and the Appraisal District Guidelines. She followed with a question and answer session.

Tax Appraisal and Tax Rate Update – Dr. Johnston stated based on the unofficial rolls on the tax rate, our estimate “no new revenue tax rate” would be 0.247048 or basically a little over 24 cents. That is just a little over where we are now. When we get the official roll, it will cause that to go up, or down. We will certify the official tax rate and post it in the newspaper prior to the August board meeting.

Enrollment Update – Mrs. Raines presented the Enrollment Report for Summer and Summer I. She noted that enrollment is 6.78% down at all locations over all. Vernon Campus is down by 32%. Century City is down 1.51%, Skills Training Center is down 33%. Seymour is down by 100% because LVN classes are no longer being taught there. Internet classes are down 1.54%. There is a 4.79 % decrease in contact hours. Dual Credit is down due to the new TSI pass rate affecting the entire state of Texas. Dr. Johnston stated the pass rate is about 50% less because of their ability to pass it. This may affect the Fall enrollment. Mrs. Raines stated with Monday being count day, she prepared and presented the Summer II enrollment. It is also down by 18.82% over all at all locations. Contact hours are down by 28.73%.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board Meeting – Thursday, July 15, 2021 – 10:00 am – Century City Center
- (2) “Regular” Office Hours begin – 8:00 am Monday, August 2, 2021
- (3) Surgical Technology Pinning – Thursday, August 5, 2021 – 6:00 pm – MPEC
- (4) Fall Semester Kickoff for all Faculty & Staff – Monday, August 16, 2021
- (5) Registration On-Site – August 17-19, 2021
- (6) Classes begin – August 23, 2021
- (7) Labor Day Holiday – September 6, 2021

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

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the *Issuance of Vernon College Employee Contracts for 2021-2022*. The motion carried unanimously.

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

1. Internal Transfer
  - a. Dona Crow, *to* Classified III/Career Services/Veterans *from* Classified III/Administrative Assistant Student Services, effective May 3, 2021
2. Employment
  - a. Edna Story, initially hired for the Classified II/Switchboard position, decided not to take position.
  - b. Coletta Holland Aderholt, Classified II, Administrative Assistant – Student Services – Vernon Campus, effective June 14, 2021
  - c. Devin McIntosh, Head Baseball Coach – Vernon Campus, effective June 15, 2021
  - d. Brianna Chapman, Classified II, Receptionist/Switchboard Operator – Vernon Campus, effective June 15, 2021
  - e. Nicholas Pruitt, Heating Ventilation and Air Conditioning/Refrigeration Instructor – Vernon Campus, effective July 12, 2021
  - f. Heather Murphy, Henrietta ISD Health Careers Instructor, effective August 1, 2021
  - g. Kenneth “Lee” Partridge, City View ISD Culinary Instructor, effective August 1, 2021
  - h. Russell “Rusty” Sheppard, Burkburnett ISD Fire Fighter Academy Instructor, effective August 1, 2021
  - i. Brook Conley, Assistant Volleyball Coach/Resident Hall Assistant - Vernon Campus, effective August 1, 2021
  - j. Sarah Stewart, English Instructor - Century City Center, effective August 16, 2021
3. Resignation
  - a. Donna Rich, ADN/LVN Secretary - @ 50% (part time) – Vernon Campus, effective June 23, 2021
  - b. Amber Hunsaker, Tutoring Center Coordinator – Century City Center, effective August 6, 2021
4. Retirement
  - a. Virginia Cantu, Custodial Technician – effective August 6, 2021

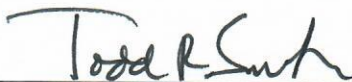
Dr. Johnston introduced Ken Terry as the Police officer at the Century City Center.

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt, to go into closed session at 2:30 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. Brock, to reconvene at 2:53 p.m. in open session. The motion carried unanimously.

Action: None

There being no further business Mrs. Wilson made the motion, seconded by Mr. Ferguson to adjourn the meeting at 2:55 p.m.



Dr. Todd Smith, Chairman



Mrs. Ann Wilson, Secretary