

# MINUTES

## Board Retreat BOARD OF TRUSTEES

Vernon College  
July 8, 2020

The Board of Trustees of Vernon College met on Wednesday, July 8, 2020 at 8:30 a.m. in the *Board Room* on the *Vernon Campus*, Vernon, 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. Anne Spears, Mrs. Vicki Pennington, and Mr. James Brock.

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice President of Instruction; Mr. Garry David, Vice President of Administration; and Dr. James Nordone, Vice President of Student Services/Admissions and Financial Aid; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Ms. Criquett Scott, Student Success Pathway Director; and Ms. Mary King, Administrative Secretary to the President.

Chairman Smith called the meeting to order at 9:00 a.m.

Dr. Johnston opened the meeting by welcoming the board.

Topics reviewed and discussed were:

- Board Self-Reflection Survey – Dr. Johnston
  - o Board Policy
  - o Board Participation in National Association Conferences
  - o Other - Profit and Non-profit organizations on campus, board tours, possible meeting and tours at Century City Center
  - o Student Success presentation on Guided Pathways by Criquett Scott
  - o Operations
  - o Facilities – Garry David
  - o 2021 Legislative session
- Impact of CARES ACT funding on Vernon College
- KPIA review presented by Betsy Harkey
- Potential tax abatement requests
- Tentative plans to reopen college for fall semester
- Revenue/expenses by location review
- 2020-2021 Draft Budget review
- Tax Rate Review
  - Effective rate
  - Roll back rate
  - Tax Levy

Adjourned at 11:50 for lunch.

Lunch was from 12:00 to 1:00 p.m.

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

Vernon College  
July 8, 2020

The Board of Trustees of Vernon College met on Wednesday, July 8, 2020 at 1:00 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. Irl Holt, Mrs. Anne Spears, Mrs. Vicki Pennington, and Mr. James Brock.

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice President of Instruction; Mr. Garry David, Vice President of Administration; and Dr. James Nordone, Vice President of Student Services/Admissions and Financial Aid; Mr. Kevin Holland, Director of Campus Police; Mrs. Haven David, Human Resources Director; Mrs. Shana Drury, Dean of Instructional Services; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Ms. Ivy Qwarels, ERP/SIS Director; Mrs. Mindy Flynn, Business Office Manager; and Guests present were Mike Fry, Consultant with *K.E. Andrews Firm*, and Mr. Eric Clift, Project Manager with *Savion LLC*; and Mr. Daniel Walker of the *Vernon Daily Record*.

Chairman Smith called the meeting to order at 1:05 p.m.

### Consent Agenda

Mr. Holt made the motion, seconded by Mrs. Wilson to approve the Consent Agenda containing the *Minutes of the June 10, 2020 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

### Action Item A

Garry David presented the *Financial and Investment Reports as of June 30, 2020*. Mrs. Spears made the motion, seconded by Mr. Ferguson, to approve the report as presented. The motion carried unanimously.

### Action Item B

Mrs. Pennington made the motion, seconded by Mr. Brock to approve the 2020-2021 Handbook/Manual Updates and Revisions as listed on the agenda and presented by Dr. Johnston. The motion carried unanimously.

### Action Item C

Mrs. Wilson made the motion, seconded by Mrs. Spears to approve the 2020-2021 I.S.D. Contract Agreements as listed on the agenda and for the College president to finalize the contracts once enrollment is finalized as presented by Dr. Johnston and Mrs. Drury. The motion carried unanimously.

### Action Item D

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the *Tax Resale Deed* of property held in trust with the City of Vernon as listed and presented by Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

### President's Report/Board Discussion Items

Dr. Crandall informed the Board that she wanted to commend the faculty on their incredible job of transitioning during the beginning of the pandemic for converting to teaching classes online. They had about a week and a half to do all this. The CT faculty came back in mid-May to finish out all the hands on work. Dr. Johnston added he wanted to brag on Dr. Crandall and her department - Shana Drury, the Division Chairs and Crystal Tate for all their communication efforts in making this take place.

Board Comments/Discussion – There were no comments at this time.

Wilbarger County Appraisal District 2020-21 Proposed Budget – Dr. Johnston opened the discussion on the proposed budget received from the Wilbarger County Appraisal District. Vernon College is one of the entities

asked to approve their 2020-21 Proposed Budget. The budget proposal will be an agenda item at the August Board meeting.

2020-2021 Budget Discussion – Dr. Johnston presented Draft 4 of the 2020-2021 Budget. Dr. Johnston stated since we still do not know what the certified tax appraisal is; we do not know what our tax levy will be. Our estimated tax rate is .2190, which is two tenths of one cent less than the current one. We built in a possibility of a 10% enrollment reduction, and 5% state funding cut. It is almost balanced, and will be presented for approval at the August Board meeting.

Tax Appraisal and Tax Rate Update – Dr. Johnston stated when we receive the certified tax rolls we will certify the official tax rate. We can then accomplish the budget without anything above the effective rate.

Summer II Enrollment Update – Mrs. Raines presented the preliminary Enrollment Report. Classes for Summer II started on Monday of this week and this is where we are at present. Unfortunately, the numbers are down with 0 for the Vernon campus, due to a class not making and 18 for Century City Center, but our internet numbers are up by 11.95%. Overall, we are down by 60 students and a decrease of 19.58%, which affected our contact hours for all locations. Applications are rolling in for Fall, but enrollment is down right now since no one knows what will happen in August due to the COVID-19 situation. We are also waiting on all the dual credit students for they do not know what they will be doing also. Dr. Johnston added the actual enrollment is down due to more students having to wait and see the impact of the pandemic on all schools.

Adams Creek Solar abatement application – Mr. Eric Clift, Project Manager of Savion LLC and Mr. Mike Fry, Consultant from the firm K. E. Andrews were present to propose the Adams Creek Solar Project. The project is under development by Savion and planned in the northeastern part of Wilbarger County. They asked the College Trustees to consider offering them a tax break on the project, at a cost of \$225 million. They will also be requesting the tax break from the other entities – Wilbarger County and Wilbarger General Hospital later this summer. After hearing the presentation, the representatives were told this would be discussed further by the Board and brought up for consideration at the next meeting.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board Meeting – Thursday, July 16, 2020 – 10:00 am
- (2) “Regular” Office Hours begin – 8:00 am Monday, August 3, 2020
- (3) Surgical Technology Pinning – Virtual
- (4) Fall Semester Kickoff for all Faculty & Staff – Monday, August 17, 2020
- (5) Registration On-Site – August 18-20, 2020
- (6) Classes begin – August 24, 2020
- (7) Labor Day Holiday – September 7, 2020

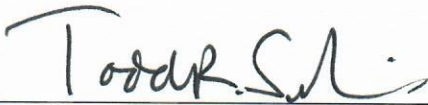
Dr. Johnston presented the Philanthropic Report/Outside Grants Report.

Mrs. Wilson made the motion, seconded by Mr. Holt to approve the *Issuance of Vernon College Employee Contracts for 2020-2021* with the 1.5% step increase in salary for all employees. The motion carried unanimously.

Mr. Ferguson 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. Internal Transfer
  - a. Rachel White, *from* Recruiting Coordinator *to* Tutoring Center Coordinator – Vernon, effective July 13, 2020
2. Resignation
  - a. Marco Torres, Recruiting Coordinator Assistant – CCC, effective June 22, 2020
3. Retirement
  - a. Connie Monteith, Administrative Assistant – Continuing Education – CCC – effective August 31, 2020
  - b. Garry David, Vice President – Administrative Services – effective January 29, 2021
  - c. Haven David, Director of Human Resources – effective January 29, 2021

There being no further business Mr. Ferguson made the motion, seconded by Mrs. Pennington to adjourn the meeting at 2:00 p.m.



Dr. Todd Smith, Chairman



Mrs. Ann Wilson, Secretary