

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

Vernon College  
October 14, 2020

The Board of Trustees of Vernon College met on Wednesday, October 14, 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; Dr. Elizabeth Crandall, Vice President of Instruction; Mr. Garry David, Vice President of Administration (retiring); Mrs. Mindi Flynn, Vice President of Administration (new); Ms. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Kristin Harris, Dean of Student Services/Director of Counseling; Mr. Kevin Holland, Director of Campus Police; Mrs. Shana Drury, Dean of Instructional Services; Mrs. Melissa Elliott, Director of Financial Aid; Ms. Criquett Scott, Student Success Pathway Director; Mrs. Ivy Qwuarels, ERP/SIS/Cybersecurity Director; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; and Ms. Mary King, Administrative Secretary to the President. Guests present were Ms. Kathy McClellan of *KVWC* and Mr. Daniel Walker of the *Vernon Daily Record*.

Chairman Smith called the meeting to order at 11:42 a.m.

### Consent Agenda

Mr. Ferguson made the motion, seconded by Mrs. Wilson to approve the Consent Agenda containing the *Minutes of the September 9, 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. Flynn presented the *Financial and Investment Reports as of September 30, 2020*. Mr. Holt made the motion, seconded by Mr. Brock, to approve the Vernon College year to date and monthly financial and investment reports. The motion carried unanimously.

### Action Item B

Mrs. Wilson made the motion seconded by Mr. Ferguson to approve the *Philosophy, Vision, Values, Mission, and 2021-2025 Long Term Objectives for Vernon College* presented by Ms. Betsy Harkey and recommended by the College Effectiveness committee and administrative team. The motion carried unanimously.

### Action Item C

Mrs. Pennington made the motion, seconded by Mrs. Spears to approve *Transferring Vernon College's Interest in the Tax Foreclosed Properties Located at 2802 Bacon and 2804 Bacon to the City of Vernon*, as presented by Dr. Johnston. The motion carried unanimously.

### Action Item D

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the *Carl Perkins Grant Operational Manual* as presented by Mrs. Shana Drury. New Federal guidelines require that the policies we have been following for years be in an approved written format. The motion carried unanimously.

### Action Item E

Mr. Holt made the motion, seconded by Mrs. Wilson to approve a *New Program in Court Reporting* as presented by Dr. Johnston and Mrs. Drury. This is a funded Continuing Education 18-month program available on-line. The motion carried unanimously.

#### Action Item F

Mrs. Pennington made the motion, seconded by Mr. James Brock to approve the *Updated Vernon College Guidelines and Criteria for Granting Tax Abatements* as presented by Dr. Johnston. The motion passed unanimously.

#### Action Item G

Mrs. Spears made the motion, seconded by Mrs. Wilson to approve to *Grant Permission to the City of Vernon to Demolish Structures on Tax Resale Properties* at 2600 15<sup>th</sup> Street and 1429 Yamparika Street as presented by Dr. Johnston. The motion passed unanimously.

#### Action Item H

No Tax Resale Deeds to Consider

President's Report/Board Discussion Items - Mr. Ferguson commented on a personal experience where there was a need for more auto mechanics in our area and wondered if we have had any interested students to enter our Auto Mechanics program. Dr. Johnston and Mrs. Drury stated that the Automotive Technology program produces around eight to ten students a year. Vernon Auto Group is on the Vernon College Advisory Committee for the Automotive Technology program and the College is in contact with the general manager. Once the students graduate from the program with a certificate, they are eligible to take the ASE (The National Institute for Automotive Service Excellence) exam to make them ASE Certified. It is up to the student to move forward and unfortunately, some only take the program only for their own benefit, or they seek another route.

Campus opening/COVID-19 Update – Dr. Johnston stated that both Wichita and Wilbarger Counties are seeing an increase in positive COVID tests and, therefore an increase in the number of exposures. Vernon College is also seeing an increase in students and employees. Our approach is to quarantine for 14 days immediately after finding out. Faculty are being flexible and helping students from falling too far behind. The numbers are still less than 1% of our student population and at 1% of staff who have tested positive. We continue to encourage students and staff to take personal and social responsibility while on their own time.

Fall 2020 Instructional update – Dr. Crandall presented the Board with an Instructional update on how instruction is going. Faculty felt like most students have settled in comfortably after the 4<sup>th</sup> week of class. Tutoring has more student sessions this fall, both online and in person. New Beginnings has a full program. Tech enhancements have been made in order for TEAMS training and conversion to online teaching. More equipment was purchased such as web cameras for all classrooms, additional laptops with webcams for loan out availability, and Labster software for virtual lab use! She stated the final draft for Spring schedule is being finalized.

Student Success Data Fact – Mrs. Harkey presented the Student Success data fact for this month as the Vernon College Count Day Snapshot for 2020 Fall and Fall 1. The information contained in the snapshot is what Vernon College looks like on that day at that time. It shows the student head count, and what students are attending. The information is sorted from POISE. Kudos to Amanda Raines and her staff for their correct input of student information.

Electronic Information Accessibility update – Ms. Qwurels presented the Board with an update on Electronic Accessibility for ADA accommodations. The College provides electronic information and services through multiple ways so that communication is not contingent on a single sense or ability. Federal and State guidelines are our guide and Vernon College is in compliance. The goal is not only to be in compliance, but to go above and beyond to exceed the expectations of our speech and hearing impaired students. There is a two-year plan of action that will begin in the spring of 2021 semester for our online courses and the website.

Annual Health Clinic Report – Ms. Harris presented the Health Care Clinic Annual Report from September 2019 through August 2020. The clinic is offered on the Vernon campus and primarily used by the dorm students and staff. We are fortunate to be across the road to the hospital.

Vernon College NIRA Rodeo report – Dr. Johnston reported that the rodeo was a successful production. There were two girls that placed and won points. There were 600 contestants out of 16 schools that participated. We

did not advertise on purpose to hopefully get a reduced crowd. He commended the rodeo coach and assistant coach for doing a good job and he was pleased with this year's team for doing their part. We were COVID compliant and offered free masks.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Annual Meeting, Vernon and Conference Room - CCC, via Teams – October 15, 2020
- (2) College for Heroes/Walk for Warriors, CCC – postponed
- (3) Vernon College Regular Board Meeting, Vernon Campus – November 11, 2020

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

Dr. Johnston presented the Minutes from the Faculty Senate meeting on September 4, 2020.

Mrs. Wilson 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.

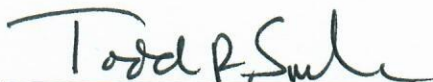
1. Employment
  - a. Elizur McLaughlin, Director of Cosmetology/Barber, effective October 12, 2020 with a salary of \$53,725.
  - b. Kathleen Ervin, Classified II, Financial Aid Processing/Third Party Clerk, effective October 12, 2020 with a salary of \$22,273.
2. Internal Transfer
  - a. Jackie Polk, *transfer from* Student Success Specialist (formerly Counselor), *transfer to* Director of Human Resources, effective October 15, 2020 with a salary of \$69,884
3. Resignation
  - a. Dr. James Nordone, Vice President of Student Services, effective December 1, 2020
  - b. Sharon Dennis, PBX Operator – Admissions Office – Vernon, effective January 29, 2021
4. Retirement
  - a. Jan Shoemaker, Administrative Assistant – PASS Dept. – Vernon, effective October 30, 2020

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt, to go into closed session at 12:48 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 Mrs. Wilson, to reconvene at 12:59 p.m. in open session. The motion carried unanimously.

Action: None

There being no further business Mr. Holt made the motion, seconded by Mrs. Pennington to adjourn the meeting at 1:00 p.m.



Dr. Todd Smith, Chairman



Mrs. Ann Wilson, Secretary