

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
August 11, 2021

The Board of Trustees of Vernon College met on Wednesday, August 11, 2021 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; Mrs. Ann Wilson - Secretary. Other board members in attendance were Mr. Irl Holt, Mrs. Betsy Smith, and Mr. James Brock. Absent was Mrs. Vicki Pennington.

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice President of Instruction; Mrs. Mindi Flynn, Vice President of Administration; Mrs. Jackie Polk, Human Resources Director; Mrs. Shana Drury, Dean of Instructional Services; Mrs. Kristin Harris, Dean of Student Services; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Mrs. Melissa Elliott, Director of Financial Aid; Ms. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Criquett Scott Chapman, Student Success Pathway Director; Ms. Delilah Fowler, Recruiting Specialist; Mrs. Holly Scheller, Marketing Director; 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

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the Consent Agenda containing the *Minutes of the July 14, 2021 Board Retreat/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 July 31, 2021*. Mrs. Wilson made the motion, seconded by Mr. Holt, to approve the report as presented. The motion carried unanimously.

Action Item B

Mr. Holt made the motion, seconded by Mr. Brock, to approve the *2021-2022 Vernon College Operating Budget of \$21,972,591* as presented by Dr. Johnston. The motion carried unanimously.

Action Item C

Mrs. Smith made the motion, seconded by Mr. Ferguson, to approve to propose setting the *2021 Vernon College tax rate* at the no new revenue tax rate of 24.8389 cents per \$100 of appraised property value. The motion carried unanimously.

Action Item D

Mrs. Wilson made the motion, seconded by Mr. Ferguson, to approve the current *Investment Policies, Procedures, and Strategies as Required by the Public Funds Investment Act* (no changes from previous year) as presented by Mrs. Flynn. The motion carried unanimously.

Action Item E

Mr. Brock made the motion, seconded by Mrs. Smith, to approve the *2021 Fall Continuing Education Schedule* with 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 fall term. The motion carried unanimously.

Action Item F

Mr. Ferguson made the motion, seconded by Mr. Brock, to approve the *Roof Repair/Cover Proposal from Parson's Roofing for the Osborn Building* on the Vernon campus at the price of \$75,518.00 as presented by Dr. Johnston and Mrs. Flynn. The motion carried unanimously.

Action Item G

Mrs. Smith made the motion, seconded by Mrs. Wilson, to approve the *Tax Resale Deeds* held in trust by the City of Vernon. The motion carried unanimously.

Action Item H

Mr. Brock made the motion, seconded by Mr. Ferguson, to approve the *Updated Carl Perkins Manual* as presented by Dr. Johnston and Mrs. Drury. The motion carried unanimously.

President's Report/Board Discussion Items – Dr. Johnston noted that the Texas Trustee Meeting is in late September. If anyone is interested in participating, please let him know in order to make travel arrangements.

July 15, 2021 VC Foundation Quarterly Board Meeting Update – Dr. Todd Smith provided an update of the Vernon College Foundation Quarterly Board meeting held on July 15, 2021 in the Joe Chat Sumner Conference Room at the Century City Center. The Board acted on the following items:

- The Foundation Board elected two new board members for the 2021 - 2026 term – Mr. Otis Smith from Vernon, and Mr. Tony Fidelie, Jr. from Wichita Falls. This brings the Foundation up to a full board of 11 members.
- The Foundation approved a \$10,000 renewal grant for the 2021-2022 New Beginnings program.
- The Foundation approved a grant for up to \$50,000 to support the College's branch campus maintenance tax campaign.
- The Foundation also approved a grant of \$50,000 to match all gifts designated to the new Vernon College 50th Anniversary scholarship fund.
- Dr. Johnston presented his President's report.
- Ms. Michelle A. Alexander presented the Philanthropic Report.
- Vice President Mindi Flynn presented the Foundation Financial and Investment Report.

Annual Planning Calendar –

Mrs. Harkey presented the 2021-2022 Annual Planning Calendar. This is a routine document brought to the Board annually to insure that Board members are familiar with the planning process followed at Vernon College. It a working document and checklist. It shows the three-year planning cycle plus the five-year long-term plans. The College Effectiveness Committee approved it last month and is provided to the Board for information and reference.

Student Success Data Fact –

Mrs. Criquett Scott Chapman presented the Student Success/Advising as the Student Success Data Fact for this month. She presented a survey of student participation in Student Success programming during the Fall 2020 semester and Spring 2021 registration period. There were 175 respondents. The survey reports data about advising, academic coaching, and student wellness/counseling to strive to end probation status.

Recruitment update –

Delilah Fowler presented the new recruiting tool. There is a Virtual Tour on the Vernon College website. Students can interact with videos including faculty members, on the student success side about assistance with advising, orientation, testing, and selecting their major. There is also a check-list for students to follow. Her presentation included statistics about the recruiting events the college participated in for the past year, including high school visits and special projects.

VC Leadership Academy Update –

Dr. Johnston stated he will be doing another Leadership Academy class this year which marks the 6th year.

Fall Board Meeting Dates – Dr. Johnston presented the following Fall Board meeting dates:

- (1) Regular Board Meeting – Wednesday, September 9, 2021
- (2) Regular Board Meeting – Wednesday, October 13, 2021
- (3) Regular Board Meeting – Wednesday, November 10, 2021
- (4) Regular Board Meeting – Wednesday, December 8, 2021

Dr. Johnston presented the Upcoming College Events:

- (1) On-site Registration
 - a. Vernon Campus – Tuesday, August 17, 2021
 - b. Century City Center – Wednesday and Thursday, August 18 & 19, 2021
- (2) Classes begin Monday, August 23, 2021

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

Mr. Brock made the motion, seconded by Mrs. Wilson 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. Ramon Amador, Custodian – Vernon campus, effective July 7, 2021
 - b. Elizabeth Ainsworth, LVN Instructor, Century City Center, effective August 16, 2021
 - c. Barbara Steere, Tutoring Center Coordinator – Century City Center, effective August 26, 2021
2. Internal Transfer
 - a. Paul Frommelt, *To*: Housing Maintenance Supervisor *From*: Maintenance Specialist, effective July 7, 2021
3. Resignation
 - a. Geneva Smith, Assistant Softball Coach/Residence Hall Assistant, effective July 29, 2021
 - b. Brittanie Talley, Head Softball Coach, effective August 2, 2021
 - c. Rachel Herrmann, LVN Instructor – Century City Center, effective August 31, 2021
 - d. Melissa Elliott, Director of Financial Aid, effective September 17, 2021

Closed Session: Mr. Ferguson made the motion, seconded by Mrs. Wilson to go into closed session at 12:25 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 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. Wilson to adjourn the meeting at 1:00 p.m.



Dr. Todd Smith, Chairman



Mrs. Ann Wilson, Secretary