

MINUTES

Board Retreat
BOARD OF TRUSTEES

Vernon College
July 12, 2023

The Board of Trustees of Vernon College met on Wednesday, July 12, 2023 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: Mr. Bob Ferguson – Chairman, Mrs. Ann Wilson – Vice Chairman, and Mrs. Betsy Smith – Secretary. Other board members in attendance were Mr. Irl Holt, Mr. James Brock, Mrs. Jamie Chapman, and Mrs. Meg Heatly.

Others present were Dr. Dusty Johnston, President; Mrs. Mindi Flynn, Vice President of Administration; Dr. Criquett Chapman, Vice President of Student Services; Mrs. Shana Drury, Vice President of Instructional Services, Mrs. Roxie Hill, Director of Student Information System/ Special Projects/Chief Information Security Officer, and Ms. Mary King, Administrative Secretary to the President.

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

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

Topics reviewed and discussed were:

- 2023 Board Self-Reflection Survey
 - Board Policy review
 - Participation in National Associations/Conferences
 - Operations
 - Facilities Update – Presentation and handout by Mrs. Flynn
- Colleague ERP/SIS Update – Presentation by Mrs. Hill
- Enrollment/additional sport team discussion – Presentation and some handouts by Dr. Chapman/Dr. Johnston
- Update on new Community College Finance Model – Dr. Johnston
- 2023-2024 Draft 4 Budget review – Dr. Johnston
- Tax Rate Review – Dr. Johnston
 - Effective rate – “no new revenue tax rate”
 - Roll back rate – “voter-approval rate”
 - Tax Levy

The board went into executive session and then adjourned for lunch.

Closed Session: Mrs. Wilson made the motion, seconded by Mr. Holt, to go into closed session at 12:00 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.

No action

Open Session: Mr. Irl Holt made the motion, seconded by Mrs. Wilson, to reconvene at 12:10 p.m. in open session. The motion carried unanimously.

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
July 12, 2023

The Board of Trustees of Vernon College met on Wednesday, July 12, 2023 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: Mr. Bob Ferguson – Chairman, Mrs. Ann Wilson – Vice Chairman, and Mrs. Betsy Smith – Secretary. Other board members in attendance were Mr. Irl Holt, Mr. James Brock, Mrs. Jamie Chapman, and Mrs. Meg Heatly.

Others present were Dr. Dusty Johnston, President; Mrs. Mindi Flynn, Vice President of Administration; Dr. Criquett Chapman, Vice President of Student Services; Mrs. Shana Drury, Vice President of Instructional Services; Mrs. Roxie Hill, Director of Student Information System/ Special Projects/Chief Information Security Officer; Ms. Michelle Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Bettye Hutchins, Dean of Instructional Services; Dr. Brad Beauchamp, Director of Institutional Assessment, Planning, and Effectiveness/SACSCOC Liaison; Mrs. Jackie Polk, Director of Human Resources; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; Mrs. Jeanne Ballard, Director of Financial Aid; Mr. Donnie Kirk, Director of Quality Enhancement; Mr. Ken Boatman, Police/EOP Officer; and Ms. Mary King, Administrative Secretary to the President.

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

Consent Agenda

Mr. Holt made the motion, seconded by Mrs. Wilson to approve the Consent Agenda containing the *Minutes of the June 14, 2023 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 June 30, 2023*. Mrs. Smith made the motion, seconded by Mrs. Chapman, to approve the report as presented. The motion carried unanimously.

Action Item B

Mrs. Wilson made the motion, seconded by Mr. Brock to approve the 2023-2024 Handbook 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. Smith, to approve for the College President's finalization of the 2023-2024 I.S.D. Contract Agreements, once enrollment is finalized. Listed were Burkburnett, Electra, Iowa Park, Vernon and Windthorst ISD's. The motion carried unanimously.

Action Item D

Mr. Brock made the motion, seconded by Mrs. Wilson, to approve the HazMat Annex and the Natural Hazards Annex as components of the Vernon College Emergency Operations Plan (EOP) Basic Plan. The motion carried unanimously.

Action Item E

Mr. Holt made the motion, seconded by Mrs. Smith to approve the Nidhihotels, LLC abatement application with the following abatement schedule and presented by Dr. Johnston:

- Year 1-100%
- Year 2-80%
- Year 3-60%
- Year 4-40%
- Year 5-20%

The motion came to a tie with Mr. Holt, Mrs. Smith and Mrs. Heatly for, and Mr. Ferguson, Mrs. Wilson, and Mrs. Chapman, against. Mr. Brock abstained due to client relationship. Mrs. Wilson then made a second motion, seconded by Mr. Holt, to table the vote because of the tie, until the next monthly meeting (August) for further discussion. The motion carried unanimously.

Action Item F

Mr. Brock made the motion, seconded by Mrs. Smith, to approve Dr. Dusty R. Johnston, Vernon College President as the designated representative of Vernon College to the Northern Texas Regional Planning Commission and the following as designated proxies: Mr. Greg Fowler, Mrs. Mindi Flynn, Mrs. Shana Drury, and Dr. Brad Beauchamp. The motion carried unanimously.

Action Item G

Mr. Holt made the motion, seconded by Mrs. Wilson, 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.

- Parcel R6283001, winning bidder Keith McPhail, in the amount of \$1,025.00
- Parcel R3226001, winning bidder Keith McPhail, in the amount of \$1,202.00
- Parcel R2788001, winning bidder Yolanda A. Garcia, in the amount of \$3,000.00
- Parcel R9497001, winning bidder Keith McPhail, in the amount of \$9,250.05
- Parcel R6695001, winning bidder Keith McPhail, in the amount of \$3,601.05
- Parcel R6232001, winning bidder Jesse and Sarah Gonzales, in the amount of \$2,501.00

Action Item H

Mrs. Chapman made the motion, seconded by Mrs. Heatly, to approve the Resolution Authorizing the Submission of a Law Enforcement Training Grant as presented by Dr. Johnston and Mrs. Drury. The motion carried unanimously.

President's Report/Board Discussion Items

Board Comments/Discussion

2023-2024 Budget and Tax Appraisal and Tax Rate Discussions – Dr. Johnston presented Draft 4 of the proposed Vernon College 2023-2024 operating budget. It is close to being balanced. It is based on what used to be called the effective rate, the no new revenue rate. The College has not received the final certified appraisal value yet, that will determine our final effective rate. Based on the pre-certified value, our effective rate goes down a little. Due to the new state aid revenue from the community college funding methodology, there is no need to go past the effective rate this time. It also includes a 1.5% salary schedule step increase plus an additional 1.5% for a total of 3.0 % increase in employee compensation. The final proposed Vernon College 2023-2024 operating budget will be presented at the August meeting.

Dr. Johnston presented the 2022-2023 Discipline /Program Evaluation Summary stating this is an annual process on programs evaluated by subcommittees of the Academic Council.

Dr. Johnston presented the Upcoming College Events:

- (1) "Regular" Office Hours begin – 8:00 am Monday, July 31, 2023
- (2) LVN Pinning – Thursday, August 3, 2023 – 11:00 am—MPEC
- (3) EMS Pinning – Thursday, August 3, 2023 – 1: 30 pm – MPEC
- (4) Surgical Technology Pinning—Thursday, August 3, 2023 – 6:00 pm—MPEC
- (5) Registration On-Site – August 9 & 10, 2023
- (6) Fall Semester Kickoff for all Faculty & Staff – Monday, August 14, 2023
- (7) Classes begin – August 16, 2023
- (8) Labor Day Holiday – September 4, 2023

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

Personnel –

Mr. Brock made the first personnel motion, seconded by Mrs. Chapman, to approve the issuance of Vernon College Employee Contracts for 2023-2024 as listed in the agenda with the 1.5% salary schedule step increase plus a 1.5% additional increase for a total 3.0% increase in compensation. The motion carried unanimously. Dr. Johnston added he was very appreciative of the Board's support through the years of the 3% compensation to the employees of Vernon College. He knows all employees are appreciative as well.

Mrs. Heatly made the second personnel motion, seconded by Mrs. Wilson, to approve the Personnel Changes as listed in the agenda and recommended by Dr. Johnston and detailed on item 6 B Personnel information sheet. The motion carried unanimously.

A. Personnel Changes

1. Employment

- a. Rachell Holland, Director of Congregate Meals, Vernon Campus, effective June 19, 2023
- b. Samantha Samano, Classified III, Administrative Assistant-Business Office, Vernon Campus, effective July 10, 2023

2. Reassignments

- a. Ashleigh Ochoa reassigned to Financial Aid Coordinator (285 points) from Classified III Financial Aid Processing/Direct Loan Clerk
- b. Sjhonton Fanner reassigned to Assistant Director of Enrollment Management (415 points) from Student Success Specialist, effective 9/1/2023

3. Resignation

- a. Corey Camacho, Grounds, Vernon Campus, effective June 30, 2023
- b. Dr. Donnie Kirk – Director of Quality Enhancement - Century City Center, effective August 3, 2023

There being no further business Mrs. Smith made the motion, seconded by Mrs. Chapman to adjourn the meeting at 1:50 p.m.



Mr. Bob Ferguson, Chairman



Mrs. Betsy Smith, Secretary