

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

June 12, 2024

The Board of Trustees of Vernon College met on Wednesday, June 12, 2024 at 11:30 a.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas 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. Daryl Wolf, Mrs. Jamie Chapman, Mr. James Brock and Mrs. Meg Heatly.

Others present were Dr. Dusty Johnston, President; Mrs. Mindi Flynn, Vice President of Administration; Mrs. Shana Drury, Vice President of Instructional Services; Dr. Criquett Chapman, Vice President of Student Services; Mrs. Roxie Hill, Vice President of Information Systems and Technology; Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Bettye Hutchins, Dean of Instructional Services; Mrs. Jackie Polk, Director of Human Resources; Ms. Colleen Moore, Director of Enrollment Management/Registrar; Mrs. Kelly Miller, Director of Student Success; Mrs. Jeanne Ballard, Director of Financial Aid; Ms. Crystal Tate, Director of Distance Education and Learning Technologies; Mr. Kevin Holland, Director of Campus Police; and Ms. Mary King, Administrative Secretary to the President.

Dr. Johnston stated that since Mr. Bob Ferguson was absent at the May 8 Board of Trustees meeting, he will be sworn in by Board Secretary, Betsy Smith and will take the Oath of Office today. He completed the Statement of Officer form, and was issued a Certificate of Election.

Chairman Mr. Ferguson called the meeting to order at 11:30 a.m.

Consent Agenda

Mrs. Wilson made the motion, seconded by Mrs. Chapman to approve the Consent Agenda containing the *Minutes of the May 8, 2024 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Public Comment – Mr. Brock commended all those involved in the Graduation ceremony at Kay Yeager Coliseum. Everything looked nice and went smoothly, he would like to congratulate all those involved. Mrs. Smith stated she had been asked why the ceremonies weren't held in Vernon. Dr. Johnston explained that graduation used to be held at Wilbarger Auditorium. In 2020, they were moved to Kay Yeager for COVID reasons. In the auditorium, it was an overflow crowd. There were people standing in the back and in the aisles making it hard for wheelchair bound people to move into a good position. The Coliseum provides more space inside with plenty of parking outside. Every year graduation attendance increases. We are treated well there and everything always looks nice.

Action Item A

Mrs. Flynn presented the *Financial and Investment Reports as of May 31, 2024*. Mr. Brock made the motion, seconded by Mrs. Smith, to approve the report as presented. The motion carried unanimously.

Action Item B

Mrs. Wilson made the motion, seconded by Mrs. Chapman, to approve the *2024–2025 Updated Handbooks and Manual* as presented by Dr. Johnston. The revised and approved handbooks were: the Distance Education Manual, Student Residence Handbook, Student Handbook, Athletic Policy Handbook, Library Services Handbooks, and the Testing Center Handbook. The motion carried unanimously.

Action Item C

Mrs. Smith made the motion, seconded by Mrs. Wilson, to approve to add, revise, or delete (LOCAL) policies as recommended by *TASB Policy Service* and according to the Instruction Sheet for *TASB Localized Policy Manual 47* as presented by Dr. Johnston. The motion carried unanimously.

Action Item D

Mrs. Chapman made the motion, seconded by Mr. Brock, to approve the updated 2024-2025 Vernon College catalog as presented by Dr. Johnston. The motion carried unanimously.

Action Item E

Mrs. Smith made the motion, seconded by Mrs. Wilson, to approve Run Business Solutions as the College's IT department to provide management, administration, and support of the College's co-managed information technology systems. This is a three-year contract with the option for one-year extensions with agreement between both parties by June 1 of each year. Annual totals are: Year 1 - \$522,878.00 Year 2 - \$456,648.00 Year 3 - \$456,648.00. The motion carried unanimously.

Action Item F

Mrs. Chapman made the motion, seconded by Mrs. Smith, to approve the inclusion of antisemitism language in the employee handbook to ensure compliance with the Governor's executive order GA-44 by adding the following to the Employee Handbook:

No employee shall discriminate against students, other employees, or community members on the basis of race, gender, religion, self-identification, creed, national origin, or disability. This includes "Antisemitism" (as defined by HB 3257) meaning "a certain perception of Jews that may be expressed as a hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish community institutions and religious facilities." Antisemitism is not protected by free speech. In accordance with Texas Executive order GA-44, any discrimination or violation of free speech can result in appropriate employee disciplinary action.

The motion carried unanimously.

Action Item G

Mrs. Wilson made the motion, seconded by Mrs. Heatly, to approve Naloxone (NARCAN) policy and procedure in compliance with SB 629. The purpose of this policy is to establish guidelines and procedures governing the utilization of NARCAN kits administered by Vernon College personnel in compliance with SB 629. The objective is to treat and reduce serious injury or fatality from an opioid/opiate overdose. The motion carried unanimously.

Action Item H

Mrs. Chapman made the motion, seconded by Mr. Brock, to approve the resale of the following *Tax Resale Deeds* held in trust by the City of Vernon as presented by Dr. Johnston. The motion carried unanimously.

- Parcel 5425001, winning bidder Diffam Group, LLC & Brian K. McArthur, for the amount of \$1,000.00
- Parcel 3979001, winning bidder Diffam Group, LLC & Brian K. McArthur, for the amount of \$1,000.00
- Parcel 9487001, winning bidder Candace Williams, for the amount of \$300.00

President's Report/Board Discussion Items

2024-2025 Proposed Budget Update – Draft 3 – Dr. Johnston presented Draft 3 of the 2024-2025 Proposed Budget. He noted that the amount of state funding decrease which makes a difference and, therefore, this draft is still unbalanced. It has an accurate estimate in tuition and fees and does include the 1.5% step increase in the salary schedule. A balanced budget will be presented at the July Board Retreat. Mr. Brock and Mrs. Heatly mentioned they would appreciate the possibility for any excess surplus funds go towards increasing the salary schedule by another 1.5% for a total of 3%.

Student Success Data Fact – Ms. Colleen Moore, Director of Enrollment Management/Registrar presented the Summer Enrollment Report and Comparison – Preliminary for Summer 2023 vs. Summer 2024 as this month's Student Success Data Fact. She noted that enrollment for Summer increased by 8.1%. Ms. Moore said that, based on VC location hierarchy, Colleague reports the numbers differently than our old system POISE. This is the last enrollment report that will be using POISE data. Starting with Fall 2024, reports will be comparing Colleague data only.

Student Highlight – Mrs. Bettye Hutchins, Dean of Instructional Services presented the Student Highlight in place of Ms. Andrea Sanchez. Melissa Newkirk, became a Certified Phlebotomist in January 2024 after completing the College's program. She overcame a difficult early life and ordinarily planned to enroll in our Nursing program in

2016. Suffering a family emergency, Melissa left college. Ms. Newkirk returned and completed an Associate of Science Degree in 2023. She wanted to continue her education and with the assistance of her Student Success Specialist and our Continuing Education Department she received financial assistance in the form of a scholarship to help with tuition and fees and an Emergency Aid Grant to assist with other financial difficulties. Melissa is grateful for the assistance and support she received from the College, realizing what she overcame to be able to contribute to society.

Board Retreat Update - Dr. Johnston reminded the Board of the July Board Retreat/Monthly meeting agenda set for July 10, 2024 in the Conference room at Skills Training Center in Wichita Falls from 9:00 am to 12 noon including a campus tour and lunch followed by a regular meeting at 1:00 pm for any action items.

Dr. Johnston presented the Upcoming College Events:

- (1) Law Enforcement Academy Badging Ceremony – Thursday, June 13, 2024 – 6:00 pm – MPEC – Wichita Falls
- (2) Vernon College Board of Trustees Retreat/Meeting – Wednesday, July 10, 2024 – Skills Training Center, Wichita Falls

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

Personnel – Mr. Brock made the motion, seconded by Mrs. Wilson, to approve the following personnel changes as detailed on Item 6 Personnel information sheet and recommended by the President. The motion carried unanimously.

A. Employments

1. Kenneth Duke, Custodial Technician, Vernon Campus, effective May 1, 2024
2. Jessie Mejia, Maintenance Specialist, Vernon Campus, effective May 14, 2024
3. Abigail “Abby” Bates, Assistant Softball Coach, Vernon Campus, effective August 1, 2024
4. Octavia Curry, ADN Instructor, Century City Center, effective August 1, 2024

B. Reassignment

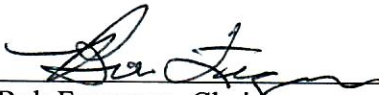
1. Layce Cates, reassigned to Classified III, Administrative Assistant, Admissions, from Classified II, Administrative Assistant, Admissions, effective June 3, 2024.

C. Consider Reappointment and/or Extension of Administrative Staff and Classified Staff for 2024-2025

1. Administrative Reappointments
2. Classified Staff Reappointments
3. Administrative (pending completion of probation)
4. Classified (pending completion of probation)

The Board of Trustees took a break to take a tour of the dorms. They resumed the meeting and Dr. Johnston asked that if any board member had any ideas or specifics on upgrading, to please send him a detailed email.

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