

**AGENDA OF REGULAR MEETING**  
**Odessa College Board of Trustees**  
**Monday, February 28, 2022, 5:00 PM**  
**Saulsbury Campus Center, Zant Community Room**  
**201 W UNIVERSITY**  
**ODESSA, TX 79764**

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1. **Call to Order** - Mr. Gary Johnson
2. **Pledge of Allegiance: United States & Texas** - Mr. Gary Johnson
3. **Introduce New Employees** - Ms. Lindsey Bryant
4. **Approval of Minutes of Regular Meeting of January 25, 2022** - Mr. Gary Johnson 2
5. **Action Items:**
  - A. **Committee Reports**
    1. **Personnel Policy Committee**- Mr. Bruce Shearer
      - a. **Consider and Approve Changes to Board Policy**
    2. **Finance Committee** - Mr. Gary Johnson
      - a. **Consider and Approve Tuition and Fee Changes 2022-2023** 7
  - B. **Consider Odessa College Promise Program**- Ms. Kim McKay
  - C. **Monthly Financial Statements & Budget Amendments** - Ms. Brandy Ham 10
  - D. **Appointment of Vice Chair**- Mr. Gary Johnson
6. **Informational Items:**
  - A. **Education Report - Odessa College Honors Program**- Mr. Pervis Evans
  - B. **Institutional Effectiveness Report** - Dr. Janice Hicks
  - C. **Vision 2030+ Update** - Mr. Ken Zartner
  - D. **President's Report** - Dr. Gregory Williams
    1. **Dr. Seba Gultekin Appointed to Serve on the Texas Transfer Advisory Committee Subcommittee on Sociology**
    2. **Black History Month Activities**
    3. **DREAM 2022 Conference Updates**
    4. **Positively OC**
    5. **Allisa Cornelius Named Dean of School of Health Science**
7. **Adjournment** - Mr. Gary Johnson

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Gregory D. Williams, Ed.D., President

**EXECUTIVE/ CLOSED SESSION:** If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Board will convene in such executive or closed session in accordance with the Texas Open Meeting Act, Section §551.001 of the Texas Government Code.

Minutes of a Regular Meeting of the Odessa College Board of Trustees held Tuesday, January 25, 2022, in the Saulsbury Campus Center, Zant Community Room, with the following:

Present

Dr. Tara Deaver  
Gary Johnson  
Bruce Shearer  
Trudy Lewis  
Hortencia Del Bosque  
Laci Harris

Absent

J. E. "Coach" Pressly  
Montie Garner

Meeting was called to order by Board of Trustees Chair, Mr. Gary Johnson, at 6:30 p.m.

**Pledge of Allegiance: United States & Texas**

Mr. Gary Johnson led the group in the pledges.

**Introduction of New Employees**

Ms. Lindsey Bryant, Director of Human Resources, introduced the following new employees:

Dr. Alice Chan  
Amber Ortega  
Angela Lowery  
April Guzman  
Billy Johnson  
Dr. Val Dabney  
Dr. Jayarathne  
Goriola Ibarra  
Jonathan Lozano  
Josh Rapp  
Justin Gonzalez  
Magaly Marquez  
Miriam Trejo  
Terri Notgrass

**Introduce Men's Basketball Team**

Mr. Wayne Baker, Athletic Director, joined to introduce the 2021-2022 Men's Basketball team including Head Coach Kris Baumann.

**Approval of Minutes of Regular Meeting of December 7, 2021**

Mr. Bruce Shearer moved, seconded by Ms. Laci Harris, to approve the minutes of the Regular Meeting of December 7, 2021.

Motion passed unanimously.

**Committee Reports**

**1. Property Committee**

**a. Report on Downtown Design updates**

Dr. Tara Deaver, Committee Chair, stated the Property Committee recently met and reviewed the new designs from the Downtown Community Center. Project design is 80% complete; the institution is currently working on finalizing funding.

**b. Report on Approval Virtual Immersion Simulation**

Dr. Tara Deaver, Committee Chair, stated the Property Committee recently met to consider and approved the purchase of a Virtual Immersion Simulation product for the price of \$75,990. This technology will be utilized for multiple programs in the School of Health Sciences.

**2. Personnel/Policy Committee**

**a. Consider and Approve Updates to Board Policy**

Ken Zartner, Vice President of Administrative Services, discussed changes to Board Policy DJ, CF, CM and CAL Local. The proposed change in DJ Local would move the minimum faculty load from 15 to 18 credit hours to align with the 8-week format observed by Odessa College. CM and CAL Local changes include increased purchasing authorization of the Odessa College president to purchases less than \$125,000. Dr. Janice Hicks, Vice President of Institutional Effectiveness, joined to field questions regarding changes and detail the SACSCOC findings that led to the change in DJ local and faculty load. Josh Hardt, Odessa College Faculty, requested to address the Board. Mr. Hardt shared with the board his reservations regarding the changes to faculty load. Mr. Johnson thanked Mr. Hardt for his service and for speaking with the board on this night.

Mr. Bruce Shearer moved, seconded by Dr. Tara Deaver, to approve the proposed changes in Board Policy DJ, CAL, CF, and CM Local.

Motion passed unanimously

**Accept Resignation of Board Member Larry Johnson**

Mr. Gary Johnson shared the board has received a letter of resignation from Board Member Larry Johnson. Mr. Gary Johnson thanks Mr. Larry Johnson to his service to Odessa College.

Ms. Trudy Lewis moved, seconded by Dr. Tara Deaver, to accept resignation of Board Member Larry Johnson.

Motion passed unanimously

**Addition of New Program: Associate of Applied Science in Construction Management**

Dr. Tramaine Anderson, Vice President of Instruction, joined to introduce the goal to add a new Associates of Applied Science in Construction Management to the programs offered at Odessa College. This program would include Level 1 & 2 certificates as well as the Associate in Applied

Science. Dr. Anderson shared annually there are more than 800 openings in the Permian Basin that require a similar credential and have high wages. Dr. Anderson reminded the board of the low degree attainment in the Permian Basin and the mission of Odessa College to increase higher education attainment in the community. Dr. Anderson shared there are currently 17 institutions in the state of Texas that offer a similar program.

Ms. Trudy Lewis moved, seconded by Ms. Hortencia Del Bosque, to approve the addition of new program: Associate of Applied Science in Construction Management.

Motion passed unanimously

#### **Addition of New Program: Bachelor of Applied Sciences in Early Childhood Education**

Dr. Tramaine Anderson, Vice President of Instruction, joined to introduce the goal to add a new Bachelor of Applied Science in Early Childhood Education to the programs offered at Odessa College. Dr. Anderson reminded the group that Senate Bill 2118 in 2017 allowed community colleges to offer bachelor's degrees, and Odessa College has since added a BAAS in Automation and Leadership and Management. Dr. Anderson shared more than 250 jobs are posted each year in the Permian Basin that require this degree and reminded the board of the ongoing national teacher shortage.

Ms. Trudy Lewis moved, seconded by Ms. Hortencia Del Bosque, to approve the addition of new program: Bachelor of Applied Sciences in Early Childhood Education.

Motion passed unanimously

#### **Monthly Financial Statements & Budget Amendments**

Ms. Brandy Ham, Chief Financial Officer, highlighted various areas of the financial statements and budget amendments as printed below:

(Kristi Gibbs will put financial reports in minute book)

Mr. Bruce Shearer moved, seconded by Dr. Tara Deaver, to approve the Monthly Financial Statements and Budget Amendments.

Motion passed unanimously.

#### **Quarterly Investment Report**

Ms. Ham reviewed the Quarterly Investment Report for the quarter ending November 30, 2021, including quarter end results by Asset Class for the Quarter ending November 30, 2021.

TYPE	MARKET VALUE	BOOK VALUE	YIELD
CD'S	1,239,109	1,242,000	1.00%
Corporate Bonds	10,225,062	10,301,218	1.08%
Muni Bonds	28,454,487	28,498,984	.80%
Public Inv Pools	31,557,363	31,557,363	.05%
US Treasuries	2,070,039	2,071,482	.56%
US Agency	9,044,052	9,100,000	1.12%
TOTAL	<u>\$ 82,590,112</u>	<u>82,771,047</u>	<u>0.59%</u>

#### Annualized Performance

##### Interest Earned

- This Quarter: \$72,748
- Fiscal year to Date: \$72,748
- Budget for FY22: \$295,000

The annualized total rate of return on November 30, 2021, was 0.36%. The Benchmark yield was 0.12%.

Ms. Trudy Lewis moved, seconded by Mr. Bruce Shearer, to approve the Quarterly Investment Report.

Motion passed unanimously.

#### **Education Report: Odessa College Promise Program**

Ms. Kim McKay, Vice President for Student Services and Enrollment Management, and Dr. Jonathan Fuentes, Vice President for Academic Partnerships, joined to discuss additional details regarding the proposed Odessa College Promise Program. The Odessa College Promise Program would be a last dollar scholarship opportunity for the Class of 2024. The goal of this program would be to increase the college going and college completing rates, while reducing and eliminating achievement gaps. Dr. Fuentes discussed eligibility, including high school seniors who live in the Odessa College service area and will be a part graduating class of the 2024 and GED and homeschool students within high school graduation age. The college will develop an administrative policy establishing and publishing the promise scholarship budget using and identified and available funds from the prior year. Dr. Fuentes outlined what the institution would expect the class of 2024 to look like and the number of students that might be expected to qualify for the scholarship. Ms. McKay joined to share opportunities to offset the expected cost of this program including first class free, OC Select, Positively OC Presidential Scholarship, the July 15 deadline, and required FAFSA application for seniors.

#### **Institutional Effectiveness Report**

Dr. Janice Hicks, Vice President for Institutional Effectiveness, shared the Fall 2021 graduation data. Odessa College celebrated a 26% increase in graduates from Fall 2020 to Fall 2021. Next, Dr. Hicks provided an update on spring 2022 enrollment with a current increase of 15% with final enrollment available in March. Dr. Hicks shared retention rates from previous years, explaining in Fall 2020 the

college saw a 3% decrease in retention, compared to Fall 2021. The college has now seen a 6% increase due to increased persistence efforts.

### **Vision 2030+**

Mr. Ken Zartner joined to share a timeline with next steps for the Wood Health Science Building. Mr. Zartner shared February 10 documents will be released for bid and property committee will meet to review proposals on March 21 followed by a Board meeting to review and approve bids. Construction is expected to start April 1, 2022, with the project being complete in Spring 2024.

### **President's Report**

#### **Smart and Strong Start Spring 2022**

The spring 2022 semester began Tuesday, January 18, and Odessa College resumed classes as scheduled with a smart and strong start. Students and employees received communication with tips to continue to mitigate the spread of Covid-19, including CDC guidelines recommending campus to wear a mask, keep your distance, wash your hands, and sanitize your work and learning spaces.

#### **Drive to Success Virtual Kickoff**

Odessa College will host the Drive to Success Virtual Kick off Wednesday, January 26, at noon. This event will be live streamed on Facebook and will invite and energize students to continue to stay engaged and involved in the spring 2022 semester to be in the running to win a brand-new Ford Mustang at our finale event at the end of this academic year.

#### **Athletic Academic All American**

Dr. Williams shared that 124 Odessa College Wrangler Student Athletes were named to the Western Junior College Athletic Conference Fall 2021 All-Academic Team. Student-Athletes must earn a 3.25 GPA during the fall semester to qualify for the All-Academic Team. Student-Athletes who achieved a 3.65 to 4.0 GPA were named to the first team and those who achieved a 3.25 to a 3.64 GPA were named to the second team. Forty-six Wrangler Student-Athletes achieved a perfect 4.0 GPA.

#### **Visit from Speaker of the Texas House**

On January 11, Odessa College was pleased to host State Representative Brooks Landgraf and Speaker of the Texas House of Representatives Dade Phelan during one of their several stops as they toured West Texas. During their time at OC, Representative Landgraf and Speaker Phelan engaged in a Q&A with OC administration, faculty and staff.

### **Adjournment**

The meeting was adjourned at 8:19 p.m.

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Secretary

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Chair

# TUITION & FEE PROPOSAL

Academic Years 2022-2023 and 2023-24

## ADMINISTRATION RECOMMENDATIONS:

- Approve Credit Tuition Rates
  - Increases hourly Tuition rates by  
Recommendation:
    - \$5 for In-district residents (estimated increase = \$239,000/yr.)
    - \$7 for Out-of-District residents (estimated increase = \$167,000/yr.) (this increase results in OC matching the State Average)
    - \$7 for Out-of-State residents (estimated increase = \$37,000/yr.)
    - **Effective Fall 2022 (total increase = \$443,000/yr.)**
  
- Approve Dual Credit Tuition Rates
  - Increases hourly Tuition rates by  
Recommendation:
    - \$5 for In-district residents (estimated increase = \$173,000/yr.)
    - \$5 for Out-of-District residents (estimated increase = \$65,000/yr.)
    - \$5 for Out-of-State residents (estimated increase = \$300/yr.)
    - **Effective Fall 2022 (total increase = \$238,300/yr.)**
  
- Approve Changes to Internet Fees
  - Increases hourly Internet Fee rates by  
Recommendation:
    - \$10 for all residents (estimated increase = \$842,000/yr.)
  
- Approve Changes to Course Fees
  
- Continue “First Course is Free” discount for first course taken at Odessa College
  
- Continue “OC Select” 5% discount for students electing to enroll in the program

# Odessa College

## Proposed Course Fee Changes Fall 2022

### Division School of Health Sciences

Department	EMS			
Course	Rationale	Current Fee	Proposed Fee	Difference
EMSP 1164	Vendor price increase for FISDAP Exit software	80	115	35
EMSP 2205	GEMS Certification Fee	20	40	20
EMSP 2243	Lab Fee	-	24	24

Department	Fire Tech			
Course	Rationale	Current Fee	Proposed Fee	Difference
FIRS 1301	Increase in current NFPA 1851 compliance requirements for PPE	550	650	100

Department	Radiologic Technology			
Course	Rationale	Current Fee	Proposed Fee	Difference
RADR 1203	Cost of supplies has increased due to COVID	30	45	15
RADR 1266	Online Subscription Fee for reporting system	-	200	200
RADR 2301	Vendor price increase for Radiation monitoring devices	90	130	40
RADR 2233	Transferred from RADR 2335 along with vendor price increase	-	165	165
RADR 2335	Transferred to RADR 2233	150	-	(150)

### Division School of Business & Industry

Department	OSET			
Course	Rationale	Current Fee	Proposed Fee	Difference
OSHT All Courses	Online Subscription Fee	-	5	5
OHSM All Courses	Online Subscription Fee	-	5	5
EPCT All Courses	Online Subscription Fee	-	5	5

### Division School of Liberal Arts and Education

Department	Drama			
Course	Rationale	Current Fee	Proposed Fee	Difference
DRAM 1341	Equipment Fee (Stage Makeup Kit)	-	70	70

Department	Social Sciences			
Course	Rationale	Current Fee	Proposed Fee	Difference
ECON 2301	OER Access Fee	-	20	20
ECON 2302	OER Access Fee	-	20	20

Department	Psychology			
Course	Rationale	Current Fee	Proposed Fee	Difference
PSYC 2308	OER Access Fee	-	20	20

Department	Math			
Course	Rationale	Current Fee	Proposed Fee	Difference
MATH 1332	OER Access Fee	-	20	20
MATH 1324	OER Access Fee	-	20	20
MATH 1325	OER Access Fee	-	20	20
MATH 1442	OER Access Fee	-	20	20
MATH 2412	OER Access Fee	-	20	20
MATH 2413	OER Access Fee	-	20	20
MATH 2414	OER Access Fee	-	20	20
MATH 2415	OER Access Fee	-	20	20



# ROOM & BOARD PROPOSAL

Academic Years 2022-2023

## ADMINISTRATION RECOMMENDATIONS:

- **Approve Room and Board Rates**
  - **Increases Meal Plan rates by \$400 each semester (this makes us break even with the pricing Great Western is charging us)**
  
  - **Increases Room rates by**
    - \$100 for Century Commons 4-BR (estimated increase = \$33,000/yr.)
    - \$100 for Century Commons 4-BR (estimated increase = \$6,000/yr.)
    - \$100 for Wrangler Hall (estimated increase = \$4,500/yr.)
    - **Effective Fall 2022 (total increase = \$43,500/yr.)**

**ODESSA COLLEGE**  
**BUDGET COMPARISON STATEMENT**  
**CURRENT UNRESTRICTED INCOME & EXPENDITURES**  
**January 31, 2022 and 2021**

	THROUGH JANUARY 2022	TOTAL BUDGET 2021-2022	PERCENT OF BUDGET	THROUGH JANUARY 2021	TOTAL BUDGET 2020-2021	PERCENT OF BUDGET
<b>Revenues:</b>						
State Appropriation	4,231,415	9,840,503	43.0%	4,146,868	9,641,570	43.0%
Ad Valorem Taxes	13,835,451	26,735,000	51.8%	14,880,628	25,730,000	57.8%
Tuition and Fees - Credit	13,198,961	11,725,628	112.6%	11,283,919	11,282,133	100.0%
Tuition and Fees - Non Credit	865,853	1,954,585	44.3%	749,357	1,769,768	42.3%
Federal Grants & Contracts	-	15,000	0.0%	670	13,000	5.2%
Other Income	283,081	1,002,681	28.2%	237,664	1,109,754	21.4%
Gift Income	31,860	52,000	61.3%	82,428	77,540	106.3%
Investment Income	36,352	275,000	13.2%	63,688	330,000	19.3%
<b>Total Revenues</b>	<b>32,482,973</b>	<b>51,600,397</b>	<b>63.0%</b>	<b>31,445,222</b>	<b>49,953,765</b>	<b>62.9%</b>
<b>Salaries and Benefits:</b>						
General Administration	880,054	2,210,398	39.8%	868,528	2,186,138	39.7%
Student Services	886,059	2,373,562	37.3%	791,221	2,225,585	35.6%
General Institutional	1,455,201	3,739,588	38.9%	1,214,717	3,426,814	35.4%
Instruction	5,615,576	14,229,787	39.5%	5,487,693	13,707,719	40.0%
Instructional Support	1,412,969	4,327,374	32.7%	1,466,266	3,928,560	37.3%
Public Service	215,079	707,754	30.4%	231,011	705,333	32.8%
Physical Plant	423,545	1,121,171	37.8%	445,517	1,096,385	40.6%
Staff Benefits	2,377,030	5,770,700	41.2%	2,354,551	5,815,375	40.5%
<b>Total Payroll</b>	<b>13,265,513</b>	<b>34,480,334</b>	<b>38.5%</b>	<b>12,859,504</b>	<b>33,091,909</b>	<b>38.9%</b>
<b>Other Operating Expenditures:</b>						
General Administration	218,601	386,345	56.6%	188,917	406,365	46.5%
Student Services	249,881	593,879	42.1%	254,850	585,613	43.5%
General Institutional	1,956,796	4,167,339	47.0%	1,882,178	4,061,667	46.3%
Instruction	272,881	1,008,876	27.0%	312,727	1,030,135	30.4%
Instructional Support	264,290	661,228	40.0%	266,847	609,830	43.8%
Public Service	58,696	139,067	42.2%	74,585	132,624	56.2%
Physical Plant Operations	1,290,381	1,997,096	64.6%	1,168,412	1,857,654	62.9%
Utilities	528,818	1,142,868	46.3%	504,267	1,127,783	44.7%
Scholarships & Allowances	1,376,091	1,739,000	79.1%	1,220,210	1,659,000	73.6%
	<b>6,216,435</b>	<b>11,835,698</b>	<b>52.5%</b>	<b>5,872,993</b>	<b>11,470,671</b>	<b>51.2%</b>
<b>Transfers In:</b>						
Bookstore Profit (Loss)	-	60,000	0.0%	-	60,000	0.0%
OER Reserve Fund	41,667	100,000	41.7%	41,667	100,000	41.7%
Other Auxiliary Profit (Loss)	97,549	(88,764)	n/a	43,020	(455,126)	n/a
Investment Income - Plant Funds	-	20,000	0.0%	-	20,000	0.0%
<b>Total Transfers In</b>	<b>139,216</b>	<b>91,236</b>	<b>152.6%</b>	<b>84,687</b>	<b>(275,126)</b>	<b>-30.8%</b>
<b>Transfers Out:</b>						
For Revenue Bond Debt Service	-	-	n/a	-	-	n/a
Tuition for TPEG Scholarships	385,706	465,000	82.9%	472,150	465,000	101.5%
To Technology Replacement Fund	63,453	450,000	14.1%	79,293	200,000	39.6%
To Plant Renew/Replace Fund	42,895	600,000	7.1%	189,455	600,000	31.6%
To Construction Funds	1,041,667	2,500,000	41.7%	972,917	2,585,000	37.6%
Athletics Subsidy	762,088	1,408,238	54.1%	561,581	1,264,933	44.4%
Other Transfers	30,000	(47,637)	n/a	-	1,126	0.0%
<b>Total Transfers Out</b>	<b>2,325,809</b>	<b>5,375,601</b>	<b>43.3%</b>	<b>2,275,396</b>	<b>5,116,059</b>	<b>44.5%</b>
<b>Excess of Revenues over Expenditures and Transfers</b>	<b>\$ 10,814,432</b>	<b>\$ -</b>		<b>\$ 10,522,016</b>	<b>\$ -</b>	

**ODESSA COLLEGE  
BUDGET ADJUSTMENTS  
February 28, 2022**

**GENERAL CONTINGENCY EXPENDITURES (11-10390-5388)**

Original Budget, September 1, 2021	\$ 550,000
Proposed Adjustments, February 28, 2022	(77,041)
Balance Remaining for General Contingencies	<u>\$ 472,959</u>

**INCREASES (DECREASES) IN INCOME BUDGETS**

None	-
	<u>                    </u>
	\$ <u>                    </u>
	<u>                    </u>

**INCREASES (DECREASES) IN EXPENDITURE BUDGETS**

Sports Center Concrete Repairs			
70 - 68207 - 5363	Sports Center Concrete	Building Repairs	77,041
11 - 10390 - 5388	General Contingency	Contingent Expenditures	** <u>(77,041)</u>
			<u>                    </u>
			\$ <u>                    </u>



