

AGENDA OF REGULAR MEETING
Odessa College Board of Trustees
Tuesday, March 22, 2022, 6:30 PM
Saulsbury Campus Center, Zant Community Room
201 W UNIVERSITY
ODESSA, TX 79764

1. **Call to Order** - Mr. Gary Johnson
2. **Pledge of Allegiance: United States & Texas** - Mr. Gary Johnson
3. **Introduce Student Government Association**- Ms. Becky Gardner
4. **Introduce New Employees** - Ms. Lindsey Bryant
5. **Open for Public Comment**- Mr. Gary Johnson
6. **Approval of Minutes of Work Session of February 25, 2022**- Mr. Gary Johnson 2
7. **Approval of Minutes of Regular Meeting of February 28, 2022** - Mr. Gary Johnson 4
8. **Action Items:**
 - A. **Committee Reports**
 1. **Property Committee** - Dr. Tara Deaver
 - a. **Consider and Approve Proposals for Wood Health Sciences Building**
 - B. **Monthly Financial Statements & Budget Amendments** - Ms. Brandy Ham 8
9. **Informational Items:**
 - A. **Annual Report on Information Collected under the Odessa College Police Department's Policy on Racial Profiling**- Ms. Kim McKay
 - B. **Education Report - Promise Program** - Ms. Kim McKay & Dr. Jonathan Fuentes
 - C. **Institutional Effectiveness Report** - Dr. Janice Hicks
 - D. **Vision 2030+ Update** - Mr. Ken Zartner
 - E. **President's Report** - Dr. Gregory Williams
 1. **Men's Basketball Team**
 2. **Odessa College to Host Wrangler Moves Community Walk**
 3. **Sports Center Summer Camps Open for Registration**
 4. **Odessa College to Host Special Olympics**
10. **Adjournment** - Mr. Gary Johnson

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 Work Session of the Odessa College Board of Trustees held Friday, February 25, 2022, in the Saulsbury Campus Center, Zant Community Room, with the following:

Present

Dr. Tara Deaver
Gary Johnson
Bruce Shearer
Hortencia Del Bosque
Laci Harris
Montie Garner

Absent

J. E. "Coach" Pressly
Trudy Lewis

Meeting was called to order by Board of Trustees Chair, Mr. Gary Johnson, at 12:02 p.m.

Pledge of Allegiance: United States & Texas

Mr. Gary Johnson led the group in the pledges.

Committee Discussions

- 1. Personnel Policy Committee**
 - a. Discuss Changes to Board Policy**

Mr. Bruce Shearer, Committee Chair, stated the Personnel Policy Committee recently met and reviewed modifications to Board Policies. Mr. Ken Zartner, Vice President of Administrative Services, reminded the Board that every two years there are policy changes based on legislation as well as policy changes that are brought to light by current event such as the COVID-19 pandemic and the 2021 Winter Storm. The first policy change is a required COVID-19 paid leave for campus police officers. The next change is to the Texas Uniform Group Insurance program that now allows remote employees outside of Texas to access health insurance at the same cost as those that live in state. The winter storm of 2021 allowed many institutions to realize the need for the President to have authority to approve purchases during and emergency declaration. The final two policy updates are not part of Update 42. First, in CC Local, the request is to harvest 10% of the increase in unrestricted funds to be harvested to support the Odessa College Promise Program. Dr. Williams reminded the group that the Board will have the authority, if the college finds themselves in a position where they need to dip into reserves, to modify this policy. Next, in DJ Local, the change request will allow faculty hired before January 25 a one-time opt out to indicate they would not like to be on the 18-hour contract and can remain in a 15-hour contract.

- 2. Finance Committee**
 - a. Discuss Tuition and Fee Changes for 2022-2023**

Mr. Gary Johnson, Committee Chair, stated the Finance Committee recently met and reviewed proposed changes to tuition and fees for 2022-2023. Ms. Brandy Ham, Chief Financial Officer, shared the increase for tuition and fees per credit hour for traditional and dual credit students. The proposal included a \$5 increase per credit hour for in-district students, \$7 increase per credit hour for out-of-district students, and \$5 increase per credit hour for Dual Credit students. The

proposed changes to the technology fee include a \$10 increase per credit hour. Ms. Ham reminded the group these rates would be frozen for 2 years if approved. Ms. Ham then shared proposed course fee changes in multiple programs and indicated a majority of these changes are price increases that are being passed on by vendors or are due to now including an open educational resource fee for courses that did not have an open education resource available before. The room and board proposal included a \$400 increase per semester in meal plan rates which will also be a cost passed on directly from the vendor. The proposed room rates include a \$100 increase per semester that would be effective Fall 2022.

Discuss Odessa College Promise Program

Ms. Kim McKay, Vice President of Student Services and Enrollment Management, joined to review the Odessa College Promise Program. First, Ms. McKay reminded the Board the goals of the Odessa College Promise Program. One of the goals of this program is to increase graduation rates. In order to reach the national average graduation rate, 35%, Odessa College will need to increase our graduation rates by 50%. The estimation of students who will be fully funded is 300 students per year. Ms. McKay outlined gross costs, off sets, contact hour funding for the program. The expected gross costs for year 1 is \$1,019,250 with off sets up to \$589,077, and an increase in contact hour funding of \$363,300. This will result in a net cost of \$67,873 in year 1. Similar cost breakdowns were discussed for year 2 resulting in a net cost of \$1,019,250. Ms. Jacqui Gore, Vice President of Institutional Advancement, Business & Governmental Relations joined to outline the funding plan for the Odessa College Promise Program including local individuals and businesses, Odessa College Employees and Alumni, Local, State and national foundation grants, state and federal grants, and local school districts.

Adjournment

The meeting was adjourned at 1:10 p.m.

Secretary

Chair

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Minutes of a Regular Meeting of the Odessa College Board of Trustees held Tuesday, February 28, 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
Montie Garner

Absent

J. E. "Coach" Pressly

Meeting was called to order by Board of Trustees Chair, Mr. Gary Johnson, at 5:00 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:

Albino Casias
Breshon Butler
Gabriel Ornelas
Jonathan Quinn
Leticia Bueno- Ramirez
Robyn Millar
Shaun Sessa
Viktoria Henderson

Approval of Minutes of Regular Meeting of January 25, 2022

Ms. Laci Harris moved, seconded by Ms. Trudy Lewis, to approve the minutes of the Regular Meeting of January 25, 2022.

Motion passed unanimously.

Committee Reports

1. Personnel Policy Committee

a. Consider and Approve Changes to Board Policy

Mr. Bruce Shearer, Personnel Policy Committee Chair, stated the Personnel Policy Committee recently met and reviewed modifications to Board Policies. Mr. Ken Zartner, Vice President of Administrative Services, reminded the Board that every two years there are policy changes based on legislation as well as policy changes that are brought to light by current event such as the COVID-19 pandemic and the 2021 Winter Storm. The first policy change is a required COVID-19 paid leave for campus police officers. The next change is to the Texas Uniform Group Insurance program that now allows remote employees outside of Texas access to health

insurance at the same cost as those that live in state. The winter storm of 2021 allowed many institutions to realize the need for the President to have authority to approve purchases during and emergency declaration. The final two policy updates are not part of Update 42. First, in CC Local, the request is to harvest 10% of the increase in unrestricted funds to be harvested to support the Odessa College Promise Program. Dr. Williams reminded the group that the Board will have the authority, if the college finds themselves in a position where they need to dip into reserves, to modify this policy. Next, in DJ Local, the change request will allow faculty hired before January 25 a one-time opt out to indicate they would not like to be on the 18-hour contract and can remain in a 15-hour contract.

Mr. Bruce Shearer moved, seconded by Ms. Montie Garner, to approve the proposed Board Policy changes.

Motion passed unanimously

2. Finance Committee

a. Consider and Approve Tuition and Fee Changes 2022-2023

Mr. Gary Johnson, Finance Committee Chair, stated the Finance Committee recently met to consider tuition and fee changes for the 2022-2023 year. Ms. Brandy Ham, Chief Financial Officer, shared the increase for tuition and fees per credit hour for traditional and dual credit students. The proposal included a \$5 increase per credit hour for in-district students, \$7 increase per credit hour for out-of-district students, and \$5 increase per credit hour for Dual Credit students. The proposed changes to the technology fee include a \$10 increase per credit hour. Ms. Ham then shared proposed course fee changes in multiple programs and indicated a majority of these changes are price increases that are being passed on by vendors or are due to now including an open educational resource fee for courses that did not have an open education resource available before. The room and board proposal included a \$400 increase per semester in meal plan rates which will also be a cost passed on directly from the vendor. The proposed room rates include a \$100 increase per semester that would be effective Fall 2022.

Mr. Bruce Shearer moved, seconded by Dr. Tara Deaver, to approve the proposed tuition and fee changes for 2022-2023.

Motion passed unanimously

Consider Odessa College Promise Program

Ms. Kim McKay, Vice President of Student Services and Enrollment Management, joined to review the Odessa College Promise Program. First, Ms. McKay reminded the Board the goals of the Odessa College Promise Program. One of the goals of this program is to increase graduation rates. The estimation of students who will be fully funded is 300 students each year. Ms. McKay outlined a net cost of \$67,873 in year 1 and a net cost of \$1,019,250 in year 2.

Mr. Bruce Shearer moved, seconded by Ms. Laci Harris, to approve the Odessa College Promise Program.

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)

Ms. Laci Harris moved, seconded by Dr. Tara Deaver, to approve the Monthly Financial Statements and Budget Amendments.

Motion passed unanimously.

Education Report: OC Honors College

Pervis Evans, Dean of the School of Liberal Arts and Education, joined to share an update regarding a new Honors College at Odessa College. The goal of this program will be to provide rigorous coursework, honors distinction, and enriched learning opportunities to motivated, high achieving students in the Permian Basin. To be accepted, students will need a minimum 3.5 GPA in high school or college. College students will need a minimum of 6 credit hours completed. These students must demonstrate college readiness and be in good standing with the institution. Dean Evans outlined the admissions process to the Honors College as well as the student populations who might qualify for this opportunity. Once admitted, students will be able to elevate to Honors Fellow status with additional honors courses, volunteer hours and Honors College activities.

Institutional Effectiveness Report

Dr. Janice Hicks, Vice President of Institutional Effectiveness, summarized the Odessa College Student profile. Including breakdown of genders, race, majors, for all students, first time students, and finally first-time full-time students.

Vision 2030+

Mr. Ken Zartner, Vice President of Administrative Services, joined to give updates to the ongoing projects. First, he shared updates to the James Seagrest Stadium, which will be completed in the coming weeks. Phase 2 for the track and field will include University Blvd fence and landscaping, east bleachers, concrete and flat work, and west bleachers concrete, flatwork and press box. Next, Mr. Zartner shared the completed updates to the Monahans Center.

President's Report

Dr. Greg Williams thanked Ms. Kim McKay, Dr. Jonathan Fuentes, and Dr. Janice Hicks for their work on the Odessa College Promise Program, which will be transformational to the Permian Basin.

Dr. Seba Gultekin Appointed to Serve on the Texas Transfer Advisory Committee Subcommittee on Sociology

Dr. Seba Gultekin has been selected to serve on the Texas Transfer Advisory Committee (TTAC) Subcommittee on Sociology to aid in the development of the Texas Transfer Field of Study Curriculum for Sociology. Dr. Gultekin has been appointed to serve for a 3-year term that began February 1. The charge of the subcommittee is to use a data-informed approach to support transfer

students from community colleges to maximize the transfer and applicability of courses to a major when they transfer to a university.

Black History Month Activities

Odessa College celebrated Black History Month throughout February with engaging activities and events hosted by the Odessa College Student Life office. Events included virtual jigsaw puzzles, podcasts, book clubs, panel discussions and a Praise and Fashion show

DREAM 2022 Conference Updates

Odessa College had 26 employees attend the 2022 virtual Dream conference the week of February 14, which centered on opportunities to effect change in communities. Sessions focused on building stronger pathways to and through postsecondary education, adopting a holistic, equity focused approach to community vitality, and eliminating systemic barriers to students’ success.

Positively OC

Odessa College’s Positively OC Scholars have been spreading positivity across social media and the Odessa College Campus. Shortly before the most recent winter weather, the Positively OC Presidential scholars packed and donated more than 50 bags with supplies needed to survive the cold weather, to the Salvation Army. On Tuesday, March 1, the group hosted a “Positivity Rocks” rock painting event in the Odessa College FabLab. Participants spread positivity by painting rocks that will be placed around campus in order to inspire kindness and positivity.

Allisa Cornelius Named Dean of School of Health Science

Ms. Alissa Cornelius has served Odessa College for 7 years, initially as a Vocational Nursing instructor, followed by Director of Vocational Nursing, and most recently as the Director of Nursing. Ms. Cornelius has now accepted the role of Dean of the School of Health Science.

Adjournment

The meeting was adjourned at 5:52 p.m.

Secretary

Chair

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ODESSA COLLEGE
BUDGET COMPARISON STATEMENT
CURRENT UNRESTRICTED INCOME & EXPENDITURES
February 28, 2022 and 2021

	THROUGH FEBRUARY 2022	TOTAL BUDGET 2021-2022	PERCENT OF BUDGET	THROUGH FEBRUARY 2021	TOTAL BUDGET 2020-2021	PERCENT OF BUDGET
Revenues:						
State Appropriation	4,231,415	9,840,503	43.0%	4,146,868	9,641,570	43.0%
Ad Valorem Taxes	21,739,411	26,735,000	81.3%	20,867,807	25,730,000	81.1%
Tuition and Fees - Credit	13,324,151	11,725,628	113.6%	11,405,338	11,282,133	101.1%
Tuition and Fees - Non Credit	981,590	1,954,585	50.2%	802,369	1,769,768	45.3%
Federal Grants & Contracts	-	15,000	0.0%	670	13,000	5.2%
Other Income	351,006	1,009,710	34.8%	274,519	1,109,754	24.7%
Gift Income	31,860	52,000	61.3%	82,428	77,540	106.3%
Investment Income	102,661	275,000	37.3%	108,902	330,000	33.0%
Total Revenues	40,762,094	51,607,426	79.0%	37,688,901	49,953,765	75.4%
Salaries and Benefits:						
General Administration	1,052,418	2,211,658	47.6%	1,028,140	2,186,138	47.0%
Student Services	1,069,728	2,381,181	44.9%	961,118	2,225,585	43.2%
General Institutional	1,676,455	3,674,654	45.6%	1,423,455	3,426,814	41.5%
Instruction	6,674,298	14,273,530	46.8%	6,533,837	13,707,719	47.7%
Instructional Support	1,703,983	4,327,493	39.4%	1,758,592	3,928,560	44.8%
Public Service	261,246	707,754	36.9%	279,793	705,333	39.7%
Physical Plant	506,915	1,122,409	45.2%	533,731	1,096,385	48.7%
Staff Benefits	2,729,564	5,770,700	47.3%	2,808,814	5,815,375	48.3%
Total Payroll	15,674,607	34,469,379	45.5%	15,327,480	33,091,909	46.3%
Other Operating Expenditures:						
General Administration	236,375	387,015	61.1%	195,175	406,365	48.0%
Student Services	282,986	595,520	47.5%	289,875	585,613	49.5%
General Institutional	2,010,911	4,091,651	49.1%	2,005,158	4,061,667	49.4%
Instruction	333,695	1,023,917	32.6%	365,265	1,030,135	35.5%
Instructional Support	290,898	660,175	44.1%	291,192	609,830	47.7%
Public Service	62,257	138,967	44.8%	76,504	132,624	57.7%
Physical Plant Operations	1,394,807	1,997,605	69.8%	1,292,065	1,857,654	69.6%
Utilities	530,372	1,143,659	46.4%	595,235	1,127,783	52.8%
Scholarships & Allowances	1,434,158	1,739,000	82.5%	1,231,613	1,659,000	74.2%
	6,576,459	11,777,509	55.8%	6,342,082	11,470,671	55.3%
Transfers In:						
Bookstore Profit (Loss)	-	60,000	0.0%	48	60,000	0.1%
OER Reserve Fund	50,000	100,000	50.0%	50,000	100,000	n/a
Other Auxiliary Profit (Loss)	236,098	(88,764)	n/a	30,943	(455,126)	n/a
Investment Income - Plant Funds	-	20,000	0.0%	-	20,000	0.0%
Total Transfers In	286,098	91,236	313.6%	80,991	(275,126)	-29.4%
Transfers Out:						
Tuition for TPEG Scholarships	396,307	465,000	85.2%	479,087	465,000	103.0%
To Technology Replacement Fund	63,453	450,000	14.1%	81,467	200,000	40.7%
To Plant Renew/Replace Fund	103,566	600,000	17.3%	189,455	600,000	31.6%
To Construction Funds	1,250,000	2,500,000	50.0%	1,167,500	2,585,000	45.2%
Athletics Subsidy	867,048	1,408,237	61.6%	674,706	1,264,933	53.3%
Other Transfers	30,000	28,537	105.1%	-	1,126	0.0%
Total Transfers Out	2,710,374	5,451,774	49.7%	2,592,215	5,116,059	50.7%
Excess of Revenues over Expenditures and Transfers						
	16,086,752	8 -		13,508,115	-	

**ODESSA COLLEGE
BUDGET ADJUSTMENTS
March 22, 2022**

GENERAL CONTINGENCY EXPENDITURES (11-10390-5388)

Original Budget, September 1, 2021	\$ 550,000
Approved Adjustments, February 28, 2022	(77,041)
Proposed Adjustments, March 22, 2022	0
Balance Remaining for General Contingencies	<u>\$ 472,959</u>

INCREASES (DECREASES) IN INCOME BUDGETS

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

ODESSA COLLEGE
EXPENDITURE VOUCHERS EXCEEDING \$10,000
Feb 24, 2022 - Mar 10, 2022

03/02/2022	GCA Services Group	Custodial Services - February	\$67,454.70
03/02/2022	Severin Intermediate Holdings, LLC	Human Resource Software Maintenance and Colleague Integrations	\$19,844.52
03/02/2022	Great Western Dining, Inc.	Meal Charges (Week ending 02/16/2022)	\$23,224.81
03/02/2022	Ector County Appraisal Dist	2nd Quarter Appraisal and Collection Fees	\$97,737.50
03/02/2022	Hannon Hill Corporation	Website Updates Project (Cares Grant Funded)	\$20,800.00
03/09/2022	Hellas Construction, Inc.	Track and Field Phase 1 Construction (97% complete)	\$337,806.19
03/09/2022	Casco Industries Inc	Fire Technology Self Contained Breathing Apparatus (Perkins Grant Funded)	\$23,725.00
03/09/2022	JSA Architects	Wood Health Science Building Construction Documents Phase 95% Complete	\$148,500.00
03/09/2022	JSA Architects	Wood Health Science Building Construction Documents Phase 100% Complete, Bidding Phase 50% Complete	\$103,151.00

VISION 2030 SUMMARY TO DATE
Through 03/11/2022

Expended Funds

Admin Fees	\$	48,100.00
Terrace Apartments	\$	897,362.29
Health Science Building	\$	2,087,132.81
RA Pavilion	\$	90,717.16
Wilkerson Hall Phase II	\$	22,957.50
Parking Improvements	\$	1,387.50
Pedestrian Bridge	\$	22,050.00
Track & Field	\$	1,612,601.52
Amphitheater Shade	\$	3,970.00
Student Housing	\$	12,032.50
Downtown Odessa	\$	107,880.50
ECHS Remodel	\$	2,790.00
	\$	<u>4,908,981.78</u>

VISION 2030 CONSTRUCTION EXPENDITURES
February 24, 2022 - March 11, 2022

<u>CK DATE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>Transfers</u>	<u>TOTAL</u>
Health Science Building					
		Previous Expenditures		\$	1,835,481.81
01/31/2022	JSA Architects	Construction Document Phase (95% Complete)	148,500.00		
02/28/2022	JSA Architects	Construction Document Phase (100% Complete) and Bidding Phase (50% Complete)	103,151.00		
		Total Expenditures to Date			<u>251,651.00</u>
				\$	<u>2,087,132.81</u>
Track & Field					
		Previous Expenditures		\$	1,269,620.33
02/28/2022	Hellas Construction Inc	Phase 1 Construction (97% Complete)	337,806.19		
02/25/2022	Vanco Insulation Abatement In	Fence Rental	1,300.00		
02/28/2022	JSA Architects	Admin and Planning	3,875.00	\$	342,981.19
		Total Expenditures to Date			<u>1,612,601.52</u>