

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
October 11, 2017

The Board of Trustees of Vernon College met on Wednesday, October 11, 2017 at 11:30 a.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman, and Mrs. Vicki Pennington, Secretary. Other board members in attendance were Mr. Irl Holt, Mr. Bob Ferguson, and Mrs. Anne Spears. Absent were Mr. Norman Brints, Vice-Chairman, and Mrs. Joanie Rogers.

Others present were Dr. Dusty R. Johnston, President, and Deans Garry David, Joe Hite, and Jim Nordone. Also, present were Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Shana Drury, Associate Dean of Instructional Services, Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mr. Kevin Holland, Director of Campus Police; Mrs. Melissa Elliott, Director of Financial Aid, and Ms. Mary King, Administrative Secretary to the President. Guest present was Mr. Payton McCormick of the *Vernon Daily Record*.

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

Consent Agenda

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve the Consent Agenda containing the *Minutes of the September 13, 2017 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Action Item A

Dean David presented the *Financial and Investment Reports as of September 30, 2017*. Mrs. Spears made the motion, seconded by Mr. Holt, to approve the report as presented by the Chief Financial Officer. The motion carried unanimously.

Action Item B

Mr. Ferguson made the motion, seconded by Mrs. Spears to approve the *Philosophy, Vision, Values, Mission, and 2018-2022 Long Term Objectives for Vernon College* as recommended by the College Effectiveness Committee, the Administrative Team, and as presented by Betsy Harkey. The motion carried unanimously.

Action Item C

No nomination was made to *Submit Nomination of an Individual to Serve on the Wilbarger County Appraisal District Board of Directors* so no action was taken. The Board moved forward to the next Action Item.

Action Item D

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the *Sale of Metal Hangar Structure at Skills Training Center* for \$800.00 to be dismantled and moved as presented by Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Board Comments/Discussion –

- Dean David advised the board tree replacement on the Vernon campus as ongoing with the planting of Chinese Pistashe trees.
- Mrs. Pennington recommended that the board receive an updated Grants report.

Texas Open Records Act request by Vernon Daily Record – Dr. Johnston publically acknowledged that Vernon College received requests from Vernon Daily Record pertaining to the Texas Open Records Act. Among the request were employee travel reports and employee compensations and salaries. Vernon College

complied with these requests and submitted the materials on Tuesday, October 3. Dr. Johnston noted that Vernon College is a Government Entity and our transactions using government funds are open to any member of the public who makes such a request without any explanation as to why. This is the purpose of the Texas Open Records Act.

2017-2018 Audit discussion – Dr. Johnston stated that several questions came up regarding the way the College handles its annual audit. By state statute, a Request for Proposal or other bid process is not required to contract for accounting and other services. In the past number of years, the College has asked the audit firm to submit a letter of interest with a quote. If the Board decides to change the process, this must be an agenda item in November: either continue the process of soliciting a letter of interest and quote or issue an RFP.

Telecommunications Audit proposal discussion – Dr. Johnston informed the Board he and Dean David are investigating a telecommunications audit company and will present the findings to the Board for a possible action item. Dean David stated the College's long distance contract with AT&T expired last year and he has been unable to receive a response from the company.

Vernon College Crisis Management Plan – Dr. Johnston noted that Dean Nordone and others have been researching Crisis Management Plans used by other institutions and on the web. Draft 3 of a new, improved plan is under development and will be brought to the board for approval in November. This document can be cited as evidence for our SACSCOC report.

Vernon College Leadership Academy update – Dr. Johnston reported seven staff members, a cross-section of College faculty and staff, are attending the leadership academy this semester. The Friday afternoon meetings take place at Century City Center. This is the third year of the interactive class.

CCSSE and CCFSSSE results review – Dr. Donnie Kirk, Quality Enhancement Plan Director, presented information on two student/faculty surveys administered this year. The Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) were conducted in the spring. He spotlighted the benchmarks followed for this survey, and some of the questions asked. The five areas surveyed are Active and Collaborate Learning, Student Effort, Academic Challenge, Student and Faculty Interaction, and Support for Learners. Seventy-five Vernon College classes surveyed were spread among the Vernon campus, Century City Center and Skills Training Center. A total of 292 institutions participated in these nationwide surveys.

Student Success Data Fact – Betsy Harkey presented the Count Day Snapshot for the Student Success Data Fact. She noted a small increase in enrollment for Fall and Fall 1 2017 over Fall and Fall 1 2016. Ms. Harkey pointed out that one of the activities under the Title III Student Pathway objectives and strategies is completion, so the number of full time students are reviewed closely compared to part time students.

Report on VC NIRA Rodeo – Dr. Johnston appreciated all who attended the 2017 Vernon College Rodeo. The event ran smoothly and the number of entries was the largest in a NIRA rodeo that can be remembered. Our new coach, Marty Eakin, his wife Cassidy, and Assistant Coach Henry Zarate, along with the Vernon College Rodeo students did an excellent job.

USDA Farmer's Market Grant – Farm to Table Dinner update – Dr. Johnston reported the September 26 Farm to Table event held was excellent. It took place at the Wichita Falls Farmers Market with excellent food prepared by a local chef. He commended Monica Wilkinson and Michelle Alexander who had a big hand in the event. Ms. Alexander added Chef Patrick Street of Pelican's Restaurant prepared the meal, and students from the Vernon College Culinary Academy made the bread and dessert and assisted the chef in the prep work and serving. Dinners will be held in Vernon and Wichita Falls in spring 2018.

Vice President of Instructional Services Search – Dr. Johnston sent the Board the names on the search committee for this position. The committee is reviewing applications. The application deadline is October 23 and he hopes the committee can begin interviewing the first part of November.

Texas Higher Education Leadership Conference – The President reminded the Board that the conference will be held in Austin November 30 through December 1. He will send an email asking if anyone wishes to go in order to make early hotel reservations.

Dr. Johnston presented the Reminder of Upcoming Events:

- (1) Vernon College Foundation Annual Board Meeting, Wichita Falls, CCC – October 19, 2017
- (2) Vernon College Preview Day, High school students on Vernon campus – Wednesday, October 25, 2017
- (3) Vernon College Regular Board Meeting, Vernon Campus – November 8, 2017
- (4) College for Heroes/Walk for Warriors, CCC – November 9, 2017

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

Dr. Johnston presented the Minutes from Faculty/Staff/Student Organizations:

- (1) Faculty Senate
- (2) Employee Forum

Mrs. Spears made the motion, seconded by Mr. Holt to approve the personnel changes as recommended by Dr. Johnston and detailed on item 6 Personnel Information Sheet. The motion carried unanimously.


A. Employment

1. Jean Castle-Wade, Classified III, Administrative Assistant to Associate Dean of Instructional Services – CCC, effective September 1, 2017 with a salary of \$23,615
2. TiSierra White, Classified III, Bookstore Clerk – Vernon Campus, effective September 18, 2017 with a salary of \$23,615
3. Marco Torres, Assistant Recruiting Coordinator – CCC, effective September 19, 2017 with a salary of \$27,616

B. Retirement

1. Linda Thomas, Administrative Assistant, Instructional Services-Sheppard Learning Center, effective December 31, 2017

There being no further business Mr. Ferguson made the motion, seconded by Mr. Holt to adjourn the meeting at 1:26 p.m. The motion carried unanimously.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary