

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

Vernon College  
April 11, 2018

The Board of Trustees of Vernon College met on Wednesday, April 11, 2018 at 11:30 a.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman, Mr. Norman Brints, Vice-Chairman, and Mrs. Vicki Pennington, Secretary. Other board members in attendance were Mr. Bob Ferguson, Mr. Irl Holt, Mrs. Joanie Rogers, and Mrs. Anne Spears.

Others present were Dr. Dusty R. Johnston, President, Deans Garry David, Joe Hite and Jim Nordone. Also present were Mrs. Betsy Harkey, Director of Institutional Effectiveness; Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mr. Kevin Holland, Director of Campus Police; Mrs. Ivy Harris, ERP/SIS Director/Coordinator of Cybersecurity; Mrs. Amanda Raines, Director of Admissions and Records; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; Ms. Christina Feldman, Director of Continuing Education; Mrs. Mindi Flynn, General Ledger Accountant; Mrs. Rachel White, Coordinator of Recruiting; and Ms. Mary King, Administrative Secretary to the President. Guests present were Mrs. Ann Wilson, *Board Member-Elect* and Mr. Payton McCormick from *The Vernon Daily Record*.

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

### Consent Agenda

Mr. Holt made the motion, seconded by Mrs. Rogers to approve the Consent Agenda containing the *Minutes of the March 21, 2018 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Chairman Smith turned the floor over to Dr. Johnston and he presented Mrs. Joanie Rogers with a plaque in recognition of her service on the Vernon College Board of Trustees Place #5 from May 2012 through April 2018. Mrs. Rogers did not seek reelection. He stated his appreciation and that the College benefited from her service. Mrs. Rogers commented how she enjoyed serving on the Board and working with the other board members and employees. She appreciated how everyone works hard giving care and interest in the College.

### Action Item A

Dean David presented the *Financial and Investment Reports as of March 31, 2018*. A new report, *Vernon College Current Restricted Funds for the Seven Months Ending March 31, 2018*, was presented to the Board. This report will be incorporated into the Financial and Investment Reports each month. The President stated that he and Dean David are open to any suggestions for improvement. Mrs. Spears made the motion, seconded by Mr. Ferguson, to approve the Financial and Investment report as presented. The motion carried unanimously.

### Action Item B

Dr. Smith asked Irl Holt, Anne Spears and Bob Ferguson serve on the committee for the *Appointment of Nominating Committee for Board Officers*. Mrs. Rogers made the motion, seconded by Mr. Brints to approve the nominating committee as recommended by the chair of the Board. The committee will authorize the election of a Chairman, a Vice-Chairman, and a Secretary at the next meeting. The motion carried unanimously.

### Action Item C

Mr. Holt made the motion, seconded by Mrs. Spears, to approve both the *Summer 2018 Continuing Education Schedule* and the *2018 Kids College Schedule*, with proposed tuition and fees, and *authorize the Associate Dean of Instruction to set tuition and fees for any additional classes that may develop during the summer term*. The motion carried unanimously.

#### Action Item D

Mr. Ferguson made the motion, seconded by Mr. Brints, to approve the *2018–2019 Annual Action Plan* as presented by Mrs. Harkey. The motion carried unanimously.

Public Comment – No one was present to make comments.

#### President's Report/Board Discussion Items

Board input/discussion – Dr. Johnston welcomed incoming new board member, Ann Wilson, as a guest. He noted that he recently met with Mrs. Wilson to review the Texas Higher Education Coordinating Board's training program for community college board members and presented her with an orientation packet listing training requirements for her first year as a Trustee of the Board.

Dr. Johnston commented on the beautiful grounds in the quad. He noted that the maintenance department worked hard and did a great job keeping it beautiful for our enjoyment.

President's Annual Report 2016-2017 – Dr. Johnston mentioned that the *2016-2017 President's Annual Report* was mailed to the Board. He noted that Holly Scheller did a good job on the publication. The College mails the report to constituents, the community, and officials. It is a good tool to hand out and get the word out about Vernon College.

Student Success Data Fact – Mrs. Harkey presented the Student Success Data Fact on Course Completion Success. This is one of our key performance indicators of accountability. This report is used to measure student achievement along with other data the College uses to improve our institution.

CCATT Conference June 1-2, 2018 – Ft. Worth, TX – Dr. Johnston stated he sent the Board information regarding the 2018 CCATT Conference (Community College Association of Texas Trustees). He will not be able to attend the conference this year. If anyone is interested in going, the College can arrange for trip.

Budget update – Draft 1 – Dean David and Dr. Johnston presented Draft 1 of the Budget for fiscal year 2018-2019. The Draft includes pilot money of \$200,000 as revenue, something not included in last year's budget because it did not fall in the budget cycle, replacement of one of the vans, and a proactive plan estimating \$250,000 for roof repair. The College saved some revenue through reorganizational ideas and it does include the 1.5% salary step increase. Draft 1, as usual, starts in deficit. However, in Drafts 2 and 3, that number will come down and by Draft 4 in July the College will present what we think is a balanced budget.

Title IV Cybersecurity draft policy – Mrs. Harris stated that this draft is a summation of what is contained in the employee handbook as well as our technology policy. Additional information was added to prepare this new cyber security policy and make sure it is comprehensive. She described the purpose, scope and policy elements. RunBiz, our IT solutions partner, will make sure we have all our firewalls and security measures for our program. This policy applies to all Vernon College employees, contractors, volunteers, board members and anyone who has access to the College's systems and hardware.

Non-credit workforce programs – Ms. Feldman presented the Funded Non- Credit 17–18 High School Program report. The report notes the high school, the health career programs, one Culinary, and the number of unduplicated students. Ms. Feldman reported that after losing two high schools last year, the numbers are significantly higher this year. From 2016-2017 to 2017-2018, enrollment increased from 234 students to 438 students. The College will add two more high schools in 2018-2019 and hope to see the numbers increase even more.

Preview Day at Century City – Dr. Johnston stated Rachel White, Coordinator of Recruiting provided leadership and organization to the new event at Century City Center on April 6. Area high school seniors and counselors were invited to spend the morning to learn about all the things the center has to offer. He expressed his thanks and appreciation to everyone who worked to make the event a success. Herring Bank provided an excellent meal.

#### July Board Retreat -

Dr. Johnston reminded the Board of the July Board Retreat on July 11, 2018 beginning at 8:30 a.m. The President requested that Board Members send him requests or suggestions for topics.

Dr. Johnston presented the Reminder of Upcoming Events:

- (1) Vernon College Foundation Board meeting – Thursday, April 19, 2018 – 10:00 a.m. – Vernon/CCC Videoconference
- (2) Honors Convocation – Thursday, April 19, 2018 – 6:30 p.m. – Region 9, Wichita Falls
- (3) Scholarship Banquet – Tuesday, April 24, 2018 – 5:30 p.m. Colley Student Center
- (4) Softball and Baseball Community Game Day – April 25, 2018 – Vernon College
- (5) Sports Banquet – Thursday, April 26, 2018 – 6:00 p.m. Wilbarger Auditorium
- (6) Spring drama production – *The Receptionist* – April 26-28 – 8:00 p.m. Osborne Auditorium
- (7) Choral Production – George Frederick Handel’s “Messiah” – Tuesday, May 1, 2018 at 7:00 p.m. – First United Methodist Church
- (8) Commencement – Saturday, May 12, 2018 – 10:30 a.m. Wilbarger Auditorium
  - 9:00 a.m. Rehearsal
  - 10:00 a.m. Board members, faculty, staff, and students prepare for entrance
  - 10:30 a.m. Graduation – All students not ADN
  - 11:15 a.m. Reception
  - 1:15 p.m. ADN students assemble at Wilbarger Auditorium
  - 2:00 p.m. ADN Graduation/Pinning

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

Dr. Johnston reminded the Board of the Summer Hours: Summer hours for 2018 will begin on Monday, May 14 and continue through Thursday, July 26. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices are not expected to stay open until 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, July 30, 2018.

Garry David mentioned that this is Joe Hite’s last meeting before his retirement. Dr. Johnston commended him for his nearly 27 years of service.

Mr. Brints made the motion, seconded by Mrs. Pennington to approve the Vernon College Personnel Action Items as recommended by the president and detailed on item six personnel information sheet. The motion carried unanimously.

A. Retirement

- (1) Vincent Chavez – Custodian - Vernon Campus, effective April 30, 2018


Closed Session: Mrs. Pennington made the motion, seconded by Mr. Ferguson to go into closed session at 12:52 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.

Open Session: Mr. Ferguson made the motion, seconded by Mr. Holt, to reconvene at 1:22 p.m. in open session. The motion carried unanimously.

There being no further business Mrs. Rogers made the motion, seconded by Mr. Holt to adjourn the meeting at 1:23 p.m. The motion carried unanimously.



Dr. Todd Smith, Chairman

  
Mrs. Vicki Pennington, Secretary