

MINUTES

Regular Meeting
BOARD OF TRUSTEES

Vernon College
March 21, 2018

The Board of Trustees of Vernon College met on Wednesday, March 21, 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 & Records; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; Mrs. Mindi Flynn, General Ledger Accountant; and Ms. Mary King, Administrative Secretary to the President. Guests present were Mrs. Ann Wilson, *upcoming new Board Member* and Mr. Payton McCormick from *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. Spears to approve the Consent Agenda containing the *Minutes of the February 14, 2018 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 February 28, 2018*. Mr. Brints made the motion, seconded by Mr. Holt, to approve the report as presented. The motion carried unanimously.

Action Item B

Mrs. Rogers made the motion, seconded by Mrs. Spears to approve the *Certification of Unopposed Candidates* and issue an *Order of Cancellation* for the Election of Vernon College Board of Trustees Place #5, Place #6, and Place #7 scheduled to be held on May 5, 2018. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Board input/discussion – No input for discussion

King Farm annual update – Dr. Johnston stated that many years ago, the King Farm was donated to the College and the Board is given an annual report on the upkeep. We are pleased with the two people who are currently leasing from the College. The income is good and considered a revenue item.

Title IV Cybersecurity expectations – Dr. Johnston stated that one of the federal requirements of Title IV is to insure the College has the policy and procedures in play to be secure for any cyber incidents. It also mandates staff training and any incidents are reported to the Department of Education. Mrs. Ivy Harris was appointed to fill the position as Coordinator of Cybersecurity. She made a brief presentation on a proposed responsibility matrix on those efforts. The e Board will approve the policy when it is complete.

Bi-Fork Association property update – Dr. Johnston updated the Board on the purchase of the Bi-Fork Association property consisting of the building and one acre of land. He stated the sale is not complete as Rogers Abstract Title is looking into some issues that need further approval.

ERP/SIS implementation update – Mrs. Ivy Harris presented an annual report snapshot of the training that has taken place, face-to-face and online, with the new Student Information System that will replace the Poise system. This project consists of two systems, the employee side and the education side.

Title III update – Dean Nordone reported on the achievements of the Title III grant awarded to the College to help with Student Success Intervention. The student services staff is focusing on student success by reaching students using best practice methods, such as academic coaching with those on academic probation and those who need assistance during advising. Staff is tracking quantitative and qualitative related numbers.

Student Success Data Fact – Mrs. Harkey presented the Student Success Data Fact on Placement and Completion. This data fact continues the series of facts presented to the Board noted as Student Achievement Measures for the SACSCOC Federal Requirement.

Dr. Johnston presented the Reminder of Upcoming Events:

- (1) Easter Eggstravaganza – Tuesday March 27, 2018 – 5:30 p.m. Vernon Campus
- (2) Board of Trustees meeting – Wednesday, April 11, 2018 – 11:30 a.m. Vernon Campus
- (3) Vernon College Foundation Board meeting – Thursday, April 19, 2018 – 10:00 a.m. – Vernon/CCC Videoconference
- (4) Honors Convocation – Thursday, April 19, 2018 – 6:30 p.m. – Region 9, Wichita Falls
- (5) Scholarship Banquet – Tuesday, April 24, 2018 – 5:30 p.m. Colley Student Center
- (6) Softball and Baseball Community Game Day – April 25, 2018 – Vernon College
- (7) Sports Banquet – Thursday, April 26, 2018 – 6:00 p.m. Wilbarger Auditorium
- (8) Choral Production – George Frederick Handel’s “Messiah” – Tuesday, May 1, 2018 at 7:00 p.m. – First United Methodist Church
- (9) 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
 - TBA Pinning immediately following graduation
 - TBA ADN reception immediately following pinning

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

Dr. Johnston presented the minutes from the Faculty Senate.

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt to go into closed session at 12:35 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 Mrs. Rogers, to reconvene at 1:05 p.m. in open session. The motion carried unanimously.

Mrs. Spears made the motion, seconded by Mr. Ferguson to approve the Vernon College Personnel Action Items as recommended by the president. The motion carried unanimously.

A. Employment

- (1) Alyssa Fontillas, Assistant Softball Coach/Residence Hall Assistant, effective February 12, 2018 with a salary of \$23,935
- (2) Sonny Seyler, Classified II, Faculty Assistant – LVN – CCC, effective March 6, 2018 with a salary of \$21,620
- (3) Mollie Williams, Classified III, Administrative Assistant – Associate Dean of Instruction – CCC, effective March 26, 2018 with a salary of \$23,615

B. Reclassification

- (1) Dona Crow, *to* Classified III, Administrative Assistant – Student Services Division, *from* Classified II, Administrative Assistant – Counseling, effective March 1, 2018 with a salary of \$40,620

C. Revision/Stipend

- (1) Dr. Mary Rivard – Interim Director of LVN program, effective March 1, 2018-August 31, 2018 – \$2,500
- (2) Beth Arnold – Additional duties during LVN transition, effective March 1, 2018-August 31, 2018 – \$1,500
- (3) Jennifer Hatley – Additional duties during LVN transition, effective March 1, 2018-August 31, 2018 – \$1,500
- (4) Ivy Harris – Coordinator of Cybersecurity, effective March 1, 2018-September 30, 2018 – \$2,600

D. Termination

- (1) Jean Castle-Wade, Classified III, Administrative Assistant to Associate Dean of Instruction – CCC, effective March 2, 2018

E. Resignation

- (1) Sherrie Denham, LVN Director, effective March 9, 2018

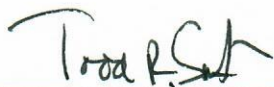
F. Retirement

- (1) Nancy Smith, Economics Instructor – Vernon Campus, effective May 15, 2018
- (2) Barbara Jinks, Mathematics Instructor – CCC, effective August 31, 2018


G. Consider Reappointment of Faculty for 2018-2019

- (1) Faculty Reappointments
- (2) Faculty (pending completion of probation)

There being no further business Mrs. Pennington made the motion, seconded by Mr. Ferguson to adjourn the meeting at 1:00 p.m. The motion carried unanimously.



Dr. Todd Smith, Chairman


Mrs. Vicki Pennington, Secretary