

# MINUTES

## Board Retreat BOARD OF TRUSTEES

Vernon College  
July 10, 2019

The Board of Trustees of Vernon College met on Wednesday, July 10, 2019 at 8:30 a.m. in the *Board Room* on the *Vernon Campus*, Vernon, TX with the following present: Dr. Todd Smith, Chairman; and Mr. Norman Brints, Vice-Chairman. Other board members in attendance were Mr. Bob Ferguson, Mr. Irl Holt, Mrs. Anne Spears and Mrs. Ann Wilson. Absent was Mrs. Vicki Pennington, Secretary

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice President of Instruction; Mr. Garry David, Vice President of Administration; and Dr. James Nordone, Vice President of Student Services/Admissions and Financial Aid; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Ms. Criquett Lehman, Student Success Pathway Director; and Ms. Mary King, Administrative Secretary to the President.

Chairman Smith called the meeting to order at 9:00 a.m.

Dr. Johnston opened the meeting by welcoming the board.

Topics reviewed and discussed were:

- Board Self-Reflection Survey
  - o Board Policy
  - o Participation in National Associations/Conferences
  - o Student Success
  - o Guided Pathways
- Vernon College enrollment data Fall 2009 – Spring 2019
- THECB Financial Conditions Analysis
- Profit/loss by location review
- Facilities update
- Role of the board in planning and goal setting

The meeting broke for a tour of the VC Nursing Simulation Laboratory.

Mr. Ferguson made the motion, seconded by Mrs. Spears to adjourn the retreat meeting at 12:00 noon.

Lunch was from 12:00 to 1:00 p.m.



# MINUTES

Regular Meeting  
BOARD OF TRUSTEES

Vernon College  
July 10, 2019

The Board of Trustees of Vernon College met on Wednesday, July 10, 2019 at 1:00 p.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman; and Mr. Norman Brints, Vice-Chairman. Other board members in attendance were Mr. Bob Ferguson, Mr. Irl Holt, Mrs. Anne Spears, and Mrs. Ann Wilson. Absent was Mrs. Vicki Pennington, Secretary.

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice President of Instruction; Mr. Garry David, Vice President of Administration; and Dr. James Nordone, Vice President of Student Services/Admissions and Financial Aid; 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. Shana Drury, Associate Dean of Instructional Services; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; and Guests present were Mr. Daniel Walker of the *Vernon Daily Record* and Ms. Kathy McClellan of *KVWC Radio Station*.

Chairman Smith called the meeting to order at 1:05 p.m.

## Consent Agenda

Mr. Ferguson made the motion, seconded by Mrs. Wilson to approve the Consent Agenda containing the *Minutes of the May 15 Special Board Meeting and June 12, 2019 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 June 30, 2018*. Mr. Holt made the motion, seconded by Mr. Brints, to approve the report as presented. The motion carried unanimously.

## Action Item B

Mr. Brints made the motion, seconded by Mrs. Spears to approve the 2019-2020 Handbook/Manual Updates and Revisions as listed on the agenda and presented by Dr. Johnston. The motion carried unanimously.

## Action Item C

Mrs. Spears made the motion, seconded by Mrs. Wilson to approve the 2019-2020 I.S.D. Contract Agreements as listed on the agenda and for the College president to finalize the contracts once enrollment is finalized as presented by Dr. Johnston and Dean of Instruction, Mrs. Drury. The motion carried unanimously.

## Action Item D

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the first step of the process for the *Application/Notification to the Texas Higher Education Coordinating Board for Approval to Pursue a Branch Campus and a Branch Campus Maintenance Tax in Wichita County* (WBCBCMT), and Approval for the steering committee to hold an election to levy a branch campus maintenance tax in Wichita County to support Vernon College operations (Texas Education Code 130.087), and To establish a branch campus in Wichita County (Texas Education Code 130.003 (e) and 130.086) as presented by Dr. Johnston. The motion carried unanimously.

## Action Item E

Mrs. Wilson made the motion, seconded by Mr. Brints to approve the *Tax Resale Deed* of property held in trust with the City of Vernon as listed and 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 – There were no comments at this time.

Wilbarger County Appraisal District 2019 Proposed Budget – Dr. Johnston opened the discussion on the proposed budget received from the Wilbarger County Appraisal District. Vernon College is one of the entities asked to approve their 2019 Proposed Budget. The budget proposal will be an agenda item at the August Board meeting.

2019-2020 Budget Discussion – Dr. Johnston presented to the Board Draft 4 of the 2019-2020 Budget. It is a very appropriate and adequate budget. It is based on the estimate effective tax rate and does include percentage raises for employees. Counting Auxiliary, it is a \$21,333,894 budget. It is a little over a \$1 million dollar decrease from last year due to outsourcing the Bookstore. There may be minor adjustments before it is ready and presented for approval at the August Board meeting.

Tax Appraisal and Tax Rate Update – Dr. Johnston stated there was no new update since the last meeting. Prior to the August meeting and approving the Budget, the College will receive the certified tax rolls. That will be the final tax rate and go from there.

Summer II Enrollment Update – Mrs. Raines presented the Enrollment Report and Comparison for Summer II 2019. She stated this is Preliminary as count day is not until next week. Total academic contact hours for Summer II is down from 31,440 for 2018 to 29,712 for 2019. There are no workforce enrollments in the summer. Overall things are looking up for Fall as we are processing applications as fast as we can get them enrolled.

SACSCOC Reaffirmation update – Mrs. Harkey stated that we received the “Official notification” SACSCOC reaffirmation accreditation letter. Every material Vernon College turned in was reviewed and approved by the SACSCOC Board. We are reaffirmed for the next 10 years! Our next reaffirmation will take place in 2029. We have a 5th year interim report to start working on next year. A big thank you to everyone involved. It is a huge process for any institution.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board Meeting – Thursday, July 19, 2018 – 10:00 am
- (2) “Regular” Office Hours begin – 8:00 am Monday, July 30, 2018
- (3) LVN Pinning (August Graduates) – First Baptist Church, Thursday August 9, 2018 – 1:00 pm
- (4) Surgical Technology Pinning, Region IX, Friday, August 10, 2018 – 6:00 pm
- (5) Fall Semester Kickoff for all Faculty & Staff – Monday, August 20, 2018
- (6) Registration On-Site – August 21-23, 2018
- (7) Classes begin – August 27, 2018
- (8) Labor Day Holiday – September 3, 2018

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

Mrs. Spears made the motion, seconded by Mrs. Wilson to approve the issuance of Vernon College Employee Contracts for 2019-2020 with the 1.5% step increase plus a 1.5% raise for a total increase of 3.0% increase in salary for all employees. The motion carried unanimously.

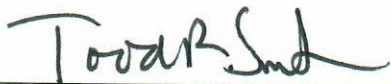
Mr. Ferguson made the motion, seconded by Mr. Holt to approve the personnel changes as recommended by Dr. Johnston and detailed on item 6 B Personnel Information Sheet. The motion carried unanimously.

### 1. Employment

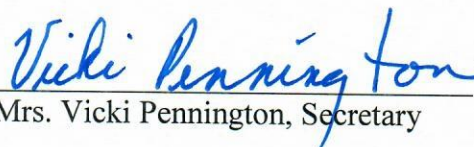
- (1) Christopher Rivard, Machining Instructor – STC, effective June 19, 2019 with a salary of \$45,040.
- (2) Brianne Bates, Coordinator of Community and Recreational Services – CCC, effective July 1, 2019 with a salary of \$35,406.
- (3) Reisa Johnston, LVN Instructor, effective July 1, 2019 with a salary of \$49,135.
- (4) Michael Little, Campus Police – CCC, effective July 15, 2019 with a salary of \$31,626.
- (5) Mitchell Huckabay, Assistant Baseball Coach/Residence Hall Assistant – Vernon, effective August 1, 2019 with a salary of \$26,198.

- (6) Amy Costello, ADN Instructor – CCC, effective August 1, 2019 with a salary of \$52,276.
2. Resignation
    - a. Seth Hughes, Coordinator of Community and Recreational Services – CCC, effective June 13, 2019
    - b. TiSierra White, Bookstore Clerk – Vernon, effective June 26, 2019
    - c. Tracie Fulton, LVN Instructor – effective August 31, 2019
  3. Retirement
    - a. Pamela Rotz, LVN Instructor – effective August 31, 2019

There being no further business Mr. Holt made the motion, seconded by Mr. Ferguson to adjourn the meeting at 1:36 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary