

REGULAR BOARD MEETING

THE STATE OF TEXAS

Vernon College

COUNTY OF WILBARGER

On this the 24th day of March 2010, the following members were present for the Regular Meeting of the Vernon College Board of Trustees held at 11:30 a.m. in the Board Room of the *Osborne Administration Building*, Vernon, Texas:

Mr. Bob Ferguson, Chairman

Mr. Curtis A. Graf

Mr. Gene Heatly, Vice-Chairman

Mrs. Sylvia G. Mahoney

Mr. Norman Brints, Secretary

Mr. James Streit

Absent: Mr. Brad Bolton

Others attending: Dr. Dusty R. Johnston, President; Mr. Garry David, Dean of Administrative Services; Mr. John Hardin, III, Dean of Student Services/Athletic Director; Dr. Gary Don Harkey, Dean of Instructional Services; Mr. Joe Hite, Dean of Admissions/Financial Aid/Registrar; Mr. Bob Bolton, Associate Dean of Administrative Services; Ms. Michelle Alexander, Director of Institutional Advancement; Mrs. Michelle Wood, Director of Continuing Education; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Mary King, Administrative Secretary to the President; Mrs. Missie Matthews, Administrative Assistant to the President; and Ms. Kathy McClellan, of *The Vernon Daily Record*. Also in attendance were Mr. William Bachman and Mrs. Vicki Pennington, candidates for Position #3 being vacated by Mr. Streit.

1. **Call the meeting to order** – Chairman Ferguson called the meeting to order at the appropriate time and asked that the Minutes reflect the Board Members present, the absence of Mr. Brad Bolton and gave a brief update on the status of his health and treatments at M.D. Anderson Hospital in Houston. He also recognized special guests Mr. William Bachman and Mrs. Vicki Pennington, candidates for Position #3 of the Board, which is being vacated by Mr. James Streit.
2. **Consider Approval of the Minutes of the February 24, 2010 Regular Meeting.**
Chairman Ferguson asked for corrections or revisions to the Minutes.
Action: There being no comments, Chairman Ferguson stated that the Minutes stood approved as presented.
3. **Action Items**
 - A. **Consider Approval of the Financial and Investment Reports as of February 28, 2010.**
Dean David reviewed these reports. He stated that the mandated projection of \$300,000 (5%) the College will have to return to the State will be held in the reserved fund. The projected 2010-2011 budget will also include ‘holding’ the same amount.
Action: Mr. Brints made the motion, seconded by Mrs. Mahoney, to approve the Vernon College year-to-date and monthly Financial and Investment Reports as presented by the Chief Financial Officer. The motion carried unanimously.

B. Consider Approval of 2010-2011 Academic Calendar.

Action: Mr. Heatly made the motion, seconded by Mrs. Mahoney, to approve the 2010-2011 Academic Calendar as presented by the calendar committee. The motion carried unanimously. Note: Dr. Johnston commended Dean Harkey, Dean Hite, and the committee for their hard work in developing the calendar.

C. Consider Approval of Room and Board Rates for 2010-2011.

Action: Following a brief review by Dean David of the proposal, Mr. Graf made the motion, seconded by Mr. Streit, to approve maintaining the current room rates for 2010-2011 as proposed: rooms \$500 for the Fall and Spring and \$200 for each summer session; to approve increasing the meal rates by 2% as proposed by Great Western: \$1710 for the Fall, \$1740 for the Spring, and no summer plans (same as current plan). The motion carried unanimously.

D. Consider Approval of Primary Goals and Priority Initiatives for the 2010-2011 Annual Action Plan as recommended by the College Effectiveness Committee.

Dr. Johnston explained that he, along with the Director of Institutional Effectiveness, the College Effectiveness Committee (formerly the Planning & Assessment committee), along with input from faculty and staff, worked hard during the summer and fall of 2009 in discussing and designing an enhanced planning process for the College which was reviewed by Mrs. Harkey at the January Meeting. He continued that this process produces the Annual Action Plan that is composed of the Institutional Improvement Plan, the Technology Plan, the Facility Plan, and the Personnel Plan. The new planning process specified five Primary Goals (new broad and inclusive goals) and nine 'Priority Initiatives' (formerly Directive Goals) which will drive future planning goals. Therefore, these are being presented to the Board for its approval.

Action: Following further discussion about how these new Goals and Initiatives are tied back to the SACS (Southern Association of Colleges & Schools) Criteria, Mr. Streit made the motion, seconded by Mrs. Mahoney, to approve the Primary Goals and the Priority Initiatives for 2010-2011 as recommended by the College Effectiveness Committee. The motion carried unanimously.

E. Consider Approval of Proposed Tuition and Fee rates for 2010-2011.

General discussion ensued about the need to increase tuition and fees including: (1) the State requires that these fees for community colleges be set by the Board prior to April 1 of each year; (2) there are only three sources for revenue: tuition and fees, district taxes, and state funding; (3) State community colleges are expecting a 5% reduction in funding this year as well as the next year; (4) Vernon College offers very economic costs to students; (5) Dr. Johnston reviewed several comparisons indicating these facts; (6) he continued that even though he and the administrative team are approaching the 2010-2011 budget as a 'zero based budget,' with increased growth comes corresponding increases in costs which were listed in the packets; and (7) the projected student tuition and fee costs listed are based on a full-time student taking fifteen semester credit hours per semester.

Action: Mr. Heatly made the motion, seconded by Mr. Brints, to approve the following increases for tuition and institutional service fee rates for 2010-2011: (1) *Tuition Increases* – Wilbarger County - \$2/semester credit hour; Non-Wilbarger County – \$5/sch; non-Texas - \$10/sch increase; and (2) *Institutional Service Fee* – Vernon - \$2/sch; Century City Center - \$6/sch in; Skills Training Center - \$6/sch increase;

Sheppard - \$6/sch increase, and Internet/other - \$6/sch increase. The motion carried unanimously.

4. **Public Comment.** – Since no one was present to make any public comments, Chairman Ferguson announced that the meeting would continue according to the agenda.

Note: Chairman Ferguson announced that the Board would consider Item #6 – Personnel, since some Board members had schedule conflicts and might need to leave early.

6. **Personnel**

- A. **Resignation.** – (1) Mrs. Bobbie Graf, ADN faculty member, effective May 15, 2010; and (2) Tamara Ryan, A DN faculty member effective May 14, 2010.

Action: Mr. Brints made the motion, seconded by Mr. Heatly, to accept the resignations as presented. The motion carried unanimously.

- B. **Retirement.** – Missie Matthews, President’s Office, effective April 16, 2010.

Action: Mr. Graf made the motion, seconded by Mrs. Mahoney, to approve the retirement of Missie Matthews, with regret, after serving the College for thirty-five good years. The motion carried unanimously.

- C. **Consider Reappointment and/or Extension of Faculty Contracts**

Discussion: Dr. Johnston explained that according to the College’s Policy Manual, faculty contracts are supposed to be approved prior to April 1st. He acknowledged the extra pressure placed on Dr. Harkey, Ms. David, and the Department Chairs to get evaluations done in order to present the recommendations in a timely manner.

Action: Mr. Brints made the motion, seconded by Mr. Heatly, to approve the reappointments and/or extensions of faculty contracts as stated in the packet information. The motion carried unanimously.

- D. **Consider Reappointment and/or Extension of Administrative Staff and Classified Staff for 2010-2011.**

- (1) Administrative Reappointments
- (2) Classified Staff
- (3) Administrative Staff (pending completion of probationary period)
- (4) Classified Staff (pending completion of probationary period)

Action: Mr. Brints made the motion, seconded by Mr. Heatly, to approve the reappointments/extensions of Administrative & Classified Staff for 2010-2011 as presented. The motion carried unanimously.

Note: There was a question concerning a ‘blank’ on #30 of the Administrative Staff reappointment. Dr. Johnston said he would research this and notify the Board to be sure no one was left off the list.

5. **President’s Report/Board Discussion Items**

- A. **Trustee Election update.** – Dr. Johnston reported that the college is ‘on target’ as far as preparing for the May 8 trustee election. He recognized Mr. William Bachman and Mrs. Vicki Pennington who were attending the meeting, stating that both have filed for Place #3 that is being vacated by Mr. Streit.

- B. **Appropriations reduction update.** – Dr. Johnston said he had already reviewed most of the information he has concerning the appropriations reduction, therefore he will continue to the next item.

- C. **ARRA funds application update.** – Dr. Johnston stated that the application has been signed and that the College is working with Mr. Ralph Jenkins, Wichita County

Architect, on possible renovations at the Skills Training Center since the facility is owned by Wichita County. There is need for a lot more air conditioning. Dr. Johnston said he is hopeful this project can be completed by the end of the summer term.

D. Program Discipline Evaluations Update. – Dr. Johnston stated that he would normally report more on this item but he is deferring it until the April Board Meeting since the instructional administration has been working on annual evaluations and reappointments.

E. Skills Development Grants Update. – Dr. Johnston informed the Board that Mrs. Munson is currently working on three Skills Development Grants in conjunction with four developing companies which could develop into training 1129 students at the Skills Training Center. More information will be available at the April Meeting.

Note: Dr. Johnston told the Board that he had attended an Economic Development Meeting in Wichita Falls and that he was pleased to report that Vernon College will provide training for four of the five new businesses that plan to come to Wichita Falls.

F. Foundation Meeting Update. – Dr. Johnston reported that the ‘Annual Meeting’ of the Foundation had been postponed several times due to lack of attendance but the meeting had just been held on March 11 in Wichita Falls. The next ‘quarterly meeting’ is scheduled for April 12th.

G. Foundation On-line Auction update. – Ms. Alexander reported that a total of \$9,610 was raised with the auction, and with the Foundation’s matching funds there will be a total of \$19,222 available for faculty/staff projects next year. She continued that approximately twenty-five citizens from the community participated as well.

Note: Mr. Brints exited the meeting at approximately 12:20 p.m.

H. Upcoming College Events.- Dr. Johnston made members aware of the following upcoming College events and encouraged Board Members to attend if possible.

- (1) Honors Convocation—Friday, April 9, 2010—6:30 pm Region IX Wichita Fall
Dr. Johnston made special note of the location for this event. He said that it has historically been held on the Vernon Campus. However, due to space limitation, the Honors Convocation Committee decided to try moving it to Region IX.
- (2) Scholarship Banquet—Thursday, April 29, 2010 – 5:30-8:00 p.m., Colley Center
- (3) Phi Theta Kappa Induction – April (tba)
- (4) Sports Banquet – Thursday, May 6, 7:00 p.m. – Wilbarger County Auditorium
- (5) Commencement—Saturday, May 15, 2010—10:30 am Wilbarger Auditorium
- (6) RN Pinning—Saturday, May 15, 2010—2:00 pm Wilbarger Auditorium

I. Philanthropic Report/Outside Grants Report

J. Minutes from Faculty/Staff Organizations. - Exhibits

- (1) Employees Forum

Consensus: It was the consensus of the Board to schedule the next meeting on Wednesday, April 21, 2010, at 11:30 a.m. in the Board Room.

Closed Session: At 12:30 p.m., Mr. Graf made the motion, seconded by Mrs. Mahoney, to go into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074 to discuss personnel. The motion carried unanimously.

Open Session: At 12:50 p.m., Mr. Graf made the motion, seconded by Mrs. Mahoney, to reconvene in Open Session. The motion carried unanimously.

Action: No action was taken.

There being no further business to come before the Board of Trustees, Chairman Ferguson stated that the meeting was adjourned.

Mr. Bob Ferguson, Chairman

Mr. Norman Brints, Secretary