

# REGULAR BOARD MEETING

THE STATE OF TEXAS

VERNON COLLEGE

COUNTY OF WILBARGER

On this the 17h day of June, 2009, 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

Mrs. Sylvia G. Mahoney

Mr. Gene Heatly, Vice Chairman

Mr. James Streit

Mr. Norman Brints, Secretary

Absent: Mr. Brad Bolton, Mr. Curtis Graf

Others attending: Dr. Dusty R. Johnston, President; Mr. Gene Gooch, 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 A. Alexander, Director of Institutional Advancement; Mrs. Haven David, Director of Human Resources; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Sarah Davenport, Assistant Registrar; Mr. Greg Fowler, Division Chair – Behavioral and Social Sciences; Mrs. Lois Jablonski, General Ledger Accountant; Mrs. Stacy Lallman, President, Administrative Staff Association; Ms. Dina Neal, Instructor of Sociology & Psychology/Member, Faculty Senate; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Michelle Wood, Director of Continuing Education; Mrs. Mary King, Secretary to the President; Mrs. Missie Matthews, Administrative Assistant to the President; and Mr. Mike Chacanaca of *The Vernon Daily Record*.

**Note:** Prior to the beginning of the meeting, Chairman Ferguson asked to take time to express his and the Board's pleasure and appreciation to Dean Gooch for his services over the years, stating that he, personally, had learned a lot from Dean Gooch. He continued that he felt that McLennan Community College (Waco) is getting a quality person and that the Board wishes Dean Gooch the very best in his new position.

- 1. Call the Meeting to Order.** – Chairman Ferguson called the meeting to order at the appropriate time and asked that the Minutes reflect the absence of Mr. Bolton and Mr. Graf.
- 2. Consider Approval of the Minutes of the May 20, 2009 Regular Meeting.**  
**Action:** There being no comments or corrections, Chairman Ferguson announced that the Minutes stood approved as presented.
- 3. Discuss Preliminary Budget for 2009-2010.** – Exhibit  
Dr. Johnston reviewed the preliminary budget stating that he realized he had been e-mailing information to the Board about the Budget and he hoped he had not overwhelmed them. However, he continued that the proposed Budget : a) incorporates 'needs' that have been established by institutional planning; b) includes the addition of a few new positions which were identified as needed; c) the College will receive approximately \$887,461 in additional funding from the State for the next biennium; d) on page 12 of this exhibit, Dr. Johnston stated that a contingency of \$947,091 is reflected but he continued to explain how this would decrease 'prior' to the final budget approval: d-1) one expenditure is the College's extra estimated insurance costs of \$220,000 for additional insurance costs due to legislative action; d-2) the proposed 3.5% salary increase for all employees - approximately \$300,000 - will be taken out of this line; d-3) though \$427,091 will then remain in the 'contingency line' some of these funds will be utilized to offset the loss of lease income from the Carmike Theaters (this lost revenue has been figured in the proposed budget); and e) due to changes in the Perkins funds criteria, Dr. Harkey is

researching more effective ways to track technical majors. Dr. Johnston reiterated that this proposed budget included most of the information that is needed but that the final approval will not be until the August Board Meeting.

**4. Action items to be considered:**

**A. Consideration of approval of Financial and Investment Reports as of May 31, 2009.**

**Action:** Following a review of these Reports by Associate Dean Bolton, Mr. Streit made the motion, seconded by Mrs. Mahoney, to approve the reports as presented. The motion carried unanimously.

**B. Consideration of approval for the issuance of employee contracts.**

Dr. Johnston stated that since he arrived March 1st, he has been working to bring everyone to a 'way of change' level of thinking. One of these is the budget which he stated he sees as "an estimate of a series of choices' and that at the end of the year, the Board will see how we (the College administrators) have done." Another change is relative to salary increases including: 1) arriving at a 3.3% increase – follow the Salary Schedules that are in place and it is based on 1.5% step increase then you get one number; and 2) if you add the additional increase to the Schedule first, then it will be 3.53% increase.

**Action:** Mr. Heatly made the motion, seconded by Mr. Brints, to approve the President's recommendation of a 1.5% Salary Schedule step increase for administration, faculty, and classified staff, plus an additional 2% cost-of-living increase for a total compounded increase of 3.53% for all employees, including 'at-will' employees. The motion carried unanimously.

**C. Consider approval of updated (LEGAL) policies of TASB Policy Manual Update 24 including revised TASB recommended (LOCAL) policies for student, employee, and public complaints.**

**Action:** Following a brief review of these, including the revisions reviewed by Dr. Johnston, Mr. Brints made the motion, seconded by Mrs. Mahoney, to approve the TASB Update #24 (LEGAL) Policies and the (LOCAL) Policies DGBA and GB. The motion carried unanimously.

**D. Consideration of bids for College Security System. – Handout – Dr. Johnston**

**Action:** Following a review and discussion of the 'handout' by Mr. Bob Bolton entitled 'Security System Proposals/Estimates', Mrs. Mahoney made the motion, seconded by Mr. Streit, to accept the bid/proposal of \$87,651 from EXTEL Communications of Wichita Falls, for the first phase of the Security System. The motion carried unanimously.

5. **Public Comment.** – No one was present to make any comments so the meeting continued according to the agenda.

**6. President's Report**

A. Discussion items: Dr. Johnston

- (1) 2009-2011 State appropriations and insurance appropriations update. – Dr. Johnston stated that this was covered earlier in the meeting.
- (2) Proportionality legislation. – Also discussed earlier.
- (3) Positions under consideration. – Discussed earlier.
  - i. Full-time Economics Instructor
  - ii. Full-time Financial Aid staff at Wichita Falls
  - iii. Full-time Business Office staff at Wichita Falls
  - iv. Certified Nursing Assistant Coordinator from Part-time to Full-time
- (4) Website Task Force. – Dr. Johnston reported that there is a Committee of volunteers that will work on this project.
- (5) Planning and effectiveness meetings. – Mrs. Harkey has been scheduling meetings and the College has a 'planning and effectiveness' process in place.
- (6) Century City Center Campus parking lots. – Dr. Johnston stated that this was a significant project. Bids were posted for this and hoped to receive some under \$25,000. More discussion will be held on this at a later date.

- (7) Century City Center Campus Surgical Technology Lab. – Dr. Johnston explained that the building the College had been using has been vacated; therefore, there are no labs for this program. He continued that the College is working with architects on this and that he felt that this would be the College's last major project until more funds become available.
- (8) Board retreat/Board meeting update—July 22, 2009. – Dr. Johnston asked members to give him some topics they would like to discuss. Once he has completed a tentative 'agenda' for the retreat, he will send it out to the Board. He said he anticipates that a brief 'Special Board Meeting' will follow the retreat. The main items will be approval of personnel items.

**B. Reports**

- (1) Summer Enrollment – Handout – Dean Hite distributed the handout on this which reflects an overall headcount increase at all locations of 27.66% and an increase in total contact hours of 17.56%. He stated that he regretted that this was not a base year because these would be very helpful to the College.
- (2) Vernon College Student Athlete GPA's for 2008-2009 – Dr. Johnston stated that this was a regular report developed by Dean Hardin and provided for the Board.
- (3) Update on Vernon College Women's Rodeo Team and Two Members of the Men's Team currently at the College National Finals Rodeo. – Dr. Johnston reported that the College has several students participating in the CNFR and that the results would not be available until the rodeo was over.
- (4) College Relay for Life involvement. – Dr. Johnston said he just wanted to thank those who participated in the College's 'Relay for Life' team, stating that they did an excellent job.
- (5) Total Philanthropy to Vernon College as of April 30, 2009. – Information only.
- (6) Community Service Report
  - \* The Vernon College 2009 Relay for Life team raised a total of \$3,000
  - \* Students in Ann Hunter's spring English 1301 class presented proposals to their classmates in support of various local charities. The students followed up on their persuasive presentations by collecting food for the Food Bank, purchasing and decorating tiles for Patsy's House for abused children, and working on a Habitat for Humanity house in Wichita Falls.

**REMINDER:** Before the Board went into closed session, Chairman Ferguson reminded everyone of the reception honoring Gene and Susan Gooch that would be held in the Lobby of the *Osborne Administration Building* at 4:30 this afternoon.

- 7. Personnel** – Chairman Ferguson announced that the Board would go into closed session in accordance with Chapter 551, Subchapter 551.074 – Personnel (or other relevant Subchapters) of the Texas Open Meetings Act, Texas Government Code. – Exhibits

**Action:** Mr. Heatly made the motion, seconded by Mr. Brints, to go into closed session at 12:05 p.m. in accordance with the statute stated above. The motion carried unanimously.

**Action:** Mr. Heatly made the motion, seconded by Mrs. Mahoney, to reconvene in open session at 1:00 p.m. The motion carried unanimously.

**A. Resignations**

- (1) Kathy Brannan, ADN Instructor, effective May 15, 2009.
- (2) Andrea Powell, Director of Housing, effective June 25, 2009.
- (3) Sandy Gabel, Office Technology Instructor, effective August 10, 2009.

**Action:** Mr. Heatly made the motion, seconded by Mrs. Mahoney, to accept the resignations as stated above. The motion carried unanimously.

**B. Employment**

- (1) Tamara Ryan, LVN Instructor, effective May 18, 2009, with an annual salary of \$46,872.

**Action:** Mr. Brints made the motion, seconded by Mr. Heatly, to approve the employment of Ms. Ryan as stated above. The motion carried unanimously.

**C. Reassignment \***

Reassign Mary King from Classified III to Administrative Secretary to the President (200 points) at a salary of \$28,258.

**Action:** Mr. Streit made the motion seconded by Mr. Heatly, to approve the recommendation of Dr. Johnston as stated above for Mrs. King and to modify her salary accordingly to \$28,258. The motion carried unanimously with Mr. Brints abstaining due to a possible 'conflict of interest'.

\* **Note:** This item was added to the 'revised personnel agenda' and distributed to the Board in closed session, with action being taken in open session.

**D. Other \***

Exempt the senior administrative positions from the current administrative salary schedule effective July 1, 2009 to facilitate recruitment of the Dean of Administrative Services position and future needs. The specific positions are:

- \* Dean of Instruction
- \* Dean of Student Services/Athletic Director
- \* Dean of Admissions/Financial Aid/Registrar
- \* Dean of Administrative Services

**Action:** Mrs. Mahoney made the motion, seconded by Mr. Streit, to approve Dr. Johnston's recommendation that the current Deans' positions as stated above be exempt from the current administrative salary schedule effective July 1, 2009, to facilitate the recruitment of the Dean of Administrative Services position and for future needs. The motion carried unanimously.

\* **Note:** This item was modified on the 'revised personnel agenda' with the deletion of the following statement: *Change the titles of the senior administrative positions of Vernon College.*

**Note:** The positions are included in the 2009-2010 preliminary budget with the same 3.53% salary increase as all other positions.

**Action:** There being no further business to come before the Board, the meeting adjourned at approximately 1:10 p.m.

Respectfully submitted,

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Bob Ferguson, Chairman

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Norman Brints, Secretary