

MINUTES

Special Meeting/Board Retreat BOARD OF TRUSTEES

Vernon College
July 28, 2010

The Board of Trustees of Vernon College met on Wednesday, July 28, 2010 at 8:30 a.m. in the Board Room of the *Osborne Administration Building* with the following present: Mr. Gene Heatly, Chairman; Mr. Bob Ferguson, Vice-Chairman; Mr. Norman Brints, Secretary. Other board members in attendance: Mr. Curtis A. Graf, Mrs. Sylvia G. Mahoney, and Mrs. Vicki Pennington.

Others present were Dr. Dusty Johnston, President, Dean Garry David, and Ms. Mary King-Administrative Secretary to the President.

President Johnston called the meeting to order at 8:30 a.m.

Mr. George Wiliford with First Southwest handed out a presentation titled Debt Issuance Discussion. He discussed the College's existing debt service, consolidated fund revenue bonds, sources and uses. He presented a schedule of actions relative to refinancing the College's bonds: August 4 – update the preliminary official statement with bond counsel comments and submit this information to rating agencies and bond insurers. August 9 – rating meeting. August 16 – receipt of rating and bond insurance quote; select underwriter. August 18 – post preliminary official statement. August 24 – anticipate issue pricing by the underwriter, overseen by First Southwest. August 25 – authorize issuance and approval of sale by the Vernon College Board of Trustees. September 23 – close, receipt of proceeds.

Dr. Johnston presented a security update. He stated that security telephones have been appropriately placed in classrooms and other locations and are operational. Security cameras have been purchased and locations have been identified. Installation is currently in progress. He mentioned that updated Emergency Procedures Guides have been developed including the security phone system protocol and will be placed with each security phone.

Dr. Johnston updated the Board about procurement procedures and guidelines. He reported that extensive specific laws and policies for purchasing are found in the TASB Legal and Local Policies as well as the Employee Handbook. All employees have developed a condensed and practical version of our expectations and practices for use.

Dr. Johnston discussed an employee tuition exemption. He stated that House Bill 1568 from the last legislative session authorized community colleges to exempt tuition and fee charges for employees of the district. Several employees have inquired as to whether this is a possibility at Vernon College. He mentioned that all of the colleges that he has worked with had some kind of employee tuition scholarship or exemption. He proposed that this might be an employee benefit for those wishing to take classes for self-improvement. Dr. Johnston and the administrative team have met on this subject and are working on issues of classes being credit or non-credit, budget and degree seeking. The team will continue working on parameters and guidelines.

Dr. Johnston mentioned that the Academic Advising Task Force has accomplished a tremendous amount of work. The goal is to improve the process of academic advising for all students. The task force has produced significant recommendations, many of which are being implemented beginning with the fall 2010 semester. Additionally, the task force has created extensive guidelines for course scheduling advisors to assist them as they help students. The board will be given an overview at a later date.

Dr. Johnston discussed the College's Travel and Mileage reimbursement practices and recommended the following:

- Meal Reimbursement during College-related travel
 - For College-related travel that **does not** require an overnight stay, meals will be reimbursed at the following maximum rates (receipts required):
 - Breakfast \$ 5.00
 - Lunch \$10.00
 - Dinner \$15.00

- For College-related travel that **does** require an overnight stay, meals will be reimbursed to a maximum of \$30.00 per day of travel (receipts required) regardless of the number of meals eaten on any given day.
- Mileage reimbursement during College-related travel
 - Mileage reimbursement for College travel will be a flexible rate established at .05 below the published state approved mileage reimbursement rate. The Business Office will post notification of any Vernon College rate change based on published state approved rate changes when they occur. As of 7-28-10, the state rate is .50 per mile, therefore the Vernon College rate beginning 7-28-10 is .45 per mile.

Betsy Harkey presented the 2010-2011 Annual Action Plan for their review, and subsequent approval at the regular board meeting. The Action Plan includes the Facilities Plan, Technology Plan, Personnel Plan, and Institutional Improvement Plan, which was completed by faculty and staff. This was a follow-up and refresher to an overview of the revised planning process which was presented at the January meeting.

Dr. Johnston reported on the Baseball field project stating that the \$500,000.00 has been committed from a private donor. The cost is \$712,394.00 for the first phase. This phase includes a new locker room and indoor batting/pitching facility. Phase II will add a press box/concession stand and Phase III will be a fence and admission gate. Dr. Johnston recommended that this be an agenda item at the regular meeting of whether to move forward and to use money from additional tuition revenues to cover for the additional cost.

Dr. Johnston and Mr. Garry David presented the third draft of the 2010-2011 budget for review. The President stated he felt very confident in the current budget moving into the next year and into the next biennium. The board will approve the budget at the August meeting.

The meeting adjourned at 12:00 noon.