

# MINUTES

Regular Meeting

## BOARD OF TRUSTEES

Vernon College

June 18, 2014

The Board of Trustees of Vernon College met on Wednesday, June 18, 2014 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, Mrs. Joanie Rogers, Mr. Irl Holt and Mrs. Anne Spears.

Others present were Dr. Dusty R. Johnston, President, and Deans Mr. Joe Hite and Mr. John Hardin, III. Also present were Ms. Shana Munson, Associate Dean of Instructional Services; Mr. Chris Bell, Director of Campus Police; Mrs. Haven David, Director of Human Resources; Mrs. Roxie Hill, Instructional Designer; Dr. Karen Gragg, Division Chair of Math & Science; Mrs. Mindi Flynn, General Ledger Accountant; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Ms. Criquett Lehman, Director of Quality Enhancement; and Ms. Mary King, Administrative Secretary to the President. Guests present were: Mr. Drew Terrell, President of *Run Business Solutions*, and Mr. Daniel Walker from the *The Vernon Daily Record*.

Chairman Smith called the meeting to order at 11:30 a.m.

### Consent Agenda

Mrs. Pennington made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the May 21, 2014 Board of Trustees Regular Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

### Action Item A

Mrs. Flynn presented the *Financial and Investment Reports as of May 31, 2014*. Mr. Ferguson made the motion, seconded by Mr. Brints to approve the report. The motion carried unanimously.

### Action Item B

Mrs. Spears made the motion, seconded by Mrs. Rogers to approve Run Business Solutions as the *Information Technology Provider* with a three-year contract with a net value of \$379,852.00 per year with the option to renew on a yearly-negotiated basis at the end of the three-year contract. Mr. Terrell was present to meet the Board and answer any questions. He commented on that this was a great relationship for both Vernon College and Run Business Solutions. He said his company gained a tremendous amount of momentum on the IT side of the fence, and that they value the relationship, are happy to be here, and look forward to the next three years. The motion carried unanimously.

### Action Item C

Mr. Brints made the motion, seconded by Mr. Ferguson to review the updated TASB Legal Policy Updates and approve the *TASB UPDATE 29 Local Policies* as recommended by TASB Policy Service. The motion carried unanimously.

### Action Item D

Mr. Holt made the motion, seconded by Mrs. Rogers to approve the *Substantive Change Policy* as presented by Dr. Johnston and recommended by TASB to include GK (Local) and GK (Regulations) as written. The motion carried unanimously.

### Action Item E

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve the *Criminal Background Check Policy* as presented by Dr. Johnston and Mrs. David. The motion carried unanimously.

### Action Item F

Mr. Brints made the motion, seconded by Mr. Holt to approve the *No Tobacco Policy* as presented by Dr. Johnston and Mrs. David. The motion carried unanimously.

### Action Item G

Mr. Holt made the motion, seconded by Mrs. Rogers to approve the *2014-2015 Employee Handbook* as presented by Dr. Johnston and Mrs. David. The motion carried unanimously.

### Action Item H

Mr. Brints made the motion, seconded by Mr. Ferguson to approve the *2014 – 2015 Distance Education Student Manual* as presented by Dr. Johnston and Mrs. Hill. The motion carried unanimously.

### Action Item I

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the *2014-2015 Student Handbook* as presented by Dr. Johnston and Mr. Hardin. The motion carried unanimously.

### Action Item J

Mrs. Pennington made the motion, seconded by Mrs. Spears to approve the *2014-2015 Residence Hall Handbook* as presented by Dr. Johnston and Mr. Hardin. The motion carried unanimously.

### Action Item K

Mr. Ferguson made the motion, seconded by Mr. Brints to approve the *2014-2015 Workforce Programs Handbooks* as presented by Dr. Johnston and Ms. Munson. The motion carried unanimously.

### Action Item L

Mrs. Rogers made the motion, seconded by Mr. Holt to approve the *2014-2015 Vernon College General Catalog* as presented by Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

### President's Report/Board Discussion Items

Board Discussion Items - Mrs. Pennington stated it was impressive to hear from the many articulate people and that demonstrates the level of our employees. Dr. Johnston agreed 100% with the comment and stated that there is a lot of hard work that goes on behind the scenes and he appreciated her comment.

CCATT Update – Dr. Johnston and Dr. Smith attended the Community College Association of Texas Trustees (CCATT) Conference on June 7, 2014 in San Antonio. Dr. Smith stated it was very informative covering topics such as legal compliance, open meetings compliance, and Board and CEO relationships. There was a good representation of trustees and presidents. CCATT is for trustees and TACC (Texas Association of Community Colleges) is the president's organization. An update on the program "Closing the Gaps" from the Texas Higher Education Coordinating Board was presented and Dr. Smith suggested going to the website for information on the progress of those goals. Dr. Johnston added this was one of the best meetings with good speakers and a good turnout.

2014-2015 Proposed Budget – Draft 3 – Dr. Johnston presented the third draft of the budget. It still lacks about \$140,000 of adjustments to be a balanced budget. This can be accomplished in a number of ways. Adjustments to discuss are employee raises currently at 3% in the budget draft, the effective tax rate, tuition, and parking lot renovations. He noted that departmental operational budgets are as lean as possible which have decreased over the last two years. The big-ticket item always comes down to how much to put into capital improvements and maintenance remodeling and repairs. The President requested direction from the board about the best approach to take to finalize the budget.

Summer Enrollment update – Dean Hite presented the Summer 1 Enrollment Report. Enrollment is down about 14% from last year. The count is up on the Vernon campus but down at Century City and online classes.

2013-2014 Recruiting Summary update – Dr. Johnston presented the Monthly Recruiting Report totals for 2013-14 put together by Brandi Brannon, Student Success Specialist. It is an annual summary of recruiting activities. This is a good annual report that shows scheduled presentations, visits, tours, and student contacts made throughout the year.

Student Success Data Fact – Dr. Johnston presented the Student Success Data Fact report. This report comes from the Texas Higher Education Board. It is a broad report and it gears itself to Closing the Gaps.

Board Retreat Update – Dr. Johnston reminded the board of the retreat on July 16 in the boardroom.

Dr. Johnston presented the Upcoming College Events:

- (1) TACC President's Conference – July 9-12 – Dallas, TX
- (2) Vernon College Board of Trustees Retreat/Meeting – Wednesday, July 16
- (3) Vernon College Foundation Meeting – Thursday, July 17

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

Dr. Johnston presented the Minutes from Faculty/Staff/Student Organizations: VC Employee Forum

Personnel –

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the following personnel actions. The motion carried unanimously.

A. Employment

- (1) Erica Michaud, Evening/Saturday PBX Operator – CCC, effective May 19, 2014 with an annual salary of \$14,288
- (2) Angela Ward, Cosmetology Instructor – Vernon, effective June 2, 2014 with an annual salary of \$46,988
- (3) Kelly Eason, Director of Housing, effective June 9, 2014 with an annual salary of \$31,631
- (4) Ariel Tart, Mathematics Instructor – CCC, effective August 1, 2014 with an annual salary of \$35,857 (9 month contract)

B. Internal Transfer

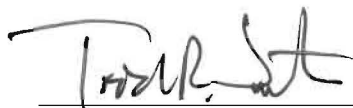
- (1) Debra Henrion, *To* Classified II, Library Associate – CCC *From* Evening/Saturday PBX Operator, effective May 19, 2014 with an annual salary of \$23,272

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt to go into closed session at 1:18 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.

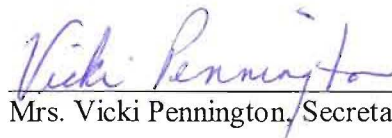
Open Session: Mrs. Pennington made the motion, seconded by Mr. Ferguson to reconvene at 1:46 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Chairman Smith adjourned the meeting at 1:50 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary