

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
September 12, 2018

The Board of Trustees of Vernon College met on Wednesday, September 12, 2018 at 11:30 p.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman; Mrs. Vicki Pennington, Secretary; and Mr. Norman Brints, Vice-Chairman. Other board members in attendance were Mr. Irl Holt, Mrs. Ann Wilson, and Mrs. Anne Spears. Absent was Mr. Bob Ferguson.

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice-President of Instruction; Mr. Garry David, Dean of Administration; Dr. James Nordone, Dean 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; Shana Drury, Associate Dean of Instruction; Mrs. Ivy Harris, ERP/SIS Director/Cybersecurity Coordinator; Mr. Kevin Holland, Director of Campus Police; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; Mrs. Melissa Elliott, Director of Financial Aid; and Ms. Mary King, Administrative Secretary to the President. Guest present was Mr. Mark Potter of 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. Brints to approve the Consent Agenda containing the *Minutes of the August 8, 2018 Regular Board Meeting* and the *Minutes of the August 16, 2018 Special 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 August 31, 2018*. Mr. Brints made the motion, seconded by Mr. Holt, to approve the report as presented. The motion carried unanimously.

Action Item B

Mr. Holt made the motion, seconded by Mrs. Spears to approve the *2017-2018 Wilbarger County Tax Collections* as presented by Dr. Johnston. The motion carried unanimously.

Action Item C

Mrs. Wilson made the motion, seconded by Mr. Brints to approve to adopt the June 2018 SACSCOC Dual Credit Policy as the *Vernon College Dual Credit Policy* as presented by Dr. Johnston. The motion carried unanimously.

Action Item D

Mr. Holt made the motion, seconded by Mrs. Wilson to approve the *2018 Fall Continuing Education Schedule and Fees* presented by Dr. Johnston and Mrs. Drury. The motion carried unanimously.

Action Item E

Mrs. Wilson made the motion, seconded by Mr. Brints to approve to *Declare as a "Special Population" and to offer "Zero" tuition Continuing Education classes/Pre-service/In-service training during 2018-2019 school year* as presented by Dr. Johnston and Mrs. Drury. The motion carried unanimously.

Action Item F

Mrs. Pennington made the motion, seconded by Mr. Holt to approve the *TASB Legal Policy Updates and Consideration of TASB UPDATE 33 Local Policies* as presented by Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items -

Dr. Johnston publicly congratulated Dr. Jim Nordone, Dean of Student Services on receiving his doctorate degree.

Fall 2018 Enrollment Update –

Mrs. Raines presented the Enrollment Report and Comparison for Fall & Fall 1 2017 vs Fall & Fall 1 2018 with a headcount of 3,063 compared to 3,009 on count day in 2017.

Health Care Clinic Annual Report –

Dr. Johnston stated that due to a transition in staff, this report is postponed. The health care clinic report reports the number of visits made in a twelve-month period to the clinic for such things as minor cuts and bruises, headaches, colds, etc.

Student Success Data Fact –

Mrs. Harkey presented the Budget Revenue and Expenditure report as the Student Success Data Fact for September. This is one of our key performance indicators of accountability. We try to have benchmarks where we compare with cohorts and other colleges for our indicators annually. We use IPEDS (Integrated Postsecondary Education Data Systems), a national data collection, as our comparison data. For our benchmark, we look at Vernon College's core expenses and compare to the small college group. Our benchmark is at or below the small college group total average core expenses per full time equivalent enrollment, by function. The Student Success Data committee is in charge of reviewing the benchmarks every year.

SACSCOC Update – Mrs. Harkey stated that the packets with all the information requested from the SACSCOC On-Site Committee were mailed September 4. They will review the information and going forward, the committee chair will communicate with Mrs. Harkey for any other requests. They will arrive October 22.

Student Leadership Program update –

Dr. Nordone reported that he and Lindsey David trained over 100 students in the Student Leadership Program. He projects between 125 and 135 will sign up this fall. The cost for the student is \$85 to the National Society of Leadership Success. Vernon College receives \$5 from each registration, and if the student is inducted, the College receives \$10. That money is used for supplies for the training.

Dr. Johnston presented the Upcoming College Events:

- (1) VC Sports Day, Vernon Campus – Tuesday, October 9, 2018
- (2) Vernon College Regular Board Meeting – October 10, 2018
- (3) Vernon College Preview Day – Vernon campus – Wednesday, October 17, 2018
- (4) Vernon College Foundation Annual Board Meeting, Vernon – October 18, 2018
- (5) 2018 Texas Higher Education Leadership Conference – Austin, TX – November 29-30, 2018
- (6) Fall 2018-19 Sports Schedules (Rodeo, Baseball, Volleyball & Softball) – Exhibits

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

Mr. Holt made the motion, seconded by Mrs. Wilson 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. Gisela Knightstep, Biology Instructor – CCC, effective August 13, 2018 with a salary of \$30,734.
2. Wallace Marley, Custodial Technician – CCC, effective September 1, 2018 with a salary of \$24,066
3. Erica Pedrick, Custodial Technician – CCC, effective September 1, 2018 with a salary of \$24,066.

2. Resignation

1. Kara Sharp, CCC, effective August 17, 2018

2. Tami Hastwell, PBX Operator – CCC, effective August 28, 2018

3. Retirement

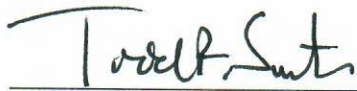
1. Zela Haney, LVN Instructor - CCC, effective December 31, 2018

Closed Session: Mrs. Spears made the motion, seconded by Mr. Holt to go into closed session at 12:35 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.

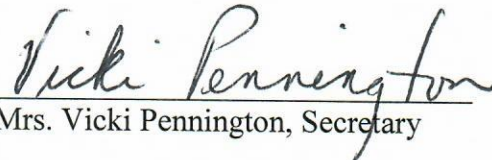
Open Session: Mrs. Pennington made the motion, seconded by Mrs. Spears, to reconvene at 1:05 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Mrs. Wilson made the motion, seconded by Mr. Brints to adjourn the meeting at 1:07 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary