

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
April 10, 2019

The Board of Trustees of Vernon College met on Wednesday, April 10, 2019 at 11:30 p.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, Mr. Irl Holt, Mrs. Anne Spears and Mrs. Ann Wilson.

Others present were Dr. Dusty R. Johnston, President; Dr. Elizabeth Crandall, Vice President of Instruction; Mr. Garry David, Vice President of Administration; Dr. James Nordone, Vice President of Student Services/Admissions and Financial Aid; Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Shana Drury, Dean of Instructional Services; Mrs. Ivy Harris, ERP/SIS Director/Cyber Security and Electronic Information Coordinator; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Holly Scheller, Marketing Director; Mrs. Mindi Flynn, Business Office Manager; Mr. Kevin Holland, Director of Campus Police; 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

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the March 13, 2019 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Action Item A

Vice President Garry David presented the *Financial and Investment Reports as of March 31, 2019*. Mrs. Spears made the motion, seconded by Mrs. Wilson to approve the report as presented. The motion carried unanimously.

Action Item B

Mr. Holt made the motion, seconded by Mr. Brints to approve the *2019-2020 Annual Action Plan* presented by Dr. Johnston. The motion carried unanimously.

Action Item C

Mrs. Wilson made the motion, seconded by Mrs. Spears to approve the *SACSCOC Substantive Change for Notification of Potential to offer More than 25% and Less than 50% of a Degree at the WFISD Career Education Center at 500 E. Hatton Road, Wichita Falls, TX 76302* effective August 15, 2019 as presented by Dr. Crandall. The motion carried unanimously.

Action Item D

Mr. Ferguson made the motion, seconded by Mr. Holt to approve *Vernon College Title IX Policy Statement* to further clarify student complaint policies and procedures. The motion carried unanimously.

Action Item E

Mr. Brints made the motion, seconded by Mrs. Wilson to approve the one *Tax Resale Deed* as listed and presented by Dr. Johnston. The motion carried unanimously.

Action Item F

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve Texas Book Company as the vendor from the *Proposals to Contract Bookstore Operations* and for the president to finalize the contract with Texas Book Company. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Board input/discussion – No discussion

CCATT Conference 2019 update – Dr. Johnston stated he would forward all the information about the CCATT (Community College Association of Texas Trustees) Conference scheduled for June 14-15, 2019 in Austin, Texas when he receives it. If anyone is interested in going, please contact him.

Budget update – Dr. Johnston and Mr. David presented Draft 1 of the Budget for the fiscal year 2019-2020. The draft is \$380,000 out of balance and includes a 1.5% step salary increase. Some highlights to look at are tuition and fee estimates, expenditures, major repairs and state funding.

Student Success Data Fact – Mrs. Elliott presented the Student Success Data Fact for this month on Financial Aid. She presented information about nationwide financial aid facts regarding application for federal student aid (FASFA), financial aid awareness initiatives/statistics, and why financial aid is a student success data fact: provides access, recruitment tool, retention rate and completion rate.

Non-credit workforce programs (state funded) in high schools update – Mrs. Drury presented the Funded Non-Credit 2018 - 2019 High School Program report. The report is self-explanatory and notes the high school, the Health Career programs, Culinary, and the number of unduplicated students. For comparison, she included the 2017 - 2018 numbers.

Dr. Johnston presented the Reminder of Upcoming Events:

- (1) Vernon College Cosmetology Hair Extravaganza Fundraiser – Thursday, April 11, 2019 – 5:30 p.m. – Wellington Conference Center – Wichita Falls
- (2) Scholarship Banquet – Tuesday, April 16, 2019 – 5:30 p.m. Colley Student Center
- (3) Vernon College Foundation Board meeting – Thursday, April 18, 2019 – 10:00 a.m. – Vernon/CCC Videoconference
- (4) Honors Convocation – Thursday, April 25, 2019 – 6:00 p.m. – Wilbarger Auditorium
- (5) Sports Banquet – Monday, May 6, 2019 – 6:00 p.m. – Wilbarger Auditorium
- (6) Vernon College Theatre Ensemble will perform *Scotland Road* May 9th, 10th & 11th at 7:30 p.m. in the Vernon College Auditorium.
- (7) Commencement – Saturday, May 18, 2019 – 10:30 a.m. – Wilbarger Auditorium
 - 9:00 a.m. Rehearsal
 - 10:00 a.m. Board members, faculty, staff, and students prepare for entrance
 - 10:30 a.m. Graduation – All students not ADN
 - 11:15 a.m. Reception
 - 1:15 p.m. ADN students assemble at Wilbarger Auditorium
 - 2:00 p.m. ADN Graduation
 - TBA ADN Pinning immediately following graduation

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

Dr. Johnston presented the minutes of the February 18, 2019 Faculty Senate Meeting.

Dr. Johnston announced the summer hours to begin Monday, May 20 and continue through Thursday, July 25. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, July 29, 2019.

Mr. Brints made the motion, seconded by Mrs. Spears to approve the personnel changes as recommended by Dr. Johnston and detailed on item 6 Personnel Information Sheet. The motion carried unanimously.

A. Internal Transfer

- (1) Malinda Fleming, Transfer From: Classified III, Financial Aid Processor, To: Student Billing Assistant – Vernon, effective April 1, 2019 with a salary of \$28,877

B. Resignation

- (1) Michael Scott, LVN Instructor – Century City Center, effective March 22, 2019

There being no further business Mr. Ferguson made the motion, seconded by Mr. Holt to adjourn the meeting at 12:45 p.m. The motion carried unanimously.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary