

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
May 8, 2019

The Board of Trustees of Vernon College met on Wednesday, May 8, 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. Amanda Raines, Director of Enrollment Management/Registrar; Mrs. Melissa Elliott, Director of Financial Aid; Ms. Christina Feldman, Director of Continuing Education; 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. Brints made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the April 10, 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 April 30, 2019*. Mr. Ferguson 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 *Continuing Education 2019 Summer Schedule/Kid's College Schedule including proposed tuition and fees and authorizing the Dean of Instruction to set tuition and fees for any additional classes that may develop during the Summer term as presented by Dr. Johnston/Ms. Feldman*. The motion carried unanimously.

Action Item C

Mrs. Pennington made the motion, seconded by Mrs. Spears to approve the *SACSCOC Substantive Change for Notification of Intent to Close the Administrative Office Technology Program* as presented by Dr. Crandall/Mrs. Drury. The motion carried unanimously.

Action Item D

Mrs. Spears made the motion, seconded by Mr. Holt to approve the *SACSCOC Substantive Change for Notification of Intent to Expand Programs at the Main Vernon Campus and a Previously Approved Off-Campus Site (Century City Center) - Barber – Level 1 Certificate, and Medical Assisting – Level 1 Certificate, at both Vernon Campus and Century City Center at night; and Dental Assisting – Level 1 Certificate at the Century City Center as presented by Dr. Crandall/Mrs. Drury*. The motion carried unanimously.

Action Item E

Mr. Holt made the motion, seconded by Mrs. Wilson to approve the *Information Technology Management and Services Proposal* and approve Run Business Solutions as the College's IT Department to provide management,

administration, and support of the College's IT systems as presented by Dr. Johnston/Garry David. The agreement is for three years with the option for one-year extensions, with agreement between both parties by June 1 of each year. The motion carried unanimously.

Action Item F

Mr. Brints made the motion, seconded by Mr. Ferguson to approve the nine *Tax Resale Deeds* of property held in trust with the City of Vernon as listed and presented by Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

VC Foundation meeting update – Dr. Smith reported on the Vernon College Foundation Quarterly Meeting held April 18, 2019. The Foundation elected Dr. Carl Craighead as the newest member of the Foundation Board. Dr. Craighead is a friend of the College and a past member of the Board of Trustees. Dr. Smith stated they are glad to have him on the board. Dr. Johnston presented his report. Michelle Alexander presented the Philanthropic Report, and Vice President Garry David gave the Financial Report. Eric Robb was present to advise the board on some investment strategy ideas, and Ms. Criquett Lehman presented the Peer Mentor Program.

Budget update – Dr. Johnston and Vice President Garry David presented Draft Two of the Budget for the fiscal year 2019-2020. It has changed some from Draft One but is still \$300,000 out of balance. It continues to have the 1.5% salary step increase. The proposed budget starts out with the 5% hold back of tuition and fees but by the time it is balanced, similar to the last couple of years, it might be closer to around 3%. There was a slight increase in the preliminary property tax values, so that might slightly decrease the effective rate. Dr. Johnston stated that he is also watching the results of the Legislative Session that might benefit us.

Athletic Scholarship Award report – Dr. Johnston presented the annual athletic scholarship award report for the 2018-2019 academic year. A total of \$581,750.00 was available for Rodeo, Baseball, Softball and Volleyball scholarships. There were less students in the spring, thus less money spent. He will meet with coaches next week about numbers and expectations

Grant update – Carl Perkins, JET – Mrs. Drury presented an overview on the Jobs and Education for Texans (JET) grant. The grant was awarded to the ADN department and funded by Texas Workforce Commission for the period of August 1, 2018 through August 31, 2019. The funds are spent on purchases of high fidelity manikins, software, and equipment. The manikins are used in the simulation labs. The Carl D. Perkins Program awards grants to Career & Technical Education (CTE) programs. It is funneled through the Texas Higher Education Coordinating Board during our academic year from September 1 through August 31 to support students enrolled in CTE courses and programs.

Student Success Data Fact – Striving to End Probation Status (STEPS) – Mr. Sjhonton Fanner, Student Success Specialist/Vernon campus, and Ms. Kelly Peterson, Student Success Specialist/Century City Center presented the Student Success Data Fact for this month on STEPS. Mr. Fanner presented information about targeting academic coaching opportunities for students on academic probation on an individual basis with a Student Success Specialist. Ms. Peterson presented the data on the progress of academic probation participation and the impact of those students and the percentage of their GPA increase.

TASB Policy Update discussion – Dr. Johnston stated he sent the board information on Update 36 to view and it will be discussed further in the June meeting.

July Board Retreat/Monthly Meeting July 10, 2019 – Dr. Johnston sent the Board a draft on the agenda for the July Board Retreat. He will add a tour of the simulation lab in the Nursing department after the Board expressed interest in the manikins following today's presentation of the JET grant. If the Board has any other interests to add to the agenda, let him know.

Dr. Johnston presented the Reminder of Upcoming Events:

- (1) Vernon College Commencement – May 18, 2019 @ 10:30 a.m. – Wilbarger Auditorium
- (2) Vernon ISD Scholarship Banquet – May 21, 2019 @ 6:00 p.m. – Vernon High School

- (3) Vernon College Police Academy Graduation – June 4, 2019 @ 6:00 p.m. – MPEC @Wichita Falls
- (4) Continuing Education Programs Completion Ceremony – June 13, 2019 @ 6:00 p.m.– MPEC @ Wichita Falls
- (5) Community College Association of Texas Trustees Conference – June 14-15, 2019 – Austin, TX
- (6) Board of Trustees meeting – June 12, 2019 – Board Room
- (7) Vernon College Firefighter Academy Graduation – June 25, 2019 @ 6:00 p.m. – MPEC @Wichita Falls

Dr. Johnston stated since no one responded with interest to attend the CCATT (Community College Association of Texas Trustees) Conference scheduled for June 14-15, 2019 in Austin, Texas, we will skip it for this year.

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

Dr. Johnston presented the minutes of the March 15, 2019 Faculty Senate Meeting.

Mr. Ferguson 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. Employment

(1) Ashleigh Ochoa, Classified III, Financial Aid Processor/Direct Loan Clerk – Vernon, effective April 22, 2019 with a salary of \$23,970.

(2) Tracy Catlin, Testing Coordinator – Vernon, effective May 13, 2019 with a salary of \$41,043

B. Retirement

(1) Bobbie Graf, ADN Instructor, effective July 31, 2019

C. Termination

(1) Cristiano Garcia, Custodial Technician – CCC, effective April 4, 2019

D. Consider Reappointment

(1) Coaches/Assistant Coaches for 2019-2020

Closed Session: Mr. Ferguson made the motion, seconded by Mrs. Wilson, to go into closed session at 12:41 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. Wilson made the motion, seconded by Mr. Ferguson, to reconvene at 1:15 p.m. in open session. The motion carried unanimously.

Action: None

There being no further business Mrs. Wilson made the motion, seconded by Mr. Ferguson to adjourn the meeting at 1:18 p.m. The motion carried unanimously.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary