

# MINUTES

Regular Meeting

## BOARD OF TRUSTEES

Vernon College

August 21, 2013

The Board of Trustees of Vernon College met on Wednesday, August 21, 2013 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. Gene Heatly, Vice-Chairman, and Mrs. Vicki Pennington, Secretary. Other board members in attendance were Mr. Bob Ferguson, Mr. Norman Brints, Mr. Irl Holt, and Mrs. Joanie Rogers.

Others present were Dr. Dusty R. Johnston, President, and Dean Mr. Garry David. Also present were: Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Haven David, Director of Human Resources; Mrs. Mindi Flynn, General Ledger Accountant; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; and Ms. Mary King, Administrative Secretary to the President. Guest present was Ms. Noelle Wiehe, from *The Vernon Daily Record*.

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

### Consent Agenda

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the Consent Agenda containing the *Minutes of the July 17, 2013 Board of Trustees Special Meeting/Board Retreat and the Regular Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

### Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of July 31, 2013*. Mr. Ferguson made the motion, seconded by Mr. Brints to approve the report as presented. The motion carried unanimously.

### Action Item B

Mr. Brints made the motion, seconded by Mr. Holt to approve the *2013-2014 Vernon College Operating Budget*. The motion carried unanimously.

### Action Item C

Mr. Holt made the motion, seconded by Mrs. Rogers to approve to *Adopt a Resolution to Set 2013 Vernon College Tax Rate at .222117/\$100 of Evaluation* as presented by Dr. Johnston. The motion carried unanimously.

### Action Item D

Mrs. Rogers made the motion, seconded by Mr. Ferguson to approve the *Investment Policies, Procedures, and Strategies as Required by the Public Funds Investment Act* (no changes since last year). The motion carried unanimously.

### Action Item E

Mrs. Pennington made the motion, seconded by Mr. Ferguson to approve to *Declare as a "Special Population" and to offer "Zero" tuition Continuing Education classes/Pre-service/In-service training during 2013-2014 school year* for the following groups as presented by Dr. Johnston. The motion carried unanimously.

- (1) Vernon Fire Department – CPR Training
- (2) Vernon Fire Department – Continuing Education Classes
- (3) Vernon Police Department – Continuing Education Classes
- (4) Leadership Vernon participants – Continuing Education Classes
- (5) Leadership Wichita Falls participants – Continuing Education Classes
- (6) Wichita Falls Police Department – Continuing Education Classes
- (7) Wichita County Sheriff's Office – In-Service Training
- (8) Wichita Falls Fire Department – Continuing Education Classes
- (9) Texas Department of Criminal Justice – Pre-Service and In-Service Training
- (10) NORTEX Regional Planning Commission – Continuing Education Classes
- (11) Seymour, Baylor County EMS – Continuing Education Classes
- (12) Texas AgriLife Website Design Training – In-Service Training

#### Action Item F

Mr. Ferguson made the motion, seconded by Mrs. Rogers to approve the following *Workforce Program Student Handbooks*: 1) Cosmetology, 2) Health Information Management, 3) Pharmacy Technician, 4) EMS Training, 5) Vocational Nursing, 6) Basic Law Enforcement, 7) Surgical Technology, and 8) Associate Degree Nursing, as presented by Dr. Johnston. The motion carried unanimously.

#### Action Item G

Mr. Heatly made the motion, seconded by Mrs. Pennington to approve the *Revised 2013-2014 Employee Handbook* **excluding** the section covering the *Vernon College Employee & Family Recreation Membership Semester Fee of \$5 for the use of the King gym, pool, and fitness centers* which will be discussed and put in another motion on a later agenda.

Public Comment – No one was present to make comments.

#### President's Report/Board Discussion Items

Dr. Johnston presented service award pins to Mr. Bob Ferguson for 25 years and Mr. Gene Heatly for 10 years.

July 18 Foundation meeting update – Dr. Smith reported on the July 18 Vernon College Foundation Board meeting. The Foundation consists of an 11 member Board of Directors that meets quarterly throughout the year. Dean Garry David presents the financial report; Dr. Johnston gives a College update, and Executive Director, Ms. Michelle Alexander provides the philanthropic report. At the July 18 meeting, Mrs. Betsy Harkey gave a report about the annual review process. Dr. Johnston noted that a major difference between Vernon College and the Foundation is in the way that endowed funds are invested. The Foundation invests in a broader range of investment opportunities than the College's Certificates of Deposit. Under the direction of the Foundation's Investment Committee and its Investment Policy, Mr. Eric Robb of Stifel Nicolaus handles the Investment Portfolio. Mr. Robb attends Foundation meetings, reviews the performance of the investment portfolio and makes recommendations for any investment strategy changes.

CCC Entryway Renovation Update – Dr. Johnston reported the renovation at Century City is winding down and should be finished before classes start. Concrete work was redone, entryway lighting has been enhanced and steel work is almost complete. He informed the board that unspent grant funds will be returned to The Priddy Foundation according to their policy.

Summer II Enrollment Report and Registration Update – Dr. Johnston presented the enrollment report for Summer 11 and Summer II stating that headcount decreased by 6.26%. Fall enrollment is going good.

Student Success Data Fact Sheet – Betsy Harkey presented the Student Success Data Fact showing the percentage high school student from our 12 county service area high school graduates who attend college. The College's benchmark, that was established two years ago as one of our key performance indicators of accountability, is to achieve 33% or above the number of the area twelve county high school graduates who attend college chose Vernon College. As of fall 2012, this benchmark hit 34%. This data came from the Texas Higher Education Coordinating Board.

Dr. Johnston stated that he moving forward with a webinar series for board members' use and organizing trips that are of interest to the members for the coming year.

Dr. Johnston informed the board that the Professional Development Committee developed a policy for professional development for college employees. The criteria and guidelines of the policy were presented at Staff Development Day explaining the mandatory expectations. Board review and approval of this policy is required before it is put into effect and it will be added to a future agenda.

Fall Board Meeting Dates – Dr. Johnston presented the scheduled dates for the fall semester:

- (1) Regular Board Meeting – Wednesday, September 18, 2013
- (2) Regular Board Meeting – Wednesday, October 16, 2013
- (3) Regular Board Meeting – Wednesday, November 20, 2013
- (4) Regular Board Meeting – Wednesday, December 18, 2013

Dr. Johnston presented the Upcoming College Events:

- (1) On-site Registration
  - A. Vernon Campus – Tuesday, August 20, 2013
  - B. Century City Center – Wednesday and Thursday, August 21 & 22, 2013
- (2) Classes begin Monday, August 26, 2013

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

Personnel –

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

A. Employment

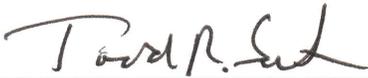
- (1) Ray Carr, Maintenance Specialist – Vernon Campus, effective August 1, 2013 with an annual salary of \$28,030
- (2) Thomas McNeely, English Instructor – Century City Campus, effective August 1, 2013 with an annual salary of \$43,683
- (3) Caitlin Bradley, Assistant Softball Coach/Residence Hall Assistant, Vernon Campus, effective August 12, 2013 with an annual salary of \$23,233 (minus room and meals) 2013-2014 contract
- (4) Edward “Scott” Hamilton, Psychology Instructor – Century City Campus, effective August 12, 2013 with an annual salary of \$44,207
- (5) Jason Scheller, History Instructor – Vernon Campus, effective August 19, 2013 with an annual salary of \$39,776

B. Resignation

- (1) Kelly Peterson, Student Services Secretary, effective August 23, 2013
- (2) Brenda Taylor, Vocational Nurse Instructor, effective August 13, 2013

Mrs. Pennington noted two recent deaths of Vernon College past employees – Mrs. Mary Elliott, long time Librarian and Dean of Instruction, and Ray Holder, Welding Instructor. Both were a big part of our Vernon College family.

There being no further business Chairman Smith adjourned the meeting at 12:45 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary