

# MINUTES

## Board Retreat BOARD OF TRUSTEES

### Vernon College July 17, 2013

The Board of Trustees of Vernon College met on Wednesday, July 17, 2013 at 8:30 a.m. in the *Board Room* on the *Vernon Campus*, Vernon, TX with the following present: Dr. Todd Smith, Chairman; Mr. Gene Heatly, Vice-Chairman; 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 Johnston, President, Dr. Bud Joyner, and Ms. Mary King-Administrative Secretary to the President.

Dr. Johnston welcomed everyone, thanked them for attending and introduced Dr. Bud Joyner.

Dr. Joyner discussed the board self-assessment process and reported several positive aspects of the board's communication, work ethic, and understanding of the board's role in governing the college.

Current processes and practices related to the student success agenda were presented by –

- Kristin Harris – New Student Orientation and Advising/Counseling
- Gary Don Harkey – Course Schedule Advisors (Faculty advising) and the S 3 Grant
- Gary Don Harkey/Kristin Harris – Early Alert
- Joe Johnston/Gary Don Harkey – Developmental Education
- Roxie Hill/Gary Don Harkey – Student Success Class
- Joe Hite/Lana Carter – Student Success Communication
- Betsy Harkey – Student Success by the Numbers Initiative – Data & Priorities and Key Performance Indicators of Accountability (KPIA's)

The meeting adjourned at 12:00 noon

# MINUTES

Regular Meeting

## BOARD OF TRUSTEES

Vernon College

July 17, 2013

The Board of Trustees of Vernon College met on Wednesday, July 17, 2013 at 1:00 p.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 Deans: Dr. Gary Don Harkey, Mr. Garry David, Mr. Joe Hite, and Mr. John Hardin, III. Also present were: Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Michelle Wood, Director of Continuing Education; Mr. Chris Bell, Director of Campus Police; Mrs. Sarah Davenport, Assistant Registrar; Mrs. Lana Carter, Admissions & Records Computer Coordinator; Mrs. Mindi Flynn, General Ledger Accountant; Mrs. Roxie Hill, Instructional Designer; Mrs. Criquett Lehman, Director of Quality Enhancement; 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 1:03 p.m.

### Consent Agenda

Mrs. Pennington made the motion, seconded by Mr. Heatly to approve the Consent Agenda containing the *Minutes of the June 19, 2013 Regular Board 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 June 30, 2013*. Mr. Heatly made the motion, seconded by Mr. Ferguson to approve the report as presented. The motion carried unanimously.

### Action Item B

Mr. Ferguson made the motion, seconded by Mr. Holt to approve *ISD Contract Agreements for 1) Burkburnett I.S.D. – Health Occupations, Culinary Arts, Welding, and Automotive Mechanics Tuitions; 2) City View I.S.D. – Health Occupations Tuition; 3) Holliday I.S.D. – Health Occupations Tuition; 4) Iowa Park I.S.D. – Health Occupations Tuition; 5) Paducah I.S.D. – Health Occupations Tuition; 6) Quanah I.S.D. – Health Occupations Tuition; 7) Vernon I.S.D. – Health Occupations Tuition; and 8) Wichita Falls I.S.D. – Health Occupations Tuition*. The motion carried unanimously.

### Action Item C

Mrs. Pennington made the motion, seconded by Mrs. Rogers to approve *Participation in the Texas Community College Cooperative Purchasing Network* as presented by Dr. Johnston. The motion carried unanimously.

### Action Item D

Mrs. Rogers made the motion, seconded by Mr. Holt to approve the *(1) 2013 Fall Continuing Education Schedule, Tuition and Fees, and (2) Approve Authorizing the Associate Dean of Career & Technical Education to set tuition for additional Continuing Education/Workforce Courses as needed during this time period (Fall)*. The motion carried unanimously.

### Action Item E

Mr. Ferguson made the motion, seconded by Mr. Brints to approve the Herring Bank as the *Bank Depository for Banking Services for the College*. The motion carried by all members except Mrs. Pennington who abstained from voting.

### Action Item F

Mr. Brints made the motion, seconded by Mr. Heatly to approve payment of \$149,019 from the current fund balance for the *2011-2012 Retirement Contribution Costs to Teacher Retirement System*. The motion carried unanimously.

Public Comment – No one was present to make comments.

## President's Report/Board Discussion Items

2013-2014 Proposed Budget Discussion – Dr. Johnston presented the third draft of the budget and noted that there was very little difference from the second draft presented previously. Board members will be asked to approve the 2013-2014 Vernon College Budget at the August board meeting.

Tax Appraisal and Tax Rate update – Dr. Johnston explained that the initial appraisal estimate of the tax base is higher and, therefore, the College has the opportunity to review the tax rate for next year. After the College receives the official tax roll and appraisal in July, a notice for a resolution to adopt the tax rate will be published. Following that, the Board of Trustees will approve a motion to adopt and set the tax rate.

Summary of Grant Funding – A listing of all grants received by Vernon College since January 2009 was given to the Board members. A total of \$5.3 million has been awarded to Vernon College during this time period of which \$1.2 million supports College operations or approximately 5% of the budget.

Summary of Program/Discipline Evaluations – The Program/Discipline Evaluation Task Force conducted an internal review of programs and disciplines based on Vernon College policy and practices as well as ensuring that the reviewed programs/disciplines are meeting certain criteria established by the Texas Higher Education Coordinating Board. The recommendations contained in the handout presented to the Board details the Task Force's recommendations.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board Meeting, Vernon Campus – Thursday, July 18, 10:00 a.m.
- (2) LVN Pinning @ Vernon, First Baptist Church – Thursday, August 15, 6:00 p.m.
- (3) LVN Pinning @ Wichita Falls, Region 9 – Friday, August 16, 1:00 p.m.
- (4) Surgical Tech Pinning @ Wichita Falls, Region 9 – Friday, August 16, 6:00 p.m.
- (5) Fall Semester Kickoff for all Faculty & Staff – Monday, August 19
- (6) "Regular" Office Hours – August 19
- (7) Registration On-Site – August 20 – 22
- (8) Classes begin – August 26
- (9) Labor Day Holiday – September 2

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

### Personnel –

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

- A. Consider Approval for the *Issuance of Employee Contracts for 2013-2014* as presented by Dr. Johnston .

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

- B. Personnel Changes, Additions, and Deletions – Dr. Johnston – Exhibits

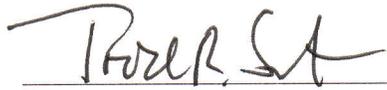
- (1) Employment
  - a. Michael Schoppa, Agriculture/Farm & Ranch Management Instructor – Vernon, effective July 22, 2013 with an annual salary of \$44,858
  - b. Tatiana Booth, Assistant Volleyball Coach/Residence Hall Assistant – Vernon, effective August 1, 2013 with an annual salary of \$22,890 (minus room & meals)
  - c. Christopher Cox, Assistant Baseball Coach/Residence Hall Assistant – Vernon, effective August 1, 2013 with an annual salary of \$22,890 (minus room & meals)
  - d. Anthony Lewis, Welding Instructor – Burkburnett High School, effective August 1, 2013 with an annual salary of \$36,892
  - e. David "Chaz" Tepfer, Welding Instructor – Skills Training Center, effective August 1, 2013 with an annual salary of \$34,720
- (2) Resignation
  - a. Lyndsey Lipscomb, Assistant Softball Coach – Vernon, effective July 31, 2013
  - b. Johnny Spence II, History Instructor – Century City Campus, effective August 16, 2013
- (3) Termination
  - a. Larry Jones, Maintenance Specialist – Vernon Campus, effective June 24, 2013

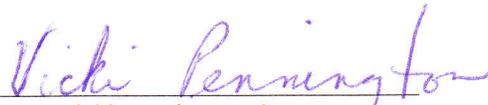
Closed Session: Mrs. Pennington made the motion, seconded by Mr. Ferguson to go into closed session at 12:40 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074 to discuss personnel or other items under this section of the Texas Government Code, Texas Open Meetings Act. The motion carried unanimously.

Open Session: Mr. Heatly made the motion, seconded by Mr. Ferguson to reconvene at 2:10 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Chairman Smith adjourned the meeting at 2:11 p.m.

  
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Dr. Todd Smith, Chairman

  
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Mrs. Vicki Pennington, Secretary