

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

November 20, 2013

The Board of Trustees of Vernon College met on Wednesday, November 20, 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, and Mrs. Vicki Pennington, Secretary. Other Board members in attendance were, Mr. Norman Brints, Mr. Bob Ferguson, Mr. Irl Holt, and Mrs. Joanie Rogers. Absent was Mr. Gene Heatly, Vice-Chairman.

Others present were Dr. Dusty R. Johnston, President, and Deans Dr. Gary Don Harkey, Mr. Joe Hite, Mr. Garry David 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; Ms. Shana Munson, Associate Dean, Career & Technical Education; Mr. Chris Bell, Director of Campus Police; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Criquett Lehman, Director of Quality Enhancement; Mrs. Mindi Flynn, General Ledger Accountant; and Ms. Mary King, Administrative Secretary to the President. Guest present was Mr. Mike Chacanaca, 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. Brints to approve the Consent Agenda containing the *Minutes of the October 16, 2013 Board of Trustees 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 October 31, 2013*. Mr. Ferguson made the motion, seconded by Mrs. Rogers to approve the report as presented. The motion carried unanimously.

Action Item B

Mrs. Pennington made the motion, seconded by Mr. Ferguson to approve the *2014-2018 Primary Goals and the 2014-2015 Priority Initiatives* as presented. The motion carried unanimously.

Action Item C

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the *Continuing Education 2014 Spring Schedule and authorize the Associate Dean of Career and Technical Education to set tuition and fees for any additional classes that may develop during the Spring 2014 term*, as presented. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Vernon College Foundation Meeting Update – Dr. Todd Smith gave a brief overview of the Vernon College Foundation's October 17 Annual Meeting. The current officers and two board members, Dr. Susan Couch and Mrs. Dee Ann Martin were re-elected for additional terms. The Foundation Board approved the Student Success Resolution, previously approved by the Vernon College Board of Trustees. Five departmental grants were approved with funding from the 2013 Vernon College Foundation On-Line Auction. Mr. Eric Robb, the Foundation's Investment Manager, provided an annual overview of the Foundations investments held by Stifel Nicolaus. Dr. Johnston updated the Directors on college activities.

Information Technology Update – Dr. Johnston stated he plans to provide the Board with a written report at the December meeting.

Endowment Scholarship Funds transfer – Dr. Johnston reminded the board that he had forwarded the names of the old endowed scholarships that were discussed last month. In each case, the College has lost contact with donors. Mrs. Pennington stated she had some information on contacts and would forward to Ms. Alexander. He also stated that he was working on a proposed policy for handling endowed funds that no longer have a contact person, whether the donors or their heirs.

2012-13 Annual Action Plan Final Summary – Mrs. Harkey presented the 2012-2013 Annual Action Plan Final Summary. The planning calendar includes statement of need, resources, assessment methods and dates, and use of results for

improvement. A lot of time and effort was used in documenting data from the components of the college. Positive outcomes are being seen from the results of such a planning process.

Annual Review of Continuing Education Data – Ms. Munson presented a review of continuing education funded only classes for 2011-2012 and 2012-2013. The increase in head count is due to Skills Development grant funding.

Counselor Appreciation Luncheon Update – Mr. Hardin reported on the annual event hosting 45 area high school counselors at the Skills Training Center on October 10. While they enjoyed the catered lunch, Associate Dean of Student Services, Kristin Harris provided information concerning the new Texas Success Initiative rules. The counselors were provided a bag of Vernon College information and handouts.

Student Success Data Fact Sheet – Mrs. Harkey presented the Student Success Data fact sheet showing the highest number of Texas Universities with the highest number of Vernon College transfer students in a three-year total for fall 2010, 2011 and 2012.

Campus Buildings Naming Opportunities – Dr. Johnston opened the discussion of naming opportunities for both interior and exterior of the building in Wichita Falls that could generate additional endowment and monetary support. He stated the first set of names - Vernon College, United Supermarkets, and Student Success Center were up at Century City. Vernon College will be going up on the east side, the southwest side, and Vernon College – Century City on the brick wall out on the parking lot hopefully by Christmas.

Dr. Johnston reminded the Trustees that, as requested by Dr. Smith, he sent the board a draft of a calendar of board actions and events that occur throughout the fiscal year.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Theatre Ensemble production “*Baby with the Bathwater*” – Thursday, November 21 thru Saturday, November 23, 8:00 pm – Free Admission – Osborne Administration Building Auditorium
- (2) Vernon College Annual Turkey Trot – Monday, November 25, 3:30 pm – Tower of Knowledge – Vernon Campus
- (3) Vernon College Annual Christmas Dinner – Friday, December 6, 6:30 pm – Colley Student Center
- (4) Vernon College Board of Trustees meeting – Wednesday, December 18, 11:30 am
- (5) Campuses Close for Christmas Holiday – Friday, December 20, 12:00 noon

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

Dr. Johnston presented the Minutes from Faculty/Staff/Student Organizations:

- (1) Student Government Association Meeting Minutes
- (2) Student Forum Meeting Minutes
- (3) Administrative Staff Association Meeting Minutes
- (4) Faculty Senate Meeting Minutes

Personnel –

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

A. Retirements

- (1) Sharon Winn, Assistant to the Dean of Instructional Services, Century City Center, effective January 6, 2014
- (2) Lana Carter, Admissions & Records Computer Coordinator, Vernon Campus, effective January 31, 2014.

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt to go into closed session at 12:30 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.

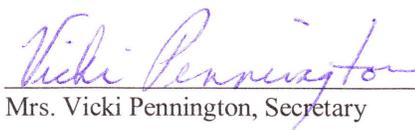
Open Session: Mrs. Pennington made the motion, seconded by Mr. Ferguson to reconvene at 1:15 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Chairman Smith adjourned the meeting at 1:20 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary