

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

### Vernon College

August 15, 2012

The Board of Trustees of Vernon College met on Wednesday, August 15, 2012 at 11:00 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. Bob Ferguson, Mr. Norman Brints, Mr. Irl Holt and Mrs. Joanie Rogers. Absent was Mr. Gene Heatly, Vice-Chairman.

Others present were Dr. Dusty Johnston, President, and Deans: Mr. Joe Hite, Dr. Gary Don Harkey, and Mr. Garry David. Also present were: Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Haven David, Director of Human Resources; Mrs. Shana Munson, Associate Dean, Career & Technical Education; Ms. Michelle Wood, Director of Continuing Education; Mrs. Mindi Flynn, General Ledger Accountant; Mr. Chris Bell, Director of Campus Police; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Criquett Lehman, Director of Quality Enhancement; Mrs. Roxie Hill, Instructional Designer; and Ms. Mary King, Administrative Secretary to the President. Guests present were Mr. Daniel Walker, from *The Vernon Daily Record* and Mrs. Charlene Halencak.

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

Mrs. Pennington made the motion, seconded by Mr. Holt to accept the *Minutes of the July 18, 2012 Special Meeting/Board Retreat and Regular Meeting* as presented. The motion carried unanimously.

#### Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of July 31, 2012*. Mr. Brints made the motion, seconded by Mr. Ferguson to accept the report as presented. The motion carried unanimously.

#### Action Item B

Mr. Holt made the motion, seconded by Mrs. Rogers to approve the *2012-2013 College Operating Budget*. Dr. Johnston stated the budget shows 6.3 percent more in revenue at \$21,105,014 compared to \$19,851,850 last year. The motion carried unanimously.

#### Action Item C

Mrs. Pennington made the motion, seconded by Mr. Brints to approve *To Place a Proposal to Adopt a 2012 Vernon College Tax Rate of .222854/\$100 on the September 19 board meeting agenda*. The motion carried unanimously.

#### Action Item D

Mrs. Rogers made the motion, seconded by Mr. Holt to approve to *Schedule Two Public Hearings on the Proposed Tax Rate for September 4 and September 11 at 6:00 p.m. in the Vernon College Board Room on the Vernon Campus*. The motion carried unanimously.

#### Action Item E

Mr. Ferguson made the motion, seconded by Mr. Brints 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 F

Mr. Brints made the motion, seconded by Mrs. Pennington to approve to *Declare as a "Special Population" and to offer "Zero" tuition Continuing Education classes/Pre-service/In-service training, during the 2012-2013 school year* to the following groups 1) Wichita Falls Police Department – Continuing Education Classes, 2) Wichita County Sheriff's Office – In-Service Training, 3) Vernon Police Department – Continuing Education Classes, 4) Texas Department of Criminal Justice – Pre-Service and In-Service Training, 5) Air Evac – Continuing Education Classes, and 6) Nortex Regional Planning Commission – Continuing Education Classes. The motion carried unanimously.

#### Action Item G

Mr. Ferguson made the motion, seconded by Mr. Brints to approve 1) the *2012 Fall Continuing Education Schedule, Tuition and Fees*, and 2) *Authorize 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 H

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

Public Comment – Mrs. Charlene Halencak, local resident, was present to make a comment. She informed the Board her situation regarding 2011 Delinquent Taxes on property she and her husband purchased from a nephew in 2010. The taxes on the property were current and she thought the payment she made for 2011 taxes included this property. They recently received a letter from a lawyer stating they were delinquent for the 2011 taxes on this property, and they were being charged an additional late fee penalty. She stated they will pay the taxes, but does not feel they should pay for the penalty since they were unaware of the late taxes. The taxing office suggested she visit each of the tax entities to share her story. Dr. Johnston mentioned since this was not an agenda item no action could be taken. He asked the Halencaks to submit an action item to be added to the agenda for the next board meeting.

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

Construction Update: Dr. Johnston handed out a detailed recap of the Century City renovation costs, along with the list of change orders. He commended Ratcliff Construction and Bundy, Young, Sims & Potter Architects for the excellent working relationship throughout the project. There are only a few things left on the punch list to be finished. The President noted that he continues to receive many compliments about the building since the July 26 Open House.

Dean Joe Hite stated that campus connect registration is higher than it was this time last year. Regular on-site registration begins next week. Dr. Johnston stated that with the College's efforts to improve course scheduling advising, coupled with increased advertising and recruiting, our percentage of students dropped for non-payment hopefully will be lower. Many institutions across the state are expecting lower enrollment due to employment, low finances, family issues, and the meningitis vaccine. Hopefully these issues will not affect our enrollment. The retention rate remains to be the same.

Dr. Johnston pointed out the upcoming events:

- (1) Wichita Falls Vocational Nursing Pinning – The Forum, Wichita Falls – Thursday, August 16, 2012 1:00 p.m.
- (2) Vernon/Seymour Vocational Nursing Pinning – First Baptist Church, Vernon – Thursday, August 16, 2012 6:00 p.m.
- (3) Surgical Technology Pinning – Region 9, Wichita Falls – Friday, August 17, 6:00 p.m.
- (4) On-site Registration
  - A. Vernon Campus – Tuesday, August 21, 2012
  - B. Century City Center – Wednesday and Thursday, August 22 & 23, 2012
- (5) Classes begin Monday, August 27, 2012
- (6) VC Volleyball Alumni Game, Vernon – Saturday, August 18, 2012 – 3:00 p.m.  
40<sup>th</sup> Anniversary Picnic on Vernon Campus – Saturday, September 8, 2012 11:00 a.m. – 1:00 p.m.  
40<sup>th</sup> Anniversary Donor Banquet – Saturday, September 29, 2012 – 6:00 p.m.

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

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

#### A. Employment

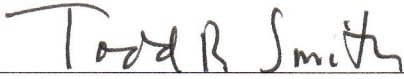
- (1) Thomas Berend, Custodial/Maintenance – Century City Campus, effective July 30, 2012 with a salary of \$20,971.
- (2) Earl Cofer, Custodial Technician – Century City Campus, effective August 1, 2012 with a salary of \$20,143.
- (3) Wesley Gates, Custodial Technician – Century City Campus, effective August 1, 2012 with a salary of \$20,143.
- (4) Christine Reece, ADN Instructor – Century City Center, effective August 6, 2012 with a salary of \$36,394.
- (5) Tina Nava, Custodial Technician – Vernon Campus, effective August 6, 2012 with a salary of \$20,149.
- (6) Barbara Ayala, Custodial Technician – Century City Campus, effective August 8, 2012 with a salary of \$20,149.
- (7) Bobbie Graf, ADN Instructor – Vernon Campus, effective August 14, 2012 with a salary of \$42,216.
- (8) Rhonda Fore, Health Careers Instructor – Burkburnett, effective August 14, 2012 with a salary of \$36,649.
- (9) Larry Borden, EMS Instructor – Century City Center, effective August 15, 2012 with a salary of \$23,147.
- (10) Donald Bruns, Music Instructor, effective August 15, 2012 with a salary of \$19,019.
- (11) James Hamilton, Math Instructor – Century City, effective August 15, 2012 with a salary of \$22,749.
- (12) Megan Inman, Health Careers Instructor – Paducah, effective August 15, 2012 with a salary of \$18,054.

- (13) Sherri Oseletto, Health Careers Instructor – Quanah, effective August 15, 2012 with a salary of \$18,054.
- (14) Belinda Alberty, CIS/Math Instructor – Vernon effective August 20, 2012 with a salary of \$40,372.
- (15) Donna Turney, Information Technology Specialist, effective September 1, 2012 with a salary of \$32,388

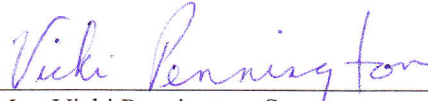
B. Resignation

- (1) Anna Mena, Custodial Technician – Vernon Campus, effective July 27, 2012.

There being no further business Chairman Smith adjourned the meeting at 12:55 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary