

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
November 14, 2012

The Board of Trustees of Vernon College met on Wednesday, November 14, 2012 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. Irl Holt and Mrs. Joanie Rogers. Absent: Mr. Norman Brints.

Others present were Dr. Dusty Johnston, President, and Deans: 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. Shana Munson, Associate Dean, Career & Technical Education; Dr. Karen Gragg, Division Chair of Math & Science; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Mindi Flynn, General Ledger Accountant; Mr. Chris Bell, Director of Campus Police; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Ciquett Lehman, Director of Quality Enhancement; Mrs. Roxie Hill, Instructional Designer; Mrs. Mary Ann Noah, Financial Aid Processer and President of the Employees Forum; and Ms. Mary King, Administrative Secretary to the President. Guests present were Mr. Daniel Walker and Ms. Noelle Wiehe, from *The Vernon Daily Record*.

Chairman Smith called the meeting to order at 11:35 a.m.

Mrs. Pennington made the motion, seconded by Mr. Holt to accept the *Minutes of the October 17, 2012 Regular Board Meeting* as presented. The motion carried unanimously.

Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of October 31, 2012*. Mr. Ferguson made the motion, seconded by Mr. Heatly 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 *2011-2012 Annual Action Plan Final Summary*. The motion carried unanimously.

Action Item C

Mr. Heatly made the motion, seconded by Mr. Ferguson to approve the *2013-2017 Primary Goals and 2013-2014 Priority Initiatives*. The motion carried unanimously.

Action Item D

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the *Continuing Education 2012-2013 Winter Schedule*. The motion carried unanimously.

Action Item E

Mrs. Pennington made the motion, seconded by Mrs. Rogers that the Board of Trustees designates students from the *Vernon Fire Department* as a "special population" and offer zero tuition for the *CPR/First Aid training and EMS CEU Continuing Ed courses*. The motion carried unanimously.

Action Item F

Mr. Holt made the motion, seconded by Mr. Heatly to approve the *Resale Bid and Quitclaim Deed of Property Held in Trust by the City of Vernon*. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

TACC 5 point Campaign for the 2013 Legislative Session – Dr. Johnston presented the Texas Association of Community Colleges' 5 point plan that the group plans to present to the 83rd Legislative Session in January. He stated that the State's 50 community college presidents have been working on this plan for over a year. The plan centers on Student Success and is gaining momentum.

Information Technology Update – Dr. Johnston stated the college has had a very productive year with Run Business Solutions (RunBiz). To date RunBiz has serviced 2,238 work orders and 95% were taken care of in a timely manner.

Mrs. Munson presented the Annual Review of Continuing Education Data – There was a decrease in the overall number of students due to the loss of Skills Development Fund Grants, but new grants are on the horizon.

Mrs. Lehman presented the Annual Report on Quality Enhancement Plan (QEP) – the report is prepared annually to summarize the progress of the plan.

Counselor Appreciation Luncheon Update – Mr. Hardin stated the annual luncheon was held at Century City Center and a presentation was made about Career Coach, a new tool Students Services is using for career planning. Over 40 participants attended.

Dr. Johnston called attention to upcoming events:

- A. Vernon College Theatre Ensemble production “*Mama Won’t Fly*” – Thursday, November 15 thru Saturday, November 17, 8:00 p.m. – Free Admission – Osborne Administration Building Auditorium
- B. Vernon College Annual Turkey Trot – Monday, November 19, 12:00 p.m. – Tower of Knowledge – Vernon Campus
- C. Vernon College Annual Christmas Dinner – Friday, November 30, 2012, 6:30 p.m. Century City Center
- D. Vernon College Board of Trustees meeting – Wednesday, December 12, 2012 – 11:30 a.m.
- E. Campuses close for Christmas Holiday – Tuesday, December 18, 5:00 p.m.

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

Dr. Johnston presented the minutes from the Faculty/Staff/Student Organizations –

- (1) SGA Meeting Minutes
- (2) Student Forum Meeting Minutes
- (3) Faculty Senate Meeting Minutes
- (4) Surgical Technology Student Association Meeting Minutes

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

A. Employment

- (1) Kara Sharp, Custodial Technician – Century City Campus, effective October 14, 2012 with an annual salary of \$20,747.
- (2) Anh Pham, Custodial Technician – Century City Campus, effective November 1, 2012 with an annual salary of \$20,747.

B. Resignation

- (1) Wesley Gates, Custodial Technician – Century City Campus, effective September 27, 2012
- (2) Kelly Soerens, Library Associate – Century City Campus, effective November 27, 2012

C. Internal Transfer

- (1) Julie Lama Transfer *from*: Bookstore Manager – Vernon, *to*: Classified II, Admission Clerk – Vernon, effective October 22, 2012 with an annual salary of \$27,898.
- (2) Jana Bohannon, Transfer *from*: Admission Clerk – Vernon, *to* Bookstore Manager – Vernon, effective October 29, 2012 with an annual salary of \$33,572.

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt to go into closed session at 12:37 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074 to discuss personnel and 551.072 – Real Estate. The motion carried unanimously.

Open Session: Mr. Heatly made the motion, seconded by Mr. Ferguson to reconvene at 1:05 p.m. in open session. The motion carried unanimously.

Action: None

There being no further business Chairman Smith adjourned the meeting at 1:08 p.m.

Dr. Todd Smith, Chairman

Mrs. Vicki Pennington, Secretary