

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College

August 17, 2011

The Board of Trustees of Vernon College met on Wednesday, August 17, 2011 at 11:30 a.m. in Board Room of the *Osborne Administration Building* for a Regular Board Meeting with the following present: Mr. Gene Heatly, Chairman; Mr. Bob Ferguson, Vice-Chairman; Mr. Norman Brints, Secretary. Other board members in attendance: Mr. Curtis A. Graf, Mrs. Sylvia G. Mahoney, Mrs. Vicki Pennington, and Dr. Todd Smith.

Others present were Dr. Dusty Johnston, President, and Deans: 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. Haven David, Director of Human Resources; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mr. Michael Ruhl, Biology Instructor and President, *Vernon College Faculty Senate*; Mrs. Mindi Flynn, General Ledger Accountant; and Ms. Mary King, Administrative Secretary to the President. One guest was present: Mrs. Kathy McClellan, from *The Vernon Daily Record*.

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

Mr. Brints made the motion, seconded by Dr. Smith to accept the *Minutes of the July 20, 2011 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, 2011*. Mr. Ferguson made the motion, seconded by Mrs. Mahoney to accept the report as presented. The motion carried unanimously.

Action Item B

Dr. Smith made the motion, seconded by Mr. Ferguson to approve the proposed *2011-2012 College Operating Budget* of \$19,851.850 as presented. The budget includes a 1.5 percent step increase in salaries for college employees. The motion carried unanimously.

Action Item C

Dr. Smith made the motion, seconded by Mrs. Pennington to approve the *Resolution Setting the 2011 Vernon College Tax Rate* of 22.3427. The motion carried unanimously.

Action Item D

Mr. Ferguson made the motion, seconded by Mrs. Mahoney to approve the current *Investment Policies, Procedures, and Strategies as required by the Public Funds Investment Act*. The motion carried unanimously.

Action Item E

Mr. Brints made the motion, seconded by Mr. Graf to approve to *Declare as a "Special Population"* and to offer "*Zero*" tuition *Continuing Education classes/pre-service/in-service training during 2011-2012 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 – In-Service Training
- (4) Wichita Falls Fire Department Fire Academy – In-Service Training
- (5) Texas Department of Criminal Justice – Pre-Service and In-Service Training
- (6) Cryovac/Sealed Air—Basic First Aid
- (7) Leadership Vernon Participants – Continuing Education Classes

The motion carried unanimously.

Action Item F

Mr. Graf made the motion, seconded by Mr. Ferguson to approve the *2011 Fall Continuing Education Schedule* and the Associate Dean of Career and Technical Continuing Education to set tuition and fees for any additional classes that may develop during the 2011 fall term. The motion carried unanimously.

Action Item G

Mr. Ferguson made the motion, seconded by Mrs. Mahoney to approve the updated *2011-12 Workforce Program Student Handbooks* for the following programs:

- (1) Cosmetology
- (2) Health Information Technology
- (3) Pharmacy Technician
- (4) Fire/EMS Training
- (5) Vocational Nursing
- (6) Police Academy
- (7) Surgical Technology-Clinical
- (8) Surgical Technology-Traditional
- (9) Associate Degree Nursing

The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items:

Dr. Johnston commented on the luncheon hosted by Vernon College that was held July 20th at Skills Training Center between administration and board members from both Midwestern State University and Vernon College. Several Vernon College Foundation board members were also present. Dr. Johnston received thank you notes from President Dr. Jessie Rogers and Vice-President Alisa White of MSU stating they enjoyed the luncheon, visit and tour. Dean Hardin stated he also received a note from Dr. Howard Farrell, Vice President of University Advancement and Student Affairs. The president also mentioned that the relationship between Midwestern State University and Vernon College is not a competitive one but a positive one.

The President reported that the Century City construction renovation is a little behind schedule and there may be a need for a special meeting for the board to review and approve the bids after opening. A discussion on possible times and dates for the board to meet was presented and Dr. Johnston will inform the board when the bid opening date is finalized.

Dr. Johnston reported on the Professional Development/In-Service Day. The keynote speaker was Andy Masters on how to engage and inspire today's generation of students, time management, and work-life balance. A luncheon, service award presentation, and afternoon workshop sessions were held. Dr. Johnston presented Mrs. Mahoney with a five-year service pin. Mrs. Mahoney attended the Staff Development and luncheon, but had to leave before the pins were presented.

Dr. Johnston pointed out the upcoming events:

- (1) Classes begin Monday, August 22, 2011
- (2) VC Home Volleyball Tournament – September 2-3, 2011
- (3) VC Softball Alumni game, Vernon – 1:00 p.m. – September 3, 2011
Freshman Roundup Rally – September 7 (Vernon) – 8 (Wichita Falls), 2011

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

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

A. Employment

- (1) Travis Rose, Assistant Baseball Coach/Residence Hall Assistant, effective August 1, 2011 with an annual salary of \$22,552 (less room & board).
- (2) Amber Beckham, English Instructor – CCC, effective August 15, 2011 with an annual salary of \$42,003.
- (3) Sheryl Nava, Part time – Congregate Meals, effective August 1, 2011 with an annual salary of \$12,482.
- (4) Carl Brinkley, Director of Facilities – Wichita Falls, effective August 9, 2011 with an annual salary of \$44,123.

B. Resignation

- (1) Nathan King, Computer Specialist, effective July 21, 2011
- (2) Ruby Yvonne McWhorter, Part time – Congregate Meals, effective July 24, 2011
- (3) Stacey Smith, Tech Prep Assistant, effective August 11, 2011
- (4) Dr. Ian Yeung, Music Instructor, effective August 12, 2011
- (5) Monica Gomez, Biology Instructor, effective August 12, 2011

C. Internal Transfer

- (1) Mindi Flynn, *from* Staff Accountant *to* General Ledger Accountant – Vernon, effective August 1, 2011 with an annual salary of \$40,436.
- (2) Margaret Tubbs, *from* Classified III, Accounts Payable Clerk *to* Staff Accountant – Vernon, effective August 15, 2011 with an annual salary of \$28,722.

D. Position Revisions

- (1) Stacey Lallmann, Staff Accountant – Billing (position revised due to elimination of the Associate Dean of Administrative Services), effective August 1, 2011 with an annual salary of \$42,283.

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve the following stipend actions. The motion carried with Mrs. Mahoney abstained from voting.

E. Stipends

- (1) Shana Munson--\$4,000 stipend for the 2011-2012 contract for implementation and completion of five Skill Development Fund grants – to be paid from grant indirect cost funds.
- (2) Judy Ditmore--\$2,000 stipend for the 2011-2012 contract for assisting in implementation and completion of five Skill Development Fund grants – to be paid from grant indirect cost funds.
- (3) John Mahoney--\$3,000 stipend for the 2011-2012 contract to perform Vernon campus farming operations.

There being no further business Chairman Heatly adjourned the meeting at 12:20 p.m.

Mr. Gene Heatly, Chairman

Mr. Norman Brints, Secretary