

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

### Vernon College April 21, 2010

The Board of Trustees of Vernon College met on Wednesday, April 21, 2010 at 11:30 a.m. in the Board Room of the *Osborne Administration Building* with the following present: Mr. Bob Ferguson, Chairman; Mr. Gene Heatly, Vice-Chairman; Mr. Norman Brints, Secretary; and other members of the Board: Mr. Curtis A. Graf, Mrs. Sylvia G. Mahoney, and Mr. James Streit. Absent was Mr. Brad Bolton.

Others present were Dr. Dusty Johnston, President; Deans Mr. Garry David, Mr. John Hardin, III, Mr. Joe Hite, and Associate Dean Mr. Bob Bolton. Also present were Ms. Michelle Alexander-Director of Institutional Advancement, Mrs. Haven David-Director of Human Resources, Mrs. Betsy Harkey-Director of Institutional Effectiveness, Mrs. Christie Lehman-Coordinator of Marketing & Alumni Relations, Ms. Marion Grona-Director of Library Services, Mrs. Criquett Lehman-Director of Quality Enhancement Plan (QEP), Mrs. Lois Jablonski-General Ledger Accountant, Mrs. Sarah Davenport-Assistant Registrar, Mrs. Lana Carter- Computer Coordinator of Admissions & Records, Mrs. Mary King-Administrative Secretary to the President, and Ms. Kathy McClellan, of *The Vernon Daily Record*.

Guests present were Mr. William Bachman and Mrs. Vicki Pennington, candidates for Trustee Position #3.

Chairman Ferguson called the meeting to order at 11:30 a.m. and asked that the minutes reflect the board members present, and the absence of Mr. Bolton.

Chairman Ferguson asked for corrections or revisions to the minutes of the March 24, 2010 regular meeting. There being no comments, Chairman Ferguson stated that the minutes stood approved as presented.

#### Action Item A

Dean David presented the *Financial and Investment Reports as of March 31, 2010*. He mentioned we still have not heard on whether the \$300,000 cut will be this year or next. Dr. Johnston made an additional comment that he checked with Representative Rick Hardcastle and Texas Association of Community Colleges, and no one knows when the cut in state appropriations will happen. He also stated we have the funds in reserve. Mr. Brints asked who makes the decision as to when and Dr. Johnston said probably the governor, lieutenant governor and the speaker of the house. Mr. Brints made the motion seconded by Mrs. Mahoney, to approve the reports as presented. The motion carried unanimously.

#### Action Item B

Dr. Johnston proposed approval of the *Tax Collection Agreement* between Vernon College and Wilbarger County as an agreement for the county to collect taxes for Vernon College along with the City of Vernon, Vernon ISD and Harrold ISD. The Tax Appraisal District is planning to no longer collect taxes in order to concentrate on effective tax appraisals. There will be one-time charge of \$1,500 for software to transfer files from the Appraisal District to the County. The college will pay the county \$5,000 to collect the taxes. The annual cost is the same as it has been. Each of the other entities will enter individual agreements with the county as well.

Mr. Streit made the motion seconded by Mr. Graf to approve the agreement. The motion carried unanimously.

#### Action Item C

Dr. Johnston proposed approval of the *Summer 2010 Continuing Education/2010 Kids College Schedule, Tuition, and Fees* and Approve Authorizing the Associate Dean of Career & Technical Education to Set Tuition for Additional Continuing Education/Workforce Courses as Needed During this Time Period (Summer)

Mr. Graf made the motion seconded by Mrs. Mahoney to approve the continuing education proposals as presented. The motion carried unanimously.

#### Action Item D

Dr. Johnston proposed the approval for the president the authority to request bids/proposals and to evaluate, rank, and select bids/proposals for the Skills Training Center renovation project. After reading in the TASB policy manual to make sure we are doing this the way it should be, and we are. Dr. Johnston stated he wants to expedite things, such as when the bids come in instead of waiting for approval at the next meeting.

Mr. Brints made the motion seconded by Mr. Heatly to approve the president the authority to request bids/proposals and to keep the board informed. The motion carried unanimously.

#### Action Item E

Dr. Johnston proposed the approval of quotes for the library parking lot and west service road paving project. He recommended the low bidder. Quotes received were Freeman Construction of Vernon for \$31,373; Santa Rosa Construction of Vernon for \$32,500; and Zack Burkett Company of Graham for \$41,250.

Mrs. Mahoney made the motion seconded by Mr. Graf to approve the Freeman Construction bid. The motion carried unanimously.

Public Comment – No one was present to make any public comments.

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

Dr. Johnston mentioned today was Administrative Professionals Day and thanked all the Administrative Professional staff at Vernon College on his and the Board's behalf for all the hard work.

Dr. Johnston discussed the proposals for funding of Century City renovation projects. The project will be divided into two phases, one including the area that the old nightclub used to be and phase two would include the old Carmike theater area. Phase 1 is the one to start on and it will take a lot of demolition because of the square footage. This is the northwest corner of the building, which will house offices for student services, business office, financial aid, and admissions, plus new areas for a library, bookstore, and maintenance. The plan would be able to recapture a number of offices for faculty plus six additional classrooms. After discussing three different options on funding the project, the board requested that Dr. Johnston further explore the possibly refinancing the current bond and increasing bond to generate funding for renovation. Dr. Johnston will bring more numbers to look at regarding payments on the bonds at the next meeting.

Dr. Johnston mentioned on Tuesday, May 11 at 10:00 a.m. will be the date to canvas votes from the May 8 election. He asked that at least two board members be present, but everyone is invited. The Election Judge will be present. William Backman and Vicki Pennington are running for the seat currently held by Mr. Streit, who is retiring.

Dr. Johnston asked that the board members think about dates and topics for the July Board retreat. Three topics he has chosen will be laws/procedures and practices about procurements, travel reimbursement, and security update.

Dr. Johnston discussed the TASB update. He had asked the board to review the update changes online. This will be an action item in May to approve the update with changes. One change in particular is any construction project costing over \$25,000, were subject to board approval. The change is to increase the amount to \$50,000. Dr. Johnston will prepare the motion for agreeing to all the other changes to be approved at the next meeting.

Dr. Johnston mentioned reminders of upcoming events:

- (1) Phi Theta Kappa Induction - Friday, April 23, 2010 6:30 pm at Century City
- (2) TACC meeting - Wednesday, April 28, 2010 - Austin
- (3) Scholarship Banquet - Thursday, April 29, 2010 - 5:30 pm - Colley Center
- (4) Sports Banquet - Thursday, May 6, 2010- 7:00 pm Empire room-Wilbarger County Auditorium
- (5) Commencement - Saturday, May 15, 2010 - 10:30 am Wilbarger Auditorium
- (6) RN Pinning - Saturday, May 15, 2010 - 2:00 pm Wilbarger Auditorium
- (7) Monday, April 26, 2010 - Dr. Johnston, Dr. Harkey and Mrs. Munson will meet with the president, vice-president and dean of nursing of MSU regarding the downtown SIMMS lab. The facility will be closing and they will have suggestions about a new space. Dr. Johnston will inform the board of the outcome.
- (8) Guest, Mrs. Pennington added the events of the Coral Concert on April 27, 2010 at 7:00 p.m., and the VC Theater Production on the 28<sup>th</sup> – 30<sup>th</sup> in the VC auditorium at 8:00 p.m. Dr. Johnston thanked her for these reminders.

Dr. Johnston asked the board to view the Philanthropic Report/Outside Grants Report as an exhibit. Dr. Johnston reported the Foundation meeting and things are going good. He discussed the Stars program as a database for people to apply for all scholarships online. He stated that Ms. Alexander pushed this and the IT department was very much involved. She reported applications went from 200 to 343 completed applications.

Minutes from the STSA Organization (Surgery Technology Student Association) were presented as an exhibit.

Dr. Johnston reminded everyone of the summer hours for Vernon College employees beginning Monday, May 17, 2010 from 7:45 am - 5:15 pm Monday-Thursday. Closed on Fridays

Closed Session: At 12:20 p.m., Mrs. Mahoney made the motion, seconded by Mr. Graf, to go into closed session in accordance with Section 551-Open Meetings: Subchapter 551.074 to discuss personnel. The motion carried unanimously.

Open Session: At 12:40 p.m., Mr. Heatly made the motion, seconded by Mr. Graf, to reconvene in Open Session. The motion carried unanimously.

Mr. Brints made the motion seconded by Mr. Heatly to approve resignations for Larry Cheshier – Custodial Supervisor, effective April 1, 2010, and Dorothy Williams, Congregate Meals Cook, effective March 26, 2010.

Mr. Graf made the motion seconded by Mr. Heatly to approve the retirement of Gloria Herrera – Custodian Technician, of the Osborne Administration Building effective May 31, 2010.

Mrs. Mahoney made the motion seconded by Mr. Graf to approve the employments of Ruby Yvonne McWhorter – Congregate Meals Cook, effective March 16, 2010, with a 75% salary of \$12,116 (prorated and an ‘at will’ employee), and Joey Lama – Custodial Supervisor, effective May 3, 2010 with a 12-month salary of \$30,516.

Mr. Gene Heatly made the motion seconded by Mr. Graf to approve the internal transfer of Jim Binion – to Director of Information Technology from Assistant Director of Information Technology, effective May 1, 2010 with a 12-month salary of \$60,498. Dr. Johnston stated that a reorganization plan for Mr. Binion and the IT department to report directly to him.

The motion carried unanimously for all personnel actions.

There being no further business Chairman Ferguson stated that the meeting was adjourned.

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Mr. Bob Ferguson, Chairman

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Mr. Norman Brints, Secretary