

# REGULAR BOARD MEETING

THE STATE OF TEXAS

## VERNON COLLEGE

COUNTY OF WILBARGER

On this the 20th day of May, 2009, the following members were present for the Regular Meeting of the Vernon College Board of Trustees held at 11:30 a.m. in the Board Room of the *Osborne Administration Building*, Vernon, Texas:

Mr. Bob Ferguson, Chairman  
Mr. Norman Brints, Secretary

Mr. Brad J. Bolton  
Mr. Curtis A. Graf  
Mrs. Sylvia G. Mahoney  
Mr. James Streit

Absent: Mr. Gene Heatly, Vice-Chairman

Others attending: Dr. Dusty R. Johnston, President; Mr. John Hardin, III, Dean of Student Services/Athletic Director; Mr. Bob Bolton, Associate Dean of Administrative Services; Mrs. Rosa Alaniz, President, Employees Forum; Ms. Michelle A. Alexander, Director of Institutional Advancement; Mrs. Haven David, Director of Human Resources; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Lois Jablonski, General Ledger Accountant; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Stacy Lallman, President, Administrative Staff Association; Mrs. Michelle Wood, Director of Continuing Education; Mrs. Mary King, Secretary to the President; Mrs. Missie Matthews, Administrative Assistant to the President; and Ms. Kathy McClellan of *The Vernon Daily Record*.

- 1. Call the Meeting to Order.** – Chairman Ferguson called the meeting to order at the appropriate time and asked that the Minutes reflect the absence of Mr. Heatly.
- 2. Consider Approval of the Minutes of the April 22, 2009 Regular Board Meeting.**  
**Action:** There being no comments or corrections, Chairman Ferguson announced that the Minutes stood approved as presented.
- 3. Discuss Preliminary Budget for 2009-2010.**  
**Discussion:** Dr. Johnston referred to the proposed Budget stating that this was the third version of the proposed budget, explaining some of the revisions: a) the projected increased revenue generated by the increase in tuition and fees previously approved by the Board; b) the increase in estimated Academic Support expenditure is attributed to the addition of a full-time economics instructor; c) the decrease in projected Lab and Special Fees is a result of action eliminating the 'on-line course fee' but instituting a per credit hour technology fee should increase revenue; d) the decrease in projected Continuing Education revenue is a result of 'accurately stating the current year expected revenue' which has not been appropriately reported for several years; e) the Workforce Education income reduction reflects the decrease in workforce related training needs and the loss of 'business and industry grants' providing funds for training; f) though there are funds remaining in the Maintenance & Operation for the present year, the College hopes to use some of these funds to complete renovation projects which have been included in the Annual Plan for several years; g) while the revenue does not include any State funding, it is anticipated that Vernon College could receive approximately \$400,000, and most of these funds would go towards Facility Planning; h) the increase in estimated Physical Plant expenditures is budgeted to complete additional renovations that are included in the Facilities Master Plan for both Vernon and Wichita Falls; i) the proposed expenditures also include the 1.5% cost-of-living adjustment for all employees as well as the 1.5% one-step increase that is built into salary schedules, in essence, a 3.0% increase in employee salaries; j) the proportionality issue discussed by the legislature appears to be 'dying' due to confusion of a clear definition of it or how it would be implemented; k) the legislature appears to be focusing on health care; l) there is still no legislation regarding refunding health benefits to community colleges for the past year's expenses

but it appears to be 'okay' and not in any jeopardy; and m) the final budget should be ready by the June Board Meeting but will not be officially approved until the August meeting.

**4. Action Items to be Considered.**

**A. Consider Approval of the Financial and Investment Reports as of April 30, 2009.**

Mr. Bob Bolton reviewed the Reports. Dr. Johnston and Mr. Bolton explained that though the College has spent approximately \$389,000 for employee benefits and these funds are to be 'reimbursed' by the State. In a normal appropriation cycle no money actually 'changes hands' between the College and the State for funded health benefits. Since these funds were vetoed by the Governor for last year, Dr. Johnston remains optimistic that the funds will be reimbursed to the College.

**Action:** Mrs. Mahoney made the motion, seconded by Mr. Streit, to approve the *Financial and Investment Reports* for March 31, 2009, as presented. The motion carried unanimously

**B. Consideration of the Athletic Institutional Scholarship Proposal for 2009-2010.**

Dean Hardin reviewed the proposal and reiterated that it was as close to expenses as he could predict since there are so many varying factors – the number of hours each student takes, whether the current textbooks will still be in use, where there will be lab fees, whether or not they will live in the dorm, or whether meals will be included in scholarships. He reviewed the background information which he used to determine his proposal.

**Action:** Mr. Graf made the motion, seconded by Mrs. Mahoney, to approve the Athletic Institutional Scholarship Proposal for Fall 2009/Spring 2010 of \$479,062 as recommended. The motion carried unanimously.

**C. Consideration of Zero Tuition for 'Hospitality Training' Continuing Education Course on May 21, 2009**

**Action:** Mr. Brints made the motion, seconded by Mr. Graf, to approve the 'zero tuition' proposal as recommended by the Continuing Education Department. The motion carried unanimously.

**D. Consideration of Depository Contract Extension with Herring Bank.**

Dr. Johnston discussed new changes in the State code which allows a college and its depository bank to agree to extend the contract for two additional two-year terms rather than putting the contract out for bid.

**Action:** Mr. Streit made the motion, seconded by Mr. Brints, to extend the College's contract with the Herring Bank for an additional two-year term of September 1, 2009 through August 31, 2011. The motion carried unanimously.

**E. Review Updated (LEGAL) Policies of TASB Policy Manual *Update 24* and Consider Approval of (LOCAL) Policies .**

Dr. Johnston explained that the Texas Association of School Boards (TASB) had sent the College its latest revisions, Update 24. The Board is to 'review' the LEGAL policies which reflect the ever-changing context for governance and management of the College District. The LOCAL policy recommendations are to be reviewed by the administration and the Board to ensure they reflect the practices of the College District and the intentions of the Board. The Board must approve these changes in an open meeting. However, prior to the Board's approval, Dr. Johnston distributed a handout with several policies regarding employee, student, and public 'complaints' and the 'hearing processes' to be followed in each. He asked the Board to review them prior to the next meeting. The (LOCAL) Policies distributed were: DGBA (LOCAL) - Employee Complaints; FLD (LOCAL) – Student Complaints; and GB (LOCAL) – Public Complaints.

**Action:** Action on this item was tabled until the June Meeting.

**F. Consideration of Bids for Campus Renovation Projects.**

Dr. Johnston distributed a spreadsheet/ handout, 'Renovation Projects, Spring/Summer 2009' which included bids for five College projects: Wright Library, Electra Waggoner Biggs Arts & Science Center/ Room 306, Colley Student Center, Sumner Applied Arts Center/West Wing, and the Student Residence Center. He reviewed the document stating that he, Mr. Bob Bolton and Mr. John Mahoney had worked to pull the information together for the meeting. The total of

the bids is approximately \$227,595. However, there is \$369,000 in the Maintenance, Repairs & Remodeling line and even with several projects to be paid from this account, Dr. Johnston said there should be enough to complete the following projects in each Center: Electra Waggoner Biggs Arts & Sciences Center – Room 306, Lecture Hall/auditorium seating, flooring, painting; Sumner Applied Arts Center – rooms 423, 425, 426, 427, 429, & 430 – redo ceilings, flooring, painting; Wright Library – replace carpet in the general stacks and computer areas; Student Residence Center – replace vanities in all 64 rooms; and Colley Student Center – paint interior walls and other surfaces as needed. Further discussion included: the need to get these completed before students return in the Fall, the absence of names of vendors, the complexity of getting the carpet replaced in the Wright Library which requires the company to move all of the stacks from one area in the Library to another (which is included in the bid), the additional workload which Mr. Mahoney's staff will have to assist and expedite these projects, and that Mr. Mahoney will oversee the projects.

**Action:** Mr. Brints made the motion, seconded by Mr. Brad Bolton, to approve the renovations as stated above with the understanding that the Board will receive a list of vendors via e-mail. The motion carried unanimously.

5. **Public Comment.** – No one was present to speak so Chairman Ferguson stated that the meeting would continue according to the agenda.

#### 6. **President's Report.**

A. Discussion items. Dr. Johnston reviewed the following items, stating that he had already sent the Board information about these items. He continued to discuss the following:

- 1) Positions Under Consideration
  - a) Full-Time Economics Instructor
  - b) Full-Time Financial Aid Staff at Wichita Falls
  - c) Certified Nursing Assistant Coordinator from Part-Time to Full-Time
- 2) Website Task Force – Dr. Johnston explained that he will occasionally appoint Task Forces to deal with a specific item such as this. He continued that prior to his coming to Vernon College, he accessed the College's website and realized it was not user-friendly. All members of the Task Force are volunteers.
- 3) Proportionality Legislation – Dr. Johnston reported that he did not think this would be acted upon during this Legislative Session.
- 4) Planning and Effectiveness Meetings – He reported that this committee had already met three times and is making progress.
- 5) Wichita County Advisory Committee – Dr. Johnston said he had visited with several members of this Committee and they still wanted to participate. A meeting will be scheduled at a later date.
- 6) Electrical Upgrades on Vernon Campus – The College has identified the need for significant electrical upgrades in two buildings that must be addressed.
- 7) Security System Update – Dr. Johnston presented an update, stating that while the Board had set aside approximately \$100,000 for this project, it now appears that it will cost \$74,000. Dr. Johnston said he has set a target date of June 8th to receive all information about the security system.
- 8) Board Retreat Dates and Agenda – Several dates were discussed for the Retreat and possible items to be discussed. Dr. Johnston agreed to try to get a speaker from either TACC (Texas Association of Community Colleges) or from several people he personally knows who conduct this type of presentations to Boards.

**Request:** Dr. Johnston asked Board Members to e-mail him of any topics which they would like to discuss at the Retreat.

**Consensus:** It was the consensus of the Board and Dr. Johnston to schedule the Board Retreat for Wednesday, July 22nd, from 9:00 a.m. to 3:00 p.m. in the Board Room of the Osborne Administration Building. Lunch will be provided.

## B. Reports

- 1) TACC Quarterly Meeting - April 29, 2009 – Dr. Johnston reported that the Association is involved with the Legislature and trying to get various bills through but at this time, nothing is finalized.
- 2) Accountability System Reports for Vernon College - Dr. Johnston referred to the exhibit stating that this was generated by the Coordinating Board, based on various reports which the College submits to the Coordinating Board. He continued to say that while he was in agreement with the intent of the report, there was some question among the administrative team as to where and how some of the reported figures were derived.
- 3) Vernon College Women's Rodeo Team and Two Members of the Men's Team Qualify for the College National Finals Rodeo - Dr. Johnston said that the College, and certainly Rodeo Coach Bobby Scott, was extremely proud of the students who will be representing Vernon College at the College National Finals.
- 4) April 27, 2009 Athletic Scholarship Banquet Report - Dr. Johnston said the students represented themselves very well as they received the awards listed in the report.
- 5) April 30th Scholarship Banquet - Dr. Johnston said the Banquet went very well. It was held in the Colley Student Center and that Great Western Dining did an excellent job in catering the event. Some of the College's students, including student athletes, helped serve the meal.
- 6) Susan Combs, State Comptroller, Hosted at Skills Training Center on May 8, 2009 - Dr. Johnston said that initially, he was not sure that much would come out of this. However, he was pleasantly surprised that it was an excellent event and that approximately fifty people Wichita Falls attended including the Mayor and the County Judge. Comptroller Combs was extremely pleased with the Skills Training Center and its mission.
- 7) Commencement Held May 16, 2009. - The program from the College's 37th Commencement was distributed to members. Dr. Johnston thanked Mrs. Mahoney for attending and representing the Board.
- 9) Total Philanthropy to Vernon College as of April 30, 2009. – Dr. Johnston asked Board Members to review the report as information.

**Note:** At the request of Mrs. Mahoney, Dr. Johnston reported that the College awarded the first 'Dr. Leroy Estes Excellence and Innovation Awards' at the Commencement. He continued that the award was established by an anonymous donor in honor of Dr. Estes, one of the College's first instructors, and it was given to Ms. Cathy Bolton, Director of the Associate Degree in Nursing Program, and to Mrs. Cindy Coufal, English Instructor who headed up the implementation of the Quality Enhancement Program (QEP) of the College during preparations for the Southern Association of Colleges and Schools (SACS) Reaffirmation Visit to Vernon College. Both recipients also received a \$2,000 stipend along with the recognition. He continued to state that Dr. and Mrs. Estes were in attendance and were recognized at the Commencement.

## C. Minutes – College Organizations – Dr. Johnston said these were for information only.

- 1) Student Government Association
- 2) Employees Forum

## D. Community Involvement – Dr. Johnston said this report was something he had done in the past and wanted to initiate it at Vernon College. It reflects what the faculty and staff is doing in the community, as well as the students. It is one way to show that Vernon College does give back to the community.

7. **Personnel.** – Chairman Ferguson said that the Board needed to go into closed session in accordance with Chapter 551 of the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074 – to discuss some Personnel items.

**Action:** Mr. Graf made the motion, seconded by Mrs. Mahoney, to go into closed session at approximately 12:45 p.m. as stated above. The motion carried unanimously.

**Action:** Mr. Graf made the motion, seconded by Mrs. Mahoney, to reconvene in Open Session at 1:15 p.m. The motion carried unanimously. \* \* (Mr. Bolton left the meeting during the Closed Session.)

The following actions were taken in Open Session:

- A. **Retirement** – Mr. Joe Banda, Custodial Supervisor, effective May 29, 2009  
**Action:** Mrs. Mahoney made the motion, seconded by Mr. Graf, to accept the retirement of Mr. Joe Banda as stated above. The motion carried unanimously.
- B. **Resignations**
- 1) E. Gene Gooch, Dean of Administrative Services, effective June 30, 2009  
**Action:** Mr. Brints made the motion, seconded by Mr. Streit, to accept the resignation of Mr. Gooch as stated above. The motion carried unanimously.
  - 2-6) 2) Jacqueline Gilchrist, Interim Head Volleyball Coach, effective May 15, 2009;  
3) Arthur Gonzales, Assistant Baseball Coach/Assistant Hall Director, effective May 20, 2009;  
4) Kelli Osborn, Assistant Volleyball Coach, effective May 21, 2009;  
5) Julie Thompson, ADN Instructor, effective May 15, 2009; and  
6) Alisha Allen, CNA Instructor/Burkburnett, effective June 6, 2009.  
**Action:** Mrs. Mahoney made the motion, seconded by Mr. Graf, to accept the listed resignations of Ms. Gilchrist as stated above. The motion carried unanimously.
- B. **Internal Transfer** – Dr. Gary Don Harkey , from Agriculture Instructor/Division Chair to Dean of Instruction, effective June 1, 2009 with an annual salary of \$85,554.  
**Action:** Mr. Graf made the motion, seconded by Mrs. Mahoney, to approve the Internal Transfer of Dr. Harkey as stated above. The motion carried unanimously.
- D. **Employment** - Cindy Corrigan – Mathematics Instructor effective August 17, 2009, with a nine-month salary of \$37,292  
**Action:** Mr. Brints made the motion, seconded by Mr. Graf, to approve the employment of Ms. Corrigan as stated above. The motion carried unanimously.
- E. **Consider Approval of Division Chair Recommendations for the 2009-2010 School Year**  
**Action:** Mrs. Mahoney made the motion, seconded by Mr. Graf, to approve the Division Chairs for 2009-2010 as follows: Mr. Greg Fowler, Division of Behavioral & Social Sciences; Mr. Mark Holcomb, Division of Informational & Industrial Technology; and Mr. Joe Johnston, Division of Communications. The motion carried unanimously. (It was noted that the Division responsibilities previously chaired by Dr. Harkey - Agriculture, Math & Sciences - will be divided among the other three Division Chairs.)

**Action:** There being no further business to come before the Board, Mr. Graf made the motion, seconded by Mrs. Mahoney, to adjourn at approximately 1:20 p.m. The motion carried unanimously.

Respectfully submitted,

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Bob Ferguson, Chairman

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Norman Brints, Secretary