

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

### Vernon College

May 26, 2010

The Board of Trustees of Vernon College met on Wednesday, May 26, 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. Other board members in attendance: Mr. Curtis A. Graf, Mrs. Sylvia G. Mahoney, and Mrs. Vicki Pennington. Absent was Mr. Brad Bolton.

Others present were Dr. Dusty Johnston, President, and Deans: Mr. Garry David, Mr. John Hardin, III, and Associate Dean Mr. Bob Bolton. Also present were Ms. Michelle A. Alexander-Director of Institutional Advancement and Interim Executive Director, Vernon College Foundation, Mrs. Haven David-Director of Human Resources, Mrs. Betsy Harkey-Director of Institutional Effectiveness, Mrs. Shana Munson-Associate Dean, Career & Technical Education, Ms. Michelle Wood-Director of Continuing Education, Mrs. Christie Lehman-Coordinator of Marketing & Alumni Relations, Ms. Marion Grona-Director of Library Services, Mrs. Criqueutt Lehman-Director of Quality Enhancement Plan (QEP), Mrs. Lois Jablonski-General Ledger Accountant, Mr. James Streit, Mr. Rick Sims, Bundy, Young, Sims & Potter, Inc., Ms. Mary King-Administrative Secretary to the President, and Ms. Kathy McClellan, of *The Vernon Daily Record*.

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.

Recognition of James Streit for service to the Vernon College Board of Trustees. Dr. Johnston presented a plaque to Mr. Streit in recognition of his 12 years of service to the Board of Trustees. Dr. Johnston and Mr. Ferguson offered their appreciation for his service.

#### Action Item A

Newly elected board member Vicki Pennington, Place 3, signed the Statement of Officer and was issued a Certificate of Election while being sworn in by Mr. Brints. Mr. Brad Bolton, Place 4, will take his oath at a later date. Both members were elected during the May 8, 2010 election.

#### Action Item B

Mr. Brints conducted the reorganization of the Board. He stated that the nominating committee (Mr. Brints and Mr. Graf) recommended Mr. Gene Heatly as Chairman, Mr. Bob Ferguson as Vice-Chairman, and Mr. Brints as Secretary. Mrs. Mahoney made the motion, seconded by Mr. Graf, to accept the re-organization of officers as recommended. The motion carried unanimously. Mr. Heatly assumed the chairmanship and the Board members commended Mr. Ferguson for his years of good service as Chairman.

#### Action Item C

Mrs. Mahoney made the motion to accept the *Minutes of the April 21, 2010 Regular Meeting* as presented. Mr. Graf seconded the motion and it carried unanimously.

#### Action Item D

Dean David presented the *Financial and Investment Reports as of April 30, 2010*. He mentioned that the anticipated \$300,000 reduction will be taken out this fiscal year. He also reminded the board that the College is prepared for the cut. After presenting his report, he stated that the institution is well within the budget. Mr. Ferguson made the motion, seconded by Mr. Brints, to approve the report as presented. The motion carried unanimously.

#### Action Item E

Motion #1 - Dr. Johnston presented the local and legal policies of TASB UPDATE 25 for approval to add, revise, or delete the policies as recommended by the TASB Policy Service. Mr. Brints made the motion, seconded by Mr. Graf, to approve the changes as recommended. The motion carried unanimously.

Motion #2 – Dr. Johnston moved that Local Policy CM – Facilities Construction – be revised to increase the dollar amount of construction contracts to be brought to the board for approval from \$25,000 to \$50,000. Mr. Ferguson made the motion, seconded by Mr. Graf, to approve the revision. The motion carried unanimously.

Motion #3 – Dr. Johnston moved that Local Policy DEC – Compensation and Benefits Leaves and Absences – be revised to include a committee to review sick bank leave requests prior to submission to the President for final approval. The committee, appointed by the President, will be chaired by the Director of Human Resources. Mrs. Mahoney made the motion, seconded by Mr. Brints, to approve the revision. The motion carried unanimously.

#### Action Item F

Dr. Johnston asked that the board approve the recommendations of the 2009-2010 Program/Discipline Evaluation Task Force to place the Farm and Ranch Management program on probation until it meets the minimum standards. Mr. Graf made the motion, seconded by Mrs. Mahoney, to approve the recommendations of the Task Force as requested. The motion carried unanimously.

#### Action Item G

Dr. Johnston asked that the board approve the Construction Manager at Risk for the baseball field renovation and expansion project. Two companies submitted applications. Santa Rosa Construction of Vernon is the recommendation of the president and the administrative team. Mr. Rick Sims of Bundy, Young, Sims, & Potter of Wichita Falls was present as a resource and reference. Mr. Sims and Dr. Johnston explained the difference between a general contractor and a construction manager at risk stating that with a construction manager at risk, the College will see bids submitted from sub-contractors and will be an active participant in selecting the sub-contractors for the project. Dr. Johnston stated that once the Construction Manager at Risk is approved and all sub-contractor proposals are reviewed, the College will draw up a contract containing the bottom dollar amount to be charged for the project. Mr. Sims presented the board with a document projecting a six-month time line with construction possibly starting in July and ending by January 2011. June 24 is tentatively set for the bid opening. Mr. Ferguson made the motion, seconded by Mrs. Mahoney, to accept Santa Rosa Construction as the Construction Manager at Risk. The motion carried unanimously.

Public Comment – No one was present to make comments.

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

- A. Texas Open Meeting Training – Senate Bill 286 – Dr. Johnston noted that this training is available for Mrs. Pennington as the newly elected board member to complete on-line.
- B. Draft of 2010-2011 VC Budget – Dr. Johnston presented the first draft of the 2010-11 budget. He stated it is a good budget due to continued enrollment growth and the slight increases in tuition and fees. The enrollment growth this year produced more revenue than anticipated for some purchases out of the 09-10 budget rather than the 10-11 budget. He added that if the board finalizes this budget, the College could live with it for three years. The increased revenue will also help take up the slack if there are more cuts in state funding in the next biennium. There will be more revisions over the next couple of months before the final budget is ready for approval.
- C. Bond Refinance information to assist with renovation projects at Century City Campus – Dr. Johnston reported that he and Garry David visited with First Southwest representatives, a company the college has dealt with in the past regarding revenue bonds. If the College refinances the bonds for 20 years, approximately \$3 million will be available for the project. With the \$3 million the College could finish Phase I, recapturing space in the old Graham Central Station nightclub. Student Services, the business office, financial aid, and admissions, as well as the library, bookstore and maintenance operations will move into that area. This will free up space for six good size multi-

purpose classrooms and offices for instructors. The next step is to proceed with the bond refinancing and get Mr. Rick Sims started on architectural drawings and cost estimates. Dr. Johnston stated he would bring the bond issue as an action item to the next meeting.

- D. Skills Training Center renovation update – Dr. Johnston reported that a walk-through with the contractors was held last week and the bid opening for that project will be coming up next week.
- E. Skills Development Fund Grant Award announcement – Mrs. Shana Munson reported that a Texas Workforce Commission grant for \$830,060 had been awarded to the College to provide training for employees from Albert Moving and Storage, Alcoa Howmet, Cryovac-Sealed Air, and Magic Aire (United Electric). This will be a 15-month contract beginning April 26, 2010 through July 31, 2011. This will track 1116 trainees. The training includes LEAN Six Sigma Blackbelt, safety, computer, management, leadership and mechanical. Part of the grant gives the college nearly \$60,000 for technology. Dr. Johnston thanked Mrs. Munson for her hard work on this grant noting that she is responsible for the Skills Development grant proposals.
- F. RN Program Approval – Dr. Johnston presented the letter as an exhibit and reported that the Texas Board of Nursing approved the ADN program for two more years in recognition of its 94% student pass rate.
- G. 2009-2010 Athletic Scholarship Award report – Dean Hardin reported the summary of the Athletic Scholarship Award Report and stated that a total of \$463,576.17 was awarded for athletics for 2009-2010. The athletic institutional scholarship proposal for 2010-2011 is \$509,162.00
- H. Reminder of upcoming events:
  - (1) Community College Association of Texas Trustees Conference – June 5, 2010 – Dallas – Dr. Johnston mentioned that he and Mrs. Mahoney will be attending.
  - (2) Administrative Staff Association will hold another Brown Bag Giveaway for Wilbarger County Seniors at 9:30 a.m. on June 10 – Chaparral Senior Center
- I. Philanthropic Report/Outside Grants Report – Dr. Johnston asked the board to view the exhibit. Dr. Johnston reported that a new digital sign to be placed in front of the Vernon campus will be purchased with money from a donor who stated the money could be spent anywhere it needed to be used.
- J. Minutes from Faculty/Staff Organizations – Dr. Johnston presented the following minutes as exhibits.
  - (1) Student Forum
  - (2) SGA
  - (3) STSA (Surgical Technology Student Association)

Personnel - Dr. Johnston noted there was no need to go into closed session for personnel matters.

Mrs. Mahoney made the motion seconded by Mr. Ferguson to approve the resignation of Russell Lance Worley – Custodial Technician, Century City, effective April 29, 2010 and the retirement of Kathleen Beavers – Director of Cosmetology, effective August 1, 2010. The motion carried unanimously.

Mr. Graf made the motion seconded by Mr. Brints to approve the appointments of Division Chairs: Mr. Greg Fowler – Division of Behavioral & Social Sciences, Dr. Karen Gragg – Division of Math & Science, Mr. Mark Holcomb – Division of Informational & Industrial Technology, and Mr. Joe Johnston – Division of Communications for 2010-2011. Dr. Johnston pointed out that Ms. Shana Munson’s name should be excluded from the list as presented because she holds the position of Associate Dean of Career & Technical Education. The motion carried unanimously.

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

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Mr. Gene Heatly, Chairman

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Mr. Norman Brints, Secretary