

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

Vernon College  
August 25, 2010

The Board of Trustees of Vernon College met on Wednesday, August 25, 2010 at 11:30 a.m. in the Board Room of the *Osborne Administration Building* with the following present: Mr. Gene Heatly, Chairman, Mr. Norman Brints, Secretary. Other board members in attendance: Mr. Curtis A. Graf, Mrs. Sylvia G. Mahoney, and Mrs. Vicki Pennington. Absent: Mr. Bob Ferguson, Vice-Chairman.

Others present were Dr. Dusty Johnston, President, and Deans: Dr. Gary Don Harkey, Mr. Joe Hite, Mr. Garry David, Mr. John Hardin, III. Also present were: Ms. Michelle A. Alexander, Director of Institutional Advancement and Executive Director, Vernon College Foundation; Mr. Bob Bolton, Associate Dean Administrative Services; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Shana Munson, Associate Dean, Career & Technical Education; Mrs. Dina Neal, Instructor, Psychology/Sociology; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Criquett Lehman, Director of Quality Enhancement Plan (QEP); Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Lois Jablonski, General Ledger Accountant; Mrs. Rosa Alaniz, Secretary, Financial Aid and President of the Employees Forum; Ms. Mary King, Administrative Secretary to the President; and Mr. Mark Potter, of *The Vernon Daily Record*. Guests: Mr. George Williford, Managing Director of First Southwest Capital Company.

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

Mrs. Mahoney made the motion to accept the *Minutes of the July 28, 2010 Special Meeting/Board Retreat and Regular Meeting* as presented. Mr. Graf seconded the motion. The motion carried unanimously.

### Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of July 31, 2010*. Mrs. Mahoney made the motion, seconded by Mr. Graf to accept the report as presented. The motion carried unanimously.

### Action Item B

Mr. Brints made the motion, seconded by Mrs. Mahoney, to approve the proposed *Vernon College 2010-2011 Operating Budget* as presented. The motion carried unanimously.

### Action Item C

Mr. Graf made the motion, seconded by Mrs. Mahoney, to approve the *Investment Policies, Procedures, and Strategies as Required by the Public Funds Investment Act* as presented by Mr. David. The motion carried unanimously.

### Action Item D

Mr. Brints made the motion, seconded by Mrs. Pennington, to approve the sale of revenue bonds for capital to renovate Century City Center. Refinancing the existing revenue bonds will create additional capital of \$5 million toward the project. The estimates payment is \$925,000 to \$975,000 per year for a term of 20 years; with the final cost based on the final interest rate. This cost is included in the 2010-2011 budget. The motion carried unanimously.

### Action Item E

Mrs. Mahoney made the motion, seconded by Mr. Graf, to approve the change order for the baseball field renovation and expansion project. The motion carried unanimously.

### Action Item F

Mrs. Pennington made the motion, seconded by Mrs. Mahoney, 2010-2011 Contracts with Burkburnett, Olney, City View, Wichita Falls, and Iowa Park I.S.Ds. to provide Health Occupations instruction. These contract agreements comply with

Chapter 9, Sub-chapter I, Section 9, 193 of the Texas Higher Education Coordinating Board Rules. The motion carried unanimously.

Action Item G

Mr. Brints made the motion, seconded by Mr. Graf, to approve the bid of \$117,160.00 from Lasseter Bus and Mobility of Lewisville, Texas for a 36 Passenger midsize bus. The motion carried unanimously.

Action Item H

Mr. Graf made the motion, seconded by Mrs. Mahoney, to declare as “special populations” and offer “zero” tuition for pre-service, in-service, and continuing education courses during the 2010-2011 school year for the following groups: Wichita Falls Police Department, Texas Department of Criminal Justice, Wichita Falls County Sheriff’s Office, Air Vac continuing education participants, Wichita Falls Fire Department, “Leadership Vernon” participants, and Vernon Police Department. The motion carried unanimously.

Action Item I

Mrs. Mahoney made the motion, seconded by Mr. Graf, to approve the updated 2010-2011 Workforce Program Student Handbooks for the following programs: Cosmetology, Health Information Technology, Pharmacy Technician, Fire/EMS Training, Licensed Vocational Nursing, Police Academy, Surgical Technology, and Associate Degree Nursing. The motion carried unanimously.

Action Item J

Mr. Graf made the motion, seconded by Mr. Brints, to approve the Wilbarger County Appraisal District 2011 budget and the 2010 CAD collections. The motion carried unanimously.

Public Comment – No one was present to make comments.

President’s Report/Board Discussion Items:

Dr. Johnston reported that the restructuring of the Governance thru Committees List is not finished and will be sent to the board by email to be discussed at the next meeting.

The Employee Handbook, usually approved by the Board at the August meeting, has been sent out to all employees for review. The handbook should be ready for approval at the next meeting.

Guidelines are being developed for an Employee Tuition Exemption Policy and will be presented to the Board at another meeting for approval.

Dr. Johnston also reported on the progress of the renovation projects at the Chaparral baseball field on the Vernon campus and the Skills Training Center and Century City Center in Wichita Falls.

The August Professional Development/In-Service Day was a big success. Mr. Paul Vitali was the speaker and all the staff enjoyed his presentation on inspired leadership and teamwork.

The Board of Trustees meeting dates through the end of 2010 are September 22, October 20, November 17 and December 15.

Mr. Hite presented Summer II and Fall I Enrollment Reports. Summer II headcount was up 1.84% and 1.95% for contact hours. Late registration is continuing but the preliminary fall report an increase as well. Dr. Johnston stated there are 50 more students on the Vernon campus and the dorm is full at 156 residents. Mr. Hardin reported that dorm remodeling project was a very big improvement.

Dr. Johnston pointed out the upcoming events:

- (1) Softball Alumni game – August 28
- (2) Ex-Students Association Pool/Pizza party for the softball alumni on August 28
- (3) Vernon Lady Chaps Vernon Tournament on September 3 - 4
- (4) Labor Day Holiday – September 6

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

Personnel: Mrs. Mahoney made the motion, seconded by Mr. Graf, to accept the Resignation of Bonnie Waterhouse, Healthcare Instructor at Burkburnett HS, effective August 9; and the Employments of:

- (1) Lyndon Burham, Economics Instructor – CCC, effective August 2, 2010 with a 9-month salary of \$38,038
- (2) Betha Rutledge, ADN Instructor – Vernon, effective August 2, 2010 with a 9-month salary of \$35,857
- (3) Christi Knight, Health Careers Instructor – Iowa Park HS, effective August 3, 2010 with a 9.5 month salary of \$34,530
- (4) Gabriel Saenz, Health Careers Instructor – Burkburnett HS, effective August 12, 2010 with a 9-month salary of \$34,530
- (5) Sherrie Denham, CNA Director/Health Careers Instructor – City View HS, effective August 23, 2010 with a 12-month salary of \$52,251
- (6) Michelle Downes, Classified III, Secretary to Dean of Instructional Services – Vernon, effective August 16, 2010 with an annual salary of \$21,922
- (7) Adrien Ivan, History Instructor – CCC, effective August 16, 2010 with a 9-month salary of \$42,401
- (8) Kathryn “Michelle” Lowers, Classified II, Cosmetology Lab Assistant/PBX Operator – CCC, with an annual salary of \$20,070.

The motion carried unanimously.

There being no further business Chairman Heatly stated that the meeting adjourned at 1:05 p.m.

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Mr. Gene Heatly, Chairman

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Mr. Norman Brints, Secretary