

# MINUTES

Regular Meeting

## BOARD OF TRUSTEES

Vernon College

April 16, 2014

The Board of Trustees of Vernon College met on Wednesday, April 16, 2014 at 11:30 a.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman, Mr. Gene Heatly, Vice-Chairman, and Mrs. Vicki Pennington, Secretary. Other Board members in attendance were, Mr. Norman Brints, Mr. Irl Holt, and Mrs. Joanie Rogers. Absent was Mr. Bob Ferguson.

Others present were Dr. Dusty R. Johnston, President, and Deans Dr. Gary Don Harkey, 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. Betsy Harkey, Director of Institutional Effectiveness; Ms. Shana Munson, Associate Dean of Instructional Services; Mrs. Haven David, Director of Human Resources; Mr. Chris Bell, Director of Campus Police; Mrs. Criquett Lehman, Director of Quality Enhancement; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; and Ms. Mary King, Administrative Secretary to the President. Guests present were Mrs. Anne Spears, trustee candidate for Board of Trustees Place 2, and Ms. Terry Long, from *The Vernon Daily Record*.

Chairman Smith called the meeting to order at 11:30 a.m. He welcomed Mrs. Anne Spears, trustee candidate for Board of Trustees Place 2 who was present as a guest at the meeting.

Dr. Johnston presented a plaque to Mr. Gene Heatly and expressed his appreciation for his twelve years of service from 2002 – 2014. His term will expire in May 2014.

### Consent Agenda

Mrs. Rogers made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the March 12, 2014 Board of Trustees Regular Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

### Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of March 31, 2014*. Mr. Heatly made the motion, seconded by Mr. Brints to approve the report. The motion carried unanimously.

### Action Item B

Mr. Pennington made the motion, seconded by Mrs. Rogers to approve the *Certification of Unopposed Candidates* and issue an *Order of Cancellation* for the Election of Vernon College Board of Trustees Place #1 and Place #2 scheduled to be held on May 10, 2014 as presented by Dr. Johnston. The motion carried unanimously.

### Action Item C

Mr. Brints made the motion, seconded by Mrs. Pennington to approve the *Resale Bids and Quitclaim Deeds of Properties held in Trust by the City of Vernon* for property listed at 18443 North Frontage Road, Vernon, TX for a bid of \$500 as presented by Dr. Johnston. Mr. Holt questioned the legal description concerning the address reading 18443 North Frontage Road, Harrold, TX. Dr. Johnston stated he would check into it and if a revision is needed, it can be done at the next meeting. The motion carried unanimously.

### Action Item D

Mr. Holt made the motion, seconded by Mrs. Rogers for the approval of the *Appointment of Nominating Committee for Board Officers*. Dr. Smith stated he asked Vicki Pennington, Gene Heatly and Bob Ferguson to serve on the committee. At the May meeting, the board will vote on the recommendation of the committee. The motion carried unanimously.

### Action Item E

Mr. Holt made the motion, seconded by Mrs. Pennington for the approval of the Continuing Education Proposals for the *Summer 2014 Continuing Education/2014 Kids College Schedule, Tuition, and Fees*; and, to approve authorizing the Associate Dean of Instructional Services to set tuition for additional Continuing Education/Workforce courses as needed during this time period (Summer). The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

CCATT Conference– Dr. Johnston reported he and Dr. Smith plan to attend the Community College Association of Texas Trustees 2014 Annual Conference on June 7 in San Antonio. If any other trustee was interested in going, let him know.

Budget update – The President presented the first draft of the 2014-15 budget. It is a long way from being balanced at this point. The only new revenue in next year's budget is the institutional service fee the board passed which will produce about \$500,000 and a vast majority of that has been dedicated to parking lots. Increases need to be found by decreasing somewhere else. Good progress has been made and draft two is underway. He will keep the board updated every month.

Employee Friendly Task Force Report – Dr. Johnston reported that Haven David chairs this task force and he appreciates all of their work. He noted that all task forces are composed 100% of volunteers from across the College. This task force has given the College credit for all the employee friendly benefits already offered and are working hard at moving forward to develop new recommendations.

SACS Fifth Year Report update – The President expressed his appreciation for the hard work undertaken by the group who meets every Monday in preparation for the Southern Association of Colleges and Schools Commission on Colleges (SACS COC) Fifth Year Report. Betsy Harkey provided a countdown calendar that lists the subject matter experts for each of the required SACS criteria who are ensuring that the correct policies in place and all processes are followed. The College is required to have a leadership team that consists of Dr. Johnston as the College President, SACS Liaison Betsy Harkey, Dr. Gary Don Harkey as Dean of Instructional Services, Faculty Representative Bettye Hutchins and Criquett Lehman as Director of the Quality Enhancement Plan. Dr. Johnston stated the College has a very thorough planning process that is tied to the SACS COC criteria to make sure we accomplish what we should be doing. It should be a good fifth year report when submitted in September.

Student Success Data Fact – Mrs. Harkey presented this month's benchmark on enrollment. She compared Vernon College with other small colleges in Texas as defined by the Texas Higher Education Coordinating Board. Our benchmark states that we want to be at or above the small college group for the average percent of contact hour increase or at or less than average percent of small college group contact hour decrease. This is a starting point for discussion.

Information Technology RFP update – Dr. Johnston reported that the College completed two and a half years of a three-year contract with our current IT third party provider. We have been very pleased with their services and have a good relationship. By law, the College is not required to do another Request for Proposal (RFP). However, the decision was made to do so and a public notice requesting RFPs was published. We have received a total of five proposals, including one from our current vendor. The College will hold a question and answer session with these companies on Thursday.

Non-credit workforce programs – Ms. Shana Munson presented a list of the funded non-credit high school workforce programs that are state funded courses through Continuing Education. The list displayed the high schools with contracted instructor, the program offered and the number of students in each.

Mass notification system update – Mr. Chris Bell stated that under the Cleary Act all higher education institutions must follow specific guidelines for reporting emergency notifications to College employees as well as to all students, parents and anyone interested in receiving these notifications. The College is using a system implemented by RunBiz called RunSync. Everyone is encouraged to sign up to receive notifications through this mass notification system.

July Board Retreat – Dr. Johnston reminded the board about the agenda for the retreat.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board meeting – Thursday, April 17, 2014 – 10:00 a.m. Vernon Campus
- (2) Easter Eggstravaganza – Thursday, April 17, 2014 – 5:30 p.m. Vernon Campus
- (3) Scholarship Banquet – Tuesday, April 22, 2014 – 5:30 p.m. Colley Student Center, Vernon Campus
- (4) TACC meeting – Wednesday, April 23, 2014 – Austin
- (5) Honors Convocation – Thursday, April 24, 2014 – 6:30 p.m. Region 9, Wichita Falls, TX
- (6) Game Day Promotion – Saturday, April 26, 2014 – 1:00 p.m. Softball, 3:00 p.m. Baseball
- (7) Sports Banquet – Monday, May 5, 2014 – 6:30 p.m. Wilbarger Auditorium

- (8) Vernon College Vocal Ensemble and the Community Chorus – Spring Concert – Tuesday, May 6, 2014 – 7:00 p.m. Presbyterian Church
- (9) Vernon College Theatre Ensemble Spring production, *Dead Man's Cell Phone*, by Sarah Ruhl – May 8, 9 & 10 – 8:00 p.m. Auditorium – Osborne Administration Building
- (10) Jack D. Eure Plaque unveiling – Monday, May 12, 2014 – 3:00 p.m. Colley Student Center
- (11) Commencement – Saturday, May 17, 2014 – Wilbarger Auditorium
  - All Non-ADN Graduates – 10:30 a.m.
  - All ADN Graduates – 4:00 p.m.
- (12) RN Pinning – Saturday, May 17, 2014 – 1:00 p.m. – Wilbarger Auditorium
- (13) Board of Trustees meeting – Wednesday, May 21, 2014 – 11:30 a.m. – Vernon Campus Board Room

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

Dr. Johnston stated that Summer hours for 2014 begin on Monday, May 19 and continue through Thursday, July 31. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices are not expected to stay open until 6:00 p.m. during summer hours. Vernon College will return regular operating hours, Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon, on Monday, August 4, 2014.

Personnel –

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

- A. Employment
  - (1) Rebecca Watkins, ADN Instructor – Century City Center, effective April 15, 2014 – 9 month contract with an annual salary of \$37,495
- B. Resignation
  - (1) Kristan Neeb, Library Services Associate, CCC, effective March 28, 2014
  - (2) Tony Perez, Director of Housing/Assistant Baseball Coach, Vernon, effective May 22, 2014
- C. Internal Transfer
  - (1) Jennifer Hatley, Transfer From: ADN Instructor, Transfer To: Nursing Lab Coordinator, effective June 1, 2014 with an annual salary of \$60,639 (no change from current)
- D. Retirement
  - (1) Mary Floyd, Faculty Assistant, Communications/Math – CCC, effective August 31, 2014
  - (2) Della Porter, LVN Instructor – Vernon, effective August 31, 2014

Closed Session: Mr. Holt made the motion, seconded by Mrs. Rogers to go into closed session at 12:40 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074, to discuss personnel or other items under this section of the Texas Government Code, Texas Open Meetings Act. The motion carried unanimously.

Open Session: Mrs. Pennington made the motion, seconded by Mr. Heatly to reconvene at 1:05 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Chairman Smith adjourned the meeting at 1:08 p.m.



Dr. Todd Smith, Chairman

Mrs. Vicki Pennington, Secretary