

# MINUTES

## Regular Meeting BOARD OF TRUSTEES

### Vernon College April 18, 2012

The Board of Trustees of Vernon College met on April 18, 2012 at 11:30 a.m. in the Board Room of the *Osborne Administration Building* with the following present: Mr. Gene Heatly, Chairman, Mr. Bob Ferguson, Vice-Chairman, Mr. Norman Brints, Secretary. Other board members in attendance were Mrs. Sylvia G. Mahoney, Mr. Curtis Graf, Mrs. Vicki Pennington, and Dr. Todd Smith.

Others present were Dr. Dusty Johnston, President, and Deans: Mr. Garry David, Mr. John Hardin, III, and Mr. Joe Hite. Also present were: Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Dr. Karen Gragg, Division Chair of Math & Science; Mrs. Shana Munson, Associate Dean, Career & Technical Education; Mrs. Michelle Wood, Director of Continuing Education; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Haven David, Director of Human Resources; Mr. Chris Bell, Director of Campus Police; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Mindi Flynn, Staff Accountant, and Ms. Mary King, Administrative Secretary to the President. Guests present were Mr. Irl Holt, Mr. Adam Bayer, and Mr. Lonnie "Rusty" Riddle, *Vernon College Board of Trustee Candidates*; Mr. Taylor Steward, *Vernon College Student Government Association – Outgoing President*; Ms. Lindsey Marsland, *Vernon College Student Government Association – Incoming President*; and Mr. Daniel Walker, from *The Vernon Daily Record*.

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

Mr. Graf made the motion, seconded by Mrs. Mahoney to accept the *Minutes of the March 21, 2012 Regular Meeting* as presented. Mrs. Pennington noted that on the second page of the minutes, it should read Mrs. Joanie Rogers as trustee candidate instead of trustee elect. Dr. Johnston stated the change would be made. The motion carried unanimously.

Dr. Johnston introduced three of the candidates running in the Board of Trustees election, Mr. Irl Holt, Mr. Rusty Riddle, and Mr. Adam Bayer who were present as guests at the meeting. Mr. Dee McLaughlin was unable to attend.

Dr. Johnston presented a plaque to Mrs. Sylvia Mahoney, 2006 – 2012 and Mr. Curtis Graf, 1994 – 2012 for their years of service. Their terms will expire in May 2012. He expressed his appreciation for their support to Vernon College and the employees, and the support they provided him for the last three years. The election will take place on May 12, 2012 and the newly elected Trustees will take their oath of office at the May 16, 2012 meeting.

#### Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of March 31, 2012* with total expenditures to date of \$10,984,184 and a balance of \$8,899,281 or 55.2% of the budget. Mr. Ferguson made the motion, seconded by Dr. Smith to accept the report as presented. The motion carried unanimously.

#### Action Item B

Mr. Heatly made the *Appointment of Nominating Committee for Board Officers*. The committee will consist of Mr. Ferguson, Mr. Graf and Mrs. Mahoney. There was no need for a motion or vote.

#### Action Item C

Mr. Ferguson made the motion, seconded by Dr. Smith to approve the *Proposal for Voice over Internet Protocol Phone System for the Century City Center Campus* as presented by Dr. Johnston. The only bid received was from Extel Communications of Wichita Falls for a total of \$82,466 to implement the new phone system. The motion carried unanimously.

#### Action Item D

Mr. Brints made the motion, seconded by Mrs. Pennington to approve to *Designate the College President to Purchase through TEXMAS up to \$300,000 of Furnishings for the Century City Center Renovation*. The motion carried unanimously.

#### Action Item E

Mr. Ferguson made the motion, seconded by Mrs. Mahoney to approve to *Seek Texas Higher Education Coordinating Board Approval of a Certificate Program in Culinary Arts and Hospitality Management*. Dr. Johnston stated that because of popularity, classes have been added to the program and enrollment has exceeded the 600-contact hour limit. Workforce Programs consisting of more than 600 hours must be submitted for approval by the THECB. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report

Dr. Johnston pointed out to the board the scrapbook made by the Student Government Association. They presented it at their state conference and received an honorable mention. Taylor Steward, president of the SGA will be graduating in May and Lindsey Marsland who was introduced by the president, will be attending the board meetings as the new president.

Dr. Johnston presented the first draft of the 2012-2013 budget and stated that the administrative team is currently working on draft two which will be presented and discussed at the May board meeting. The process will continue during the summer and the board will approve the final budget at the August 15 board meeting. Currently the College is awaiting the final update on state funding changes that may result from funding reallocations for the second year of the biennium based on contact hours generated in the first year of the biennium. That data is expected by the end of May and the result will be incorporated into the third draft budget presented to the board in July. In the first draft of the budget, the primary revenue increases are from increases in tuition and fee enrollment based on this year's actual enrollment increase as well as the modest increases in tuition and fees approved in the March meeting.

Dr. Johnston stated that progress of the Century City Center renovation is going well and ahead of schedule. The punch list for phase one is near completion. Mrs. Mahoney visited the site and commented that the renovation is creating a very impressive new building. She believes a new attitude will be forthcoming from the citizens of Wichita Falls once they see what we have to offer. Staff relocation will be the next step after the completion of phase one. The punch list for phase two is expected by June 1.

Dr. Johnston called the Board's attention to the following upcoming events:

- (1) VC Foundation Board Meeting – Thursday, April 19, 2012 – 10:00 am Vernon, TX
- (2) Phi Theta Kappa Induction – Friday, April 27, 2012 – 6:00 pm at Century City
- (3) Honors Convocation – Friday, April 20, 2012 – 6:00 pm Region 9, Wichita Falls, TX
- (4) Scholarship Banquet – Tuesday, April 24, 2012 – 5:30 p.m. Colley Center
- (5) TACC meeting – Wednesday, April 25, 2012- Austin, TX
- (6) Drama Production – April 26-28, 2012 – 8:00 pm – Vernon Campus Auditorium
- (7) Sports Banquet – Monday, April 30, 2012 – 7:00 pm – Wilbarger County Auditorium
- (8) Commencement – Saturday, May 12, 2012 – 10:30 am – Wilbarger Auditorium
- (9) RN Pinning – Saturday, May 12, 2012 – 2:00 pm – Wilbarger Auditorium
- (10) Board of Trustees meeting – Wednesday, May 16, 2012 11:30 am – Board Room

Dr. Johnston added the event for the Spring Concert with the Vernon Choral Group and Vernon Chaparral Singers on May 1, 2012 – 7:00 p.m. at the Presbyterian Church.

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

Dr. Johnston presented the minutes from Faculty/Staff/Student Organizations –

- (1) SGA Meeting Minutes
- (2) Vernon College Employee Forum Meeting Minutes

Dr. Johnston mentioned the Board Retreat could be held on July 18, 2012, which is the date for the regular board meeting unless a different date is requested. Potential sites were discussed with possibly having the retreat in the new conference room at Century City. Dr. Raymond Hawkins, consultant, will be presenting a board training session on the topic on the role and responsibilities of board members. Mrs. Pennington mentioned if the topic of board self-evaluations would be included in the agenda. Dr. Johnston stated that would not be the purpose of the retreat and he will explore to see how other colleges go about doing self-evaluations of trustees.

Mrs. Pennington made the motion, seconded by Mrs. Mahoney to accept the following personnel items:

- A. Employment
  - (1) Lisa Forsyth, Custodial Technician – Vernon, effective April 9, 2012 with a salary of \$20,143.
  - (2) Christina Hoffmaster, Mathematics Instructor – CCC, effective August 1, 2012 with a salary of \$39,775.
- B. Resignation
  - (1) Gina M. White, RN Instructor – Vernon, effective May 10, 2012.

The motion carried unanimously.

There being no further business Chairman Heatly adjourned the meeting at 12:45 p.m.

