

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

May 21, 2014

The Board of Trustees of Vernon College met on Wednesday, May 21, 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. Other Board members in attendance were Mr. Norman Brints, Mr. Bob Ferguson, Mrs. Joanie Rogers, and Mrs. Anne Spears. Absent were Mrs. Vicki Pennington, Secretary, and Mr. Irl Holt.

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; Mr. Chris Bell, Director of Campus Police; Mrs. Stacy Lallmann, Student Billing Accountant; Mrs. LeAnn Scharbrough, Advancement Services Specialist; Mrs. Mindi Flynn, General Ledger Accountant; and Ms. Mary King, Administrative Secretary to the President. No Guests were present.

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

Consent Agenda

Mr. Ferguson made the motion, seconded by Mrs. Rogers to approve the Consent Agenda containing the *Minutes of the April 16, 2014 Board of Trustees Regular Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Action Item A

Newly elected board members Norman Brints, Place #1, and Anne Spears, Place #2 were issued a *Certificate of Election*, signed the *Statement of Officer* and were sworn in by Chairman Smith as they took the *Oath of Office*. Both members were unopposed candidates for the purposes of the May 10, 2014 election pursuant to the Order of Cancellation approved and issued on April 16, 2014 by the Board of Trustees.

Action Item B

Mrs. Rogers made the motion, seconded by Mrs. Spears to approve the *Recommendations of the Nominating Committee* for the slate of board officers to serve 2014 to 2016 as presented by Mr. Ferguson. The committee appointed by Chairman Smith, consisted of Gene Heatly, Vicki Pennington and Bob Ferguson. The recommendations presented are Dr. Todd Smith as Chairman, Mr. Norman Brints as Vice-Chairman, and Mrs. Vicki Pennington as Secretary. The motion carried unanimously.

Action Item C

Dean David presented the *Financial and Investment Reports as of April 30, 2014*. Mr. Brints made the motion, seconded by Mr. Ferguson to approve the report. The motion carried unanimously.

Action Item D

Mr. Ferguson made the motion, seconded by Mrs. Rogers to approve the *2014-2015 Vernon College Annual Action Plan* as presented by Dr. Johnston and Mrs. Harkey. The motion carried unanimously.

Action Item E

Mrs. Rogers made the motion, seconded by Mr. Ferguson to approve the *Third Party Debt Collection Service* as presented by Dean David. The motion carried unanimously.

Action Item F

Mr. Brints made the motion, seconded by Mrs. Spears to approve the *Resale Bids and Quitclaim Deeds for properties held in trust by the City of Harrold* (corrected from the *City of Vernon*) located at 18433 North Frontage Road, Harrold, TX (corrected from Vernon, TX) for the bid amount of \$500. The motion carried unanimously.

Action Item G

Mrs. Spears made the motion, seconded by Mr. Ferguson to approve the increase of *Meal Reimbursement Rates for College Related Travel* as recommended by the Administrative Staff Association and proposed by Dr. Johnston and the Administrative Team for the new rates to be effective with the new budget year beginning September 1, 2014 as follows:

- Day travel/no overnight stay
 - Breakfast \$ 7
 - Lunch \$11
 - Dinner \$18
 - Daily total \$36 documented with receipts
- Travel that requires overnight
 - \$46 daily total (including travel days) to be used as needed documented with receipts

The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Board member discussion/input – Dr. Johnston reminded the board that this is the time for any questions or concerns from the board to put on the table for discussion. He is available via email or by phone.

Vernon College Foundation meeting update – Dr. Smith reported on the Vernon College Foundation Board meeting held Thursday, April 17, 2014 on the Vernon campus. Eric Robb reviewed the foundation's investment reports. Dean David reviewed the financial investment reports and Ms. Alexander presented the President's Report in Dr. Johnston's absence and the philanthropic report.

Skills Training Center update – Dr. Johnston reported on the meeting held May 1 with Wichita County Judge Gossum and Commissioner Bill Presson to discuss the Skills Training Center. A change in leadership of the Texas Jail Commission resulted in less pressure on Vernon College to relocate in the near future.

Wichita Falls Annual Chamber meeting update – Dr. Johnston reported he was one of three speakers at the Annual Wichita Falls Chamber of Commerce and Industry annual meeting. He gave a power point presentation that begins with "Vernon College Adds Value to Wichita Falls" and ends with "Vernon College Value Added to Wichita Falls" to about 350 people. The presentation consisted of statistics about our programs, our students entering the workforce, licensure rates, number of graduates, MSU transfers, etc. It seemed to be very well received.

Student Success Data Fact – Mrs. Harkey continued down the list of benchmarks selected by the Student Success by the Numbers and College Effectiveness Committees. The first one: **Comparison on Full Time Equivalent Students to Full Time Faculty** is benchmarked at or below the Small College ratio. Vernon College has 17 full time equivalent students to one full time equivalent faculty member, which is the second lowest. The Small College Group average is 20 to 1. The second benchmark is **Percent of Contact Hours Taught**. Our benchmark is at or above the Small College Group percent of contact hours taught by full time faculty. Vernon College is at 77.5%. The Small College Group percentage is 69.8%. She added that the contact hours taught by part time faculty is at 22.5 per cent.

Budget update – Dr. Johnston presented the second draft of the 2014-15 budget and stated that it is \$200,000 out of balance. There are several ideas about how to achieve a balanced budget. One decision made is to distribute more of the projected income for the institutional service fees throughout the budget rather than dedicate it all to the Century City Center parking lots. He stated that the College is comfortable with the 3% fall back on property taxes versus the 5% expected on the revenue estimate. All indications are that the tax revenue will be equal or better than last year. What is affecting the budget now is the approximately \$150,000 increase in employee health insurance costs.

2013-2014 Athletic Scholarship Award Report – Dean Hardin presented the Scholarship Award Report and stated they estimate as close as they can. However, the actual projections are unknown until the next year's tuition, fees, and books costs are determined. A more thorough report will be presented at the retreat.

TASB Policy Update 29 – Dr. Johnston reported the update has many changes and we have always followed TASB's recommendation. Please call or email him if there are any questions.

Board Retreat – July 16, 2014 8:30 a.m. – Dr. Johnston reminded the board that the agenda contains a wealth of information for the retreat.

Dr. Johnston presented the Upcoming College Events:

- (1) Continuing Education Programs Completion Ceremony – May 22, 2014 – Wichita Falls
- (2) Vernon ISD Scholarship Banquet – May 22, 2014 – Vernon High School
- (3) Vernon College Police Academy Graduation – May 29, 2014 – Skills Training Center
- (4) Community College Association of Texas Trustees conference – June 7, 2014 – Austin
- (5) LVN Program On-Site Review by Texas Board of Nursing – June 12, 2014 – Vernon
- (6) Board of Trustees meeting – June 18, 2014 – Board Room

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

Dr. Johnston presented the Minutes from Faculty/Staff/Student Organizations: Administrative Staff meeting
Personnel –

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

A. Resignation

- (1) Amber Beckham, English Instructor, CCC, effective May 16, 2014
- (2) Megan Ochoa, Admissions Clerk, Vernon, effective May 29, 2014

B. Retirement

- (1) Margaret Patin, Math Instructor – CCC, effective May 31, 2014

C. Re-Assignment

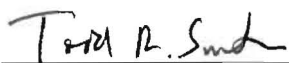
- (1) Brandi Brannon, *TO* – Student Success Specialist *FROM* – Director of Student Relations, effective June 1, 2014 with no change in salary.
- (2) LeAnn Scarbrough, *TO* – Advancement Specialist – Recruiting *FROM* – Advancement Services Specialist, effective June 1, 2014 with an annual salary of \$37,080

Closed Session: Mr. Ferguson 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: Mr. Ferguson made the motion, seconded by Mrs. Rogers to reconvene at 12:55 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Chairman Smith adjourned the meeting at 1:00 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary