

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
September 19, 2012

The Board of Trustees of Vernon College met on Wednesday, September 19, 2012 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 Johnston, President, and Deans: Mr. Joe Hite, Dr. Gary Don Harkey, Mr. John Hardin, III, and Mr. Garry David. Also present were: Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Haven David, Director of Human Resources; Mrs. Shana Munson, Associate Dean, Career & Technical Education; Ms. Michelle Wood, Director of Continuing Education; Mrs. Sarah Davenport, Assistant Registrar; Mrs. Lana Carter, Admissions & Records Computer Coordinator; Mrs. Mindi Flynn, General Ledger Accountant; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Criquett Lehman, Director of Quality Enhancement; Mrs. Roxie Hill, Instructional Designer; and Ms. Mary King, Administrative Secretary to the President. Guests present were Mr. Daniel Walker, from *The Vernon Daily Record* and Mrs. Charlene Halencak.

Chairman Smith called the meeting to order at 11:32 a.m.

Mrs. Pennington made the motion, seconded by Mr. Holt to accept the *Minutes of the August 15, 2012 Regular Board Meeting* as presented. The motion carried unanimously.

Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of August 31, 2012*. Mr. Brints made the motion, seconded by Mr. Heatly to accept the report as presented. The motion carried unanimously.

Action Item B

Mr. Heatly made the motion, seconded by Mr. Brints to approve to *Adopt a Resolution to set the 2012-2013 Vernon College Tax Rate at .222854/\$100*. The motion carried unanimously.

Action Item C

Mrs. Pennington made the motion, seconded by Mr. Holt to approve to *Declare as a "Special Population" and to offer "Zero" tuition Continuing Education classes/Pre-service/In-service training for a seminar for Adult Protective Services*. The motion carried unanimously.

Action Item D

Mrs. Rogers made the motion, seconded by Mr. Heatly to approve the *Revised 2012-2013 Employee Handbook* as presented by Mrs. Haven David. The motion carried unanimously.

Action Item E

Mr. Brints made the motion, seconded by Mr. Holt to approve the *Request to Waive Interest and Penalties on Unpaid Taxes*. The motion carried unanimously.

Action Item F

Mr. Holt made the motion, seconded by Mrs. Pennington to approve the *Wilbarger County Appraisal District's 2013 Budget and the 2012 Wilbarger County Collections*. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Century City Center Construction Update: Dr. Johnston stated that everything is running really well and students, faculty and staff are enjoying the new space. Quizno's has been a big hit, and the new computer labs in the Library and at the east end of

the building are heavily used. A proposal was submitted to a local foundation for three new entryways, and a letter was completed for submission to the 4B board for \$500,000 for parking lot improvements.

Enrollment Report: Dean Hite distributed the report and stated that enrollment is down 3.94% from fall of 2011. Dr. Johnston added the state average is a 3.5% decline.

Academic Advising Update: Dr. Johnston reviewed the new Academic Advising process that is now in place at Vernon College. Approximately one year ago, a task force effort examined the process that was in place and recommended a new approach to academic advising. Because of this group's work, faculty now plays a large role in advising during early and on-site registrations. Dr. Gary Don Harkey reported that \$25,000 was budgeted for faculty stipends to work additional hours during the summer and holidays advising in the CSA (Course Scheduling Advisor) centers. More than 1,000 man-hours were scheduled for advising at Vernon and Century City. CTE (Career Technical Education) students have always been informed to go to their designated faculty for advising but students only taking a course or two for transfer were being missed. The initiative for these centers was to provide a central location for general academic transfer students who were not in a CTE program, and who did not have a designated faculty member to meet with for advising. According to the sign-up sheets, 1,283 of these students have met with faculty in the CSA Centers.

Dr. Johnston called attention to upcoming events:

A. Reminder of upcoming events:

- (1) Region V Athletic Meeting, Abilene, TX – September 19-20, 2012
- (2) 40th Anniversary Donor Banquet, Vernon Hillcrest Country Club – September 29, 2012 6:00 pm
- (3) 2012 Texas Higher Education Leadership Conference, Austin, TX – October 4-5, 2012
- (4) VC Rodeo – Vernon, TX – October 11-13, 2012
- (5) VC Sports Day, Vernon Campus – October 18, 2012
- (6) Vernon College Regular Board Meeting, Vernon Campus – October 17, 2012
- (7) Vernon College Foundation Annual Board Meeting, Century City Campus – October 18, 2012
- (8) TACC Quarterly Meeting, Austin, TX – October 24, 2012
- (9) Fall 2012 Sports Schedules (Rodeo, Baseball, Volleyball & Softball)

Dr. Johnston presented the Health Care Clinic Annual Report.

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

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

- (1) VC Faculty Senate – August 31, 2012

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

A. Employment

- (1) Jennifer Brumley, Classified II, ADN Secretary (50%) – Century City Campus, effective September 10, 2012 with an annual salary of \$10,338.

B. Resignation

- (1) Michelle Lowers, Classified II, Cosmetology Lab Assistant/PBX Operator – CCC, effective September 14, 2012.

C. Other

- (1) Barbara Ayala, no show for the position of Custodial Technician – Century City Campus for August 8, 2012.

There being no further business Chairman Smith adjourned the meeting at 12:35 p.m.

Dr. Todd Smith, Chairman

Mrs. Vicki Pennington, Secretary