

NOTE: Date changed from Wednesday, January 28 to Thursday, January 29th, 2009. Appropriate Notice of the change was properly distributed.

REGULAR BOARD MEETING

THE STATE OF TEXAS

VERNON COLLEGE

COUNTY OF WILBARGER

Due to an ice storm and inclement weather, the Board of Trustees of Vernon College met on Thursday, January 29, 2009, rather than Wednesday, January 28, 2009, at 11:30 a.m. for the Regular Meeting held in the Board Room of the Osborne Administration Building, Vernon, Texas. Members present:

Mr. Bob Ferguson, Chairman

Mr. Curtis A. Graf

Mr. Gene Heatly, Vice Chairman

Mrs. Sylvia G. Mahoney

Mr. Norman Brints, Secretary

Mr. James Streit

Absent: Mr. Brad Bolton

Others attending: Mr. John Hardin, III, Interim President; Mr. Gene Gooch, Dean of Administrative Services; Dr. Gary Don Harkey, Interim Dean of Instructional Services; Mr. Joe Hite, Dean of Admissions/Financial Aid & Registrar; Mr. Bob Bolton, Associate Dean of Administrative Services; Mrs. Shana Munson, Associate Dean of Career & Technical Education; Ms. Michelle A. Alexander, Director of Institutional Advancement; Mrs. Haven David, Director of Human Resources; Mr. Chris Bell, Director of Campus Police; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Stacy Lallman, President of the Administrative Staff Association; Mrs. Christie Lehman, Marketing Specialist; Mrs. Mary King, Secretary to the President; Mrs. Missie Matthews, Administrative Assistant to the President; and Mr. Mike Chacanaca of *The Vernon Daily Record*.

Update on Board Member Brad Bolton: Chairman Ferguson reported that Mr. Bolton is slowly improving though he is still in Intensive Care at M.D. Anderson Hospital in Houston. Though Mr. Bolton will have a long recovery period, he is improving and the prognosis is very positive.

1. **Call the Meeting to Order.** - Chairman Ferguson called the meeting to order at approximately 11:30 a.m. He thanked the members and staff for rearranging their schedules in order to attend a day later due to the ice storm. He thanked the staff for making the appropriate notifications of the change.
2. **Consider Approval of the Minutes of the Regular Board Meeting held December 17, 2008.**
Chairman Ferguson asked for corrections or notations about the Minutes.
ACTION: There being no corrections noted, Chairman Ferguson announced that the Minutes stood correct as presented. (*The Chairman and Secretary signed the approved Minutes.*)
3. **Consider Approval of the Financial and Investment Reports as of December 31, 2008.**
Dean Gooch provided the following information: a) tax collections were up considerably; b) there were four C.D.'s which just matured and he bid them out; c) the Herring Bank had the best rate on the C.D.'s of 2 ½ % on \$3.5 million; d) the College farm has been moved from instruction to the physical plant since it is no longer utilized for instruction; e) discussed the Governor's veto of health benefits for community college employees; f) the College has paid the benefits since September 1 but it has been informed that the College will be reimbursed this summer; g) Dr. Johnston, the incoming President, wants the budgets to him by March 2; h) this information will also be used to assist in setting tuition and fees; i) both the *Salary Committee* and the *Facilities Planning Committee* will meet during the first part of February; and j) the College has taken most of its funds out of the TexPool fund since its rates have dropped significantly.

ACTION: Mrs. Mahoney made the motion, seconded by Mr. Streit, to approve the *Financial and Investment Reports* as presented. The motion carried unanimously.

4. Present ‘Planning and Assessment Schedule’- Spring 2009.

Mrs. Harkey, newly appointed Director of Institutional Effectiveness, presented a ‘Planning and Assessment Schedule for the Spring 2009.’ She stated that the schedule was a very ambitious but necessary one which will include: a) Evaluation of the 2007-2008 Annual Plan; b) Summary of the 2008-2009 Goals and Objectives; and c) Review of the 2009-2010 Annual Plan. These will be presented to the Board at the February Meeting.

President Hardin expressed his appreciation to Mrs. Harkey stating that she is doing an exceptional job on getting this data pulled together. He continued that he appreciated Mrs. Harkey’s commitment to renew the tasks of this vital position of the College.

5. Update of Safety & Security Plan.

Mr. Bob Bolton and Mr. Bell were present to give an overview of the Safety & Security Plan, stating that Mr. Binion had to be in Wichita Falls and was unable to attend the meeting. Status as of this date: a) the College is implementing the plan which the Board approved at its November Meeting – the Internet Protocol (IP) phone system ‘with cameras’ allowing the usage of the existing phone system for a total cost of approximately \$100,000; b) this is a system which the College can ‘build on’ in the future including cell phone pagers and other steps, as funds become available; and c) Mr. Binion is bidding this project out. More information will be brought to the Board when it is available.

6. Review update of the SACS Reaffirmation Report. Note: Exhibit to be presented at the February Meeting.

Dr. Harkey began the report stating that the College had received three recommendations (items which must be addressed in the College’s response to the On-Site Committee’s report) and that the College will address all of these in the report which is due to SACS by March 9th. *1st Recommendation*) - The College must revise the QEP to more clearly focus on ‘student learning outcomes’ and their assessment; Cindy Coufal and Dr. Harkey are rewriting this and will bring it back to the Board; *2nd Recommendation*) - Documentation of Faculty Credentials. - There was a problem with faculty credentials for a part-time faculty member who actually teaches at Vernon High School but also teaches part-time as a College English Instructor at the High School; this person is an excellent teacher but lacked the credentials required by SACS; this person is no longer teaching for us but is completing the necessary six hours of additional graduate hours and will be eligible to teach in the Fall 2009 Term; *3rd Recommendation*) - President Hardin distributed a handout to the Board concerning the third recommendation – Conflict of Interest with Board Members. Included in the handout was the SACS On-Site Visit’s ‘recommendation’, a proposed ‘LOCAL’ policy developed by the TASB legal advisors (which the College does not have) for the Board’s review entitled ‘*BBFA (LOCAL) - Ethics – Conflict of Interest Disclosure*’ which the *President’s Council* has reviewed and are confident it would bring the College into compliance with the SACS recommendation. The policy will be considered for approval at the February Meeting.

CONSENSUS: It was the consensus of the Board to instruct the administrators to proceed in writing the College’s *Response to the SACS On-Site Visit Committee*, utilizing the proposed policy – *BBFA (LOCAL)* even though it will not be officially approved until February.

NOTE: It was pointed out that the College’s current TASB Policy BBFA (EXHIBITS) includes forms regarding ‘conflict of interest’ which need to be signed annually by each Board Member.

7. Consider Approval from the Career and Technical Education Division.

A. Continuing Education Spring 2009 Schedule, Tuition & Fees, and give authorization to the Associate Dean of Career & Technical Education to set tuition for additional courses as needed during this time period. – Mrs. Munson reviewed the Spring Schedule and noted that, thanks to the Vernon College Foundation, equipment was purchased to offer a highly popular class,

'Step Aerobics'. Mrs. Munson also referred to page 18 which listed Internet Classes being offered through a partnership between 'Ed2go' and Vernon College.

ACTION: Mrs. Mahoney made the motion, seconded by Mr. Heatly, to approve the Continuing Education Spring 2009 Schedule, Tuition, and Fees as well as authorizing the Associate Dean of Career & Technical Education to set tuition for additional courses as needed during this time period. The motion carried unanimously.

B. Consider approval of zero (0) tuition for *Leadership Wichita Falls* Continuing Education Program scheduled for January 17, 2009 – May 4, 2009.

ACTION: Following a review of the *Leadership Wichita Falls* request, Mr. Brints made the motion, seconded by Mr. Graf, to approve the request as presented. The motion carried unanimously.

8. Consider Membership in the Community College Association of Texas Trustees (CCATT).

President Hardin discussed this proposal with the Board stating that several years back there were only a few community colleges involved. However, it has gained strength and TACC is recommending that community colleges join. In fact, this organization is sharing office space with TACC.

CONSENSUS: It was the consensus of the Board that this be postponed until Dr. Dusty R. Johnston assumes his duties as President on March 2, 2009. The membership is based on enrollment and would be \$382.20.

9. Personnel. - Deferred until the end of the meeting.

10. Public Comments. – Chairman Ferguson announced that the meeting would continue according to the agenda since no one was present to speak.

11. President's Report.

- A. *TACCTA (Texas Association of Community College Trustees & Administrators) - February 2 and 3, 2009 – Austin, Texas.* - President Hardin referred to the agenda for the meeting and invited members to attend, continuing that his office would make the appropriate arrangements. He also informed the Board that Dr. Johnston is going to Austin and both President Hardin and Dr. Johnston will attend the TACC Quarterly Meeting as well as the *TACC Community College Day at the Capitol* which is being held concurrently with the TACCTA Meeting. . He said Dr. Johnston had already contacted the College's Legislators and scheduled appointments for both he and President Hardin to visit with them.
- B. *TACC Community College Day at the State Capitol – Wednesday, February 4, 2009.* - Mr. Sjhontont Fanner, SGA Sponsor, distributed an itinerary for the SGA and the Student Forum, adding that he and another sponsor will be taking them to attend the event.
- C. *Report on Staff Development - January 2009.* - President Hardin referred to the schedule of Staff Development activities held January 12 – January 16, 2009. He commended the faculty members who made presentations at the Friday session on their QEP pilot projects in which they are implementing some innovative and exciting changes in the delivery of their classes.

President Hardin also informed the Board that Dr. Johnston attended the session on Friday and did an excellent job of giving the staff an idea of what to expect from him whenever he assumes his duties as President. He said that in Dr. Johnston's talk, he shared information about himself including his background and referred to his basic book of philosophy, *Don't Squat With Your Spurs On*. Dr. Johnston continued that he firmly believed that in an educational environment, students are first, the institution is second, and everyone else is third. He continued to say he felt his primary function as the President of Vernon College is to provide leadership, articulate the College mission and vision, to make decisions that enhance the accomplishment of the mission of Vernon College, and to constantly have a grasp on the economic situation of the institution. He emphasized that he has an 'open door' policy.

Note: A copy of this talk was distributed to all faculty and staff via the Internet and a copy is included in the official Board Minutes. (Added as: II.C-3 to II.C-12)

- D. *Report on Student Athlete GPA's for Fall 2008.* - President Hardin referred the Board to this Annual Report stating that the Softball team members had the highest GPA's, with the Rodeo Team following closely behind. He commended the coaches for motivating the students to focus on their academics as well as their sports.
- E. Preliminary Enrollment Report – Spring 2009. - Dean Hite distributed a handout of preliminary enrollment figures that compared enrollment of Fall II/Spring 2008 with that of the Fall II/Spring 2009. He noted the following: (1) both 'Workforce' and 'Academic' contact hours are up, particularly 'Workforce' (up 19.97%) for a total of 10.65%; (2) the state of the economy is reflected in the increase in 'Workforce' hours; (3) the Remedial Math course has been changed from a 3-hour/16-week class to a 2-hour/8-week course, therefore the Fall II 2008 report reflects this change; (4) all of classes being offered in the additional space at Century City are filled; (5) there is still a need for additional classroom space at Century City; and (6) since this is a 'base year' the enrollment figures should have a positive affect on the College's funding.
- F. VC Foundation Meeting scheduled for Monday, February 16, 2009. - Ms. Alexander informed the Board that this will be the Foundation's *Annual Meeting* at which officers will be elected. The Foundation will also welcome two new members – Mr. Larry Drennan and Dr. Grady Stowe, both from Vernon. There is still one vacancy to be filled.
- G. Vernon College Employee's *On-Line Auction* – February 25-27, 2009. - Ms. Alexander reminded members of the auction and reiterated that donations will be accepted until Friday, February 12th. She encouraged the Board to participate in the auction.
- H. Future Regular Board Meetings. – President Hardin said the February 25 Meeting is the regular meeting date. However, the proposed March 30 Meeting is a week later due to the College's Spring Break (March 16-20).
CONSENSUS: The Board agreed on the two proposed meeting dates – February 25 and March 30, 2009.
- I. Philanthropic Report through December 31, 2008. - President Hardin encouraged members to review the report if they had not already done so.
- J. Receive Minutes from the following organizations. – President Hardin stated that the only set of Minutes included were the Faculty Senate Minutes – October 3, 2008 and January 16, 2009. The Employees Forum were not received.

REQUEST: Following a brief discussion of the *Leroy Estes Award*, the Board asked that the criteria be e-mailed to them for their review. Ms. Alexander said she would be glad to do so.

Personnel - Closed Session in accordance with Chapter 551, Subchapter 551.074 the Texas Open Meetings Act, Texas Government Code.

ACTION: Mr. Graf made the motion, seconded by Mrs. Mahoney, to go into closed session at 12:35 p.m. to discuss item #9 - A. Employments, B. Internal Transfer, and C. Contract Addendum, as well as item #12 – Consider Approval of the Terms of the Contract for President-Elect Dr. Dusty R. Johnston.. The motion carried unanimously.

ACTION: At 1:00 p.m., Mr. Heatly made the motion, seconded by Mr. Graf, to reconvene in Open Session. The motion carried unanimously.

The following is a record of action taken in Open Session (#9 and #12).

- 9. A. **Employment** – (1) Misti Brock, English Instructor effective January 12, 2009, with a 9-month salary of \$36,741; and (2) Samantha Hoelscher, Assistant Softball Coach/ Resident Hall Assistant, effective January 13, 2009 with a 10-month contract of \$18,991 (plus housing and meals)

ACTION: Mr. Heatly made the motion, seconded by Mrs. Mahoney, to approve the employment of the two staff members as stated above. The motion carried unanimously.

B. **Internal Transfer** – Betsy Harkey from Director of Student Relations to Director of Institutional Effectiveness, effective January 1, 2009, with a 12-month salary of \$51,632.
ACTION: Mr. Graf made the motion, seconded by Mr. Heatly, to approve the Internal Transfer as stated above. The motion carried unanimously.

C. **Contract Addendum** – Coach John Blair - title change to ‘Assistant Athletic Director’ with compensation as previously discussed by the Board of Trustees.
ACTION: Mrs. Mahoney made the motion, seconded by Mr. Heatly, to approve the title change and compensation as stated above. The motion carried unanimously.

12. **Discuss Approval of the Contract for Dr. Dusty R. Johnston, the Sixth President of Vernon College, effective March 1, 2009.**

ACTION: Mrs. Mahoney made the motion, seconded by Mr. Graf, to approve the contract for Dr. Johnston as presented and requested that the contract be signed by Chairman Ferguson and Secretary Brints. The motion carried unanimously.

Adjourn. - There being no further business to come before the Board, Chairman Ferguson announced that the meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

Mr. Bob Ferguson, Chairman

Mr. Norman Brints, Secretary