

REGULAR BOARD MEETING

THE STATE OF TEXAS

Vernon College

COUNTY OF WILBARGER

On this the 16th day of December, 2009, the following members were present for the Regular Meeting of the Vernon College Board of Trustees held at 11:30 a.m. in the Board Room of the *Osborne Administration Building*, Vernon, Texas:

Mr. Bob Ferguson, Chairman
Mr. Gene Heatly, Vice-Chairman
Mr. Norman Brints, Secretary

Mr. Curtis A. Graf
Mrs. Sylvia G. Mahoney
Mr. James Streit
Mr. Brad Bolton

Others attending: Dr. Dusty R. Johnston, President; Mr. Garry David, Dean of Administrative Services; Mr. John Hardin, III, Dean of Student Services/Athletic Director; Dr. Gary Don Harkey, 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; Mrs. Haven David, Director of Human Resources; Mr. Greg Fowler, Division Chair, Social & Behavioral Sciences; Dr. Karen Gragg, Division Chair/Math Instructor; Mr. Joe Johnston, Division Chair/English Instructor; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Lois Jablonski, General Ledger Accountant; Mrs. Sarah Davenport, Assistant Registrar; Ms. Dina Neal/Instructor; Mr. Jeff Feix, Instructor; Mrs. Stacy Lallman, President, Administrative Staff Association; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Crique Lehman, Director, Quality Enhancement Plan(QEP); Mrs. Rosa Alaniz, President, Employees Forum; Mrs. Mary King, Administrative Secretary to the President; Mrs. Missie Matthews, Administrative Assistant to the President; Mr. Mark Fleming, partner and CPA with *Edgin, Parkman, Fleming & Fleming, P.C.* of Wichita Falls; and Ms. Kathy McClellan, of *The Vernon Daily Record*.

1. **Call the Meeting to Order** – Chairman Ferguson called the meeting to order at the appropriate time and asked that the Minutes reflect the Board Members present.
2. **Consider Approval of the Minutes of the November 18, 2009 Regular Meeting.**
Action: There being no corrections, Chairman Ferguson announced that the Minutes stood approved as presented.
3. **Consider Approval of Action Items:**
 - A. **Consider Approval of the *Financial & Investment Reports* for the month ended November 30, 2009.**

Dr. Johnston made the comment that it is early in the year and not much money is coming and going and there have not been financial reports every month but no matter how little or how much, it was decided to have an update each month from now on. Mr. Garry David briefly reviewed the reports with the Board.

Action: Mr. James Streit made the motion, seconded by Mrs. Sylvia Mahoney, to approve the College's year-to-date monthly *Financial and Investment Reports* as presented. The motion carried unanimously.
 - B. **To Accept the 2008-2009 Audit as Prepared by Edgin, Parkman, Fleming, and Fleming, PC of Wichita Falls, Texas.**

Mr. Mark Fleming expressed his gratitude to the board for allowing them to do the audit again this year. He stated it was an honor to be able to work with a highly reputable institution as Vernon College as well as with Mr. Garry David and his transition, Mr. Bob Bolton, Ms. Lois Jablonski, and all of the staff in the Business office, as well as all the other departments of the college. Mr. Fleming presented the audit and went over a couple of letters addressed to the board stating there were no significant findings in the audit report and there were no major adjustments in the audit. There were some suggestions for improvement for operating efficiency listed, but not significant enough to make it to the report. After going over the highlights of the bound financial report he stated that it was a positive financial year for the college. He went over the summary of the auditor's results for internal control over financial reporting and internal control over compliance, and stated the ratings were as good as it gets and went well with no problems. Dr. Johnston thanked Mr. Fleming for the presentation and to all of those who worked on the audit.

Action: Mr. Brad Bolton made the motion, seconded by Mr. Gene Heatly, to accept the 2008-2009 Audit. The motion carried unanimously.

C. Consider Approval of Zero Tuition for 'Leadership Wichita Falls' Beginning January 9-May 4, 2010

Dr. Johnston stated this is an alternative program to continuing education in helping with several training entities. The THECB guidelines permit the local board of trustees to designate "special populations" and to offer "zero" tuition for training courses. The cost will be picked up by third party sponsorships and student tuition.

Action: Mr. Curtis Graf made the motion, seconded by Mrs. Sylvia Mahoney to approve the "zero tuition for 'Leadership Wichita Falls'". The motion carried unanimously.

D. Consider Approval of Sale of College Property at 4601 Yamparika, Vernon, TX.

Dr. Johnston stated this should read to consider the approval "to sell" and not "the sale" of the college property. He mentioned a listing agreement was produced by us and all the realtors signed off on it.

Action: Mr. Brad Bolton made the motion, seconded by Mr. Gene Heatly, to approve to sell the college property at 4601 Yamparika. The motion carried unanimously.

4. Public Comment – Since no one was present to make comments before the Board, Chairman Ferguson announced that the meeting would continue according to the agenda.

5. President's Report

A. **Update on SACS conference** – Dr. Johnston mentioned that Criquett Lehman, Betsy Harkey, John Hardin, III and himself attended the SACS conference and several workshops, including the president's session devoted to funding issues across the nation for higher education and cost efficiency. On the last day Vernon College was mentioned as receiving our accreditation. He also stated that prior to the SACS conference, he and Mrs. Mahoney attended the Higher Education Coordinating Board meeting in Dallas. The meeting was very helpful about higher education in Texas regarding innovation, being creative, processes and practices, and cost efficiencies.

B. **Update on End of the Semester "Coffee with the President"** \Important dates

Two 2 hour sessions were held on both campuses requesting input and dialog, and received both. I took notes and will share the suggestions for improvements with the administrative team. He went over the following dates and also mentioned that the former president's vehicle had been sold. He also mentioned that almost all the aviation equipment at the Skills Training Center in Wichita Falls had been inventoried and the college would begin selling that equipment soon. The goal is to utilize the space that the equipment was being stored in. At the next board meeting in January,

notice of elections will be discussed regarding dates and deadlines. A brief update on planning and cost effectiveness will also be in the next board meeting. Dr. Johnston also discussed that renovation was underway on six classrooms at the Century City Center campus and should be completed during the Christmas break.

- (1) College closed for the holiday – Friday, December 18
- (2) College re-opens for the spring semester – Monday, January 4
- (3) Faculty return – Monday, January 11, 2010
- (4) Classes begin – Tuesday, January 19, 2010
- (5) TCCTA Conference – Austin – January 10-11, 2010
- (6) January Board Meeting – Wednesday, January 27, 2010 – 11:30 a.m.
- (7) VC Foundation Annual Meeting – Thursday, January 28, 2010 – 2:00 p.m.
CCC/Wichita Falls, Texas

C. **Philanthropic Report** – Informational

6. **Personnel.**

- A. **Employments** - Megan Ochoa, Classified II, Transfer Credit Evaluator/Evening PBX Operator, effective November 23, 2009, with an annual salary of \$20,070, and Elaine Naylor, D.C. (Doctorate of Chiropractic), Biology Instructor, effective January 11, 2010 with a nine-month salary of \$42,476.
- B. **Internal Transfer** – Michael McCoy, from Director of Distance Learning to Economics Instructor, effective January 11, 2010 with a nine-month salary of \$48,481.
- C. **Position Reassignment** – Linda Thomas from Classified II, Secretary/SLC to Coordinator/Classified III, SLC effective January 1, 2010, with an annual salary of \$20,332.

Action: Mr. Gene Heatly made the motion, seconded by Mr. Norman Brints, to approve the personnel items as reviewed. The motion carried unanimously.

7. **Executive Session to Discuss Real Estate**

Closed Session: At 12:20 p.m. Mr. Heatly made the motion, seconded by Mr. Bolton, to go into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.072 to discuss real estate. The motion carried unanimously.

Open Session: At 12:40 p.m., Mr. Graf made the motion, seconded by Mr. Heatly, to reconvene in Open Session. The motion carried unanimously.

Action: No action was taken.

There being no further business to come before the Board of Trustees, Chairman Ferguson stated that the meeting was adjourned.

Mr. Bob Ferguson, Chairman

Mr. Norman Brints, Secretary