

REGULAR BOARD MEETING

THE STATE OF TEXAS

VERNON COLLEGE

COUNTY OF WILBARGER

On the 25th day of February, 2009, the following members were present for the Regular Meeting of the Vernon College Board of Trustees held in the Board Room of the *Osborne Administration Building*, Vernon, Texas:

Mr. Bob Ferguson, Chairman
Mr. Norman Brints, Secretary

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

Absent: Mr. Gene Heatly, Vice-Chairman and 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; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Rosa Alaniz, President, Employees Forum; Mr. Greg Fowler, Chairman, Division of Behavioral and Social Sciences; 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, after three months, Mr. Bolton is now out of Intensive Care and is in a private room at M.D. Anderson Hospital in Houston. Though Mr. Bolton still has several types of apparatus, he has been doing both Physical Therapy and Occupational Therapy. He still has a long way to go but it appears that he is finally on the right track.

1. **Call the Meeting to Order.** – Chairman Ferguson called the meeting to order at the appropriate time.
2. **Consider Approval of the Minutes of the January 29, 2009 Regular Meeting.** – President Hardin referred to a ‘handout’ which had been distributed and was numbered ‘2-5’ of the Minutes. He explained that a mistake was found after mailing the packet to the Board and he asked that the Board insert the handout in the appropriate place.
ACTION: Chairman Ferguson stated that the Minutes stood approved as presented (with the handout replacing page ‘2-5’).
3. **Consider Approval of the *Financial and Investment Reports as of January 31, 2009.*** - Dean Gooch reviewed the reports, emphasizing the following: a) in the first week of February over \$1,000,000 of taxes were collected giving the College a little over \$2 million (the projected figure was a little over \$2 million); b) discussed how the College, which has five separate accounts within it, often has to borrow from one account to pay for another while funds are tied up in C.D.’s; however, he explained that the account is ‘reimbursed’ after the C.D. matures; c) the College still has not received notice of the approval of emergency appropriations for staff benefits vetoed by the Governor in June of 2007 and in February, Vernon College will expend more than was approved in the total budget for the year; and d) will have two C.D.’s maturing at the first of April and will bid them out to get the best rate of return.
ACTION: Mr. Brints made the motion, seconded by Mrs. Mahoney, to approve the *Financial and Investment Reports* as presented. The motion carried unanimously.
4. **Planning and Assessment Report.** - Mrs. Harkey referred the Board to the information in their packets stating that this document included the following: a) the 2007-2008 Annual Plan Summary; b) the 2008-2009 Goals/Objectives/Strategies; c) 2009-2010 Vernon College Priorities; d) 2009-2010 Vernon College Directive Goals; e) the 2009-2010 Goals/Objectives/ Strategies (initial report). She added that this planning document is in line with the planning schedule she reviewed at the January Meeting. She

also thanked the Deans, administration, and staff for all of their hard work and the time it took to get the necessary documentation to her in a timely manner.

NOTE: President Hardin said there was no way he could adequately thank Mrs. Harkey. He reminded the Board that she said the ‘planning schedule’ presented at last month’s meeting was a very aggressive one, continued that thanks to Mrs. Harkey’s perseverance, the College is now where it should be in the planning cycle. The Board thanked Mrs. Harkey for the in-depth information.

5. **Consider Approval of Independent Auditor to Conduct the Annual Audit for the Year Ending August 31, 2009.** – Dean Gooch reviewed the ‘proposal’ submitted by *Edgin, Parkman, Fleming & Fleming, P.C.* to conduct the annual audit.
ACTION: Mrs. Mahoney made the motion, seconded by Mr. Graf, to authorize Dean Gooch to sign a *Letter of Agreement* with this firm to conduct the 2008-09 Annual Audit. The motion carried unanimously.
6. **Consider Approval of the 2009-2010 Academic Calendar.** – Dr. Harkey reviewed the proposed Calendar with the Board, emphasizing how difficult it is to get enough class days in as well as allow for holidays, registration dates, and other College requirements necessary for the calendar. He pointed out the following: a) the College tries to have basically the same calendar as Midwestern State University and the Vernon Independent School District; b) there will now be two registration days in Wichita Falls/CCC next year rather than just one due to the volume of students and the strain on staff; c) a date for Sports Day (generally held on a Wednesday) still has not been set because the Calendar Committee is trying to determine whether to conflict with an ‘MWF’ class or a ‘TT’ one, once again stating that the Coordinating Board sets the number of class days and the College must be sure and abide by this; d) a new (and hopefully improved) change has been made for the Honors Program and it, too, will have an affect on the calendar but will hopefully draw a larger crowd; and e) the Honors Program will be alternated between the Vernon Campus and Wichita Falls (possibly the Wichita Falls Forum).
ACTION: Mr. Graf made the motion, seconded by Mr. Streit, to approve the Calendar as presented. The motion carried unanimously.
7. **Consider Approval of Zero (0) Tuition for Region IX Conference – ‘Circle Training’.**
ACTION: Following a brief explanation of the course by Mrs. Munson and reiterating the ‘0’ tuition requires Board approval, Mr. Brints made the motion, seconded by Mr. Graf, to approve the request as presented to offer the ‘0’ tuition for the Day Care Workers. The motion carried unanimously.
8. **Consider Approval of the Bid for Printing the 2009-2010 College Catalog.**
ACTION: Following a brief review of the bids by Ms. Alexander, Mr. Brints made the motion, seconded by Mrs. Mahoney to approve the low base bid of \$6,514.69 submitted by Morris Printing Services/United Graphics. The motion carried unanimously. (Note: This is the same company who printed the Catalog last year.)
9. **Consider Approval of TASB Proposed Policy BBFA (LOCAL) as Presented and Reviewed at the January Meeting.** - President Hardin discussed the policy stating that this is being implemented to address one of the *SACS On-Site Committee’s* Recommendations.
ACTION: Mr. Graf made the motion, seconded by Mr. Brints, to approve the BBFA (LOCAL) Policy as recommended by the TASB legal staff. The motion carried unanimously. (This will immediately be added to the Vernon College On-Line TASB Policy Manual.)
10. **Presentation of the College’s Response to the SACS Reaffirmation Report.** – Dr. Harkey referred to the summary of the Report in the packet, explaining that the information highlighted in ‘yellow’ was the SACS Recommendation and anything in ‘gray’ was the College’s response to the Recommendation. Therefore you have both the Recommendation as well as the College’s Response, all together to compare. He briefly reviewed the following: a) the TASB LOCAL Policy which was just approved by the Board, should address Recommendation 1; b) Recommendation 2 has already been resolved by the College as noted; and c) Recommendation 3 deals with the College’s Quality Enhancement Plan which has been revised as recommended by the Visiting Committee under the guidance of the lead QEP Evaluator Mr. David Schuermer; and d) the College’s Response will be mailed to SACS on March 4th.
NOTE: President Hardin expressed his gratitude to Dr. Harkey, Mrs. Mary King, and Mrs. Tera Hurd, for working together to get the College’s Response Report completed.
REQUEST: The Board asked that a copy of the completed report be sent to them via e-mail.
11. **Review the TACC (Texas Association of Community Colleges) Survey of 2008-2009 Tuition and Fees.** – Dean Gooch reviewed this survey, stating that the College was in line with other community

colleges. The College's tuition and fees are still significantly lower than those of Midwestern State University - in-district tuition and fees are approximately 27% of MSU's and out-of-district tuition and fees are 39% of MSU's. He explained that this information was being reviewed this month because the administration will be bringing recommendations for the 2009-2010 Tuition and Fees to the Board in March.

12. **Official Enrollment Report – *Spring 2009 Compared to Spring 2008.*** – Dean Hite presented the Enrollment Report stating that headcount at all locations is up approximately 17.8% or 3,626 compared to 3,078 last Spring. While academic hours are up approximately 3.1%, Vocational/Workforce is up 20.12% which is a large increase which the College has not experienced in several years. The Vocational/Workforce is probably tied to the economic conditions. The great news is that the total contact hours are up 10.24% or 584,512 compared to 530,208.
NOTE: President Hardin congratulated the faculty and everyone involved in the College's registration process, student recruiting, and student retention. He reiterated that in these tough economic times, he felt 'kudos' were in order for everyone. The Board expressed their appreciation to everyone for this accomplishment.
13. **Public Comment.** – No one was present so the Chairman announced that the Meeting would continue according to the Agenda.
14. **President's Report.**
 - A. **Report on the *Community College Day at the Capitol - February 4, 2009.*** – President Hardin reported that the College had a good turnout of students at this event. He said that Dr. Johnston also attended this and he also attended the TACC President's Meeting. Both Dr. Johnston and President Hardin visited the offices of the College's three Legislators in Austin.
 - B. **Information about the *Wichita Falls Day at the Capitol - March 23-24 - and the Vernon Day at the Capitol March 25-26.*** – President Hardin referred the Board to these dates emphasizing that they were 'back-to-back'. He encouraged Members to attend both if possible. Appropriate accommodations will be made for Board Members by the President's Office.
 - C. **Reminder: *The Vernon College Employee's On-Line Auction – February 25, 26, 27.*** – Ms. Alexander reported that the auction opened at 8:30 a.m. today and said she hoped that Members would participate. She reviewed a few of the items to be auctioned off. She reported that the last of the items will close on Friday morning.
 - D. **Report on *Foundation's Annual Meeting held February 16, 2009, at the CCC Conference Room.*** – Ms. Alexander reported: (1) the Foundation met and has two new Directors: Dr. Grady Stowe and Mr. Larry Drennan, both of Vernon though Mr. Drennan offices in Wichita Falls; (2) there is still one vacancy and she encourage Board Members to submit any possible members to her; (3) she also reported that the current slate of officers was re-elected are: Mr. Joe Chat Sumner, Chairman; Mrs. Helen B. Willingham, Vice-Chairman; and Ms. Sara Jane Snell Wood, Secretary/Treasurer; (4) terms were also extended for the following: Mr. Larry Robb, Mrs. Helen B. Willingham, and Ms. Sara Jane Snell Wood; (5) the Foundation matched the funds raised from last year's Employee's On-Line Auction providing a total of \$12,020 for all projects; and (6) the Foundation even contributed an additional \$2,986 to complete the necessary funding for six of the proposals for a total of \$15,006.
NOTE: President Hardin said he wanted to thank Ms. Alexander publicly for heading up the Foundation during his tenure as Interim President. He also expressed appreciation to the Foundation Members for their support of him and the College.
 - E. **Total Philanthropic Report for Vernon College since January 31, 2009.** – Ms. Alexander said that gifts were down somewhat but they appear to be so everywhere due to the economic conditions.
 - F. **Minutes from Campus Organizations.** – President Hardin explained that these were for information only.

- (1) Employees Forum
- (2) Student Forum
- (3) Student Government Association

15. **Personnel. – President Hardin**

- A. **Family Medical Leave/Retirement** – Mr. Joe Banda, Custodial Supervisor (Family Medical Leave began February 13, 2009).
ACTION: Mr. Graf made the motion, seconded by Mrs. Mahoney, to approve the request from Mr. Banda as submitted. The motion carried unanimously. (The exact retirement date is not known at this time.)
- B. **Resignation** – Mrs. Chelsea Phillips, Student Loan Coordinator, effective March 23, 2009.
ACTION: Mr. Brints made the motion, seconded by Mr. Graf, to accept the resignation as stated above. The motion carried unanimously.
- C. **Internal Transfer** - Sandy Odell from Classified I, Receptionist/PBX Operator to Classified II, Lab Assistant/PBX Operator – CCC effective January 28, 2009 with an annual salary of \$21,584 (prorated to \$12,839).
ACTION: Mrs. Mahoney made the motion, seconded by Mr. Streit, to approve the Internal Transfer as stated. The motion carried unanimously.
- D. **Employment** – (1) Brandi Ballard, Director of Student Relations, effective February 9, 2009, with an annual salary of \$39,586 (prorated to \$22,076); and (2) Tami Hastwell, Classified I, Receptionist/PBX Operator-CCC effective January 27, 2009, with an annual salary of \$17,862 (prorated to \$10,6794).
ACTION: Mrs. Mahoney made the motion, seconded by Mr. Brints, to approve the employment of the two personnel as stated above. The motion carried unanimously.
- E. **Consider Extension of Deans’ and Associate Deans’ Contracts (September 1, 2009 – August 31, 2011).**
ACTION: Mrs. Mahoney made the motion, seconded by Mr. Graf, to approve the extension of the Deans’ and Associate Deans’ contract as presented (September 1, 2009 through August 31, 2011). The motion carried unanimously.

The Board expressed its appreciation to President Hardin for serving as Interim President for the past seven months. President Hardin responded that he could not have made it without the assistance of the other three Deans since the College had lost a Dean of Instruction, then the President, the Director of Institutional Effectiveness/SACS Director, endured a *SACS On-Site Visit*, and immediately after that, hired a President. He continued that to his knowledge, all of this was accomplished without any apparent huge blunder. He also said the tenure had been a valuable learning experience and that he is looking forward to returning to his position as Dean of Student Services/Athletic Director.

CLOSED SESSION: Chairman Ferguson announced that the Board needed to go into Closed Session.

ACTION: At 12:50 p.m., Mrs. Mahoney made the motion, seconded by Mr. Graf, to go into Closed Session and the motion carried unanimously.

ACTION: At approximately 1:00 p.m., Mr. Graf made the motion, seconded by Mrs. Mahoney, to reconvene in Open Session. The motion carried unanimously. (No action was taken.)

ADJOURN: There being no further business to come before the Board, the meeting adjourned at approximately 1:05 p.m.

Respectfully submitted,

Bob Ferguson, Chairman of the Board

Norman Brints, Secretary of the Board