

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

August 20, 2014

The Board of Trustees of Vernon College met on Wednesday, August 20, 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, Mr. Norman Brints, Vice-Chairman, and Mrs. Vicki Pennington, Secretary. Other board members in attendance were Mr. Bob Ferguson, Mr. Irl Holt, and Mrs. Joanie Rogers. Absent was Mrs. Anne Spears.

Others present were Dr. Dusty R. Johnston, President, and Dean Garry David. Also present were: Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Marian Grona, Director of Library Services; Mrs. Mindi Flynn, General Ledger Accountant; Ms. Criquett Lehman, Director of Quality Enhancement; and Ms. Mary King, Administrative Secretary to the President. Guest present was Mr. Daniel Walker, from *The Vernon Daily Record*.

Chairman Smith called the meeting to order at 11:34 a.m.

Consent Agenda

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

Action Item A

Dean Garry David presented the *Financial and Investment Reports as of July 31, 2014*. Mrs. Rogers made the motion, seconded by Mr. Brints to approve the report as presented. The motion carried unanimously.

Action Item B

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the *2014-2015 College Operating Budget* presented by Dr. Johnston. The motion carried unanimously.

Action Item C

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve to *Adopt a Resolution to Set the 2014 Vernon College Tax Rate at .217669/\$100 of Evaluation* presented by Dr. Johnston. The motion carried unanimously.

Action Item D

Mr. Brints made the motion, seconded by Mr. Holt to approve the *Investment Policies, Procedures, and Strategies as Required by the Public Funds Investment Act* (no changes since last year) presented by Dean Garry David. The motion carried unanimously.

Action Item E

Mrs. Pennington made the motion, seconded by Mrs. Rogers to approve to *Declare as a "Special Population" and to offer "Zero" tuition for Continuing Education classes/Pre-service/In-service training during the 2014-2015 school year* for the following groups – 1)Vernon Fire Department – CPR Training; 2)Vernon Fire Department – Continuing Education Classes; 3)Vernon Police Department – Continuing Education Classes; 4)Leadership Wichita Falls participants – Continuing Education Classes; 5)Wichita Falls Police Department – Continuing Education Classes; 6)Wichita County Sheriff's Office – In-Service Training; 7)Wichita Falls Fire Department – Continuing Education Classes; 8)Texas Department of Criminal Justice – Pre-Service and In-Service Training; 9)NORTEX Regional Planning Commission – Continuing Education Classes; and 10)Seymour, Baylor County EMS – Continuing Education Classes. The motion carried unanimously.

Action Item F

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the *Vernon College Testing Center Policy Manual*. The motion carried unanimously.

Action Item G

Mr. Holt made the motion, seconded by Mrs. Rogers to approve the *Vernon College Library Policy Manual*. The motion carried unanimously.

Action Item H

Mr. Ferguson made the motion, seconded by Mr. Brints to approve *Resale Bids and Quitclaim Deeds of Properties Held in Trust by the City of Vernon* located at 1102 Houston and 1124 Houston for the bid amount of \$850 each and the property located at 3007 Luna for the bid amount of \$250. The motion carried unanimously.

Action Item I

Mrs. Pennington made the motion, seconded by Mrs. Rogers to approve Williams and Fudge as the *Third Party Debt Collection Service*. The motion carried unanimously.

Public Comment – No one was present to make comments.

July 17 Foundation meeting update – Dr. Smith reported on the Vernon College Foundation Board meeting held Thursday, July 17, 2014 in the Joe Chat Sumner Conference Room at the Century City campus. Items discussed were the new College website, LVN and Surgical Technology August graduations, enrollment trends, the budget status, preparations for the 5th year SACS report, and expansions to the Rodeo facility on the Vernon campus. Dean David reviewed the financial investment reports, Ms. Alexander presented the philanthropic report, and Dr. Johnston shared his President's report.

TRS Surcharge update – Dr. Johnston stated that TRS has been implementing some new guidelines over the last few years and may affect a small amount of people. A discussion regarding retirees of TRS who choose to come back and work part-time may need to be responsible for paying the surcharge instead of the institution if they go over a limited amount of hours. If the board agrees, a recommended policy will be added to the agenda for the next meeting.

Summer II Enrollment Report and Registration Update – Dr. Johnston reported that Summer II head count was down a little compared to last year. Total contact hours were up .46%. Head count is good on the Vernon campus and at Century City Center. A couple of classes at Skills Training Center that did make last year did not make this summer. There was also a smaller enrollment in internet courses this summer.

Program Discipline Evaluation update – Dr. Johnston stated this process will be enhanced with the addition of more criteria to the scoring and evaluation process. Additionally the committee will split into one group focusing on academic disciplines and the other focusing on the vocational programs.

Dual Credit Enrollment discussion – Dr. Johnston reviewed the dual credit situation. The College probably lost a few students to UNT Permian Basin's (UNTPB) recent lower tuition dual credit offer. Most area dual credit students are taking dual credit classes online, and their use of UNTPB will affect the College's head count. Vernon College will not make any changes for the fall, but the board will receive more information regarding other options or solutions about this situation in the future.

Student Success Data Fact – Betsy Harkey presented the data fact on License Certification Rates. The information is used in program evaluation reports, shared with advisory committees, and reported to agencies such as the Coordinating Board's Accountability Report, the on-line Almanac Across the State, Perkins Grant Reporting, and all of the programs' individual credentialing agencies. The numbers are also used in the College's annual planning process plans for improvement. Mrs. Harkey stated that the SACSCOC Board passed a new policy for institutional obligation of public disclosure to publish statements of goals for student achievement and the success of those students achieving those goals. The College has established such a complete benchmark data process that we have proof available to illustrate to SACS that we do publish that information.

Fall Board Meeting Dates – Dr. Johnston noted the upcoming board dates to be held on Wednesday of September 17, October 15, November 19, and December 17, 2014

Dr. Johnston presented the Upcoming College Events:

- (1) On-site Registration
 - a. Vernon Campus – Tuesday, August 19, 2014
 - b. Century City Center – Wednesday and Thursday, August 20 & 21, 2014
- (2) Classes begin Monday, August 25, 2014

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

Personnel –

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve the *Issuance of Employee Contracts for 2014-2015* including the 1.5% step increase and a 1.5% salary increase totaling 3% for all employees, with one exception – a 1.5% step increase and a 1% salary increase for Dr. Johnston. Mrs. Pennington clarified the 1% lower rate was a personal request by the President. The motion carried unanimously.

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

A. Employment

- (1) Holly Scheller, Classified III, Advancement Services Specialist – Vernon, effective August 1, 2014 with an annual salary of \$22,923.
- (2) Jordan McCavitt, Assistant Baseball Coach/Residence Hall Assistant – Vernon, effective August 5, 2014 with an annual salary of \$23,233.
- (3) Sandra Godino, Classified II, Financial Aid/Veterans Services – CCC, effective August 5, 2014 with an annual salary of \$20,986.
- (4) Katherine Kennedy, Classified II, Faculty Assistant – CCC, effective August 14, 2014 with an annual salary of \$21,301.
- (5) Erika Colee, Culinary/Hospitality Instructor – Burkburnett, effective August 15, 2014 with an annual salary of \$47,693.
- (6) Anita Williams, Health Careers Instructor – VTC, effective August 18, 2014 with an annual salary of \$38,578.
- (7) Terri Farabee, ADN Instructor – CCC, effective August 18, 2014 with an annual salary of \$38,057.
- (8) Kimberly Platt, ADN Instructor – Vernon, effective August 25, 2014 with an annual salary of \$38,057.
- (9) Rachel Anderson, Rodeo Program Assistant – Vernon, effective August 27, 2014 with an annual salary of \$23,233.
- (10) Tracie Fulton, LVN Instructor – Vernon, effective August 18, 2014 with an annual salary of \$45,609

B. Internal Transfer

- (1) Maria Servin, Transfer From: Classified II, Admissions & Records - To: Assistant Registrar, effective August 13, 2014
- (2) Karen Defoor, Transfer From: Classified II, Admissions & Records – To: Classified III, Administrative Assistant – ADN, effective August 15, 2014 with an annual salary of \$24,139

C. Resignation

- (1) Francisco Cordero, Culinary/Hospitality Instructor – Burkburnett, effective July 7, 2014
- (2) Chris Cox, Assistant Baseball Coach/Resident Hall Assistant – Vernon, effective July 10, 2014
- (3) Michelle Wood, Director of Continuing Education – CCC, effective August 8, 2014
- (4) Jessica Bennett, Early College Start Coordinator – CCC, effective August 15, 2014
- (5) Sabina Mirik, Administrative Assistant, ADN – Vernon, effective August 23, 2014


D. Revision

- (1) The Director of Admissions and Records position (Amanda Raines) revised to 400 points on the administrative salary schedule at a salary of \$46,148.00 effective September 1, 2014.

There being no further business Mr. Holt made the motion seconded by Mr. Ferguson to adjourn the meeting at 1:45 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary