

# MINUTES

## Board Retreat BOARD OF TRUSTEES

### Vernon College July 15, 2015

The Board of Trustees of Vernon College met on Wednesday, July 15, 2015 at 8:30 a.m. in the *Board Room* on the *Vernon Campus*, Vernon, TX with the following present: Dr. Todd Smith, Chairman; Mr. Norman Brints, Vice-Chairman; Mrs. Vicki Pennington, Secretary. Other board members in attendance were Mr. Bob Ferguson, Mr. Irl Holt, Mrs. Joanie Rogers and Mrs. Anne Spears.

Others present were Dr. Dusty Johnston, President, Deans Garry David, John Hardin, III, Joe Hite and Dr. Gary Don Harkey. Also present was Ms. Mary King-Administrative Secretary to the President.

Chairman Smith called the meeting to order at 9:00 a.m.

Dr. Johnston opened the meeting by introducing the topics and goals listed for the retreat.

Topics reviewed and discussed were Branch Campus Maintenance Tax/Annexation, the WFISD Career Technical Education Center/Vernon College Partnerships, and the Vernon College Skills Training Center/locations/options.

In addition, the board also discussed the Legislative session/Appropriations, Enrollment trends, Guns on campus, and the Vernon Campus tree plan.

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt to go into closed session at 11:54 a.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074 to discuss personnel or other items under this section of the Texas Government Code, Texas Open Meetings Act. The motion carried unanimously.

Open Session: Mr. Ferguson made the motion, seconded by Mrs. Rogers to reconvene at 12:15 p.m. in open session. The motion carried unanimously.

Action – None

The meeting adjourned for lunch at 12:16 p.m.

# MINUTES

Regular Meeting

## BOARD OF TRUSTEES

Vernon College

July 15, 2015

The Board of Trustees of Vernon College met on Wednesday, July 15, 2015 at 1:00 p.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, Mrs. Joanie Rogers, and Mrs. Anne Spears.

Others present were Dr. Dusty R. Johnston, President, and Deans Garry David, John Hardin, III, Joe Hite and Dr. Gary Don Harkey. Also present were: Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Ms. Shana Drury, Associate Dean of Instructional Services; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; 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 1:00 p.m.

### Consent Agenda

Mr. Ferguson made the motion, seconded by Mr. Brints to approve the Consent Agenda containing the *Minutes of the June 17, 2015 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

### Action Item A

Dr. Johnston presented the *Financial and Investment Reports as of June 30, 2015*. Mr. Holt made the motion, seconded by Mr. Brints to approve the report as presented. The motion carried unanimously.

### Action Item B

Mrs. Rogers made the motion, seconded by Mr. Holt to approve the following *2015-2016 Handbook/Manual Updates and Revisions – 1) Employee Handbook; 2) Athletic Policy Manual; 3) Library Policy Manual; and 4) Testing Center Manual*. The motion carried unanimously.

### Action Item C

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the following *2015-2016 Workforce Program Student Handbooks – 1) Associate Degree Nursing; 2) Basic Law Enforcement; 3) Cosmetology; 4) Health Information Management; 5) Licensed Vocational Nursing; 6) Pharmacy Technician; and 7) Surgical Technology* as presented by Dr. Johnston. The motion carried unanimously.

### Action Item D

Mrs. Pennington made the motion, seconded by Mrs. Spears to approve to *Declare as a "Special Population"* and to offer *"Zero" tuition Continuing Education classes/Pre-service/In-service training during 2015-2016 school year* to the following groups – 1) *Vernon Fire Department – Continuing Education Classes*; 2) *Vernon Police Department – Continuing Education Classes*; 3) *Leadership Vernon participants – Continuing Education Classes*; 4) *Leadership Wichita Falls participants – Continuing Education Classes*; 5) *Wilbarger General Hospital – CPR Training*; 6) *Wichita Falls Police Department – Continuing Education Classes*; 7) *Wichita County Sheriff's Office – In-Service Training*; 8) *Wichita Falls Fire Department – Continuing Education Classes*; 9) *Wichita Falls Fire Department – Advanced EMT Training*; 10) *Texas Department of Criminal Justice – Pre-Service and In-service Training*; and 11) *NORTEX Regional Planning Commission – Continuing Education Classes* as presented by Dr. Johnston. The motion carried unanimously.

### Action Item E

Mrs. Spears made the motion, seconded by Mr. Holt to approve the *College President to finalize the following 2015-2016 ISD Contract Agreements once enrollment is finalized for 1) Burkburnett I.S.D. – Health Occupations, Culinary Arts,*

*Welding, and Automotive Mechanics; 2) City View I.S.D. – Health Occupations; 3) Haskell I.S.D. – Health Occupations; 4) Holliday I.S.D. – Health Occupations; 5) Iowa Park I.S.D. – Health Occupations; 6) Paducah I.S.D. – Health Occupations; 7) Quannah I.S.D. – Health Occupations; and 8) Vernon I.S.D. – Health Occupations* as presented by Dr. Johnston. The motion carried unanimously.

Action Item F

Mrs. Pennington made the motion, seconded by Mr. Brints to approve the following Continuing Education Proposals (1) *Fall 2015 Continuing Education Schedule, Tuition, and Fees* and (2) *Approve authorizing the Associate Dean of Instructional Services to set tuition for additional Continuing Education/Workforce Courses as needed during this time period (Fall)* as presented by Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

President’s Report/Board Discussion Items – there were no items to discuss in the afternoon session.

2015-2016 Proposed Budget Discussion – Dr. Johnston stated that the Board had time to view draft four of the 2015-2016 budget, which is \$435,000 less than the 2014-2015 operating budget. This directly affects, primarily, repairs, remodeling, parking lots and contingency items. The College is able to fund the 1.5% step salary increase but unable to do more without further reductions in other areas of the proposed budget. As the College enters the fall semester, the goal is an enrollment increase of 1%. The only changes to this budget draft verses the final budget presented in August will be filling open positions between now and then, and the actual salary dollars for those positions.

Tax Appraisal and Tax Rate update – Dr. Johnston noted that currently, based on the early estimate of the appraisal, there is very little difference in the tax rate. Only as an estimate, the rate would go down from .2221 to .2176. That could change slightly either way once the tax rolls come in.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board Meeting – Thursday, July 16
- (2) “Regular” Office Hours begin – August 3
- (3) LVN Pinning @ Region 9 in Wichita Falls – Thursday, August 6 – 1:00 pm
- (4) LVN Pinning @ First Baptist Church in Vernon – Thursday, August 6 – 6:00 pm
- (5) Surgical Technology Pinning @ Region 9 in Wichita Falls – Friday, August 7 – 6:00 pm
- (6) Fall Semester Kickoff for all Faculty & Staff – Monday, August 17
- (7) Registration On-Site – August 18-20
- (8) Classes begin – August 24
- (9) Labor Day Holiday – September 7

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

Personnel –

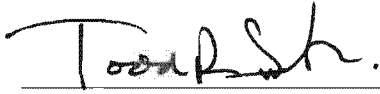
Mrs. Spears made the motion, seconded by Mrs. Pennington to approve the *Issuance of Employee Contracts for 2015-2016* with the 1.5 percent step increase in compensation in accordance with the approved salary schedules. Mrs. Pennington stated that the board regrets that additional funding was unavailable. The motion carried unanimously.

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

1. Employment
  - a. Joshua Cook, Grounds Technician – Vernon Campus, effective June 23, 2015 with an annual salary of \$22,462.
  - b. Luke Garza, Custodial Technician – Vernon Campus, effective July 1, 2015 with an annual salary of \$22,019.
  - c. Jennifer Howard – A D N Instructor – Century City Center, effective August 3, 2015 with an annual salary of \$41,593.
2. Internal Transfer
  - a. Christie Lehman – Vernon Campus, *Transfer From:* Coordinator of Marketing and Alumni Relations *Transfer To:* Student Billing Accountant effective TBD with an annual salary of \$46,234
3. Resignation
  - a. Sequoia Amey, Bookstore Clerk/Office Assistant – Century City Center, effective July 3, 2015.

- b. Stacy Lallmann, Student Billing Accountant – Vernon Campus, effective September 30, 2015 (flexible).
- 4. Retirement
  - a. Rita Lee, Administrative Office Technology Instructor – Vernon Campus, effective July 6, 2015.
  - b. Cathy Bolton, Director of Associate Degree Nursing Program – Vernon Campus, effective August 31, 2015

There being no further business Mr. Brints made the motion seconded by Mrs. Rogers to adjourn the meeting at 1:30 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary