

# MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

November 18, 2015

The Board of Trustees of Vernon College met on Wednesday, November 18, 2015 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, Mrs. Joanie Rogers, and Mrs. Anne Spears.

Others present were Dr. Dusty R. Johnston, President, and Deans Garry David, Dr. Gary Don Harkey, and Joe Hite. Also present were Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Shana Drury, Associate Dean of Instructional Services; Mrs. Kristin Harris, Associate Dean of Student Services/Director of Counseling; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Ms. Criquett Lehman, Director of Quality Enhancement; Mrs. Holly Scheller, Advancement Services Specialist; Ms. Clara Gregory, Coordinator of Marketing & Alumni Relations; Mrs. Mindi Flynn, General Ledger Accountant; and Ms. Mary King, Administrative Secretary to the President. Guests present were Mr. Joe Chat Sumner, Chairman of Vernon College Foundation and Mr. Payton McCormick from *The Vernon Daily Record*.

Chairman Smith called the meeting to order at 11:30 a.m.

## Consent Agenda

Mrs. Pennington made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the October 21, 2015 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Dr. Johnston presented Mr. Joe Chat Sumner III with the 2015 CRD Benefactor of the Year Award. CRD (Council for Resource Development) is a national organization for community college professional development, fundraising and advancement. Dr. Johnston stated Vernon College was pleased to nominate Mr. Sumner several months earlier as a possible 2015 Benefactor of the Year in recognition for his many personal contributions to Vernon College. He has been a member of the Vernon College Foundation board for the last 26 years and currently holds the position of Chairman providing strong leadership. Dr. Johnston, Mrs. Susie Johnston, and Ms. Michelle Alexander attended the organization's annual meeting in Washington, D.C. in October to accept the award for Mr. Sumner. A video featuring Mr. Sumner and his contributions was shown to the board and others attending the meeting.

## Action Item A

Dean David presented the *Financial and Investment Reports as of October 31, 2015*. Mr. Ferguson made the motion, seconded by Mr. Brints to approve the report as presented. The motion carried unanimously.

## Action Item B

Mrs. Spears made the motion, seconded by Mrs. Rogers to approve the *2016-2020 Primary Goals and the 2016-2017 Priority Initiatives* as presented by Mrs. Harkey. The motion carried unanimously.

## Action Item C

Mr. Holt made the motion, seconded by Mrs. Spears to approve the *Continuing Education 2016 Spring Schedule* as presented by Ms. Drury. The motion carried unanimously.

Public Comment – No one was present to make comments.

#### President's Report/Board Discussion Items

Board Member Discussion/Input – Mrs. Pennington questioned our model for Continuing Ed classes regarding paying for a class and then acquiring a ticket to use the King Gym on the Vernon campus. Dr. Johnston explained that several years ago the College established different rates/fees for those who wanted to take a class and who only wanted to use the gym. She also inquired about the Century Center Wellness Center fee structure. Dr. Johnston explained different rates/fees apply at that center as well. Some people choose to purchase the membership and others only want to take a class of interest. The purpose for charging fees for different classes is to register enough people to hold the class and have the funds to pay the instructor.

Mr. Ferguson commended all the social media helping get the word out about Vernon College. Dr. Johnston introduced Ms. Clara Gregory, the new Coordinator of Marketing and Alumni Relations, as responsible for part of that and the fact that those who choose to share Vernon College news on Facebook helps also.

CRD Award Recognition for Mr. Joe Chat Sumner – Dr. Johnston commented that having two CRD Awards in the last three years says a lot about Vernon College and its donors supportively and historically.

Title III Grant Update – Mrs. Harkey reported on the Committee structure and responsibilities for the Title III Grant. The Committees are the Oversight committee, the ERP/SIS Task Force, and the Student Success Pathway Task Force. These groups meet monthly to ensure the success of the College's Title III Grant. She added the board will receive periodic updates about the project's progress.

2014-2015 Annual Action Plan Final Summary – Mrs. Harkey presented the Annual Action Plan Final Summary for 2014-2015. This document provides information by priority initiative for each department with objective, responsibility, statement of need, actions, and resources.

2014-15 Institutional Effectiveness Plans Final Summary – Mrs. Harkey also presented the final summary of the 2014-15 Institutional Effectiveness Plans. This document is a compilation of the different departments/program purposes in support of the Vernon College Mission with expected outcomes in support of the accomplishment of the Colleges Primary Goals.

Annual Report on Quality Enhancement Plan (QEP) – Ms. Criquett Lehman presented the Quality Enhancement Plan Impact Report. This is the final report for QEP #1 (to increase student learning through improved student engagement). After submitting this report to SACS, it was approval with no recommendations or referrals. QEP #2 is under development with SACSCOC criteria CR2.12 and CS 3.3.2. This year, 2015-16 – a Task Force was created to develop a written plan, and next year, 2016-17, the group will continue to enhance a written plan. During 2017-18, the plan undergoes final edits and submission to SACSCOC. During 2018-19, there will be the on-site visit from SACSCOC and once we receive reaffirmation, we will implement the QEP Committee.

Counselor Appreciation Luncheon Update – Ms. Kristin Harris reported on the 15<sup>th</sup> Annual Counselor Appreciation Luncheon held November 4<sup>th</sup> with 41 area high school counselors attending. During the luncheon, Ms. Nina Feldman, Director of Continuing Education and Community Recreation and Mark Holcomb, Information and Technology Division Chair/Instructor made a presentation about the College's Continuing Education Fast Track Programs and the Skills Training Center. The presentation was based upon feedback received from the high school counselors regarding what Vernon College programs that they wanted to have more information about. Dr. Johnston made remarks and a brief introduction about the Title III grant was presented.

Student Success Data Fact – Betsy Harkey presented the Student Success by the Numbers Initiative at a Glance. This report lists what has been done at Vernon College since 2009 to help students be successful. The

information highlighted in red represents the newest information added through the fall of 2015 about efforts to keep students successful.

Volleyball Team Update – Dr. Johnston commended the Volleyball Team on their good season. Coach Tatiana Booth did a good job and is currently attending high school tournaments for recruiting.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Annual Turkey Trot – Tuesday, November 17, 2015 2:30 pm – Tower of Knowledge – Vernon Campus
- (2) Vernon College Choral Ensemble Fall Concert Tuesday, November 17, 2015 7:00 pm – Osborne Administration Building Auditorium
- (3) Vernon College Theatre Ensemble production “Secrets of a Soccer Mom” – Thursday, November 19 thru Saturday, November 21, 2015 8:00 pm – Free Admission – accepting donation of a non-perishable food item – Osborne Administration Building Auditorium
- (4) SACS Annual Conference – December 5-8, 2015 – Houston, TX
- (5) Vernon College Board of Trustees meeting – Wednesday, December 16, 2015 11:30 am
- (6) Campuses Close for Christmas Holiday – Friday, December 18, 2015 12:00 noon

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

Dr. Johnston presented the following minutes from the Faculty/Staff/Student Organizations:

- (1) Employee Forum
- (2) Faculty Senate

Personnel –

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

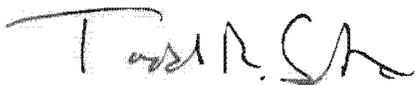
- A. Retirement
  - (1) Latricia Fitzwater, LVN Instructor – CCC, effective January 29, 2016
- B. Other
  - (1) Betsy Harkey – stipend for Title III Project Coordinator effective October 1, 2015 - \$6000

Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt to go into closed session at 12:40 p.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 Mr. Holt to reconvene at 1:13 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Dr. Smith adjourned the meeting at 1:14 p.m.



Dr. Todd Smith, Chairman



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Mrs. Vicki Pennington, Secretary