

MINUTES

Board Retreat
BOARD OF TRUSTEES

Vernon College
July 11, 2018

The Board of Trustees of Vernon College met on Wednesday, July 11, 2018 at 8:30 a.m. in the *Board Room* on the *Vernon Campus*, Vernon, TX with the following present: Dr. Todd Smith, Chairman; Mrs. Vicki Pennington, Secretary; and Mr. Norman Brints, Vice-Chairman. Other board members in attendance were Mr. Bob Ferguson, Mr. Irl Holt, Mrs. Anne Spears and Mrs. Ann Wilson.

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice-President of Instruction; Mr. Garry David, Dean of Administration; and Mr. James Nordone, Dean of Student Services/Admissions and Financial Aid; Mrs. Shana Drury, Associate Dean of Instruction; and 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 and welcoming the new Vice-President of Instruction, Dr. Elizabeth Crandall.

Topics reviewed and discussed were:

- Safety handout from the CCATT conference
- Unrestricted and restricted financial statement
- Vernon College policy updates
- Promotion ideas to increase community traffic
- Facilities/Maintenance update
- Prominent challenges
- Budget/Tax appraisal/Tax rate

The meeting adjourned for lunch at 12:15 p.m.

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
July 11, 2018

The Board of Trustees of Vernon College met on Wednesday, July 11, 2018 at 1:00 p.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman; Mrs. Vicki Pennington, Secretary; and Mr. Norman Brints, Vice-Chairman. Other board members in attendance were Mr. Bob Ferguson, Mr. Irl Holt, Mrs. Anne Spears and Mrs. Ann Wilson.

Others present were Dr. Dusty Johnston, President; Dr. Elizabeth Crandall, Vice-President of Instruction; Mr. Garry David, Dean of Administration; and Mr. James Nordone, Dean of Student Services/Admissions and Financial Aid; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Mrs. Haven David, Director of Human Resources; Mr. Kevin Holland, Director of Campus Police; Mrs. Shana Drury, Associate Dean of Instructional Services; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; and Guest present was Mr. Mark Potter of the *Vernon Daily Record*.

Chairman Smith called the meeting to order at 1:05 p.m.

Consent Agenda

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the Consent Agenda containing the *Minutes of the June 13, 2018 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Action Item A

Dean David presented the *Financial and Investment Reports as of June 30, 2018*. Mrs. Spears 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 Mrs. Wilson to approve the 2018-2019 Handbook/Manual Updates and Revisions as listed on the agenda and presented by Dr. Johnston. The motion carried unanimously.

Action Item C

Mr. Holt made the motion, seconded by Mrs. Pennington to approve the 2018-2019 I.S.D. Contract Agreements as listed on the agenda and presented by Dr. Johnston and Associate Dean of Instruction, Mrs. Drury. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Board Comments/Discussion – There were no comments at this time.

Wilbarger County Appraisal District 2018 Proposed Budget – Dr. Johnston opened the discussion on the proposed budget received from the Wilbarger County Appraisal District. Vernon College is one of the entities asked to approve their 2018 Proposed Budget. The budget proposal will be an agenda item at the August Board meeting.

2018-2019 Budget Discussion – Dr. Johnston informed the Board the biggest change in our budget was the 3% proposed salary increase, a proactive plan for roof repairs, a college van replacement, and an increase in management tools for Cyber Security. Most of the other categories are the same, with a little more on repairs and remodeling than last year. Draft 4 of the 2018-2019 budget is \$300,000 more than the current year budget. The College Operating budget will be presented as an action item at the August Board meeting.

Tax Appraisal and Tax Rate Update – Dr. Johnston stated that an appraisal tax rate is unavailable at this time; still working on the preliminary appraisal.

Enrollment Update – Mrs. Raines presented the Enrollment Report and Comparison for Summer I and Summer II 2018. She stated the total headcount unfortunately went down from 2017 to 2018 by 6%. She also gave a Preliminary Fall count detailing enrollment status at this point in the year verses count day 2017. Headcount was 3,009 in 2017 for Fall and Fall 1; in 2018 at this point in time, headcount is 1,663. There is still a lot of time until count day for the numbers to go up. This is a new tracking system we wanted to try to compare with the count this time last year.

SACSCOC Reaffirmation update – Mrs. Harkey stated that the College is at step two in the SACSCOC process. Step one was the submission of our certification for reaffirmation report at the end of February. The Offsite committee returned a preliminary report in June on 8 standards they had questions about. In step two the College will supply additional clarification and evidence of compliance for these standards. The deadline to finish this report is August 1. The report will be sent to the Onsite committee and they will be on campus the end of October.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board Meeting – Thursday, July 19, 2018 – 10:00 a.m.
- (2) “Regular” Office Hours begin – 8:00 a.m. Monday, July 30, 2018
- (3) LVN Pinning (August Graduates) – First Baptist Church, Thursday, August 9, 2018 – 1:00 p.m.
- (4) Surgical Technology Pinning, Region IX, Friday, August 10, 2018 – 6:00 p.m.
- (5) Fall Semester Kickoff for all Faculty and Staff – Monday, August 20, 2018
- (6) Registration On-Site – August 21-23, 2018
- (7) Classes begin – August 27, 2018
- (8) Labor Day Holiday – September 3, 2018

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

Closed Session: Mr. Ferguson made the motion, seconded by Mrs. Spears, to go into closed session at 2:00 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 2:12 p.m. in open session. The motion carried unanimously.

Action

Mr. Holt made the motion, seconded by Mrs. Pennington to approve the issuance of Vernon College Employee Contracts for 2018-2019 with the 1.5% step increase plus a 1.5% raise for a total increase of 3.0% increase in salary for all employees. The motion carried unanimously.

Mrs. Wilson made the motion, seconded by Mr. Ferguson to approve the personnel changes as recommended by Dr. Johnston and detailed on item 6 B Personnel Information Sheet. The motion carried unanimously.

1. Employment

- (1) Ramon Amador, Custodial Technician – Vernon, effective June 18, 2018 with a salary of \$23,365
- (2) Jena Cecil, Health Careers Instructor – Vernon, effective August 7, 2018 with a salary of \$38,323

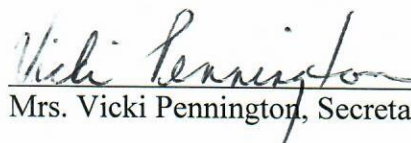
2. Resignation

- a. Gary Dodson, Maintenance Specialist/IT Technician – CCC, effective June 29, 2018

There being no further business Mr. Holt made the motion, seconded by Mrs. Pennington to adjourn the meeting at 1:36 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary