

MINUTES

Regular Meeting BOARD OF TRUSTEES

Vernon College
August 8, 2018

The Board of Trustees of Vernon College met on Wednesday, August 8, 2018 at 11:30 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, and Mrs. Ann Wilson. Absent was Mrs. Anne Spears.

Others present were Dr. Dusty Johnston, President; Mr. Garry David, Dean of Administration; Dr. 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. Ivy Harris, ERP/SIS Coordinator; Mr. Kevin Holland, Director of Campus Police; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; Mrs. Mindi Flynn, Business Office Manager; Mrs. Melissa Elliott, Director of Financial Aid; and Ms. Mary King, Administrative Secretary to the President. Guest present was Mr. Mark Potter of the *Vernon Daily Record*.

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

Consent Agenda

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the Consent Agenda containing the *Minutes of the July 11, 2018 Board Retreat/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 July 31, 2018*. Mr. Ferguson made the motion, seconded by Mrs. Wilson, to approve the report as presented. The motion carried unanimously.

Action Item B

Mr. Brints made the motion, seconded by Mrs. Pennington to approve the *2018-2019 College Operating Budget* as presented by Dr. Johnston. The motion carried unanimously.

Action Item C

Dr. Johnston stated the for public notice ad to set the *2018 Vernon College Tax Rate* was sent to the Vernon Daily Record but the ad got lost and was not published. The Vernon Daily Record stated that the ad would be published in tomorrow's paper. He suggested that the Board reconvene 7 days after that date for a Special called meeting to set and approve the Vernon College Tax Rate.

Action Item D

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

Action Item E

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the *2018-2019 Institutional Effectiveness Plans* as presented by Mrs. Harkey. The motion carried unanimously.

Action Item F

Mr. Brints made the motion, seconded by Mr. Holt to approve the *Wilbarger County Appraisal District's 2019 Budget* as presented by Dr. Johnston. The motion carried unanimously.

Action Item G

Mr. Brints made the motion, seconded by Mrs. Wilson to approve the *Revised Memorandum of Understanding between Vernon College and the Vernon College Foundation, Inc.* as presented by Dr. Johnston and Ms. Alexander. The motion carried unanimously.

Action Item H

Mr. Holt made the motion, seconded by Mrs. Pennington to approve *Transferring the Vernon College Interest in the Tax Foreclosed Properties Located at 1716 Pease and 1500 Main to the City of Vernon* as presented by Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items -

July 19, 2018 VC Foundation Board Meeting Update – Dr. Todd Smith informed the Board that the Vernon College Foundation Board met via teleconference and discussed the following items:

- The Foundation Board approved a \$6,000 grant to Vernon College for the 2018-2019 Peer Mentor Program.
- The Board also approved a \$10,000 grant to Vernon College to support the 2018-2019 New Beginnings program.
- The Board approved a revised Memorandum of Understanding between Vernon College and the Vernon College Foundation.
- Dr. Johnston presented the President's Report.
- Ms. Michelle A. Alexander presented the Philanthropic Report
- Dean David presented the Foundation Financial and Investment Report

Dr. Johnston mentioned that Dr. Crandall is not present today because she is attending a Dual Credit Meeting with High School Counselors in Wichita Falls. He also commended her for a great job so far since she arrived a little over a month ago. She has been very observant, diligent, calm and very helpful. Those are good traits and he is very excited on the upcoming year.

Annual Planning Calendar –

Mrs. Harkey presented the Annual Planning Calendar stating it is used as a guide for Vernon College. We are sure to follow it for strategic planning. It is color coded on responsibilities from the board, college effectiveness committee, leadership of the college, and the student success data committee. It is conducted on a three-year calendar cycle as listed on the exhibit. The College Effectiveness Committee reviewed and approved the calendar in July.

2017-2018 Institutional Effectiveness Final Summary –

Mrs. Harkey shared the final Institutional Effectiveness summary with the Board. She mentioned it was approved last year by the Board at the beginning of the academic year. The report shows the goals that were accomplished by each unit, assessment results and uses, followed by the final summary.

Student Success Data Fact –

Mrs. Harkey presented the Licensure and Certification report as this month's student success data fact. Each year the Texas Higher Education Coordinating Board requests a report on passing rates for licensure and certifications. Our rate is 85% or higher. We include all programs requested plus any other programs associated with licensure and certifications as an Institutional Effectiveness measure. She stated that overall our programs continue to really shine and do well.

VC Leadership Academy Update –

Dr. Johnston stated his fall leadership class has five students (employees) enrolled so far. The maximum number is 12. This year the class is a hybrid class, which means besides face-to-face class meetings, he is going to use Canvas, to supplement the class. The 12-hour class meets for two hours each six Friday afternoons in the fall.

Fall Board Meeting Dates – Dr. Johnston presented the following Fall Board meeting dates:

- (1) Regular Board Meeting – Wednesday, September 12, 2018
- (2) Regular Board Meeting – Wednesday, October 10, 2018
- (3) Regular Board Meeting – Wednesday, November 14, 2018
- (4) Regular Board Meeting – Wednesday, December 12, 2018

Dr. Johnston presented the Upcoming College Events:

- (1) On-site Registration
 - a. Vernon Campus – Tuesday, August 21, 2018
 - b. Century City Center – Wednesday and Thursday, August 22 & 23, 2018
- (2) Classes begin Monday, August 27, 2018

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

Mr. Ferguson made the motion, seconded by Mrs. Wilson 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. Debra James, Health Careers Instructor – Petrolia, effective August 1, 2018 with a salary of \$20,473.
2. Allan Sanchez, Assistant Baseball Coach/Residence Hall Assistant – Vernon, effective August 9, 2018 with a salary of \$25,810.
3. Kenneth Boatman, Campus Police Officer – Vernon, effective August 13, 2018 with a salary of \$30,705.
4. David Teague, Maintenance Supervisor/Manager – Wichita Falls, effective August 20, 2018 with a salary of \$38,201.

2. Resignation

1. Alyssa Fontillas, Assistant Softball Coach/Residence Hall Assistant – Vernon, effective July 20, 2018
2. Jacob Cunningham, Assistant Baseball Coach/Residence Hall Assistant – Vernon effective July 23, 2018

Closed Session: Mrs. Wilson made the motion, seconded by Mr. Ferguson to go into closed session at 12:30 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 1:00 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Mrs. Pennington made the motion, seconded by Mrs. Wilson to adjourn the meeting at 1:02 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary