

REGULAR BOARD MEETING

THE STATE OF TEXAS

Vernon College

COUNTY OF WILBARGER

On this the 18th day of November, 2009, the following members were present for the Regular Meeting of the Vernon College Board of Trustees held at 11:30 a.m. in the Board Room of the *Osborne Administration Building*, Vernon, Texas:

Mr. Bob Ferguson, Chairman

Mr. Curtis A. Graf

Mr. Gene Heatly, Vice-Chairman

Mrs. Sylvia G. Mahoney

Mr. James Streit

Absent: Mr. Norman Brints, Secretary

Mr. Brad Bolton

Others attending: Dr. Dusty R. Johnston, President; Mr. John Hardin, III, Dean of Student Services/Athletic Director; Dr. Gary Don Harkey, Dean of Instructional Services; Mr. Joe Hite, Dean of Admissions/Financial Aid/Registrar; Mr. Bob Bolton, Associate Dean of Administrative Services; Ms. Michelle A. Alexander, Director of Institutional Advancement and Interim Executive Director of the Vernon College Foundation; Mrs. Haven David, Director of Human Resources; Mr. Greg Fowler, Division Chair, Social & Behavioral Sciences; Mrs. Lois Jablonski, General Ledger Accountant; Mrs. Sarah Davenport, Assistant Registrar; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Criquett Lehman, Director, Quality Enhancement Plan(QEP); Mrs. Mary King, Administrative Secretary to the President; Mrs. Missie Matthews, Administrative Assistant to the President; and Ms. Kathy McClellan, of *The Vernon Daily Record*.

1. **Call the Meeting to Order.** – Chairman Ferguson called the meeting to order at the appropriate time and asked that the Minutes reflect the Board Members present, and the absence of Mr. Brints and Mr. Bolton.
2. **Consider Approval of the Minutes of the October 21, 2009 Regular Meeting.**
Action: There being no corrections, Chairman Ferguson announced that the Minutes stood approved as presented.
3. **Consider Approval of Action Items:**
 - A. **Consider Approval of the *Financial & Investment Reports* for the month ended October 31, 2009.**

In the absence of Mr. Garry David, Mr. Bob Bolton briefly reviewed the reports with the Board. He stated that since these reports were only for two months, there did not appear to be anything out of the ordinary that he felt should be discussed unless there were questions. He continued that the auditors are working on the final stages of the College's Annual Audit. The target date to review the Audit is December 16, 2009.

Action: Mrs. Mahoney made the motion, seconded by Mr. Heatly, to approve the College's year-to-date monthly *Financial and Investment Reports* as presented. The motion carried unanimously.

B. Consider Approval of the Resolution for the Application for Funding through the Texas Higher Education Coordinating Board for American Recovery and Reinvestment Act (ARRA) funds.

Dr. Johnston referred the Board to the information in the packet, stating that as mentioned before, these ARRA funds require a separate application process as well as different guidelines as those used for the funds received from formula-funding. He also reviewed the College's proposal for using the funds: \$90,000 for capital outlay for security cameras and monitoring system, and \$500,000 for capital outlay for program relocation, renovation, equipment and technology upgrades at Century City Center and Skills Training Center, and rent for additional space at the Skills Training Center (owned by Wichita County).

Action: Mr. Graf made the motion, seconded by Mr. Heatly, to approve the Resolution for the application for funding through the Texas Higher Education Coordinating Board for the American Recovery and Reinvestment Act funds (stimulus funds). The motion carried unanimously.

C. Consider Approval of the Continuing Education 2009-2010 Winter Schedule and Fees and Approve Authorizing the Associate Dean of Career and Technical Education to Set Fees for Additional Classes if Needed During this Winter Term.

Action: Following a brief discussion of the proposal and noting that this is the first time to publish a 'quarterly schedule', Mrs. Mahoney made the motion, seconded by Mr. Streit, to approve the 2009-2010 Continuing Education and Training Schedule along with the proposed tuition and fees, and authorized the Associate Dean of Career and Technical Education to set tuition and fees for any additional classes that may develop during the Winter Term. The motion carried unanimously.

D. Consider Approval of Proposals for New Water Heaters in the Residence Hall. -

Dr. Johnston explained that one of the first things he was told upon arrival at Vernon College was that the Student Residence Center needed new water heaters. Therefore, he asked Mr. John Mahoney, Director of Physical Plant, to prepare the specifications for replacing this equipment (the water heaters work in tandem with each other) for bidding purposes.

Action: Mr. Heatly made the motion, seconded by Mr. Graf, to approve accepting the low bid of \$39,000 from Rutledge Plumbing of Wichita Falls, Texas, to replace the two water heaters as proposed. The motion carried unanimously.

E. Consider Approval of Identity Theft Protection Program (Red Flag Rules) to be in Compliance with the Fair and Accurate Credit Transaction Act of 2003.

Dr. Johnston explained that it was not clear whether or not this was applicable for higher education institutions. However, to be on the safe side, particularly during this time of significant identity theft, the College staff met and developed this policy for the Board's consideration. Dr. Johnston reported that Mr. Garry David, Dean of Administrative Services, will monitor this program.

Action: Mrs. Mahoney made the motion, seconded by Mr. Graf, to approve the adoption of the policy as presented and reviewed that will meet the requirements of the Fair and Accurate Credit Transactions Act of 2003. The motion carried unanimously.

Note: This policy will be included in the *College's TASB Manual* as well as other publications of the College.

4. **Public Comments.** – Since no one was present to make comments before the Board, Chairman Ferguson announced that the meeting would continue according to the agenda.

5. **President's Report**

A. **Distribute Faculty/Staff Directories for 2009-2010.** – Dr. Johnston informed the Board that the new directory that was included in the packets was the most up-to-date. He continued that, if needed, the Board now has the names of all College employees.

B. **Annual Report on the Quality Enhancement Plan (QEP).**

Mrs. Criquett Lehman, the College's Director of the QEP Plan, reviewed the *2008-2009 Annual Progress Report* with the Board, stating the document serves two purposes: (1) an historical report on the progress of the QEP and (2) an informational/educational document explaining the goals and intended outcomes of the plan and summarizing the pilot projects, highlighting those who participated. This report will also be used as a resource when submitting the *5-Year Impact Report* to the Southern Association of Colleges & Schools (SACS) in 2014.

C. **Report on the Community College Survey of Student Engagement (CCSSE) Survey and Use of Data.**

Mrs. Criquett Lehman continued with this report, stating that this survey (1) was last administered to Vernon College students in April of 2009; (2) allows comparisons with other colleges of its choice utilizing criteria such as size, demographics, and specific survey questions; (3) asks questions to determine student's perceptions such as what students do with their time, how they are treated by faculty and support staff, how well does the college support you; (4) Vernon College is a member of the Texas Small Colleges Consortium which allows more applicable comparisons on some topics; (5) provides scores on each of the five benchmarks for Vernon College, the Texas Small Colleges Consortium, and the CCSSE Cohort; (6) surveyed 540 Vernon College students or approximately 20% of the total headcount (duplicated); and (7) one primary use is identifying trends and addressing them at the appropriate time. Mrs. Lehman also referred to the 'bar charts' included in the packets which reflected various comparisons. She continued that this information allows her to work with various areas in emphasizing positive aspects of the College and/or working with faculty and staff to make revisions as necessary, stating that changes are a 'constant' at the College. In order to educate faculty and staff on the CCSSE, Mrs. Lehman reported that she had several meetings in both Vernon and in Wichita Falls to explain the results, seek input, and emphasize the impact the results would have on the College's planning. She stated that the results of the CCSSE will be used by all departments in the 2010-2011 annual planning process.

Dr. Johnston and Mrs. Lehman reported that Vernon College is one of five colleges who have agreed to participate in a 'pilot project' for surveying 'on-line courses.' Due to the fact that Vernon College is rapidly growing and continues to offer online courses, it is felt that participation will be very beneficial. It also identifies Vernon College as a 'key player' in working to improve the quality of education for the students in Texas.

D. **Update on College House**

Dr. Johnston reported he had visited with Ms. Sue Ann Streit of Wilbarger Realty and toured the house previously used as the President's home. Though the real estate

agencies in Vernon do not have 'cross-listings', Ms. Streit agreed to visit with the other realtors and try to work out an agreement whereby all agencies would list the house.

- E. **Report on Vernon College hosting of the 'First Friday' held on November 6, 2009.** – Dr. Johnston reported that he volunteered for the College to host this event and said it was a very successful one. He expressed his appreciation to Mrs. Mahoney for her attendance and continued that he hopes to host it again in the spring.
- F. **Review Information on the December 3-4 Texas Higher Education Leadership Conference and the 3rd Annual State of Higher Education Luncheon/Ninth Annual Star Awards Ceremony – Dallas, Texas, and Determine Board Members Attending.** – Dr. Johnston said he would be attending the meeting and Mrs. Mahoney said she would as well. He asked other members to contact his office as soon as possible to ensure proper registration and hotel reservations.
- G. **Review of information on the Texas Association of Trustees and Administrators Conference in Austin to be held January 11-12, 2010.** – Dr. Johnston stated he would try to attend this meeting and encouraged Board Members to attend as well.
- H. **Report on the Ninth Annual Vernon College High School Counselor Appreciation Luncheons held November 11 – Wichita Falls (STC) and November 12 – Vernon.** Dean Hardin reported that these were very successful and that they give the College the opportunity to develop better rapport with the Counselors. He referred to the information in the packet which included a program for each location, along with the participants from the College.
- I. **Important Dates:**
 - (1) **VC Theatre Ensemble's production of Mark Dunn's *Five Tellers Dancing in the Rain* – November 19, 20, and 21, 2009, 8:00 p.m.** – Dr. Johnston noted that the play would begin the next evening and run through Saturday.
 - (2) **VC Annual Turkey Trot – November 23, 2009, 12:00 Noon, Quad (Center of Campus).** – Dr. Johnston said that this would be his first event of this nature and that he was looking forward to it.
 - (3) **Vernon College Annual Christmas Party – Friday, December 4, 2009 – 6:00 p.m. – Waggoner Estate Parking Garage.** – Printed invitations to the Annual Christmas party were distributed. Dr. Johnston said he was looking forward to a fun evening and said he felt it was quite an honor to have it at this historical location. He also noted that Dr. Mark Reynolds' band – Middle of the Road – would be playing. He reported that the Social Committee had put in a lot of hard work for quite some time in making all of the arrangements and he encouraged Board members to attend stating it should be a fun evening.
 - (4) **Vernon College Board of Trustees meeting—Wednesday, December 16, 2009—11:30 a.m.** - Dr. Johnston asked that Board Members put this date on their calendars since the auditors will be reviewing the *2008-2009 Annual College Audit* at this meeting.
- J. **Community Service Projects.** – Informational.
 - (1) **STSA (Surgical Technology Student Association)** - conducted a Halloween Party with the Children's Aid Society of West Texas on October 29. Provided 9 children and 3 teens with candy and decorated pumpkins for the kids to keep.
- K. **Philanthropic Report.** – Informational.

L. Grants Received by Vernon College.

- (1) TG Public Benefits Grant - \$163,725 for hosting career exploration events for students 8-12 grades and their parents and need-based scholarships for high school students to take college courses.**

Dr. Johnston reported that this grant helps pay tuition and fees for Tech Prep students/dual credit students. It a grant the College must apply for each year.

M. Minutes from Faculty/Staff/Student Organizations. - Informational

- (1) Student Government Association – October 27 & November 3, 2009**
(2) Student Forum – September 29, 2009
(2) Administrative Staff Association – October 27, 2009

** Faculty Senate. - Though not received prior to distributing packets, the Minutes from the Faculty Senate's August 31, 2009 Meeting were distributed.

N. December 5-8, 2009, SACS Annual Meeting, Atlanta, Georgia. - Receive Official Notification of Vernon College's reaffirmation. – Dr. Johnston said that four administrators will go to this annual meeting and that this is when SACS gives a 'roll call' which lists whether or not the College has received its reaffirmation. While an official letter has been received stating that the College has indeed been reaffirmed, this is the official time that SACS gives their verbal notification.

** **Discussion (not on the agenda):** Dr. Johnston reported that he had been working with Dean Hardin, Baseball Coach Kevin Lallman, and architect Rick Sims, on the specifications for renovating the current clubhouse or possibly constructing a new one. A possible donor is interested in this project. He continued that at the current time, it appears that it might be beneficial to relocate the clubhouse towards the right field. Some details being discussed included the addition of two offices, an indoor batting cage, a trainer's room, and lockers. Dr. Johnston said he would keep the Board informed on this project.

6. Personnel.

A. Internal Transfer - Jacqueline Hymer, from Classified II, Transfer Credit Evaluator/Evening PBX Operator to Classified III, Secretary, Dean of Student Services, effective November 16, 2009, with an annual salary of \$22,898.

B. Employment. – Jesse Fair, Custodial Technician/STC effective November 9, 2009, with an annual salary of \$19,269. (At-will employee)

Action: Mr. Streit made the motion, seconded by Mrs. Mahoney, to approve the personnel items as reviewed. The motion carried unanimously.

Closed Session: At 12:15 p.m. Mrs. Mahoney made the motion, seconded by Mr. Heatly, to go into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074 to discuss a personnel item. The motion carried unanimously.

Open Session: At 12:30 p.m., Mrs. Mahoney made the motion, seconded by Mr. Graf, to reconvene in Open Session. The motion carried unanimously.

Action: No action was taken.

There being no further business to come before the Board of Trustees, Chairman Ferguson stated that the meeting was adjourned.