

REGULAR BOARD MEETING

THE STATE OF TEXAS

VERNON COLLEGE

COUNTY OF WILBARGER

On the 30th day of March, 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. Gene Heatly, Vice-Chairman

Mr. Norman Brints, Secretary

Mr. Curtis A. Graf

Mrs. Sylvia G. Mahoney

Mr. James Streit

Absent: Mr. Bob Ferguson, Chairman and Mr. Brad Bolton

Others attending: Dr. Dusty R. Johnston, President; Mr. John Hardin, III, Dean of Student Services/Athletic Director; Mr. Gene Gooch, Dean of Administrative Services; Dr. Gary Don Harkey, Interim Dean of Instructional Services; Mr. Joe Hite, Dean of Admissions/Financial Aid & Registrar; Mr. Bob Bolton, Associate Dean of Administrative Services; Mrs. Shana Munson, Associate Dean of Career & Technical Education; Ms. Michelle A. Alexander, Director of Institutional Advancement; Mrs. Haven David, Director of Human Resources; Mrs. Melissa Elliott, Director of Financial Aid; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Rosa Alaniz, President, Employees Forum; Mrs. Stacy Lallman, President, Administrative Staff Association; Mrs. Mary King, Secretary to the President; Mrs. Missie Matthews, Administrative Assistant to the President; and Mr. Mike Chacanaca of *The Vernon Daily Record*.

1. **Call the Meeting to Order.** – Vice Chairman Heatly called the meeting to order. He asked that the Minutes reflect the absence of Chairman Ferguson and Mr. Brad Bolton.

NOTE: Dr. Johnston thanked the members of the Board for giving him the opportunity to serve as President of Vernon College. He continued that he was excited about the future of the College and he knew there were some challenges ahead but he looked forward to working with the Board, faculty and staff.

2. **Consider Approval of the Minutes of the February 25, 2009 Regular Board Meeting.**
ACTION: Mr. Graf made the motion, seconded by Mrs. Mahoney, to approve the Minutes as presented and the motion carried unanimously.
3. **Update on the Budget and Facilities Planning.** – Dr. Johnston/Dean Gooch reviewed the information on these two items.
Budget discussion: a) the ‘proposed’ budget in the packets will be modified and brought back with more ‘refined’ data in April; b) Dr. Johnston commended the four deans for getting the budget to its current format, noting that it required a lot of extra time and diligence on their part but it was necessary; c) the budget is based on ‘current services’; d) the only additions are those that are necessary - primarily in utilities and technology infrastructure; e) the proposed expenditures budget from the ‘Unrestricted Current Funds’ reflects an increase of \$159,015 and the proposed budget from ‘Auxiliary Enterprises’ reflects an increase of \$71,678; and f) the College also made a commitment to the QEP Project (required by SACS) of approximately \$175,000 for five years which is not included.
Facilities discussion: a) Dr. Johnston referred to the Facilities Planning Committee composed of approximately twenty people from all aspects of faculty and staff, who assisted in developing and prioritizing these projects; b) the information gives an overview of facility needs for both Vernon and Wichita Falls campuses which were projected to be completed in three years – 2008-2009 through 2011-2012 but all have not been completed; c) the funding needs are - \$1,410,900 for Vernon and \$2,456,500 for Wichita Falls for a total of \$3,867,400 to meet the 2008-09 through 2010-2011 priorities.

Dr. Johnston reiterated that while he and the Deans realize all of these projects cannot be accomplished with the College's limited budget, he wanted the Board to be aware of the needs because the Facilities Planning Committee felt strongly enough about them to put them in a three-year timeframe. He also said he hoped this information would be helpful in keeping the Board informed of the 'needs' of the College when discussing the budget. Basically three things drive the College's budget: Facility needs, the Annual Plan, and the QEP.

4. **Consider Approval of the *Financial and Investment Reports* as of February 28, 2009.**

ACTION: Following a review by Dean Gooch, Mr. Brints made the motion, seconded by Mr. Streit, to approve the year-to-date and monthly *Financial and Investment Reports* as presented. The motion carried unanimously.

5. **Consider Approval of the Proposed *Tuition and Fees for the 2009-2010 Year*.** – Dr. Johnston distributed a 'handout' to the Board entitled "Use of Revenue from Increased Tuition and Fees" and added that he hated to start his first meeting with funding issues. However, he continued that the fees must be set by April 1st to comply with the Coordinating Board mandate. He continued to review the handout with the Board. Included was information concerning: a) additional expenditures above the 'proposed current services expenditures' driven by the Annual Plan, the Facilities Plan, or SACS requirements for the Quality Enhancement Plan (QEP); b) a cost-of-living and/or increases in the salary schedules; and c) a list of current needs to be accomplished in the 2008-2009 academic year and the needs/proposed expenditures for 2009-2010 and 2010-2011.

Dr. Johnston reviewed two Options for tuition and fees, noting that both deleted the current '\$60 per on-line course fee' but added a \$6 per semester credit hour 'technology fee' is recommended for all students to offset the \$60 fee but makes it more equitable for all students. He continued to review the Options to increase tuition and fees with **Option 1** (generating an additional \$793,500) and **Option 2** (generating an additional \$1,027,750).

ACTION: Following considerable discussion, Mrs. Mahoney made the motion, seconded by Mr. Graf, to approve 'Option 1' to generate an additional \$793,500 as proposed. The motion carried unanimously. (See Item 5.-1 Handout)

The Board Members thanked Dr. Johnston for the detailed information and presentation.

6. **Consider Approval of the Proposed *Room and Board Rates for the 2009-2010 Year*.**

Mr. Bob Bolton reviewed the proposed rates for 2009-2010 noting that it represented a 3.36% increase. While there was no increase in 'room' rates, the proposal reflects an increase from Great Western Dining to offset increased food costs and an increase in minimum wage for next year.

ACTION: Mr. Brints made the motion, seconded by Mr. Streit, to approve the proposed *Room and Board Rates* as recommended: \$1,675 – Fall 2009 and \$1,705 – Spring 2010. The motion carried unanimously.

7. **Consider Approval of the Recommendations from the *2008-2009 Program/Discipline Evaluation Task Force*.**

ACTION: Following a review of the proposal by Mrs. Munson, Mr. Graf made the motion, seconded by Mr. Streit, to approve the recommendations of the Program/Discipline Evaluation task Force. The motion carried unanimously.

8. **Consider Signing the "Conflict of Interest Affidavit Disclosing Substantial Interest in a Business Entity or Real Property" and/or "Affidavit Disclosing of Interest in Property".**

Dr. Johnston stated that these were placed in the packets for the Board's review. He continued that, to his knowledge, these were not relevant to the current Board. Dr. Harkey reported that the SACS Committee had a concern about a possible 'conflict of interest' but a new Vernon College TASB policy - BBFA(LOCAL) had been approved by the Board and he felt it would suffice the Committee's concern. Therefore, no action was taken.

9. **Public Comment.** – Vice-Chairman Heatly stated that the meeting would continue in accordance with the agenda since no one was present from the public to speak.
10. **President’s Report.** – Dr. Johnston said these are informational items.
- A Report on Wichita Falls and Vernon ‘Days at the Capitol’. – Dr. Johnston reported that he and Dean Hardin attended the Wichita Falls Day which was a good opportunity to interact with some citizens of Wichita Falls as well as legislators. He continued that he, Dean Hardin, as well as the ‘Leadership-Vernon’ group, and other members from the community attended the Vernon Day. He felt both days were successful and beneficial for the College.
 - B. Report on the Foundation’s On-Line Auction. – Ms. Alexander referred to her report, stating that \$7,000 was raised on the sale/auction of 274 items. This amount will be matched by the Vernon College Foundation; therefore there will be \$14,000 available to fund “Foundation Proposals” in 2010 (generally in January).
 - C. Vernon College’s Phi Theta Kappa Chapter Received Special Recognitions. – Dr. Johnston stated that this was self-explanatory but congratulated Phi Theta Kappa for their achievement.
 - D. Upcoming College Events. – Dr. Johnston invited Board Members to attend or participate in any of the events if possible.
 - (1) Receptions Honoring Vernon College’s Sixth President – Dr. Dusty R. Johnston
 - (a) **Vernon** - Monday, March 30 - 4:00-6:00 p.m. - *Osborne Administration Building* Foyer. – This will be from 4:00-6:00 this evening.
 - (b) **Wichita Falls** – Thursday, April 16 - 4:00-6:00 p.m. – Century City Center
 - (2) Vernon Cosmetology Easter Special – Thursday, April 2 through Thursday, April 9.
 - (3) Phi Theta Kappa Induction – Friday, April 3 – 5:30 p.m. Wilbarger Auditorium
 - (4) Honors Convocation – Friday, April 3– 6:30 p.m. – Wilbarger Auditorium
 - (5) Student Government Association State Convention – April 2 -5 - Austin
 - (6) Sports Banquet – Monday, April 27 - 7:00 p.m. – Wilbarger Auditorium
 - (7) Scholarship Banquet - Thursday, April 30 - Ms. Alexander
 - (8) Commencement – Saturday, May 16 - 10:30 a.m. – Wilbarger Auditorium
 - (9) RN Pinning – Saturday, May 16 - 2:00 p.m. – Wilbarger Auditorium
 - E. Minutes
 - (1) Faculty Senate
 - (2) Employees Forum – Exhibit – March 2, 2009
 - (3) Student Government Association - Exhibit (February 17, 24, and March 10)
 - (4) Student Forum
 - F. Gifts – Total Philanthropy to Vernon College as of February 28, 2009.
11. **Personnel** – Possible Closed Session in Accordance with Chapter 551, Subchapter 551.074 – Personnel, of the Texas Open Meetings Act, Texas Government Code.
ACTION: Mr. Graf made the motion, seconded by Mrs. Mahoney, to go into closed session at 12:50 p.m. to discuss the personnel items included in the agenda. The motion carried unanimously.
ACTION: Mr. Graf made the motion, seconded by Mr. Brints, to reconvene in open session at approximately 1:06. The motion carried unanimously.
ACTION: Mr. Streit made the motion, seconded by Mrs. Mahoney, to approve the personnel changes, deletions, and additions in addition to the reappointments and contract extensions listed below as provided by the Human Resources Director and recommended by the President. The motion carried unanimously.
- A. **Internal Transfer.** – Aletha Newman from Classified II-Financial Aid Processor/Electronic Clerk to Student Loan Coordinator, effective March 2, 2009 with an annual salary of \$30,553.
 - B. **Employment.** – (1) Larry Cheshier, Custodial Supervisor, effective March 2, 2009, with an annual salary of \$29,917; (2) Criquett Lehman, Director of Quality Enhancement Plan (QEP) effective March 9, 2009, with an annual salary of \$41,268; (3) Mary Ann Noah, Classified II – Financial Aid Processor/Electronic Clerk, effective March 23, 2009 with an annual salary of

\$19,676; and (4) Vincent Chavez, Custodial Technician/Vernon, effective March 23, 2009, with an annual salary of \$18,612.

C. **Consider Reappointment and/or Extension of Administrative Staff and Classified Staff for 2009-2010.**

- (1) Administrative Reappointments
- (2) Classified Staff – Vernon
- (3) Classified Staff – Century City, Sheppard Learning Center, Skills Training Center
- (4) Administrative Staff (pending completion of probationary period)
- (5) Classified Staff (pending completion of probationary period)

D. **Termination**—Toni Gonzales, Custodial Technician, effective February 16, 2009

DISCUSSION: Though not on the agenda, Dr. Johnston informed the Board that he had purchased an automobile and would no longer need the President's vehicle.

CONSENSUS: It was the consensus of the Board to put the vehicle out for bid (setting a 'minimum' prior to doing so) to faculty and staff. If the minimum is not received, the Board discussed keeping the vehicle in the fleet of vehicles to be used as necessary.

There being no further business to come before the Board, the meeting was adjourned at approximately 1:10 p.m.

Respectfully submitted,

Gene Heatly, Vice Chairman

Norman Brints, Secretary