

REGULAR BOARD MEETING

THE STATE OF TEXAS

VERNON COLLEGE

COUNTY OF WILBARGER

On this the 22nd day of April, 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. Gene Heatly, Vice-Chairman
Mr. Norman Brints, Secretary

Mr. Brad J. Bolton
Mr. Curtis A. Graf
Mrs. Sylvia G. Mahoney
Mr. James Streit

Others attending: Dr. Dusty R. Johnston, President; Mr. John Hardin, III, Dean of Student Services/Athletic Director; Dr. Gary Don Harkey, Interim Dean of Instructional Services; Mr. Joe Hite, Dean of Admissions/Financial Aid & Registrar; Mr. Greg Fowler, Chair, Division of Behavioral & Social Sciences; Mrs. Rosa Alaniz, President, Employees Forum; Ms. Michelle A. Alexander, Director of Institutional Advancement; Mrs. Haven David, Director of Human Resources; Mrs. Sarah Davenport, Assistant Registrar; Mrs. Lois Jablonski, General Ledger Accountant; Dr. Karen Gragg, Math Instructor; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mrs. Stacy Lallman, President, Administrative Staff Association; Ms. Dina Neal, Psychology/Sociology Instructor; Mrs. Missie Matthews, Administrative Assistant to the President; and Ms. Kathy McClellan of *The Vernon Daily Record*.

NOTE: Chairman Ferguson welcomed Mr. Brad Bolton back after a medical leave of absence. Others in attendance honored Mr. Bolton with a round of applause.

- 1. Call the Meeting to Order.** – Chairman Ferguson called the meeting to order at the appropriate time and asked that the Minutes reflect 100% attendance of the Board.
- 2. Consider Approval of the Minutes of the March 30, 2009 Regular Board Meeting.**
Action: There being no comments or corrections, Chairman Ferguson announced that the Minutes stood approved as presented.
- 3. Update on the Budget and Facilities Planning.**
Budget Discussion: Dr. Johnston referred to the ‘Budget’ stating that the variations in this projected budget from the one reviewed last month includes: a) this proposal includes some necessary expenditures (listed on page 3); b) it also takes into account the decrease in local tax funds, lost revenue from Century City due to the loss of the theater lease, and the projected loss in continuing education revenues; c) the revenue still does not include State funding, but that this information will be inserted as soon as it is received, adjusting the budget accordingly; d) this proposal includes increased revenue generated by increases in tuition and fees which were approved in March; e) includes funding for some human resource needs to accommodate future growth; f) proposed cost-of-living/or salary schedule increases; g) technology infrastructure needs; and h) reflects an increase of \$610,806 from the 2008-2009 budget. Also discussed was the ‘pending’ reimbursement from the State for staff benefits which have been paid by the College during the 2008-2009 academic year.
Facilities Planning Update: Dr. Johnston reiterated that the information on ‘Facilities’ in the packet included: a) projects, with estimates, which had been in the Annual Plan, the Facilities Plan, and/or were associated with the QEP but never completed; b) reviewed some short-term and long-term facilities projects with estimated costs; c) possible renovations at Century City Center, noting that he will be visiting with the architect next week to further discuss some possibilities/feasibilities; and d) after

touring the facility, Dr. Johnston said it would be a challenge to renovate the vacated space to be a functional area to best serve the needs of the College. He continued to tell the Board how much he appreciated the administrative team's help with all of the previous planning and said he was confident they would be able to come up with a feasible proposal.

Also discussed was the funding and status of the Security System since the Board approved adding an extra fee to go towards this project. Dr. Johnston said that there was approximately \$100,000 allocated for the Security System but he feels the costs will be closer to \$75,000. Mr. Bob Bolton is working on bidding proposals and hopes to get them out immediately.

4. Consider Approval of the *Financial and Investment Reports* as of March 31, 2009

Action: Following a review by Dr. Johnston, Mr. Brints made the motion, seconded by Mr. Graf, to approve the *Financial and Investment Reports* for March 31, 2009, as presented. The motion carried unanimously. * (Indicates the exit of Mr. Streit from the meeting.)

5. Consider Approval of the Following Continuing Education Proposals:

Dr. Johnston reviewed the proposals and stated that since the printing of this information, the following revisions have been made to the Kids College schedule: a) the addition of a co-ed basketball camp for children eight-years and up; and b) a Youth Professional Camp taught by Vernon College instructors designed to expose children to several disciplines taught by the College.

Proposals to be considered by the Board:

- A. *Summer 2009 Continuing Education Schedule, Tuition, and Fees.*
- B. 2009 Kids College Schedule with Proposed Tuition and Fees.
- C. Approve Authorizing the Associate Dean of Career & Technical Education to Set Tuition for Additional Continuing Education/Workforce Courses as Needed During this Time Period (Summer Term).

Action: Mr. Heatly made the motion, seconded by Mrs. Mahoney, to approve the three items as stated above. The motion carried unanimously.

6. Public Comment. – Since no one was present to make any comments, Chairman Ferguson stated that the meeting would continue according to the agenda.

7. President's Report.

- A. *Accountability System Reports for Excellence Measures – Small Community College Districts.* – Dr. Johnston referred to this report and stated that he had just received a more detailed report of statistics just for Vernon College which he would send to the Board once he had reviewed it. He continued that the report in the packet compares Vernon College with eight other 'peer colleges' in three major areas: Licensure Rate, Contact Hours (taught by full-time faculty), and 'Completion Rates' for the Fall Semesters of year 2000 through 2007. While the information is informative, he stated there were various ways to compute 'full-time instructors' as well as 'completion rates' but that he felt confident Vernon College was providing its mission to its constituents.
- B. Athletic Scholarship Report – Fall 2008 and Spring 2009.
Dean Hardin presented the Annual Report and emphasized that due to a variety of reasons, each sport had a balance at the end of the year for a total balance of \$30,867. \$430,536 was the proposed budget for 2008-2009 and \$399,668 was expended.
- C. SGA attended State Convention in Austin and placed 4th in video/media competition.
Dean Hardin reported that the College was extremely proud of the SGA students. They placed 4th in the video/media competition and that the students who attended thoroughly benefitted from attending a state-wide convention.
- D. Reminder of Upcoming Events.
Dr. Johnston wanted to remind members of the following events. He invited all Board Members to attend the events.

- (1) Sports Banquet – Monday, April 27 - 7:00 p.m. – Wilbarger Auditorium
 - (2) Scholarship Banquet - Thursday, April 30
 - (3) Commencement – Saturday, May 16 - 10:30 a.m. – Wilbarger Auditorium
 - (4) RN Pinning – Saturday, May 16 - 2:00 p.m. – Wilbarger Auditorium
- E. Total Philanthropy to Vernon College. – September 1, 2008 – March 31, 2009.
Ms. Alexander reported that the total philanthropy was down as it is at most places due to the status of the economy.
- F. Set date for May Board Meeting: Following general discussion, it was the consensus of the Board to meet on Wednesday, May 20.
- G. Report on VC Foundation Meeting held Tuesday, April 21, 2009.
Dr. Johnston said the Foundation Meeting was the first one he had attended but he felt that the Directors were very interested in helping the College in any way. Ms. Alexander agreed and stated that the Meeting was very successful. She also informed the Board that there is still one vacancy on the Foundation Board and solicited names of possible members.
- H. Reminder: Summer Hours for VC Employees Begin Monday, May 18, 2009.
7:45 a.m. – 5:15 p.m. Monday - Thursday. Closed on Fridays.
Dr. Johnston stated that these same hours had been utilized in the past two institutions which had been associated with and that they appeared to be beneficial to everyone as well as conserving energy.
- I. Discuss Possibility and Proposed Topics for July Board Retreat.
Dr. Johnston said he understood that the Board typically held a retreat in July.
Request: Dr. Johnston asked that Members check their calendars to schedule a four-hour Board Retreat on one of the following dates (Mondays): July 13, 20, or 27. Lunch will be served. He also requested possible items of discussion from the Board Members.
- J. Minutes.
Dr. Johnston said that these were provided as information only to give Board Members a broader insight into organizations of the College.
- (1) Administrative Staff
 - (2) Student Government Association
 - (3) Student Forum

Information: Dr. Johnston said he would like for the Minutes to reflect that today is *Administrative Professionals Day*. He continued to say how much he appreciated this group and was sure that the Board did as well.

8. **Personnel.** - During the course of the meeting, the Board may go into closed session in accordance with Chapter 551 of the Texas Open Meetings Act, Texas Government Code, including, but not limited to, Subchapter 551.074 – Personnel.

Action: Mr. Heatly made the motion, seconded by Mrs. Mahoney, to go into closed session at approximately 12:20 p.m. to discuss personnel items. The motion carried unanimously.

Action: At 12:30 p.m., Mr. Graf made the motion, seconded by Mr. Bolton, to reconvene in open session. The motion carried unanimously.

- A. **Internal Transfer.** - (1) Roxie Hill FROM Health Information Technology Instructor TO Instructional Designer, effective July 1, 2009 with an eleven-month salary of \$44,264.

Action: Mrs. Mahoney made the motion, seconded by Mr. Heatly, to approve the Internal Transfer of Roxie Hill as stated above. The motion carried unanimously.

- C. **Employment.** – (1) Valerie Armstrong, Head Volleyball Coach, effective May 1, 2009, with an eleven-month salary of \$36,808.

Action: Mr. Brints made the motion, seconded by Mr. Graf, to approve the employment of Ms. Valerie Armstrong as Head Volleyball Coach. The motion carried unanimously.

D. **Consider Approval of Reappointment/Extension of Contracts for Faculty.**

Action: Mr. Brints made the motion, seconded by Mr. Graf, to approve the reappointments/extension of contracts, for the Faculty as stated on Exhibit 8. D 1 through D 3. The motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at approximately 12:40 p.m.

Respectfully submitted,

Bob Ferguson, Chairman

Norman Brints, Secretary