

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

February 19, 2014

The Board of Trustees of Vernon College met on Wednesday, February 19, 2014 at 11:30 a.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman, and Mrs. Vicki Pennington, Secretary. Other Board members in attendance were, Mr. Norman Brints, Mr. Bob Ferguson, Mr. Irl Holt, and Mrs. Joanie Rogers. Absent was Mr. Gene Heatly, Vice-Chairman.

Others present were Dr. Dusty R. Johnston, President, and Deans Dr. Gary Don Harkey, Mr. Garry David, Mr. Joe Hite, and Mr. John Hardin, III. Also present were: Ms. Shana Munson, Associate Dean of Instructional Services; Mrs. Michelle Wood, Director of Continuing Education; Mr. Chris Bell, Director of Campus Police; Mrs. Christie Lehman, Coordinator of Marketing & Alumni Relations; Mrs. Ciquett Lehman, Director of Quality Enhancement; Mrs. Mindi Flynn, General Ledger Accountant; and Ms. Mary King, Administrative Secretary to the President. Guests present were Ms. Terry Long, from *The Vernon Daily Record*.

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

Consent Agenda

Mrs. Pennington made the motion, seconded by Mrs. Rogers to approve the Consent Agenda containing the *Minutes of the January 15, 2014 Board of Trustees Regular Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Action Item A

Mr. Garry David presented the *Financial and Investment Reports as of January 31, 2014*. Mr. Ferguson made the motion, seconded by Mr. Brints to approve the report as presented. The motion carried unanimously.

Action Item B

Mrs. Rogers made the motion, seconded by Mr. Holt to approve the *Order/Notice of Trustee Election to be conducted May 10, 2014* as presented by Dr. Johnston. The motion carried unanimously.

Action Item C

Mr. Brints made the motion, seconded by Mr. Ferguson to approve the *Independent Auditor to Conduct the Annual Audit for the year ending August 31, 2014* as presented by Dr. Johnston. The motion carried unanimously.

Action Item D

Mr. Holt made the motion, seconded by Mr. Ferguson to approve the *2014-2015 Academic Calendar* as presented by Dr. Gary Don Harkey. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Vernon College Foundation meeting update – Dr. Smith gave an overview of the Vernon College Foundation's January 16, 2014 Quarterly Meeting held in the Joe Chat Sumner Conference Center at Century City. He stated the annual audit was reviewed by Mark Fleming and approved by the board of directors; Michelle Alexander reviewed the philanthropic report, Dean Garry David reviewed the financial and investment report and Dr. Johnston gave his report for the last quarter of 2013.

2014-2015 Tuition and Fee discussion – Dr. Johnston discussed with the board, the opportunity to provide zero cost tuition to dual credit students in Wilbarger County; eliminating the \$10 application fee; and, the possibility of increasing the Institutional Service Fee for internet classes at Century City and Skills Training Center. He also discussed the relocation of Skills Training Center. Tuition and fees will be set and approved at the March meeting.

Non-credit Course Report for Quarter 1 – Ms. Shana Munson presented the first quarter stats for state funded classes from September through November.

Student Success Data Fact – Dr. Johnston presented the Student Success Data Fact prepared by Betsy Harkey on Spring 16 and Spring I. This data is used in the College’s planning sessions, reviewing student demographics, in recruiting efforts, and deciding what classes to offer on what campus. Additionally, the data demonstrates where our business is and from what source, i.e., classroom and internet instruction and as well as our dual credit program.

Café con Leche at CCC update – Dr. Johnston reported a good turnout for the third meeting held at Century City Center. There were two sessions offered, one in English and one in Spanish. Both students and parents were very receptive and had a very positive experience. In addition to the Café con Leche program, College personnel offered tours of the facility as well as financial aid and admission information. The goal is to increase the Hispanic going rate to college.

Tax Abatement Discussion – Dr. Johnston reported that next week the City of Vernon would discuss a tax abatement request from Fikes Wholesale. The Company wants to refurbish and expand Taylors Truck Stop on Highway 287. He presented them with information on costs for each entity. The Board may be asked to act on the request at the next meeting.

Spring 2014 Enrollment – Mr. Joe Hite gave the semester recap of the December Mini, Fall II, Spring and Spring I enrollment report. Fall II shows a 40% decline due to the new teaching format for Remedial Math which moved from an 8-week to a 16-week format. Contact numbers will be ready by next meeting and Dean Hite does not anticipate that those numbers will be down.

Graduation – Dr. Johnston discussed with the board thoughts or ideas on proposing a change to Graduation ceremonies due to the overflow in attendance. The change would be to have the RN students graduate in the afternoon at the same time as the pinning ceremony. This would affect approximately 100 graduates plus 200 or more parents and other family member. Other ideas or suggestions include limiting the number of invitees, dividing by programs, or by alphabet. This will be discussed further after receiving input from the Nursing Faculty and their students.

July Retreat – Dr. Johnston mentioned he was open of any topics the board would like to suggest for the July retreat.

Dr. Johnston presented the Upcoming College Events:

- (1) Foundation Auction Update – *The Vernon College On-Line Auction* – February 26-28, 2014
- (2) Vernon Main Street Celebrity Waiter fundraiser – Tuesday, March 4, 2014
- (3) March Board of Trustees meeting – Wednesday, March 12, 2014
- (4) Spring Break – March 17-21, 2014

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

Dr. Johnston presented the Minutes from Vernon College Faculty/Staff/Student Organizations:

- (1) Faculty Senate
- (2) Surgical Technology Student Association
- (3) Student Forum

Personnel –

Mr. Ferguson made the motion, seconded by Mr. Brints to approve the following personnel actions. The motion carried unanimously.

A. Employment

- (1) Donna Egoavil, Classified III, Administrative Assistant – Instructional Services – CCC, effective January 27, 2014 with an annual salary of \$22,923.
- (2) Shana Grove, Classified II, Financial Aid/Veterans Services Clerk – CCC, effective February 10, 2014 with an annual salary of \$20,986.

B. Revision

- (1) Shana Munson position revision to Associate Dean of Instructional Services effective January 1, 2014 with additional duties and an annual salary of \$77,972.

C. Consider Extension of Deans’ and Associate Deans’ Contracts (September 1, 2014 – August 31, 2016)

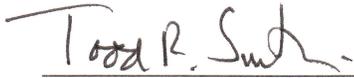
Closed Session: Mr. Ferguson made the motion, seconded by Mr. Holt to go into closed session at 12:55 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074, to discuss personnel or other items under this section of the Texas Government Code, Texas Open Meetings Act. The motion carried unanimously.

D. Conduct Evaluation of College President and Consider Extending Contract for one additional year (2014-2017)

Open Session: Mrs. Pennington made the motion, seconded by Mr. Ferguson to reconvene at 1:34 p.m. in open session. The motion carried unanimously.

Mrs. Pennington made the motion, seconded by Mr. Holt to approve the extension of the president's contract for one year for a three-year contract dated September 1, 2014 – August 31, 2017. The motion carried unanimously.

There being no further business Chairman Smith adjourned the meeting at 1:35 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary