

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

August 19, 2015

The Board of Trustees of Vernon College met on Wednesday, August 19, 2015 at 11:30 a.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Dr. Todd Smith, Chairman, Mr. Norman Brints, Vice-Chairman, and Mrs. Vicki Pennington, Secretary. Other board members in attendance were Mr. Bob Ferguson, and Mr. Irl Holt. Absent were Mrs. Joanie Rogers and Mrs. Anne Spears.

Others present were Dr. Dusty R. Johnston, President, and Dean Garry David. Also present were: Mrs. Mindi Flynn, General Ledger Accountant; Mrs. Betsy Harkey, Director of Institutional Effectiveness; Ms. Criquett Lehman, Director of Quality Enhancement; and Ms. Mary King, Administrative Secretary to the President. Guest present was Mrs. Sandy Burkett, Chief Appraiser from *Wilbarger County Appraisal District*.

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

Consent Agenda

Mrs. Pennington made the motion, seconded by Mr. Ferguson to approve the Consent Agenda containing the *Minutes of the July 15, 2015 Board Retreat/Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Action Item A

Dean Garry David presented the *Financial and Investment Reports as of July 31, 2015*. Mr. Ferguson made the motion, seconded by Mr. Brints to approve the report as presented. The motion carried unanimously.

Action Item B

Mr. Ferguson made the motion, seconded by Mr. Holt to approve the *Proposed Vernon College 2015-2016 Operation Budget revised to include an additional \$107,000 in Major Repairs and Remodeling line item for the Vernon Campus*. The motion carried unanimously.

Action Item C

Mr. Holt made the motion, seconded by Mr. Ferguson to consider *To Place a Proposal to Adopt a 2015 Vernon College Tax Rate of .2200/\$100 on the September 16 board meeting agenda* and *To Schedule Two Public Hearings on the Proposed Tax Rate for September 1 and September 8 at 6:00 p.m. in the Vernon College Board Room on the Vernon Campus*. The motion carried unanimously.

Action Item D

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

Action Item E

Mr. Holt made the motion, seconded by Mrs. Pennington to approve the *Updated Vernon College Sexual Assault Policy and Procedure for Inclusion in the Employee Handbook and the Student Handbook* as presented by Dr. Johnston. The motion carried unanimously.

Action Item F

Mr. Holt made the motion, seconded by Mr. Brints to approve the *following 2015-2016 Workforce Program Student Handbooks: Fire/EMS Training and Associate Degree Nursing* as presented by Dr. Johnston. The motion carried unanimously.

Action Item G

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve the *Wilbarger County Appraisal District 2016 Operational Budget* as presented by guest Sandy Burkett, Chief Appraiser, and Dr. Johnston. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items – A discussion was held regarding employee pictures on the web page as helpful in connecting names with faces.

Foundation Meeting update – Dr. Smith reported on the Vernon College Foundation Board meeting held Thursday, July 16, 2015 via teleconference in the Joe Chat Sumner Conference Room at the Century City Center and the Board Room on the Vernon Campus. LeAnn Scharbrough, Advancement Specialist—Recruiting, presented a comprehensive report on 2014-15 recruiting activities as well as an outlook for the future. Early College Start Coordinator, Melissa Moore, gave a Dual Credit report. Dean David reviewed the financial and investment reports; Ms. Alexander presented the philanthropic report; and Dr. Johnston shared his President's report.

Summer II Enrollment Report and Registration update – Dr. Johnston presented the preliminary Summer II enrollment report – at present enrollment is 2 ½ % down. More details will be available at the conclusion of on-site registration. Other community colleges are reporting enrollment decreases of 3 to 10%.

Program Discipline Evaluation update – Dr. Johnston presented the Program Discipline Evaluation Report for 2014-2015.

Student Success Data Fact – Betsy Harkey stated as of the last report, all student data facts have been presented. Therefore, she is presenting an update of the first data fact presented to the board a year and a half ago – the three-year graduation rate of the fall 2011 cohort. These students were first time, full-time students seeking associate degrees or certificates of completion within three years.

Dr. Johnston reminded the board that he sent them regarding the Vernon College Leadership Academy, a project he has been working on over the past two years. It will kick off this fall with 12 students.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Foundation Board Meeting – Thursday, July 16
- (2) "Regular" Office Hours begin – August 3
- (3) LVN Pinning @ Region 9 in Wichita Falls – Thursday, August 6 – 1:00 pm
- (4) LVN Pinning @ First Baptist Church in Vernon – Thursday, August 6 – 6:00 pm
- (5) Surgical Technology Pinning @ Region 9 in Wichita Falls – Friday, August 7 – 6:00 pm
- (6) Fall Semester Kickoff for all Faculty & Staff – Monday, August 17
- (7) Registration On-Site – August 18-20
- (8) Classes begin – August 24
- (9) Labor Day Holiday – September 7

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

Personnel –

Mrs. Pennington made the motion, seconded by Mr. Holt to approve the following personnel actions. The motion carried unanimously.

1. Employment
 - a. Elisha Wehrwein, Cosmetology Instructor – Vernon Campus, effective July 20, 2015 with an annual salary of \$45,609.
 - b. Sabre Sharp, Classified III, Administrative Assistant, ADN – Vernon Campus, effective July 20, 2015 with an annual salary of \$23,267.
 - c. Samuel Hayden, Head Baseball Coach – Vernon, effective July 20, 2015 with an annual salary of \$42,293.
 - d. Kasey Humphries, Coordinator of Continuing Education – Allied Health, effective July 29, 2015 with an annual salary of \$46,293.
 - e. Charity Knight, LVN Instructor – Vernon Campus, effective August 3, 2015 with an annual salary of \$47,693.
 - f. Arwyna Randall-Gay, Office Technology Instructor – CCC, effective August 10, 2015 with an annual salary of \$41,593.
 - g. Cameron Nicholson, Assistant Softball Coach/Residence Hall Assistant – Vernon Campus, effective August 12, 2015 with an annual salary of \$23,582.

- h. Jon Schreiber, English Instructor – CCC, effective August 13, 2015 with an annual salary of \$39,188.
 - i. Matthew Liberty, Assistant Baseball Coach/Residence Hall Assistant – Vernon Campus, effective August 17, 2015 with an annual salary \$23,582
 - j. Jesse Dominguez, Classified II, Administrative Assistant – Library (50%) – Vernon Campus, effective September 1, 2015 with an annual salary of \$10,651.
 - k. Kimbra Malcom, Classified II, Bookstore Clerk/Office Assistant – CCC, effective September 1, 2015 with an annual salary of \$21,301.
2. Internal Transfer
- a. Sherrie Oseletto – *Transfer From:* Health Careers Instructor - Quannah *Transfer To:* Health Careers Instructor – VTC, effective August 14, 2015 with a 10-month salary of \$41,559.
 - b. Mary Rivard – *Transfer From:* ADN Instructor - Century City *Transfer To:* Director of ADN Program, effective September 1, 2014 with an annual salary of \$73,691 + \$5,000 Director Stipend
3. Resignation
- a. Karen Defoor, Classified III, Administrative Assistant, ADN – Vernon Campus, effective July 23, 2015
 - b. Jordan McCavitt, Assistant Baseball Coach/Resident Hall Assistant – Vernon Campus, effective July 31, 2015
 - c. Wanda Dye – English Instructor – CCC, effective August 31, 2015

Closed Session: Mr. Ferguson made the motion, seconded by Mrs. Pennington to go into closed session at 1:11 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 Mrs. Pennington to reconvene at 1:28 p.m. in open session. The motion carried unanimously.

Action – None

There being no further business Dr. Smith adjourned the meeting at 1:30 p.m.



Dr. Todd Smith, Chairman



Mrs. Vicki Pennington, Secretary