

MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

June 13, 2018

The Board of Trustees of Vernon College met on Wednesday, June 13, 2018 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, Mrs. Ann Wilson and Mrs. Anne Spears. Absent was Mr. Irl Holt.

Others present were Dr. Dusty R. Johnston, President, and Dean Jim Nordone. Also present were Mrs. Betsy Harkey, Director of Institutional Effectiveness; Mr. Kevin Holland, Director of Campus Police; Mrs. Shana Drury, Associate Dean of Instructional Services; Mrs. Amanda Raines, Director of Enrollment Management/Registrar; Dr. Donnie Kirk, Director of Quality Enhancement; Mrs. Ivy Harris, ERP/SIS Director/Coordinator of Cybersecurity; Mrs. Roxie Hill, Instructional Design and Technology Coordinator, Canvas Administrator; Mrs. Rachel White, Recruiting Coordinator; Mr. Marco Torres, Assistant Recruiting Coordinator; Mrs. Mindi Flynn, Accountant/Business Office Manager; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; and Ms. Mary King, Administrative Secretary to the President. Guest present was Mr. Mark Potter from *The Vernon Daily Record*.

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

Consent Agenda

Mr. Ferguson made the motion, seconded by Mrs. Pennington to approve the Consent Agenda containing the *Minutes of the June 13, 2018 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Item A – Qualify Newly Elected Board Members

Newly elected board member Mr. Bob Ferguson, Place #6 was issued a *Certificate of Election*, signed the *Statement of Officer* and was sworn in by Secretary Vicki Pennington as he took the *Oath of Office*. He was an unopposed candidate for the purposes of the May 5, 2018 election pursuant to the Order of Cancellation approved and issued on March 21, 2018 by the Board of Trustees.

Action Item B

Mrs. Flynn presented the *Financial and Investment Reports as of May 31, 2018* in Dean David's absence. Mr. Brints made the motion, seconded by Mr. Ferguson, to approve the report as presented. The motion carried unanimously.

Action Item C

Mrs. Spears made the motion, seconded by Mr. Ferguson, to approve the *Updated Handbooks – 2018-2019 Distance Education Student Manual, 2018-2019 Student Residence Handbook, and 2018-2019 Student Handbook* as presented by Mrs. Hill and Dean Nordone. The motion carried unanimously.

Action Item D

Mrs. Pennington made the motion, seconded by Mrs. Wilson to approve the *2018-2019 Vernon College General Catalog* as presented by Mrs. Scheller. This is the first year that the catalog was developed using the on-line platform Smart Catalog (electronic) and is available on the Website. It is easier for the student to search and print out a degree plan. Catalogs were printed only for faculty and staff. The motion carried unanimously.

Action Item E

Mrs. Wilson made the motion, seconded by Mrs. Spears to approve to add, revise, or delete (LOCAL) policies for the *TASB Localized Policy Manual 34* as recommended by TASB Policy Service and according to the instruction sheet. The motion carried unanimously.

Public Comment – No one was present to make comments.

President's Report/Board Discussion Items

Board Comments/Discussion – Mrs. Pennington reported on her attendance at the annual Community College Association of Texas Trustees (CCATT) Conference in Fort Worth, TX June 1 – 2, 2018. Vernon College was one of the select 23 colleges to receive a grant from the Bill and Melinda Gates Foundation for two trustees to attend the conference. She stated she learned a lot from the sessions offered and was thankful to be able to attend.

Budget Update – draft 3 – Dr. Johnston presented Draft 3 stating that health insurance will be lower than previously estimated. Bigger ticket items were reduced, and there were some job position allocations that resulted in some savings. The end result is Draft 3 is about \$90,000 from being balanced.

Summer Enrollment Update – Mrs. Amanda Raines, Director of Enrollment Management/Registrar presented the Enrollment Report and Comparison for Summer (10-week semester) and Summer 1 (5-week) with preliminary Summer II (5 week). As of June 6, 2018, the report informs the Board of a truer and accurate representation of what we are really doing this summer. Also included are numbers on dual credit students. She stated her department will begin to track which schools they are coming from and their intent of taking the classes.

Electronic Information Accessibility update – Mrs. Harris updated the board on Electronic Information Accessibility explaining how people with disabilities access our electronic information. The College has a policy that we are following. She is responsible for making sure we are in compliance with the processes and practices for the physical or hearing impaired.

2017-2018 Recruiting Summary – Mrs. White presented the annual Vernon College Recruiting Activities report September 1, 2017 through May 31, 2018. The College held recruiting events such as Sophomore Roundup, Preview Day on both campuses and a new Community Event at Century City Center. Individual, Family and Group tours are given at all locations year round. She stated 3,610 contacts were made with potential students through recruiting events, interactions with area schools group and individual tours offered across all locations. In partnership with Region 9, Mrs. White also speaks with GED students that attend their programs.

June 9 Community Event at CCC update – Mrs. Scheller announced the first annual Vernon College Community Event was held at Century City on June 9 from 10am – 1pm. The event hosted 148 visitors who were given a t-shirt as they arrived. All of the programs, academics and student services had a display under a tent. Kids College hosted a huge craft area to showcase our Kids College activities. Also onsite were the Farmers Market, United Regional along with TX Dot doing car seat safety checks, and the Iowa Park Fire Department. Tours were given to those interested. 60 members of the VC staff were on hand to help.

Student Success Data Fact – Mrs. Harkey presented the Key Performance Indicators of Accountability as the Student Success data fact for June. She furnished a copy of the current list of KPIAS, along with the location of where it is available on the Vernon College web site. She stated this is an ongoing project to cover as much ground with information available to be able to respond to SACSCOC criteria, grant information and our institutional effectiveness and annual planning process. This is our effort to organize our data, establish benchmarks and have comparisons from year to year.

Program Discipline Evaluation Summary – Dr. Johnston presented the 2017-2018 Program Discipline Evaluation Summary. This is provided to the Board each year explaining that each program goes through an evaluation cycle by a program evaluation team.

Dr. Johnston presented the Upcoming College Events:

- (1) Vernon College Board of Trustees Retreat/Meeting – Wednesday, July 11, 2018
- (2) Vernon College Foundation Meeting – Thursday, July 19, 2018

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

Personnel –

Mr. Brints made the motion, seconded by Mr. Ferguson, to approve the following personnel changes as detailed on Item 6 Personnel information sheet and recommended by the President. The motion carried unanimously.

A. Employment

- (1) Jimmy Dennis, Grounds Technician – Vernon Campus, effective May 23, 2018 with an annual salary of \$23,835.
- (2) Chris Kirby, Mathematics Instructor – Century City Center, effective August 1, 2018 with an annual salary of \$45,249.

B. Internal Transfer

- (1) Justin Sanders – Transfer *from*: Health Careers Instructor – Vernon *to*: Coordinator CE – Allied Health, effective June 4, 2018 with a salary of \$61,549.

C. Resignation

- (1) Jake Stringer, Grounds Technician – Vernon Campus, effective May 3, 2018.
- (2) Charles Deen, Custodial Technician – Century City Center, effective May 30, 2018
- (3) Nick Gregory, Campus Police Officer – Century City Center, effective June 12, 2018

D. Rescind

- (1) Jason Jenkins, Athletic Trainer – Vernon Campus

E. Retirement

- (1) Chris Smith, Machining Technology Instructor – Century City Center, effective July 1, 2018

F. Consider Reappointment of Coaches/Assistant Coaches for 2018-2019

- (1) Coaches/Assistant Coaches Reappointments

G. Consider Reappointment and/or Extension of Administrative Staff and Classified Staff for 2018-2019

- (1) Administrative Reappointments
- (2) Classified Staff Reappointments
- (3) Administrative (pending completion of probation)
- (4) Classified (pending completion of probation)

Closed Session: Mrs. Spears made the motion, seconded by Mr. Ferguson, to go into closed session at 1:07 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 Mr. Brints, to reconvene at 1:25 p.m. in open session. The motion carried unanimously.

Action: None

There being no further business Mrs. Pennington made the motion, seconded by Mrs. Wilson to adjourn the meeting at 1:28 p.m.



Dr. Todd Smith, Chairman


Mrs. Vicki Pennington, Secretary