

This monthly report is intended to provide the Vernon College Board of Trustees, Vernon College Foundation Board members, as well as college faculty and staff, with updated information regarding significant college activities, issues, and accomplishments.

College Governance – Dr. Dusty R. Johnston

- The 2013-2014 Vernon College operating budget and the 2013 Vernon College tax rate were approved at the August 21 Board of Trustees meeting. The approved budget for unrestricted and auxiliary funds totaled \$21,274,425. The effective tax rate was approved at .22117/\$100 of evaluation.
- The revisions to the employee handbook recommended by the Employee Handbook Committee were approved except for one item, the cost of the use of campus fitness centers. This cost will be discussed at the next meeting with a possible proposal that the use of fitness center facilities be offered to full-time employees and dependent family members living in the employee household at no cost with proper college issued identification.
- The 2013 fall semester kick-off for all employees included very timely topics of professional development, a fine lunch, employee service awards, and afternoon break-out sessions.
- Fall 2013 semester enrollment remained steady at just over 3101 students after the first week of classes were concluded. This is an approximate .05% decrease in headcount enrollment from the fall 2012 semester but an increase of approximately 3.5% in contact hours.
- An employee friendly task force has been formed. A large number of employees volunteered for the important task force. The charge to the task force is:
 - To ensure that Vernon College is an employee friendly workplace by documenting current efforts that make it so and to make recommendations for additional efforts to enhance Vernon College's status as an employee friendly workplace.

Instruction – Dr. Gary Don Harkey

- With over 3,100 unduplicated students and over 9600 enrollments, the Fall 2013 semester has started with a bang. The official census date for Fall is Sept. 11.
- Instructional Services welcomes newly hired full-time faculty members **Michael Schoppa** (AGRI/FRMG); **Kirk Polk** (GOVT); **Chaz Tepfer** (WLDG); **Tom McKneely** (ENGL); (ADN); **Scott Hamilton** (PSYC); **Kim Perkins** (LVN); **Jason Scheller** (HIST); **Kim Clements** (MATH); **Bonnie Waterhouse** (CNA – Holliday); **A.J. Lewis** (WLDG – Burkburnett).
- Congratulations to ADN instructor **Christine Reece** on her recent completion of her Masters degree!
- The **2013 Vernon College Access Program** (VCAP) meeting was well attended with 42 high school administrators and counselors representing 22 of our service area high schools in attendance. Kudos to Early College Start Coordinator **Jessica Sutherland** for her role in coordinating this successful annual event.
- The Vernon College **Surgical Technology** program recently received national recognition as the program received the annual merit award from the National Board of Surgical Technology & Surgical Assisting (NBSTSA) for achieving at least a 90% pass rate on the Certified Surgical Technologist (CST) examination for the cycle of August 31, 2012 through July 31, 2013. Congratulations to our recent graduates and Program Coordinator **Jeff Feix**!
- For the 2nd year, the King Physical Education Center hosted a Special Olympic Swim Meet. **Anne Patterson** coordinated the event which saw 20 plus athletes competing and an additional 40-50 volunteers, coaches, and parents attending.
- **Cosmetology students** on the Vernon campus recently gave 68 free haircuts in conjunction with the back to school supplies handed out by the churches in Vernon.
- Cosmetology Instructors **Darlene Kajs**, **Paula Brogden**, and **Diana Shipley** recently attended the TDLR/PSI exam review seminar in Dallas.
- Police Academy Coordinator **Mike Hopper** served on the 2013 Hotter'N Hell Steering Committee and also served as the law enforcement liason. **Michelle Wood** and **Connie Montieth** also served as volunteers while **Brad Beauchamp**, **Donnie Kirk**, and **Tom Hickey** participated in the race.
- **Mike Hopper** and **Gary Don Harkey** recently participated in the Wichita Falls area Executive Lock-up to raise funds for the Muscular Dystrophy Association.

Student Services/Athletics – John Hardin, III

- Student Services- attending orientations and welcomes, training new staff
- Student Relations- beginning fall travel
- Baseball - 43 athletes on campus, first game is an intrasquad game at Vernon September 14.
- Volleyball - 18 athletes on campus, first game is the Vernon Tournament August 30-31.
- Softball - 25 athletes on campus, first game is against Southeastern Oklahoma in Durant, OK.
- Rodeo - 20 athletes on campus, first rodeo is at ENMU in Portales, NM
- Security- distributing parking stickers and patrolling during first week of class
- Housing- dorm is full, mandatory dorm orientation on August 28
- Counseling- handing out welcome calendars and implementing mandatory TSI changes
- Testing- implementing computerized GED testing and TSI testing changes
- Student Activities- preparing back to school activities, SGA elections scheduled for September 19 & 20.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Financial Aid and Veterans Affairs:
 - Submission of Pell, Direct Loan and Title IV program disbursements
 - Processing of 13-14 FAFSA applications
 - Packaging 13-14 financial aid applicants (1,945 as of 8/23/13)
 - Shopping Sheet requirements met
 - Evaluating military transcripts
 - Certifying VA paperwork for fall
- Admissions and Records:
 - Sheppard Learning Center on-site registration for Fall
 - Continued online registration for Fall through August 13
 - Closed on-line Campus Connect registration for Fall (cancel non-pays)
 - Final Grades submitted and moved to transcript for Summer Term
 - Submitted and certified CBM001 and 004 for Second Summer Term
 - Walk-In registrations for Fall Semester
 - Schedule Change Period for Fall Semester
 - Writing past VC Catalog into Degree Audit POISE module
 - Serve on Security Task Force – Joe
 - Student Success Communication emails and Facebook messages
 - Application processing and mailing Admission Status letters
 - Scanning admissions documents into Docubase for advisors and CSAs
 - Evaluating student transcripts for transfer credit and posting to VC transcript

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Working hard to help students get their tuition and fee balances taken care of including calling students who had not paid by the payment deadline.
 - Making lots of new student ID's with help from Student Services.
 - Finishing up the year and getting ready for year end and the auditors.
- **Bookstores –**
 - Both stores have been very busy with Fall book sales.
- **Facilities – Wichita Falls –**
 - Weekly mowing and landscaping
 - Spread 18.25 tons of asphalt by hand on the east and west parking lot patching holes.
 - Repaint the crosswalks on the east parking lot.
 - Reset classrooms for fall semester.
 - Painting the lab at skills.
- **Vernon –**
 - Replaced heating unit in the swimming pool area.
 - Normal summer stuff getting ready for Fall.

College Effectiveness – Betsy Harkey

- Data Update:

Application and Registration count for Fall and Fall I 2013 as of August 30th. Please note that the “official” data set will be run after Fall 16 week count day which is September 11th.

Total Registered/Enrolled (new and returning students)	Applications for Fall 2013	New Student Registrations	New Student Registration Rate
3102	2044	1080	53%

* Of the 2044 potential students who applied to Vernon College for Fall 2013, 964 or 47% did not complete the registration process for Fall or Fall I courses. Potential student (applied but not registered for Fall or Fall I 2013) information has been provided to Student Services for Fall II recruiting and follow-up.

Student information and course data was frozen for the first day of class (Fall and Fall I 2013). Information such as student majors, special services, scores, and placement were distributed as requested. The next freeze will take place after Fall 16 week count day.

Data sorts are being provided for Program / Discipline Evaluations. The first deadline is for course grades, distributions, and mode of delivery comparisons.

The Annual TSI High School Summary Report is the most recent update to the [Texas Higher Education Data website](#) . Within the report is a link to the 2011-2012 Individual School District Report. The report includes, by county and school district:

- the number of 2011-2012 high school graduates,
- number and percentage enrolled in Texas public higher education in Fall 2012,
- of the graduates enrolled in Texas higher public education, the number who met TSI standards prior to Fall 2012.

Key Performance Indicators of Accountability updates will be completed in September. As a reminder, the KPIAs along with benchmarks are on the Vernon College website at <http://www.vernoncollege.edu/KPIA.aspx>

- Information for the College Effectiveness Committee was posted on the website and in Blackboard for the month of August. The next meeting will be September 27.
- Reminder – 2012-2013 Annual Action Plan summaries are due to Betsy by the end of September. Thanks to all for your hard work!
- Preparation continues for the SACS Fifth Year Report. The current emphasis is to gather artifacts that support policies, processes and procedures.
- Student Success by the Numbers:
 - The Greater Texas Foundation who funds the SSBTN project visited Vernon College on August 13 to learn about student success related challenges and efforts made by small rural community colleges. Conversations were held with representatives from administration, faculty, staff and students. The Foundation members expressed that the visit was perfect in helping them to meet their goals. Special thanks to all who helped organize and participated in the conversations.
 - The Student Success by the Numbers Phase II Team is now a standing committee. The next meeting is scheduled for September 13, 2013.

Institutional Advancement – Michelle Alexander

- Google Analytics (August 1 to August 31)
 - Vernon College Website Page views = 314,741
 - Top 3 Webpages
 1. Vernon College Homepage = 136,430 views
 2. Student Email Webpage = 31,869 views (www.vernoncollege.edu/Student/Email.aspx)
 3. Publications/Class Schedule Webpage = 7,841 views (www.vernoncollege.edu/publications/ClassSchedules.aspx)
- Joseph Porciuncula is working on various projects for and with Vernon College colleagues:
 - Modified the Student Housing Webpage Template and added the “Housing Medical Form” link as requested by Brandi Brannon
 - Transferred Vernon College data archives from 56 Micro Floppy Diskettes to the Network T Drive
 - Ektron Basics Tutorial with Christina Feldman
 - Updated Robyne Wike’s contact information in the EMS Gainful Employment and the Career and Technical Courses webpages

- Michelle Alexander and LeAnn Scharbrough participated in the VCAP meeting, August 6. Michelle gave a presentation on the College Connections Dual Credit Scholarship Program and the STARS Scholarship Program.
- LeAnn is coordinating Gen TX Day – a partnership with Region 9
- Christie, LeAnn and Joseph are reviewing the results of the 12-13 Annual Plan
- Preparing documents for the 2013-2014 Employee Giving Campaign
- All Advancement staff are working on Integrated Marketing/Recruiting Committee recommendations that were assigned to the Department:
 - Creating a procedure for hosting/giving tours and outlining tour information (cheat sheet) for all campuses to aid employees that volunteer to help with such events
 - Developing a contact list of volunteers to help with tours and a variety of events held throughout the year
 - Creating a collaborative effort with other departments in ordering “giveaway” items specific to the events that will be held throughout the year
- LeAnn presented books to United Way that was gathered by Vernon College employees for their Book Drive
- Christie Lehman took Volleyball Pictures & working on Media Guide
- Christie attended the Volleyball Alumni Game- Welcomed 3 Alumni with goody bags from the Ex-Students Association
- Christie attended & took pictures at the LVN & Surg Tech Pinning’s
- Advertising for the September Police Academy

Quality Enhancement – Criquett Lehman

- The Survey of Entering Student Engagement (SENSE) will be administered on the Vernon Campus and Century City Center September 16th – 27th. This survey examines institutional practices and student behaviors in the earliest weeks of the fall academic term.
- CCSSE (Community College Survey of Student Engagement) data facts will be sent via email biweekly beginning September 10th. For more information or to schedule a departmental meeting please contact me.
- The 2013-14 Quality Enhancement Plan pilot project participants (Dr. Brad Beauchamp, Misti Brock, Jane Robinson, Jason Scheller) have begun planning and initial assessment of their projects.
- If you do not have access to the VC Innovation Center in Blackboard please email Roxie Hill or myself. All professional development information, including schedule, will be posted here.

Human Resources – Haven David

- Personnel Actions –
 - August Hires: Thomas McNeely – English Instructor, Century City Center; Edward Scott Hamilton – Psychology Instructor, Century City Center; Caitlin Bradley – Assistant Softball Coach/Residence Hall Assistant; Kimberly Clements – 50% Math Instructor, Century City Center; Bonnie Waterhouse – Health Careers Instructor, Holliday ISD; David Ress – 50% Automotive Instructor, Burkburnett ISD
 - August Resignations: Kelly Peterson – Student Services, Century City Center; Brenda Taylor – LVN Instructor, Vernon Campus
- Interviewed for Director of Admissions and Records.
- Accepting applications for Administrative Assistant/Student Services Counseling and internal applications for LVN Instructor.
- Completed final draft of 2013-2014 Employee Handbook for Board approval.
- Presented Sexual Harassment training at Staff Development.

DRJ Comments –

- In a continuing quest for improvement, the administrative team is discussing and brainstorming the question: What else can Vernon College do to improve processes, practices, and communication with potential students and returning students to assist them in being admitted, registered, retained, completed, or successful transferred? Your input is important—feel free to e-mail me ideas or suggestions.
- I hope everyone has had a great start to the semester. I encourage to you to communicate with our students and let them know you appreciate them choosing Vernon College. If it fits into your schedule, please support our teams and other student activities.

- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060