

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 Senate and the House have passed their versions of the appropriations bill. It is now in the conference committee. The Senate added \$146.8 million to the original SB 1 for community colleges while the House only added \$49.3 million—a difference of \$97.5 million. Vernon College has a very vested interest in what comes from the conference committee and TACC as well as our lobbyist are hard at work to influence the outcome. The original SB 1 would reduce Vernon College funding by approximately \$600,000 per year of the biennium. The new Senate version, including additional money for insurance and retirement, would only reduce funding for Vernon College by approximately \$50,000 per year. The current version of the House bill would reduce funding for Vernon College by approximately \$375,000 per year and the House has added no money for insurance and very little for retirement. So, as you can easily see, Vernon College and all other community colleges will be watching the conference committee very closely.
- Bids are being accepted for the three additional new entryways at the Century City Center campus. The entry ways will replicate the new Northwest Entry way at the north entry, east entry, and southwest entry. Bids will be open on April 11. The project will be completed during the summer. Funding for the project comes from a specific grant from the Priddy Foundation.
- Plans for complete renovation of the Century City Center parking lot are continuing. Several scenarios are being discussed since the most recent cost estimate for the entire project has passed \$850,000. The project will probably need to be broken in to smaller pieces and accomplished over two years.
- The Faculty Senate forwarded a recommendation for a modification of the current bereavement policy to me earlier this semester. The board of trustees conducted discussion on the proposed revision at the March 20 meeting. The revision worded below will be an action item for consideration at the April 17 meeting.
 - Any employee who is absent because of the death of a member of his/her immediate family, which shall include aunts, uncles, nieces, nephews, or other person who occupies a position of similar significance in the family of the employee for this purpose, shall be granted a reasonable amount of accumulated sick leave. However, the amount of sick leave in this category must not exceed five working days per calendar year. Employees must provide documentation (i.e. obituary, funeral program, etc.) for bereavement leave.
- The board of trustees addressed the issue of tuition and fee costs at the March 20 board meeting. The board of trustees approved the administrative recommendation of no increase in tuition and a \$5 per semester credit hour of the Institutional Service Fee (ISF) at each campus location. The ISF was raised \$15 per semester credit hour for internet/online courses so the cost would be the same as ISF cost at the Skills Training Center and the Century City Center campuses. In addition, the board approved a \$10 per semester credit hour waiver for ISF for all dual credit students taking course work.

Instruction – Dr. Gary Don Harkey

- The **Summer class schedule** has been completed and is posted on the website.
- The **Fall class schedule** is nearing completion.
- Both the **Summer and Fall Advising and Registration Guides** have been completed and are at the printer.
- The **Course Schedule Advising (CSA) schedule** for the spring and summer is currently under development. **Course Schedule Advising Centers** will open April 17 with **online registration** beginning April 24.
- **Student Evaluations of Instruction** are scheduled for this month.
- Cosmetology Instructors **Paula Brogden** and **Diana Shipley** recently attended *Milady's Career Institute* in Austin where they attended workshops on High Impact Teaching Skills and Developing Educational Relationships.
- Surgical Technology Coordinator **Jeff Feix** recently attended the Texas State Assembly AST Business Meeting and Educational Workshop in Dallas.
- Spanish Instructor **Rene Wooten** recently presented at the Northeast Modern Language Association Conference in Boston. The title of her presentation was *The Power of Communication Using Digital Portfolios to Engage Students*

in the LOTE Classroom. While there, Rene also participated as a panelist in a Round Table Discussion entitled *(Re)Thinking the Process of Teaching Languages.* Congratulations to Rene for this honor.

- Vernon College was represented at the recent Vernon ISD annual Family Learning Event by the **Cosmetology (Darlene Kajs)** and **Continuing Education (Anne Patterson)** Departments. **Cosmetology Students** provided demonstrations in hand care (including mini manicures) and VC Kiddie College shared information about upcoming summer events for children. Approximately 190 adults signed up for the event with their children and attendees were provided with Vernon College Bookstore bags to carry their complimentary items throughout the evening.
- On Monday, March 25th the VC **Surgical Technology Student Assn. (STSA)** donated supplies from the Wish List for the Rathgeber Hospitality House at United Regional Hospital. Supplies included, bleach, paper towels, napkins, and plates, plastic spoons, knives, and forks, disposable bowls, zip lock bags, Kleenex, and dryer sheets. The students in the STSA provided all the donations and were provided a tour of the facility to see how their donations would be used.

Student Services/Athletics – John Hardin, III

- Student Services - Honors Program date: April 25, 2013 at 6:30pm in Vernon and Sports Banquet May 6, 2013 at 7 pm
- Student Relations- attended the UNT Law Conference
- Housing – assessing flood damage and making necessary repairs
- Volleyball – New Head Coach hired, Cole Tallman will begin April 8
- Baseball – current record Overall 10-19; Conference 2-6
- Softball – current record Overall 7-24; Conference 5-9
- Rodeo – next rodeo Western Texas in Snyder, TX on April 4, 5 & 6
- Student Activities - State SGA convention April 11-14
- Security - 2 task force meetings complete
- Counseling - Summer 2013 advising and letters to area businesses to encourage use of VC job board
- Testing - learning and preparing for new TSI testing and new GED testing

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Financial Aid and Veterans Affairs:
 - Submission of Pell, Direct Loan and Title IV program disbursements
 - Processing 12-13 FAFSA applications
 - Processing of 13-14 FAFSA applications
 - 13-14 Budgets submitted to THECB
 - Requested and Received over \$173,000 in additional TEXAS Grant and TEOG funds
 - Identifying and awarding additional TEXAS Grant and TEOG recipients
 - Assessment Activity reports
 - Review of FY 2011 and FY 2010 draft cohort default rates
 - Created budgets and setup POISE for 13-14 awarding
 - Preparing to begin 13-14 packaging/awarding
 - Receiving/processing new veteran students paperwork for summer semester.
 - Receiving/processing Hazlewood/Legacy paperwork for summer semester.
 - Completing and submitting HAZLEWOOD Report to THECB for the Spring 2013 semester.
 - Campus visits from VA Voc Rehab counselors
- Admissions and Records:
 - Submitted and Certified CBM00A and 00C – Quarter 2, Winter 2013
 - Moved Final Grades for Spring I to Transcripts.
 - Final Registrations and Schedule Changes for Spring II
 - Inputting Summer 2013 courses into POISE
 - Participating as a team member in “Student Success through the Lens of Data” – Lana
 - Serve on Facilities Usage Task Force - Joe
 - Serve on Security Task Force – Joe
 - SACS 5th Year Report
 - Student Success emails and Facebook messages
 - Working on Spring IPEDS Reporting Requirements

- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs
- Processing May 2013 graduation applications, running Degree Audits, and advising students by mail

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Starting the budget process for 2013/2014
 - Mindi attended Wilbarger County Days at the Capitol in Austin, TX, March 5-7
 - New phones were finally hooked up at CCC and Ann is working with Extel to get all of the functions operating correctly.
- **Bookstores –** Returning Spring Books and entering Summer Book Adoptions.
- **Facilities –**
 - Wichita Falls –**
 - Finished updating the hall painting.
 - Install changing room in the back of the pool area for senior water aerobics class.
 - Patch and repaint walls in the gym area.
 - Relocate treadmills from downstairs to upstairs area.
 - Install 3 new flagpoles at northwest corner of building.
 - Reworking flower beds and adding mulch, getting ready for the spring.
 - Vernon –**
 - Attempting to get estimated cost to resurface the Congregate Meals parking lot.
 - Had water leak on the second floor of the dorm over spring break that damaged the ceiling in two unoccupied rooms on the first floor. The damaged ceilings are currently being repaired.
 - Getting estimated cost to replace the heating unit that heats the swimming pool area. The unit was installed in 1986 and only has one of three burners working.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee and Student Success by the Numbers (SSBTN) Phase II Task Force participated in a combined meeting March 26. Betsy Harkey discussed some of the SSBTN completed projects: Culture of Evidence Inventory, Community College Survey of Student Engagement review, the Student Cohort Tracking exercise, and the Key Findings Summary Report. Dr. Luzelma Canales, SSBTN data coach, provided logic model and evaluation model training.
- Data for the Key Performance Indicators of Accountability and Benchmarks has been updated with the most current/available information and can be found at <http://www.vernoncollege.edu/KPIA.aspx>

Institutional Advancement – Michelle Alexander

- Integrated Marketing/Recruiting Task Force has completed task 3 and is moving into task 4
- The Vernon College Scholarship/Financial Aid Committee met on March 27 and is beginning the application review and scholarship offer process for Vernon College scholarships
- President's Annual Report compete and printed copies can be picked up in the OIA office
- Working on Softball and Baseball media guides
- Post cards to students encouraging them to attend VC
- Working on Summer and Fall Advertising
- A HUGE THANK YOU to those who participated in the Vernon College Foundation Online Auction!!
- Finalizing 2013-2014 Catalog updates
- Sent out invitations for the Scholarship Banquet which is April 23
- Making preparations for the Scholarship Banquet
- LeAnn Working with Blackbaud Analytics to update alumni emails
- Christie and Joseph attended the Bringing order and sanity to your community college website webinar on March 19, 2013
- Joseph assisted Dr. Harkey in updating the data for the 2012 Gainful employment webpages
- Added <http://vernon.smartermeasure.com/> to the SmartMeasure heading on the Distance Learning Education page as requested by Roxie Hill
- Joseph assisted Darlene Kajs in updating the Cosmetology Summer Enrollment Information Packet

- Modified the Financial Aid Template for Melissa Elliot
 - Added Student Loans and Work Study Job Postings
- Joseph assisted Michelle Downes with an issue in uploading a pdf file into the Ektron library
- Integrated the Raiser's Edge database with the Auction MaestroPro database for easy data migration
- Conducted a research on companies that offers website conversion to mobile sites
 - Dudamobile.com (ongoing research)
- Completed an Ektron Product Survey
- Joseph assisted Haven David in troubleshooting some issues with the Job Announcement webpage.
 - Proposed a new design for the Job Descriptions page
- Joseph created a list of users that utilizes EKTRON – the Website Content Management System of Vernon College. Will work with Christie Lehman and Michelle Alexander to form an Ektron User's Group
- Google Analytics (March 1 – March 28)
 - Vernon College Website Pageviews = 82,099
 - Top 3 Webpages
 1. Vernon College Homepage = 33,962
 2. Student Email Webpage = 8,190 views (www.vernoncollege.edu/Student/Email.aspx)
 3. Publications/Class Schedules = 2,392 views (<http://www.vernoncollege.edu/Publications/ClassSchedules.aspx>)

Quality Enhancement – Criquett Lehman

- The Community College Survey of Student Engagement (CCSSE) is being administered to students in randomly selected classes today through April 12th. The results of this national survey will be important in helping Vernon College to examine our educational practices and identify ways that we can improve programs and services for students.
- The Community College Faculty Survey of Student Engagement (CCFSSE) will be emailed to randomly selected faculty Monday, April 8th. The CCFSSE elicits information from faculty about their perceptions regarding students' educational experiences, their teaching practices, and the ways they spend their professional time—both in and out of the classroom.

Human Resources – Haven David

- Personnel Actions -
March Hire: Christina Ford – Custodial Technician – Vernon
April Hire: Cole Tallman – Head Volleyball Coach
April Retirement: Tommy Kajs – Maintenance Supervisor - Vernon
- Will be interviewing for Assistant Volleyball Coach/Residence Hall Assistant
- Attended Leadership Vernon trip to Austin for Wilbarger/Vernon Day March 5th – 7th
- Completed 2012 IPEDS HR Report

DRJ Comments –

- Vernon College is really beginning to move forward to address the Student Success Agenda. The Student Success by the Numbers task force/committee has done a wonderful job. A team will attend the statewide Student Success by the Numbers to learn more about using data to develop a very specific plan to improve retention, completion, and successful transfer. The ACCT board training that three board members attended earlier this semester dedicated about a third of the time to bring board members up to speed on the importance of the Student Success Agenda. We are on our way—please join in!!
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060