

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 election for the Vernon College Board of Trustee positions will be cancelled at the April meeting. Mr. Norman Brints was the only candidate for his position and Mrs. Anne Spears was the only candidate for the position vacated by Gene Heatly. Mrs. Spears will take the *Oath of Office* at the beginning of the May 21 meeting.
- The Board of Trustees approved to increase the Institutional Service Fee (ISF) by \$10 per semester credit hour for classes taken on the Internet, at Century City Center, and at Skills Training Center. The board also approved to delete the application fee and the graduation fee. The majority of the increased ISF revenue will be dedicated to assist in renovating the parking lot at Century City Center in the future. Some of the ISF fee revenue will offset the revenue from the deleted fees as well as some new planned Math and English faculty positions at Century City Center.
- The Board also approved a tax abatement for Fikes Wholesale, Inc. which had requested tax abatement for a new CEFCO travel center facility with adjoining restaurant at 2830 U. S. Highway 287. The College would grant abatement on new construction of approximately \$13,500 in tax revenue over the three year period, assuming the travel center is built. If construction occurs, the College would receive approximately \$12,800 during the same three year period due to new value of the business. After the three year period, the College would receive approximately \$8700 annually compared to the current \$1720 annually from the taxes on the property.
- Dr. Johnston had the opportunity to make a presentation to the Wichita Falls Chamber of Business and Industry board on February 28. The presentation highlighted the value of Vernon College to Wichita Falls and Wichita County and publically presented the case for a branch campus maintenance tax. Dr. Johnston has been provided the opportunity to make a brief Vernon College update at the WF Annual Chamber meeting on April 17.
- Graduation ceremonies will undergo a change this May due to concerns about the overcrowding of the Wilbarger Auditorium. The traditional graduation ceremony conducted at 10:30 am will be for all non-Associate Degree Nursing graduates and will include the traditional procession of faculty and followed by the traditional reception. The ADN pinning ceremony will be conducted at 1:00 pm followed by a short reception. The new graduation ceremony for ADN graduates will be conducted at 4:00 pm. Details for expectations of participation for faculty and staff will be provided soon from supervising Deans.

Instruction – Dr. Gary Don Harkey

- Protective Services Coordinator **Mike Hopper** recently attended a *School Marshall: Train the Trainer* program in San Marcos.
- Vernon College Theatre faculty **Jack Williams** and students were on hand to assist and represent VC with a recruiting table at the Zone One-Act Play contest held at Wilbarger Auditorium on March 21st & 22nd. Schools represented at the meet included Crowell, Knox City, Rule, Northside, Chillicothe and Harrold. Of those in attendance, Knox City and Crowell advanced to district competition.
- Cosmetology instructor **Darlene Kajs** and 6 students attended the VISD hosted *Family Learning Event* in Vernon on March 13 and did about 100 mini manicures on students and parents.
- The **Surgical Technology** students and program coordinator **Jeff Feix** recently attended the *Texas State Assembly Annual Business Meeting and Workshop* in Fort Worth. The students participated in the Scrub Bowl against 7 other colleges and took home third place. Jeff was elected as a Delegate to represent Texas at the AST National Conference in May. During this two day workshop, Jeff also made a presentation on Radical Neck Surgery. The students sold t-shirts and salsa to cover expenses with additional funds raised for the AST National Conference trip in May.
- VC PASS Department interpreters **Kathy Peterson** and **Kelsey Lange** recently attended the *Annual Conference of the Texas Society of Interpreters for the Deaf* in Beaumont.

- Mathematics instructor **Dr. Brad Beauchamp** recently attended the 26th *International Conference on Technology in Collegiate Mathematics* in San Antonio.
- Representing Vernon College at the *National Association for Developmental Education (NADE) Annual Conference* in Dallas were Mathematics instructors **Dr. Karen Gragg, Belinda Alberry, Kim Clements, Christina Hoffmaster,** and **Barbara Jinks** and English instructors **Joe Johnston** and **Wanda Dye**.
- **Dr. Gary Don Harkey** recently participated in the spring meetings of the *Academic Course Guide Manual (ACGM) Advisory Committee* at THECB headquarters in Austin.
- Thanks to **Shana Munson** and **Gary Don Harkey** for delivering *Meals on Wheels* on behalf of Instructional Services during the month of March.
- The **Surgical Technology Student Association** under the direction of program coordinator **Jeff Feix** has been busy with various fundraisers to assist with their travel expenses to the AST National Conference in May. Their most recent effort was the annual STSA Garage Sale which was a huge success with \$1900 being raised! The STSA and Jeff express their appreciation to the college community for their support of all of their fundraising endeavors!
- Work continues on the development of **Summer and Fall class schedules** and faculty are gearing up to assist students via the **Course Schedule Advisor** process.

Student Services/Athletics – John Hardin, III

- Student Services- SACS, Honors Program April 24, Sports Banquet May 5
- Student Relations- High School Senior NSO's, Transfer Fairs
- Baseball – current record: 6 wins, 6 losses
- Volleyball – recruiting and attending signings
- Softball – current record: 3 wins, 9 losses
- Rodeo – recruiting, next rodeo – Ranger College Rodeo, March 27-29
- Security- encouraging students to sign up for runsync notifications
- Housing- preparing for check out, accepting applications for Fall 2014
- Counseling- working on new orientation program and preparing for Summer & Fall advising
- Testing- administering all tests, completing foundation grant paperwork
- Student Activities- SGA state convention April 10-13, 2014

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Financial Aid and Veterans Affairs:**
 - Working with Manny Lopez at ESP on Course Management System module
 - Cleaning up transcripts in Poise due to the new Reg 4 implementation
 - 2014 Spring II Registration
 - Processing Drops for Spring 2014
 - Revising the Summer/Fall Advising and Registration Guide
 - Certified CBM00A and CBM00C for Continuing Education
 - Processing/Reviewing graduation applications
 - Application processing and mailing Admission Status letters
 - Beginning phases of setting up Docubase for Continuing Education.
 - Student Success Communication emails and VC Portal messages.
 - Scanning admissions documents into Docubase for advisors and CSAs.
 - Getting caught up on scanning old files into Docubase. All paper files will soon be destroyed.
 - Joni Lockett delivered Meals on Wheels.
 - Evaluating student transcripts for transfer credit and posting to VC transcript.
- **Admissions and Records:**
 - Submission of Pell, Direct Loan and Title IV program disbursements
 - Processing of 13-14 FAFSA applications
 - Packaging 13-14 financial aid applicants
 - Processing of 14-15 FAFSA applications
 - Packaging of 14-15 financial aid applicants
 - FY 2011 draft cohort default rate appeal
 - Created cost of attendance figures for 2014-15

- Submitted cost of attendance figures to the THECB for approval
- SACS 5th Year report – Relationship with the US Department of Education
- SACS 5th Year report = FR 4.7/3.10.2 – Financial Aid Audits
- Awarded \$133,825 in additional reallocated TEXAS Grant funds
- Review of 2013-14 SEOG and FWS
- Participating in Café con Leche Saturday Financial Aid workshops
- Rosa, Nancy, and Jessie attended Professional Development Class Remind 101 March 4th
- Rosa delivered Meals on Wheels

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Mindi completed desk audit of Perkins Grant.
 - Working on draft #1 of the 2014/2015 Budget
- **Bookstores –**
 - Returning Spring textbooks.
 - I attended CAMEX Annual meeting and expo, March 7th-11th in Dallas.
 - Receiving new merchandise ordered in preparation for Fall semester.
 - Working on Summer adoptions.
- **Facilities**
 - Wichita Falls –**
 - Touch up painting in several areas.
 - Building new office in the fitness center.
 - Replacing light bulbs in hall areas.
 - Start changing filters on rooftop units
 - Vernon –**
 - Resurface west parking lot
 - Replace compressor in a/c unit cooling IT server room
 - Paint unoccupied dorm rooms as needed
 - Prune dead limbs from trees as needed

College Effectiveness – Betsy Harkey

- Data Update – Updated Key Performance Indicators of Accountability and related Benchmarks were reviewed by the Student Success by the Numbers (SSBTN) Committee (March 7) and President’s Team (March 25). The SSBTN Committee is charged with providing oversight and making recommendations. The KPIA workbook is available from Betsy Harkey and updated KPAs will be posted on the Vernon College website in the near future.
- The College Effectiveness Committee met on Friday, March 28. The primary agenda item was review of the Institutional Effectiveness Audit form that will be used for self-audits by departments and programs.
- The subject matter experts are meeting weekly to work on the SACSCOC Fifth-Year Report. Special thanks to everyone working on SACSCOC for your diligence.

Institutional Advancement – Michelle Alexander

- Working on the April 15 Search: My Future event at Century City Center
- Finishing up Baseball, Softball and Rodeo Media Guides
- Preparing for the Easter Eggstravaganza & SB and BB Game Days
- Working on the new Website Design/Layout
- Christie Lehman hosted a website meeting for all the Content Administrators
- LeAnn arranged tours of requested programs for 5 High School seniors
- Continue to plan for GenTX Day
- Michelle Wood and LeAnn Scharbrough gave presentations to 5th & 6th graders at Southern Hills Elementary
- Organized the NonProfit Forum Event
- Finalizing changes for the 2014-2015 catalog
- Preparing and planning for the Annual Scholarship Banquet

- Michelle Alexander is representing the College as a member of the Hispanic Summit Planning Committee, the event will be April 9 at Region 9
- Michelle is serving as chairperson of the Council for Resource Development Executive Fundraising Leadership Institute, September 22-25 in Prescott, AZ
- Facilitated the Café Con Leche FAFSA Event at Century City Center, Saturday, March 8

Quality Enhancement – Criquett Lehman

- The QEP Implementation Committee met on Friday, March 7, 2014. Criquett Lehman reviewed the SENSE benchmarks and discussed the plan for sharing the data college wide. The Committee is also working on recommendations for the planning of a second quality enhancement plan.
- The Technology Committee met on Friday, March 14, 2014. As part of the agenda, the Committee discussed a new app to be used to inventory college iPads and is working to finalize the Technology Tool Feasibility Rubric and process.
- Professional Development sessions continue to be offered this semester. Find the most recent calendar and report forms on the [website](#).

Human Resources – Haven David

- Personnel Actions:
 - March Resignation: Kristan Need – Classified II, Library – CCC
 - April Hire: Rebecca Watkins – ADN Instructor – CCC
 - May Resignation: Joanna Van Sant – ADN Instructor - CCC
 - June Internal Transfer: Jennifer Hatley – from ADN Instructor to Nursing Lab Coordinator
- Math Instructor position is posted. Classified II, Administrative Assistant/Library – CCC has been posted internally.
- Submitted final Employee Friendly task force list/recommendations to the Administrative team.
- Final catalog changes submitted.
- Toni generated and mailed reappointment letters.
- Toni and I attended the new website demonstration meeting.

DRJ Comments –

- I always refer to April as our season. Pinnings, graduations, banquets, productions, ball games, etc. nearly every day or night. I encourage you to attend as many of these functions as possible to support our students.
- Summer hours for 2014 will begin on Monday, May 19 and continue through Thursday, July 31. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 pm and Friday 8:00 a.m. to 12:00 noon schedule on Monday, August 4, 2014.
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060