

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 renovation project of the Century City Center campus is in full swing. A major portion of the demolition is complete, a great deal of the cement sawing for new water and drain lines are accomplished, new HVAC ducting is in progress, and some framing for new areas is already showing up. There is still much work to be done, but the progress is exciting.
- The Information Technology (IT) transition that began on November 1 has gone very well in my opinion. There have been several things that have happened that were unexpected, but they have each been solved in a timely fashion. It appears the employees are adjusting to the work order process implemented by Run Business Solutions. A reminder that any work need for printers and faxes or POISE related issues should be forwarded to Jim Binion.
- The board approved the updated 2011-2012 Employee Handbook at the November meeting. A great amount of work was accomplished by the Employee Handbook committee. This handbook will be updated and revised annually. The Employee Handbook can be accessed through the Human Resources part of the Vernon College website.
- The Work Hard Work Smart project spearheaded by the Wichita Falls Chamber of Business and Industry is quickly gaining ground with business and industry in the area. The primary purpose of the project is to provide an assessment of workforce skills of area residents utilizing the National Career Readiness Certificate (NCRC). You are encouraged to find out more about it and how it can help Vernon College students prepare to enter the workplace. Contact Teea Reed at 940-766-5601 or at www.workhardworksmart.net
- A pilot “DATA DAY” was conducted on October 28 with a cross section of employees. The DATA DAY provided information and discussion on Coordinating Board data, CCSSE and SENSE data, and the Key Performance Indicators of Accountability. The purpose is to provide data that can be utilized in assessment and in departmental planning. This pilot will lead to a similar data presentation and discussion for the January professional development day.
- The 2010-2011 Vernon College audit will be presented at the December board of trustees meeting on December 14. The audit is very good audit indicating the strength of Vernon College fiscal policies and decision making.

Instruction – Dr. Gary Don Harkey

- **Course Schedule Advising** is ongoing with faculty assisting students with the development of their spring course schedules.
- The Fall 2011 Vernon College Current Issues Film Series continued in November with **Chad Mueller** presenting the film “*V for Vendetta*”. The objective of the film series is to introduce and screen films/documentaries reflective of current events/issues all within an environment that promotes academic discussion and critical discourse.
- The Texas Department of State Health Services recently made a routine site visit to the VC Emergency Medical Services (EMS) Program and met with Program Coordinator **Al Garcia**. These visits occur roughly every 5 years and are part of the program reaccreditation process.
- The Pharmacy Technology program was recently visited and reviewed by the American Society of Health Systems Pharmacists (ASHP) as part of their reaccreditation process. Congratulations to Program Coordinator **Katrina Brasuell** for the successful site visit.
- Kudos to Director **Donald Bruns** and the **VC Vocal Ensemble** and the **Vernon Community Chorus** for their terrific concert held November 15 in the foyer of the Osborne Administration Building. The groups will also be “caroling” in the VC quad on December 1 as well as performing at the VC Employee Christmas party on December 2.
- Biology Instructor **Melody Bell** recently travelled to Tarrant County Community College to participate in another round of CLARA (Consortium Leadership And Renewal Academy).

- The Vernon College Innovation Center (VCIC) featured a “Technology Day” on November 3 in Vernon at which Instructional Design & Technology Coordinator **Roxie Hill** and QEP Director **Criquette Lehman** presented demonstrations of *Camtasia*, *SoftChalk*, and *Qwizdom Clickers* technologies.
- Congratulations to Director **Jack Williams** and the cast and crew of the **VC Theatre Ensemble** for their highly entertaining and successful 3 night run of the production *While The Lights Were Out*.
- The **VC Cosmetology Department** recently held Scholarship/Customer Appreciation Days at both Vernon and CCC with proceeds from all paid services going into their student scholarship fund.
- The *Vernon Verbals* spelling team won second place at the Wichita Adult Literacy Council’s 15th Annual Adult Spelling Bee. The team, made up of VC instructors **Ann Hunter**, **Donnie Kirk**, and **Betty Carroll**, was only edged out by the *Owanah-Bees*, a team led by **Peggy Cline**, retired Vernon College English instructor.
- Spanish Instructor **Renee Wooten** recently attended the National Foreign Language Conference in Denver.
- Instructional Design & Technology Coordinator **Roxie Hill** recently attended the Texas Blackboard Users Group Annual Conference in Richardson.
- EMS Program Coordinator **Al Garcia** along with adjunct instructor **Cory Nava** recently attended the State EMS Conference in Austin.
- The **Surgical Technology Student Assn.** is currently engaged in two fund raisers; their annual Poinsettia Sale and a Hot Sauce & Salsa Sale. Proceeds from the sales will help fund their annual trip to the National Convention.
- Administrative Office Technology Instructor **Rita Lee** recently attended the North Texas Regional Community College Technology Forum in Plano.
- **Gary Don Harkey** and **Joe Johnston** recently attended the Reinventing Instruction and Learning Conference hosted by the THECB in Austin.
- The Wichita District FFA Leadership Contests were hosted at STC on November 9 with close to 200 area FFA members and Ag Science teachers participating. A big thanks to **Mark Holcomb** for coordinating what we hope will become an annual event.

Student Services/Athletics – John Hardin, III

- Student Services- working on 2012-2013 Annual Action Plans – reviewing 2011-2012 Annual Action Plans to monitor completion
- Student Relations- QEP project, and finishing service area high school visits
- Housing- Christmas Break checkout in progress, and administering food service survey
- Athletics – off season workouts, and fundraising letters going out
- Athletic Training – Fall semester athletic injury report completion
- Student Activities- Finals Breakfast, and planning for Spring activities
- Security- working with RunBiz on camera monitoring systems
- Counseling- Increased Advising for Spring 2012 and New Student Orientations
- Testing- Heavy TSI testing for Spring 2012 and instructional testing for finals

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Submission of Pell, Direct Loan and Title IV program disbursements
- Processing 11-12 FAFSA applications
- Currently issued over 2,500 student financial aid award letters for 11-12
- Completed work on 10-11 FADB report to THECB
- Creating 11-12 presentation for the Region 9 HS counselor workshop
- Scheduling HS nights for 12-13
- Completed 5 years of Department of Education Gainful Employment Reporting requirements
- Official Class Roster Certification for Fall II closed.
- Campus Connect for Spring opened
- Filing CBM 002 for Summer 2011 and CBM 009 and CBM 00M for 2010-2011
- Receiving and processing Spring applications for admission
- Processing degree audits for December graduation
- Processing Program Completer degree audits and sending letters to students concerning graduation
- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs

- Phone counseling with students concerned about completion of degree requirements
- Alerting new students of State requirement for Bacterial Meningitis vaccination

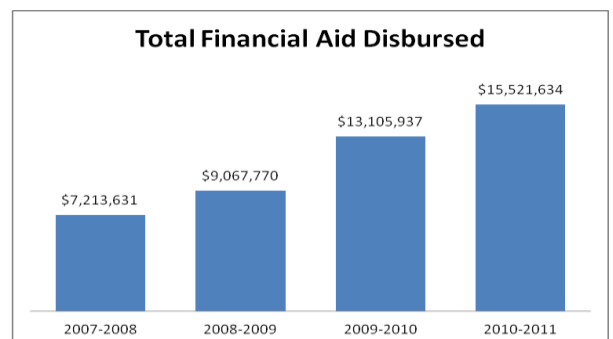
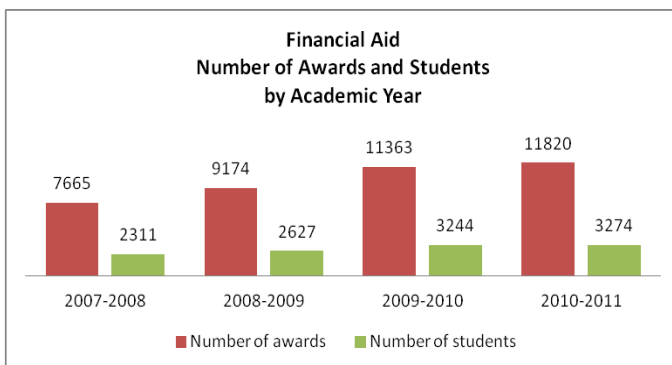
Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** –
 - Stacy participated in a Nelnet (Facts) Webinar regarding 4th quarter enhancements
 - Campus Connect for Spring 2012 enrollment opened November 16th.
 - The final Accounts Payable check run before the Christmas break will be on December 14th. If you have any outstanding invoices (especially credit card statements) please get them to us as soon as possible.
- **Book Stores** –
 - Text book adoptions have been received and books have been ordered. Some Spring books are arriving now.
 - Fall new book returns are complete.
 - Fall book buy back will be December 5th thru 8th.
 - Scrambling to find storage space for books during the construction period. If anyone has any ideas please contact Kim or Kathy.
- **Facilities** –
 - **Wichita Falls** – Demolition is moving very fast.
Hope to start adding the new islands in the West parking lot soon so we can repair and stripe all lots over the Christmas break.
 - **Vernon** – Busy putting up Christmas decorations.

College Effectiveness – Betsy Harkey

The 2012-2013 planning process continued during the month of November.

- On November 16, the 2012-2016 Primary Goals and 2012-2013 Priority Initiatives, as approved and submitted by the College Effectiveness Committee, were officially adopted by the Board of Trustees. All components of the College have been encouraged to begin their 2012-2013 planning in order to submit annual action plan drafts prior to the Christmas holidays. Please open the following links:
www.vernoncollege.edu/uploadedFiles/VC/COLLEGE_EFFECTIVENESS/Annual_Action_Plan-Long_Range_Strategic_Plan/Annual_Action_Plan/2012-2013/2012-2013_Priority_Initiatives.pdf
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- Also during the Board of Trustees meeting, the 2010-2011 Annual Action Plan Final Summary was reviewed. This was the last step of the planning process for the 10-11 academic year.
- Key Performance Indicator of Accountability Data Facts:



Institutional Advancement – Michelle Alexander

- Sending out Alumni awards to the Vernon College Rodeo Alumni in the 2011 National Finals Rodeo
- Currently sending out the Holiday mail out
- Michelle participated in the CRD (Council for Resource Development) Federal Funding Task Force in Washington, DC
- Michelle, Christie and LeAnn attended the 45th Annual CRD Conference in Washington DC
- Spring Advertising for registration is underway
- Advertising for the Law Enforcement Academy for the upcoming class

- President's Annual Report should be printed by the first of January
- Preparing for the 2012 Online Auction. Now Accepting DONATIONS!!!
- Working on various website pages and the MaestroSoft Auction software
- Joseph updated Vernon College's profile page at TEXASgenuine.org
<http://www.texasgenuine.org/colleges/vernon-college>
- Joseph and Christie created the Community Involvement page
<http://www.vernoncollege.edu/communityinvolvement.aspx>

Quality Enhancement – Criquett Lehman

- The Center for Community College Student Engagement provides the following tips for examining and interpreting your data.
 - Tip #1: Compare your college to high-performing colleges
 - Tip #2: Measure your college's performance in terms of your least-engaged student group
 - Tip #3: Gauge work in areas most strongly valued
 - Tip #4: Compare where your college is now with where it wants to be
- Contact Criquett if you would like access to student engagement survey results (CCSSE, CCFSSSE, SENSE).

Human Resources – Haven David

- **Personnel Actions**
 - Hired for November – Thomas Watson – Custodial Technician - CCC
 - Hired for January – Daniel Lowe – Government Instructor – CCC
 - Resignation for November – Robin Inge – Student Services - CCC
- Accepting applications for Biology Instructor and Student Services Secretary.
- Toni and I updated the Human Resources webpage for the October 14 deadline.
- Held Benefits Task Force meeting to review employee benefits.
- Attended WFHRMA meeting.
- Attended ERS meeting held in WF regarding the new Humana Advantage Plan.
- Developed an online Professional Development Tracking form for faculty and staff.

DRJ Comments –

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