

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 first presentation of Senate Bill 1 for the start of the 83rd Texas Legislative Session reduced funding for community college due to the small decrease in contact hours and enrollment this past year. The Texas Association of Community Colleges representatives made a key presentation to the Senate Finance Committee on January 24 to bring up the issues of:
 - Significant reductions in funding the last session after a record growth in enrollment
 - Significant reductions in funding last session for employee group health insurance
 - Significant reductions in funding last session for employee retirement
 - A new proposal for a funding model to benefit the smaller rural colleges
- The information was well received and several members of the Senate Finance Committee indicated a sincere interest in assisting the community college with funding this session. We will all keep a close eye on negotiations and future amendments to SB 1 that may benefit all community colleges, but especially Vernon College.
- The Marketing/Recruiting Task Force has continued to meet this semester. The group has detailed the many specific functions and activities that currently take place for marketing and recruiting. The task force is now in the phase of determining recommendations for new ideas as well as efficiency and effectiveness ideas about current practices.
- The administrative team and other key personnel will be reviewing a demonstration of an administrative and student information management system called CAMS on February 19. The goals to find possible systems that can improve data management for all campus functions.
- Vernon College has received preliminary approval of \$100,000 from the Wichita Falls 4B board to help fund a new parking lot at CCC. The recommendation needs to be approved by the Wichita Falls City Council in early February.
- The annual planning process for 2013-2014 is coming to an end. These plans will drive the budget decisions as the 2013-2014 budget decisions are made.

Instruction – Dr. Gary Don Harkey

- A special thanks to **Criquett Lehman, Jeff Feix, Marian Grona, Jason Scheller, and Roxanne Hill** for leading the Collaborative Sessions for Faculty during our recent Faculty/Staff Development day.
- Congratulations to **Dr. Mary Rivard** (ADN Instructor) who graduated with her Doctoral degree from UT-Tyler this past December!
- Vernon College and the ADN program welcome our newest faculty member **Joanna Van Sant** to the VC family.
- Cosmetology Program Director **Darlene Kajs** recently attended the Advisory Board Meeting of the Texas Department of Licensing in Austin.
- **Jason Jenkins** (Athletic Training Instructor) recently attended workshops in Amarillo for certification in CPR and First Aid by the American Red Cross.
- ADN Director **Cathy Bolton** recently attended meetings of Deans & Directors of the Texas Organization for Associate Degree Nursing (TOADN) in Austin.
- **Dr. Karen Gragg** was selected to a THECB work group which recently met in Austin to review the questions contained on the new TSI assessment for Mathematics. The new assessment is scheduled to go into effect the first day of class August 2013, and will replace the Accuplacer, THEA, Asset, and Compass tests currently used for determining TSI status. The new assessment is of greater depth and is more diagnostic in nature and should aid in more accurately placing Non-TSI clear students into developmental education classes.
- **Shana Munson**, Associate Dean of Career & Technical Education, recently attended the Winter Board Meeting of the Texas Association of Technical Educators (TACTE) in Austin.
- The **2012 Class of Leadership -Vernon** was recently hosted by Vernon College as part of their Education Day. President Associate Dean of CTE **Shana Munson** presented an overview of Vernon College and President **Dusty Johnson** fielded questions from the group. The group then toured facilities and received information regarding programs at Vernon, CCC and STC – it was a full day!

- **Margaret Patin & Karen Gragg** attended a grantee meeting in Austin January 7-9 in relation to the **THECB 2012-2014 Developmental Education Scaling and Sustaining Success (S3) Grant** which Vernon College was selected to receive. The grant has as its primary goal to reduce time-to-degree and accelerate the success of developmental students in our lowest two levels of developmental mathematics. Details of the grant are still being worked out and more information will be forthcoming.
- First draft of the 2013-2014 **Annual Plan for Instructional Services** has been completed.
- **Annual Evaluations of Faculty & Staff** are ongoing.
- Work has begun on the development of **Summer and Fall class schedules**.

Student Services/Athletics – John Hardin, III

- Student Services- working on 2013 Honors Program – Honors Program date: April 25, 2013 at 6:30pm in Vernon
- Student Relations- Individual visits to service area high schools and a lot of campus tours
- Housing- 112 current dorm students, tornado and fire drills scheduled
- Volleyball- off season workouts, 6 returners and 3 new players signed for 2013-14
- Baseball- eligibility submitted, creating spring media guide, beginning season
- Softball- eligibility submitted, creating spring media guide, beginning season, 6 letters of intent signed for 2013-14
- Rodeo- first spring rodeo will be held February 28 Ranger hosting in Brownwood
- Student Activities- Community College Day at the Capital trip to Austin Feb 4&5
- Security- creating task force to clarify weakness identify solutions
- Counseling- degree audits, creating support services for distance learning students portion of the website
- Testing- attending conference in Lubbock Feb 22 to learn administration of new testing instrument for TSI

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
 - Sent Exit Loan Counseling letters to December graduates
 - Updated the presentation for 2013-14 High School Nights
 - Providing High School Night Financial Aid presentations
 - Completed the Financial Aid IPEDS report
 - Completed December mini-term Satisfactory Academic Progress Review
 - Completed Return to Title IV for Fall 2012
 - Processing new veterans benefits paperwork for spring
 - Continued processing of work-study contracts
 - Receiving VA applications for Spring 2013
- **Admissions and Records:**
 - On-Site Registrations for Spring 2013 at Vernon and CCC
 - Submitted and Certified CBM00A and CBM00C to THECB
 - Submitted and Certified CBM00S and 0E1 Reports to THECB
 - Ran probation and suspension reports for Fall 2012
 - Mailed out Academic Suspension letters and placed holds
 - Serve on Facilities Usage Task Force
 - Working on Staff Evaluations/Reviews
 - SACS 5th Year Report
 - Student Success emails and Facebook messages
 - Submitting CBM 002 Fall 2012 report
 - Continuation of application processing and mailing Admission Status letters
 - Scanning admissions documents into Docubase for advisors and CSAs
 - Processing May 2013 graduation applications and advising students by mail
 - Printed and preparing to mail diplomas to December graduates
 - Registered international students in Government website

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Margaret and Mindi sent out 603 W-2's and 79 1099's to employees and vendors. Stacy sent 5007 1098T's to students.
- **Bookstores** – Busy month getting everyone started in Spring classes. Starting to box up the excesses for return.
- **Facilities** –
 - **Wichita Falls** – New covered bus stop has been installed.
 - **Vernon** – New windscreens have been installed on the tennis courts.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on January 29, 2013. The primary agenda item was review and approval of [Key Performance Indicators of Accountability Benchmarks](#). KPIA data facts can be found at <http://www.vernoncollege.edu/KPIA.aspx>
- The 2013-2014 Annual Action Plans are due February 1, 2013. The information will be reorganized into plans for Facilities, Institutional Improvement, Personnel and Technology for committee review and recommendations which will be included as agenda items during the March 1 College Effectiveness Committee meeting.
- Work continues on the data required for the Student Success by the Numbers Project. The next Phase II Team meeting will toward the end of March.

Institutional Advancement – Michelle Alexander

- Working on 2013 Vernon College Foundation Online Auction
- President's Annual Report
- Advertising for the upcoming Fire Academy
- Started running Facebook ads
- Updated the Auction Maestro Pro software to version 4.75
- Joseph and Christie attended the Webinars "Social Media Power Trio" and "Siteimprove's Web Governance Tools Demonstration" on January 22
- Joseph consulted with a representative from Simple A LLC about an Ektron Sitemap Generator software
- The Vernon College Foundation held their quarterly meeting on January 17 and approved a \$20,000 Catching the Future dual credit scholarship grant for the 2013-2014 Academic Year
- Working on several funding proposals

Quality Enhancement – Criquett Lehman

- The Helix Media Server has been implemented - faculty have begun to upload instructional videos. If you have instructional videos to post to Blackboard or the website, please contact Roxie Hill or myself to schedule a training and obtain a login.

Human Resources – Haven David

- Personnel Actions:
 - December Resignation: Thomas Berend – Custodial/Maintenance – Century City Center
 - January Hire: Joanna Van Sant – ADN Instructor – Wichita Falls
 - January Resignation: Wesley Kajs – Grounds Technician – Vernon
 - February Resignations: Valerie Armstrong – Head Volleyball Coach; Michelle Osunbor – Assistant Volleyball Coach/Residence Hall Assistant
- Accepting applications for Maintenance Supervisor – Vernon; Grounds Technician – Vernon; Custodial/Maintenance – Century City Center; Head Volleyball Coach; Assistant Volleyball Coach/Residence Hall Assistant
- Attended Leadership Vernon on January 2nd.
- Attended Wichita Falls Human Resource Management Association on January 8th.
- Toni and I sent out all Staff evaluations to be completed and returned by the end of February.
- Completed the AAUP annual Survey.
- Final Draft of Annual Plan completed.
- 2013-2014 catalog updates submitted.
- Toni and I will distribute Meals on Wheels for Vernon College on January 30th

DRJ Comments –

- Chad Smith is serving as the interim rodeo coach for the spring semester. He is doing a fine job in addition to his full-time duties as Agriculture instructor.
- Valarie Armstrong and Michelle Osunbor will be moving on to coach volleyball at NCAA Division I Alabama State University. I appreciate their hard work for Vernon College and I wish them the best of luck at Alabama State University.
- Please contact me with any input or questions at:
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