

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 2012-2013 audit was presented by Edgin, Parkman, Fleming, and Fleming to the board of trustees at the December 18 meeting. The audit was a clean audit with no management recommendations. The board and I expressed appreciation to all employees for following policies, processes, and practices in regard to purchases and for being fiscally aware and paying close attention to budgets throughout the year.
- The board was provided an annual update of IT operations through a written report submitted by Run Business Solutions. IT infrastructure and operations continue to be enhanced through the college. The report is attached for your review.
- The College is planning with ESP to update POISE system to REG 4 which will enhance several admissions, registrar, and financial aid functions. The current date for the implementation of the update is February 24-26. There should be limited interruption of functions as the implementation is accomplished. All components of the college will be updated in regard to the implementation as the time is closer.
- All components of the college are working very hard to produce information, data, and evidence for the SACS Fifth-Year Report which will be submitted early next fall. You are encouraged to be as helpful as possible if your assistance is needed in your department as this work continues.
- The board of trustees approved a resolution supporting the new Vernon Community Action Plan. A number of groups, individuals, and entities participated in the development a new Vernon Community Action Plan. The plan provides strategies and suggested actions for the City of Vernon, Wilbarger County, Vernon Business Development Corporation, Vernon Chamber of Commerce, and other community entities and volunteers to implement over the next several years. The primary intent is to provide focus and vision for the future enhancement of the community. The four previously mentioned entities also approved a resolution supporting the plan.

Instruction – Dr. Gary Don Harkey

- A workshop detailing new and upgraded features of *Blackboard 9.1* was held on January 24 for faculty teaching online courses. Blackboard representative David Gibson and Coordinator of Instructional Design & Technology **Roxie Hill** lead the workshop.
- Pharmacy Technician Coordinator/Instructor **Katrina Brasuell** recently attended the national meeting for the *American Society of Health-System Pharmacists (ASHP)* in Orlando, Florida. ASHP is the external accrediting agency for the VC Pharmacy Technician program.
- Thanks to all who supported the first annual *Hunger Run 5K and 1K Challenge* and the perennial *No Kid Hungry Bake Sale* held Saturday, January 25 at CCC. Proceeds from the *Hunger Run* were donated to the Wichita Area Food Bank while proceeds from the *No Kid Hungry Bake Sale* were donated to Share Our Strength, a national organization dedicated to ending child hunger. Kudos to **Nina Feldman** and **Misti Brock** for spearheading these worthwhile charitable endeavors!
- The **Surgical Technology Student Association** has been extremely busy lately with several fundraisers and a Coat Drive to assist needy families. Earnings from the fundraisers will used to offset costs associated with students attending the state and national conferences while the coats were cleaned and delivered to area shelters. Good job guys!
- Government Instructor **Daniel Lowe** recently co-presented (with Steve Garrison of Midwestern State University) at the 2014 Annual Meeting of the *Southern Political Science Association* in New Orleans. Their presentation was entitled *Political Survivability After Natural Disasters*.
- Drama Instructor **Jack Williams** recently attended the *Texas Educational Theatre Association* conference in Dallas.

- Associate Dean of Instructional Services & TACTE Board member **Shana Munson** recently attended board meetings of the *Texas Association of Career & Technical Educators* (TACTE) in Dallas.
- **Beth Arnold** (ADN Instructor) recently attended an *Advanced Practice Symposium* in Temple sponsored by Scott and White Healthcare. The symposium provided CEU's for advanced practice nurses such as nurse practitioners as well as Certified Nurse Specialists (CNS nurses). Beth's specialty is in the area of med-surg nursing.
- Thanks to **Nancy Smith** (Economics Instructor) for starting out the New Year by delivering meals for *Meals on Wheels* on behalf of Instructional Services on New Years' Day! Thanks also to **Michelle Downes** and **Judy Ditmore** who volunteered for the January 22 shift!
- Vernon College and the Biology Department welcome our newest full-time faculty member **Alexandria Gilmore** to the VC family.
- **Bettye Hutchins** and **Gary Don Harkey** attended the 2013 Annual Meeting of the *Southern Association of Colleges & Schools Commission on Colleges* (SACSCOC) in Atlanta.
- First draft of the 2014-2015 **Annual Plan for Instructional Services** has been completed.
- First drafts of **Institutional Effectiveness Plans for Instructional Services** have 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- 2013-2014 Annual Action Plans and IEP's as well as evaluations
- Student Relations- letters to applied but not enrolled students and promoting High School only NSO's
- Baseball – Galveston tournament then February 4th home opener against Murray State
- Volleyball – recruiting and signing commitments – February 1st first official practices begin
- Softball – Galveston tournament then February 6th home opener
- Rodeo – recruiting and study hall
- Security- working with RunBiz to complete RunSync implementation
- Housing- room numbers and mail boxes assigned, tornado drill scheduled
- Counseling- letters to upcoming dual credit high school graduates, completing developmental plans from registration
- Testing- giving all tests and instructional testing
- Student Activities- Back to School activities, super bowl party, first SGA meeting January 28

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
 - Financial Aid High school nights
 - Title III waiver application
 - Title III waiver application
 - IPEDS Reports
 - Creating 2014-15 Forms
 - 2014/15 Action Plans
 - Return to Title IV Calculations
 - Fall 2013 Satisfactory Academic progress review completed
 - Participating in NSO
 - Melissa, Aletha, and MaryAnn attended FSA conference
 - Debbie Alexander participated in Meals On Wheels
 - Requested JST military transcripts for evaluation on new veteran students
 - Participated in Café Con Leche events
 - Submission of Probation, Suspension, Graduation report to VA
 - Certifying VA benefit recipients enrolled for spring semesters
- Admissions and Records:

- On-site registration for both campuses was a success.
- Schedule Changes for Spring 2014
- Karen Defoor is the new Assistant Registrar.
- Completed all degree audits and posting of December graduates.
- Mailed all diplomas for December graduates.
- Application processing and mailing Admission Status letters
- Completed Fall 2013 IPEDS Reporting
- Student Success Communication emails, Facebook, and VC Portal messages
- Reporting international students status in SEVIS
- Scanning admissions documents into Docubase for advisors and CSAs
- Evaluating student transcripts for transfer credit and posting to VC transcript
- Body Sculpting, Yoga & Water Aerobics classes have done very well.
- Psychiatric Nursing Assistant course was successful.
- Community Rec. Memberships (esp. for Senior Adults) are up.
- Essential Computing Skills course was a hit. Going to try one each month.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Cancelled unpaid Spring registrations after calling them to encourage them to pay or verify they were not going to pay.
 - 1098T’s have been processed and mailed for 2013
 - W2s and 1099s have been processed and mailed
- **Bookstores –**
 - Completed Fall book buybacks.
 - First time accepting rental returns, went well.
 - Received, stocked books in December.
 - Spring book sales and book rentals going on.
- **Facilities**
 - Wichita Falls –**
 - Rewire lights in the 700 ITV rooms.
 - Repaint several walls that had foot prints
 - Install TVs in several locations.
 - Run new data lines in Vernon and CCC
 - Install new wall panels in classroom at Skills
 - Vernon –**
 - Placed asphalt and striped Chaparral Center parking lot
 - Installed a 6” isolation valve in main water supply line for the campus
 - Stripped and waxed (4) classroom floors in Sumner bldg.
 - Stripped and waxed Student Center floor
 - Cleaned rooms and made minor repairs to dorm rooms
 - Cut down, removed, and hauled off (12) dead trees on campus

College Effectiveness – Betsy Harkey

- Data Update –
Student Success Data Facts presented during the Board of Trustees December meeting:

Vernon College ranked above the state average for Texas community colleges in the following areas as reported in the 2013 Texas Public Higher Education Almanac:

- % of 3, 4, and 6 year graduation rates of full-time students

	3 year	4 year	6 year
Vernon College	22.2	37.7	37.2
Texas community colleges	14.5	20.5	31.1

- % of 3, 4, and 6 year graduation rates of part-time students

	3 year	4 year	6 year
Vernon College	13.5	23.4	33.3
Texas community colleges	7.9	13.6	24.4

- % of academic graduates employed and/or enrolled (92.0 compared to 89.1)
- % of CTE graduates employed and/or enrolled (94.2 compared to 90.2)
- % of developmental math students meeting their TSI obligation (66.7 compared to 47.8)
- % of developmental writing students meeting their TSI obligation (75.9 compared to 59.0)
- % of developmental reading students completing college level reading course (30.6 compared to 23.5)
- Transfer rate (41.2 compared to 27.3)
- % of dual credit students earning a bachelor’s degree in 4 years or less (52.4 compared to 31.7)
- % of dual credit students earning a bachelor’s or associate degree in 4 years or less (71.4 compared to 39.1)

Source: 2013 Texas Higher Education Almanac: A Profile of State and Institutional Performance and Characteristics created by the Texas Higher Education Coordinating Board

- In lieu of group meetings, the College Effectiveness Committee was encouraged to meet as components during December and January to complete their 2014-2015 Annual Action Plans and Institutional Effectiveness Plans.
- The Student Success by the Numbers had the last official visit with consultant Dr. Luzelma Canales during Spring Forward Faculty and Staff Development in January. She also conducted a Focus Group 101 training. For January, the SSBTN Committee was asked to review and make recommendations for improvement to the Count Day Snap Shot document.
- Criquett Lehman, Bettye Hutchins, Kristin Harris, Gary Don and Betsy Harkey participated in the SACS COC Annual Meeting in December. Work continues on the Fifth Year Report due in September.

Institutional Advancement – Michelle Alexander

- Continue to plan and prepare for GenTX Day
- Worked on the 2014-2015 Catalog
- Annual Campaign solicitation was finalized and mailed out
- Century City Center Santa Visit was held on December 12th
- LeAnn Scharbrough attended and took pictures at the LVN pinnings
- LeAnn attended meetings for Leadership Wichita Falls
- LeAnn attended the Cosmetology Advisory Meeting
- LeAnn attended Ektron training
- Finishing up Presidents Report
- Christie Lehman sent out Rodeo Awards to the 12 WNFR contestants who were VC Alumni
- Advertising for the Spring Semester
- Vernon Campus Santa Visit was held on December 10
- Michelle Alexander participated in the Texas Association of Community College Foundation Board Meeting
- Working with donors regarding year-end gifts.

Quality Enhancement – Criquett Lehman

- VConnected pilot participant’s Brad Beauchamp, Misti Brock, Jane Robinson, and Jason Scheller submitted mid-year progress reports on their projects. Full implementation will begin this semester.
- The QEP Impact Report is being drafted in preparation for submission with the 5th Year Interim Report to SACSCOC.
- If you have requests for professional development sessions or would like to organize/present a session this semester, please email Roxie Hill at rhill@vernoncollege.edu or Donnie Kirk at dkirk@vernoncollege.edu.
- **Reminder:** the forms for reporting professional development hours will be posted, beginning with the month of January, the first week of February to allow time to compile and report the data. These forms will be located on the VC website at www.vernoncollege.edu/VIC/ProDevelopment.aspx

Human Resources – Haven David

- Personnel actions:
 - Hires: Alexandria Gilmore - Biology Instructor – Century City Center
 - Karen Defoor – Assistant Registrar
 - Donna Egoavil – Classified III, Administrative Assistant, Instructional Services – Century City Center
 - Terms: Christian Joseph Porciuncula – Advancement Specialist/Website Support (Resigned)
 - Sharon Winn – Assistant to the Instructional Dean (Retired)
 - Jimmy Hamilton – Math Instructor (Retired)
 - Bonnie Magers – Classified II, Financial Aid/Veterans Services – Century City Center (Resigned)
 - Lana Carter – Admissions and Records Computer Coordinator (Retired)
 - Interviews scheduled for Classified II, Financial Aid/Veterans Services – Century City Center
- Attended WFHRMA meeting on January 14, 2014.
- Completed AAUP Survey.

DRJ Comments –

- I hope everyone enjoyed the holiday break and that you have returned to work zealous to assist students in being successful. I encourage you to continue to review processes and practices in all departments to identify different strategies to ensure that Vernon College is meeting the needs of its students, communities, and employees.
- The Employee Friendly Task Force is finalizing its report. I look forward to working with the information this spring to enhance our organizational success.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
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