

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 2011-2012 audit was presented to the Board of Trustees at the December 12 regular meeting by Mark Fleming of Edgin, Parkman, Fleming, and Fleming, PC of Wichita Falls. The audit was a clean audit which also had no management recommendations. Everyone deserves congratulations on following policy and procedure with the expenditure of funds and the business office personnel deserve a pat on the back for all of the work that goes into assisting the auditors each year.
- The Facilities Usage Task Force met several times this fall and has submitted a report with several recommendations to the administration. After review, additional discussions will be held in regard to clarifying processes and practices for each campus so that employees and community members can fully understand the suggested guidelines.
- Discussion was held with the Board of Trustees at the December 12 meeting regarding transitioning to a four day class schedule/five day work week. The discussion centered on the positives for students who work, commute, and take care of children. In addition, the Fridays would have a very definite schedule for committee meetings, task force meetings, and professional development opportunities. Additional information discussed was that currently less than 30% of classes have a scheduled Friday meeting. This concept will be discussed more with faculty and staff in future meetings.
- The 83rd Texas Legislative Session convenes on January 8, 2013. The Texas Association of Community Colleges and the Texas Community College Teachers Association will be working hard to ensure that community colleges are appropriately funding and that, hopefully, funds for group health insurance and retirement funding will be restored.

Instruction – Dr. Gary Don Harkey

- **Course Schedule Advising** is ongoing with faculty assisting students with the development of their spring course schedules.
- Vernon College received notification over the Christmas Break that the Texas Higher Education Coordinating Board had selected the institution for a **2012-2014 Developmental Education Scaling and Sustaining Success (S3) Grant**. The grant application was submitted (on a very short turn-around) by **Margaret Patin** and 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. **Margaret Patin & Karen Gragg** will be attending a grantee meeting in Austin January 7-9 and more details will follow in the coming months. A big “Thank You” to Margaret for her leadership on this initiative and congratulations to the Mathematics department!
- ADN Instructor **Beth Arnold** recently attended the NCLEX Regional Conference in Austin. The conference was hosted by the Texas Board of Nursing and the National Council of State Boards of Nursing in Austin.
- History Instructor **Bettye Hutchins** and Dean of Instruction **Gary Don Harkey** attended the Pre-Conference Workshops and Annual Meetings of the Southern Association of Colleges & Schools –Commission on Colleges (SACS-COC) held in Dallas, December 8-12.

Student Services/Athletics – John Hardin, III

- Student Services- wrapping up 2013-2014 Annual Action Plan and initiating departmental examinations
- Student Relations- Individual visits to service area high schools, campus tours, NSO’s
- Housing- Christmas check out Dec 14, Spring Check in January
- Volleyball- first time ever 2nd Team All American for Vernon College - Kristina Rankovic
- Baseball – working on “play with chaps” event with area youth
- Softball – Finalizing Spring schedule, working on fundraising projects, recruiting
- Student Activities- welcome back pizza and karaoke party in January, preparing for theme for SGA convention in Spring
- Security- creating task force to clarify weakness identify solutions
- Counseling- heavy advising, awaiting more information on new TSI regulations
- Testing- standard testing and researching online scheduling software

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
 - Updating the presentation for 2013-14 High School Nights
 - Scheduling High School Night Financial Aid presentations
 - Participated in Region 9 Education Service Center High School Financial Aid Workshop
 - Submitted Department of Education Recertification Application
 - Completed the satisfactory academic progress review for Fall 2012
 - Processing Return to Title IV for Fall 2012
 - Processing new veterans benefits paperwork for spring
 - Working on THECB Hazlewood reports
 - Continued processing of workstudy contracts
 - Receiving VA applications for Spring 2013
- Admissions and Records:
 - Continued Campus Connect On-line registration for Spring, Spring I and Spring II
 - Opened Campus Connect for December Mini Term On-line registration
 - Final Registration and schedule change period for December Mini Term
 - Sheppard On-Site registration for Spring 2013
 - Opened Registered Nursing classes for Spring registration
 - Submitted and Certified CBM00A and CBM00C to THECB
 - Moved Fall and Fall II Grades to transcript
 - Ran probation and suspension reports for Fall 2012
 - Mailed out Academic Suspension letters and placed holds
 - Serve on Facilities Usage Task Force
 - Final Spring Registration January 9 and 10
 - 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
 - Certifying December 2012 Graduates and printing diplomas

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Ordered two new copiers to replace oldest ones at Century City; getting everything ready for yearend W-2's and 1099's.
- **Bookstores** – Held Fall book buy backs the week of finals. Marking and shelving books for Spring.
- **Facilities** –
 - **Wichita Falls** – Painting walls in the original part of the building; Conducting monthly PM's; getting everything set up and moved around in the new gym area.
 - **Vernon** – Conducting monthly PM's; Routine stuff.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee worked on 2013-2014 Annual Action Plans in lieu of face to face meetings during the months of November and December. Final plans are due February 1, 2013. The next meeting is scheduled for January 29 where we will resume with selection of benchmarks for each of the Vernon College Key Performance Indicators of Accountability.
- Data gathering continues for the Student Success by the Numbers project.
- Dr. Dusty Johnston, Dr. Gary Don Harkey, Bettye Hutchins, Criquett Lehman and Betsy Harkey participated in the SACS COC Annual Meeting in Dallas.
- The Harkey family (Gary Don, Betsy and Logan) delivered Meals on Wheels December 19.
- Data Fact – The most up to date Key Performance Indicators of Accountability can be found on the Vernon College web site at <http://www.vernoncollege.edu/KPIA.aspx>. The [placement and completion](#) data is used for program evaluation and improvement, as well as funding such as Perkins.

Institutional Advancement – Michelle Alexander

- Titles and Description Meta Tags were added on the Institutional Advancement web pages for SEO
- Working on a guide on how to add Titles and Description Meta Tags in the Ektron Work area
- Working on President's Annual Report
- Sent awards to the 9 Rodeo Alumni who qualified for the Wrangler National Finals Rodeo
- Gave out 40 badge holders from the Ex- Students Association to the Wichita Falls LVN graduates
- Over 130 Children of all ages visited with Santa and Mrs. Claus on December 4th on the Vernon Campus. The children wrote letters to Santa and enjoyed cookies and drinks.
- Completed draft 2013-2014 Annual Action Plan
- Working with several donors to accomplish year-end giving to Vernon College
- Completed two CRD Federal Funding Task Force Agency Reports and forwarded the documents to the specific agencies for review
- Dr. Johnston, Michelle Alexander and LeAnn Jordan met with Grainger, Inc. representative for a tour of the Skills Training Center, Scholarship check presentation and meeting with STC faculty and Grainger Scholarship students.
- Michelle Alexander, Larry Borden and Robyn Wike attended the North Texas Regional Advisory Committee Executive Board Meeting to discuss the Al Garcia EMS Memorial Scholarship

Quality Enhancement – Criquett Lehman

- VC will be administering the Community College Survey of Student Engagement (CCSSE) this semester. The previous administration was in April 2011, please read this short [FAQ](#) to familiarize yourself with the CCSSE. More details will be coming soon.
- The Quality Enhancement Resource Inventory (QERI) now offers the use of iPads. Many faculty and staff are currently using iPad's in the classroom or office. Training/collaboration sessions will be offered the week of January 7th both in Vernon and CCC.

Human Resources – Haven David

- Personnel Actions:
 - December Resignation – Tanya Beauregard – ADN Instructor - CCC
 - January Hires: Tami Phillips – Bookstore Clerk – Vernon; Jeffrey Rumminger – Coordinator of Community and Recreational Services - CCC
- Accepting applications for ADN Instructor – Wichita Falls
- Toni and I participated in the 100% luncheon.
- Volunteered at the Wilbarger Humane Society booth during the Christmas on the Western Trail.
- Toni and I participated in a webcast on Recordkeeping put on by JJ Keller.

DRJ Comments –

- The employee Christmas dinner on Friday, November 30 was a huge success. The east lobby of the renovated CCC was a great location. The food was very enjoyable. The Falls Chamber Orchestra provided a wonderful ambiance and the magician entertainment was just right. I hope those in attendance had a very good time.
- I am looking forward to a fast and productive semester for everyone at Vernon College. I look forward to seeing each of you on January 7.
- Please contact me with any input or questions at:
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