

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

- Even though the second special session of the legislature is underway, the funding for state budget was approved at the end of the regular session. The new funding model for community colleges was approved by the legislature. For the next biennium, Vernon College will receive \$1,000,000 for Core Operations, \$787,118 for Student Success, and \$9,235,932 for Contact Hours for a total of \$11,022,932 or \$5,511,466 each year of the biennium. In addition the state will fund 50% of employee health insurance cost and 50% of employee retirement matching cost. Even though Vernon College experienced a decrease in contact hours during the base year, the total dollars are a small increase over the previous funding cycle.
- All departments have worked hard to develop the draft of the 2013-2014 budget. Now that state funding has been finalized, the board will spend time during the July meeting discussing all revenue and expenditure to assist in finalizing the budget which will be approved at the August board meeting.
- The Vernon College Board of Trustees will conduct a board retreat on the morning of July 17 and the regular meeting later that afternoon. In addition to budget discussions, the board will participate in board self-assessment and will be updated on significant processes and practices of the student success agenda. Information includes:
 - Retreat Agenda
 - 8:30— 8:45 Introduction to the days topics and goals
 - 8:45—10:00 Board self-assessment and discussion
 - 10:00—10:15 Break
 - 10:15—12:00 Student Success Agenda
 - A. New Student Orientation—Kristin Harris/Brandi Brannon
 - B. Advising/Counseling—Kristin Harris
 - C. Course Schedule Advisors (Faculty advising)—Gary Don Harkey
 - D. Early Alert—Gary Don Harkey/Kristin Harris
 - E. Developmental Education—Joe Johnston/Gary Don Harkey
 - F. S 3 grant—Developmental Math enhancements—Margaret Patin/Gary Don Harkey
 - G. Student Success Class—Roxie Hill/Gary Don Harkey
 - H. Student Success Communication—Joe Hite/Lana Carter
 - I. Student Success by the Numbers Initiative—Betsy Harkey
 - i. Data
 - ii. Priorities
 - J. Key Performance Indicators of Accountability (KPIAs)—Betsy Harkey
- The Integrating Marketing /Recruiting Task Force has completed its initial charge and has forwarded the recommendations to the president and the administrative team. The president will designate team members to follow up on individual recommendations and follow-up with the task force in the very near future.
- Dr. Todd Smith has been selected as a new board member of the Community College Association of Texas Trustees to represent rural small colleges. It is an honor to have him on this state-wide board.

Instruction – Dr. Gary Don Harkey

- Classes for the Summer I term are coming to an end while classes for the Summer II term will commence on July 10. Finals for the Summer I and Summer II terms are scheduled for August 12-13.
- Faculty continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Summer II and Fall terms.
- **Kids College** is in full swing at both the Vernon campus and Century City Center with good enrollment in classes.
- Industrial Automation instructor **Mark Holcomb** recently attended a technology training course in Dallas related to troubleshooting new compact logic trainers which will be added into the curriculum of several courses in the Industrial Automation program this coming fall.

- Early College Start Coordinator **Jessica Bennett** recently travelled to Austin as part of the Region IX AVATAR (Academic Vertical Alignment Training and Renewal) work group. While there she participated in GenTex workshops geared towards social media training and staying connected with the “now” generation.
- **Vernon Cosmetology students** along with instructors **Diana Shipley** and **Darlene Kajs** went to the Boys & Girls Club of Vernon on June 19 where the students performed 54 manicures on girls of all ages.
- **Karen Gragg** (Division Chair of Mathematics & Science) and **Margaret Patin** (Developmental Math Coordinator) recently attended a meeting in Austin for the grantees of the THECB *Developmental Education - Scaling and Sustaining Success (S3)* grant. The grant, which will award Vernon College up to \$300,000 over the next 3 years, 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.
- Farm & Ranch Management Instructor/Rodeo Coach **Chad Smith** recently assisted with the *District 3 4-H Horse Show* held last week at the Wilbarger County Events Center. 141 contestants from 22 counties in the Rolling Plains region competed in the 4 day event.
- Protective Services Coordinator **Mike Hopper** recently was selected and served as an Instructional Specialist at the WECM (Workforce Education Course Manual) Course Review Workshop for Criminal Justice, Corrections, and Security which was held June 19-20 at the San Jacinto College Transportation Center in La Porte, Texas.
- Special Services Interpreters **Kathy Peterson** & **Kelsey Lange** recently attended the *Texas Society of Interpreters for the Deaf* annual conference in Addison where they engaged in workshops designed to improve interpreting skills and provide CEU’s for certification maintenance.
- **CCC Cosmetology students** along with instructors **Paula Brogdon** and **Darlene Kajs** went to Camp Graham Ball (WF Boys & Girls Club) on June 26 where the students performed 56 manicures on girls aged 10 to 13 years.
- Division Chairs **Greg Fowler** and **Joe Johnston** along with **Gary Don Harkey** recently attended the annual summer conference of the *Texas Community College Instructional Administrators (TCCIA)* in Arlington.
- Associate Dean of CTE **Shana Munson** recently attended the summer board meeting of the *Texas Association of Career & Technical Educators (TACTE)* in Dallas.

Student Services/Athletics – John Hardin, III

- Student Services- printing Student Handbook, working on SACS artifacts, reviewing action plans
- Student Relations- NSO’s, tours, preparing 13-14 printed materials
- Athletics- recruiting, successful in campus athletic advising completed June 19th
- Security- completing task force recommendations
- Housing- completing routine maintenance, summer move in June 2
- Counseling- summer and fall advising, preparing fall safety activity, attending TSI conference June 27
- Testing- testing, preparing for GED and TSI testing changes, College Board Conference June 26-29 in San Antonio

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
 - Processing of 13-14 FAFSA applications
 - Packaging 13-14 applicants
 - Updating of Policy and Procedure manual
 - Top 10% EOY report
 - Reconciliation of Federal and State Work-Study accounts
 - Posting of 13-14 athletic and academic scholarships
 - May mini term satisfactory academic progress review
 - 13-14 cost of attendance posted on financial aid homepage
 - Evaluating military transcripts
 - Certifying VA paperwork for summer
 - Certifying VA paperwork for fall
- Admissions and Records:
 - Schedule Change Period for Summer I and Summer 11 Week.
 - Submitted and certified CBM008, CBM002, CBM00S, CBM0E1, CBM00A and CBM00C

- Continued online registration for Fall
- Opened on-line registration for Summer II
- Writing 2013-14 Catalog Degrees and Certificates into Degree Audit POISE module
- Serve on Security Task Force – Joe
- Student Success emails and Facebook messages
- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs
- Completed mailing of May 2013 diplomas
- Sarah and Melissa delivered Meals on Wheels June 19th
- CEU Child Development Training held at Region IX in Wichita Falls
- CEU Kids College Classes in full swing; Science Wonders, Gymnastics, and Baseball Camp very popular
- Receiving applications for August 2013 graduation and processing student information letters
- Evaluating student transcripts for transfer courses and posting to VC transcript

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Working on budget; issuing student refunds; getting ready for year end and audit.
- **Bookstores** –
 - Finishing up returns
 - Getting ready to start ordering Fall books
 - Receiving and pricing novelty/supply orders placed at CAMEX
 - Starting to prepare for inventory
- **Facilities** –
 - Wichita Falls** –
 - Weekly lawn care at skills and century city.
 - Install the new furniture for new math lab.
 - Install power poles on all computer stations.
 - Install data drops to all computer stations.
 - Installed all glass and door unit in the new math lab
 - Relocated two trees that were removed from construction area
 - Vernon** –
 - Completed the fence at the automotive compound
 - Completed sanding, painting and finishing the gym floor

College Effectiveness – Betsy Harkey

- Data Update: **Developmental Ed Data (TSI)** has been updated at the Texas Higher Education Data website under Online Applications. <http://www.txhighereddata.org/> This report addresses the accountability measures of:
 - The percent of prepared and underprepared students who successfully complete a college-level course in math, reading and writing.
 - The number and percent of underprepared students who satisfied TSI obligation within 2 years.
 - The number and percent of prepared and underprepared students who return the following fall.

Another set of data that generally gets a lot of attention is the Vernon College Key Performance Indicator of Accountability for [Percent of 12 County Service Area High School Graduates Who Go to College](#). This information was provided as a resource for the Integrated Marketing Task Force and as a Student Success Data Fact to the Board of Trustees during their June meeting.

Application and Registration count is being run by Betsy every two weeks for Fall 2013. As of June 24:

Total Registered/Enrolled (new and returning students)	Applications for Fall 2013	New Student Registrations	New Student Registration Rate
1225	1203	122	10%

- Preparation continues for the SACS Fifth Year Report. The current emphasis is to gather artifacts that support policies, processes and procedures.

- The College Effectiveness Committee met on June 27, 2013 to begin review of the Planning Calendar, Glossary, Assessment and Report Calendar, and Mission Statement. The next meeting is scheduled for July 25, 2013.
- Student Success by the Numbers
 - Dr. Luzelma Canales will be at the Vernon campus on July 29 and 30. The primary activity during her visit will be working with the Phase II team to map our student success agenda.
 - The Greater Texas Foundation who funds the SSBTN project has requested a site visit on August 13. This is a great opportunity for Vernon College.
 - Linda Haney and Mark Holcomb are currently participating in Association of Institutional Research courses funded through the SSBTN project.
- Criquett Lehman and Betsy Harkey delivered Meals on Wheels on June 26.
- Betsy Harkey participated with Dr. Karen Gragg and Margaret Patin in a Texas Higher Education Coordinating Board sponsored workshop “Celebrating Success” to learn more about the S3 Grant that was awarded to Vernon College (\$300,000 over 3 years, focused on developmental math success.)

Institutional Advancement – Michelle Alexander

- Continuing to work on Fall advertising
- Sending out scholarship offers to returning students
- Google Analytics (June 1 – June 30)
 - Vernon College Website Page views = 196,121
 - Top 3 Webpages
 1. Vernon College Homepage = 77,963
 2. Student Email Webpage = 20,230 views (www.vernoncollege.edu/Student/Email.aspx)
 3. Publications/Class Schedule Webpage = 5,096 views (www.vernoncollege.edu/publications/ClassSchedules.aspx)

Quality Enhancement – Criquett Lehman

- If you are interested in starting or enhancing a project in your classroom or office that is aimed at increasing student learning through improved engagement by fostering an environment of collaboration and connectivity between students, faculty, and support personnel, please contact Roxie Hill or Criquett Lehman.
- VC will be administering the Survey of Entering Student Engagement (SENSE) during the 4th and 5th weeks of classes this Fall (September 16-27). This survey helps community colleges discover why some entering students persist and succeed and others do not.
- The list of all degrees offered with corresponding degree plans has been updated and can be found on the website under the Student tab à [Programs of Study 2013-14](#)

Human Resources – Haven David

- Personnel Actions –
 - July Hire: Michael Schoppa – Agriculture/Farm & Ranch Management Instructor – Vernon Campus
 - August Hire: Kirk Polk – Government Instructor – Vernon Campus;
Christopher Cox – Assistant Baseball Coach/Residence Hall Assistant;
David “Chaz” Tepfer – Welding Instructor – Skills Training Center
 - June Termination: Larry Jones – Maintenance Specialists – Vernon Campus
 - July Resignation: Lyndsey Lipscomb – Assistant Softball Coach/Residence Hall Assistant
 - August Resignation: Johnny Spence – History Instructor – Century City Campus
- Interviewed for Welding Instructor and Automotive Instructor for Burkburnett ISD.
- Accepting applications for English Instructor and Maintenance Specialist.
- Attended Wichita Falls Human Resource Association meeting.
- Attended TACCHRP Conference in San Antonio June 26-28. Will serve as vice president of TACCHRP for 2013-2014.

DRJ Comments –

- I sincerely appreciate the work of the Integrated Marketing/Recruiting Task Force members. They thoroughly discussed and analyzed a great number of processes and practices throughout the college related to marketing and recruiting. I am sure the College will benefit greatly in a number of ways as we follow up on the recommendations. One of my consistent comments in the meetings was “If I believed that the status quo in regard to marketing and

recruiting was acceptable, then I would not have formed a task force.” I believe the recommendations give us great opportunities for additional and new practices as well as increased oversight and follow-up to current practices. One of my take-aways from the meetings was that I now believe that if we say that marketing/recruiting is everyone’s job, that often certain practices become no one’s job or all the jobs fall to a small group of people. I believe the recommendations will help engage more people in the practices of marketing and recruiting with very definitive assignments of roles and responsibilities.

- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060