

**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 board of trustee election scheduled for May 10 will be cancelled because only one candidate signed up for each of the two positions. Mr. Norman Brints will retain his position. Mr. Brints is completing twelve years as a board member and will now have an additional six year term. Mrs. Anne Spears filed for the second position on the ballot and since there were no other filings, Mrs. Spears will be sworn in as a new board member at the May 21 meeting. Mr. Gene Heatly will be going off the board after completing twelve years as a board member.
- A number of faculty and staff have been working with the Wichita Falls Hispanic Coalition for Education and a program called Café con Leche to provide information to the Hispanic communities about the opportunities to go to college and the value of higher education. The program has met several times over the past few months with a number of parents and students. This program is helping to develop an increase in the Hispanic college going rate and Vernon College will continue to be heavily involved in the future.
- There has been a great deal of discussion about the possible relocation of the Skills Training Center as well as a few newspaper articles about the issue. The facts are that no decisions have been made at this time. The primary issue is the possible expansion of the Wichita County jail and their need to reclaim the space currently housing the Skills Training Center. The College has looked at several alternative locations and is weighing many variables including funding, location, and timing. This has facilitated a very good open discussion with community leaders in regard to the future possibility of a Branch Campus Maintenance Tax in Wichita County. There are many factors affecting such an effort with the most obvious being that the county voters would have to approve such a tax in a future election.
- A number of discussions have also taken place in regard to the Vernon College graduation ceremony conducted in May. The past few years, the facility has been very overcrowded. Alternative ideas are being considered primarily regarding the best way to split the number of graduates and to conduct two or more ceremonies. No decisions have been made, but if this is to occur this May, a decision will need to be made very soon.
- Tuition and fee rates are normally set during the March board meeting for the upcoming academic year. The recommendation is to increase the Institutional Service Fee by \$10 per semester credit hour for classes located at Century City Center, the Skills Training Center, and classes taught over the Internet. The revenue from this increase will primarily be focused for parking lot improvements at Century City Center and for possible future relocation costs associated with the Skills Training Center. The recommendation also includes the deletion of the application fee and the graduation fee to further reduce barriers for enrollment and completion.

### **Instruction – Dr. Gary Don Harkey**

- Vernon College recently received word from THECB that our proposed *2014 Core Curriculum* and related documentation has been approved. Special thanks to Core Curriculum Task Force Chair **Joe Johnston** and Task Force members **Annette Bever, Brad Beauchamp, Cathy Bolton, Greg Fowler, Karen Gragg, Adrien Ivan, Daniel Lowe, Mark Roberson, Nancy Smith, and Renee Wooten** for all their hard work.
- ADN Instructor **Mary Rivard** has been participating in the *Consortium Leadership and Renewal Academy* (CLARA) of the North Texas Community College Consortium (NTCCC) and recently attended workshops at Collin College – Spring Creek campus and North Central Texas College – Gainesville campus.
- VC faculty **Annette Bever, Bettye Hutchins, Adrien Ivan, Dean Johnston, Linda Kalski, Lynn Kalski, Thomas McKneely, Mike Ruhl, and Renee Wooten** recently attended the *Annual Convention of the Texas Community College Teachers Association* (TCCTA) in San Antonio.
- Surgical Technology Program Director **Jeff Feix** recently attended the *AST Instructors Forum* for Surgical Technology Instructors in Savannah, GA. While there, Jeff was selected to serve as a contributor to revising the 4<sup>th</sup> edition of the textbook *Surgical Technology for Surgical Technologists*. The 5<sup>th</sup> edition will be published by AST in 2016.

- Thanks to **Vicki Bradley** and **Karla Monson** for delivering *Meals on Wheels* on behalf of Instructional Services on February 19!
- English instructor **Tom McKneely** recently presented at the 35<sup>th</sup> Annual Southwest Popular/American Culture Association conference in Albuquerque, NM.
- Protective Services Coordinator **Mike Hopper** recently attended an *Alcohol and Drug Abuse Prevention Training* (ADAPT) in Austin.
- Drama instructor **Jack Williams** recently attended the *Texas Educational Theatre Association* conference in Dallas.
- English instructors **Amber Beckham** and **Cindy Coufal** recently attended *The Creativity Workshop* in New York City. Established in 1993, *The Creativity Workshop* is dedicated to teaching individuals and groups about their creative processes and has developed a unique series of simple and effective exercises aimed at helping educators stay creative professionally and personally. Amber and Cindy will be sharing the knowledge gained from this experience with the rest of the faculty through various internal Professional Development workshops.
- Music instructor **Don Bruns** recently attended the *Texas Music Editors Association* conference in San Antonio.
- Social & Behavioral Science Division Chair and Integrated Marketing /Recruiting committee member **Greg Fowler** recently attended the *Higher Education Marketing* conference in San Antonio.
- **Shana Munson**, Associate Dean of Instructional Services, recently attended workshops in Dallas related to Federal Grants for Community Colleges.
- English instructors **Cindy Coufal**, **Wanda Dye**, and **Misti Brock** recently attended *The Heart of English Symposium* sponsored by the AVATAR project group of the Regional P-16 Council at the Region IX Educational Service Center in Wichita Falls. Also attending the symposium was Communications Division Chair **Joe Johnston**, who served on a panel fielding questions regarding the new Core Curriculum and the new State Developmental Education Plan.
- VC instructors **Brad Beauchamp** (Mathematics) and **Joe Johnston** (English) recently attended the *TAMU Assessment Conference* in College Station. Also attending were **Roxie Hill** (Coordinator of Instructional Design & Technology), **Criquett Lehman** (Director of Quality Enhancement) and **Gary Don Harkey**.
- Final draft of the **Annual Plan for Instructional Services** has been completed.
- Final drafts of **Institutional Effectiveness Plans for Instructional Services** have been completed
- **Annual Performance Reviews of Faculty & Staff** are ongoing.
- Work continues on the development of **Summer and Fall class schedules**.

### Student Services/Athletics – John Hardin, III

- Student Services- catalog changes submitted, working on SACS submissions
- Student Relations- job fairs, tours, and mail outs
- Baseball – recruiting, next baseball game: February 21<sup>st</sup> & 22<sup>nd</sup> against Northern Oklahoma at home
- Volleyball – recruiting and attending signings
- Softball – recruiting, next softball game: Angelina spring Tournament in Lufkin February 21<sup>st</sup> & 22<sup>nd</sup>
- Rodeo – recruiting, next rodeo: March 20-22 at Odessa
- Security- encouraging students to sign up for runsync notifications
- Housing- February 19<sup>th</sup> safety checks, preparing for Spring Break check out
- Counseling- spring break safety awareness programming and orientation preparations
- Testing- administering tests and providing data for instructional grant
- Student Activities- SGA officers elected and preparing for state convention

### Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Financial Aid and Veterans Affairs:**
  - Working with Manny Lopez at ESP on Course Management System module
  - Cleaning up HOLDS in Poise for the new Reg 4 implementation
  - Processing completer forms for Fall 2013
  - Processing Drops for Spring 2014
  - 2014/15 Annual Action Plans
  - Update correspondence/paper applications to reflect the Application Fee change

- (VC will no longer require a \$10 application fee)
- Amanda Raines and Joe Hite participated in VC Café con Leche event
- Transmitted Clearinghouse Enrollment for Spring 2014
- Submitting CBM001 and CBM004 for Spring
- Cyndi Danner, Julie Lama, and Marian Servin served at the Faith Meal
- Megan Ochoa and Joni Lockett prepared desserts for Faith Meal
- Julie Lama participated in Meals on Wheels
- Application processing and mailing Admission Status letters
- Beginning phases of setting up Docubase for Continuing Education.
- Student Success Communication emails, Facebook, and VC Portal messages.
- Scanning admissions documents into Docubase for advisors and CSAs.
- Evaluating student transcripts for transfer credit and posting to VC transcript.
- **Admissions and Records:**
  - Submission of Pell, Direct Loan and Title IV program disbursements
  - Processing of 13-14 FAFSA applications
  - Packaging 13-14 financial aid applicants
  - Processing of 14-15 FAFSA applications
  - Reviewed FY 2011 Draft cohort default rate
  - Updated financial aid and NSO brochures
  - Added 14-15 IRS Data Retrieval Instructions for webpage
  - 14-15 POISE ISIR programming
  - Completed and submitted the Title III application
  - February THECB progress report
  - Evaluations of financial aid staff
  - Requested TEXAS Grant funds
  - Requested additional TEXAS Grant funds
  - Student's Guide to the FAFSA video posted
  - Financial Aid High school nights
  - 2014/15 Annual Action Plans
  - Participating in NSO
  - Requested JST military transcripts for evaluation on new veteran students
  - Participated in VC Café Con Leche event
  - Assisting with Café Con Leche Financial Aid Saturday events
  - Submission of Probation, Suspension, Graduation report to VA
  - Certifying VA benefit recipients enrolled for spring semesters
  - Hired Shana Grove to be the Financial Aid/Veterans Services Assistant
  - Continuing JST evaluations
  - Reporting certification changes to VA for spring veteran students
  - Certifying VA benefit recipients for Spring II.
  - Meeting with military/veterans students about forming student organization

### **Finance/Administrative Services/Physical Plant – Garry David**

- **Business Offices –**
  - Setting up the keys in the key inventory system, and issuing out the new keys to faculty and staff at the same time that the handles are being changed. We are doing this in pods, and could take several weeks.
  - Disbursed \$2,892,655.64 in financial aid to students in the last 2 weeks.
- **Bookstores –**
  - Starting on Spring textbook returns.
  - Purchased new software (inSite and GMonline), we are working on getting that set up and started so we can start the training process.
  - Completed evaluations.

- **Facilities**

- **Wichita Falls –**

- Install open stud walls in robotic lab at skills.
- Install new letters on the building in the west parking lot ccc.
- Installing new lock sets in the old side of building to update to one key system.
- Touch up paint in north stairwell area in nursing wing.
- Get items ready for online auction.

- **Vernon –**

- Apply herbicide campus wide
- Completely overhaul the Ditch Witch; all new bearings, seals sprockets and belts
- Service, tune up, and replace parts as needed to (3) John Deere Gators in Athletic Dept.  
Rebuild and paint equipment in the weight room

### **College Effectiveness – Betsy Harkey**

- **Data Update –**

Student Success Data Fact presented during the Board of Trustees February meeting: [2014 Spring and Spring I Count Day Snapshot](#)

It is always important to be familiar with information shared about Vernon College and our service area. For example,

[IPEDS Data Feedback Report](#), for 2013 and previous years, is available at the IPEDS Data Center, Customize Report. This data is used at the federal and state level for policy analysis and development; at the institutional level for benchmarking and peer analysis; and by students and parents through the College Navigator.

[College Navigator](#), a free consumer information tool using IPEDS data for students, parents, and high school counselors.

Quick Reference, [US Census Bureau State and County Quick Facts](#)

[Texas Higher Education Data](#) site left hand menu Latest News is a good way to keep up with the most recent information posted by the Texas Higher Education Coordinating Board.

- The College Effectiveness Committee met on Friday, February 28. Facilities, Personnel and Technology Committee reports regarding the related 2014-2015 Action Plans were presented and approved. The Institutional Improvement Plan was also approved by the College Effectiveness Committee. The four Action Plans are now available for consideration in the 2014-2015 budget planning process.
- The Student Success by the Numbers Committee met on Friday, February 14, 2014. As part of the agenda, the Committee reviewed the membership, purpose and responsibilities as related to the Student Experience Framework. The list of data frozen for the first day of class and count day was shared by Betsy Harkey.
- The subject matter experts will start meeting weekly to work on the SACS COC Fifth-Year Report.
- Betsy Harkey participated in the Texas Association of Institutional Research Conference.

### **Institutional Advancement – Michelle Alexander**

- Over 330 items in this year's Vernon College Foundation Online Auction
- Working on Softball, Baseball and Rodeo Media Guides
- Michelle Alexander attended the Texas Association of Community Foundations Annual Meeting in Austin, February 19-21
- Michelle and Greg Fowler attended the Stamats Integrated Marketing for Adult Students Conference in San Antonio, February 23-26
- Planned luncheons for 100% department participation in the Employee Giving Campaign
- Secured auction donations
- Continue to plan and prepare for GenTX Day
- Working on the 2014-2015 Catalog
- Christie Lehman and LeAnn Scharbrough delivered for Meals on Wheels in Vernon
- LeAnn provided STARS presentations to the following high schools - Northside, Vernon, Iowa Park, Olney, Electra, and Seymour assisting more than 280 students complete the Vernon College online scholarship application prior to the March 1 deadline
- Michelle and LeAnn helped coordinate Café Con Leche Event at Century City Center, February 18 more than 80 people, prospective students, parents, siblings and members of Hispanic organizations participated in the event.

The following College Departments had Information tables: Amanda Raines representing Admissions, Clara Garza representing Student Services, Debbie Alexander representing Financial Aid, Mark Holcomb, Greg Fowler and Michael Hopper representing both Career and Technical Education and Academic Programs, Michelle Wood representing Continuing Education, and Jessica Bennett representing Early College Start. Tours of the facility were given by: Jennifer Brumley, Bettye Hutchins, Daniel Lowe, Jason Scheller, Garry David, and LeAnn. Shana Munson, Joe Hite and John B. Hardin were also available to answer questions from the participants. Christine Feldman hosted a craft room for the younger siblings of the high school students who were participating in the event. Carl Brinkley and his staff handled all of the event setup.

- LeAnn helped coordinate the Wichita Falls Youth Leadership tour and presentation for 30 WFISD high school students
- LeAnn organized the tour and presentation for Leadership WF for approximately 40 adults going through the 2014 Program
- LeAnn set up and organized a tour for two senior boys to visit the Automotive Technology and Culinary Arts Programs along with their transition coordinator
- LeAnn set up and organized a tour for three senior Petrolia girls to visit Century City Center, the Cosmetology, CNA, and the LVN Programs with their transition coordinator and DARS advisor
- LeAnn set up and organized a tour for a City View high school senior along with her family to visit Century City Center and to help with the STARS Scholarship application
- Michelle, Christie, and LeAnn are working on the Guys/Girls Night out event along with others. The event will be held the evening of April 15 at Century City Center.
- Christie and LeAnn are working with Criquett Lehman and Roxie Hill to develop and design a new website and assist with the transition to a new CMS
- LeAnn attended the webinar - "Strategies to Increase the Marketability of Your Academic Programs"
- Christie and LeAnn continue to organize giveaway items for different events/activities and requests
- Mailed out the President's Annual Report to several individuals and companies in the community
- Mailing of the 2014-2014 President's Letter to prospective students who have indicated Vernon College on their FAFSA Application
- Michelle is serving, along with Dr. Johnston, on the Coalition for Hispanic Education Summit Planning Committee

### **Quality Enhancement – Criquett Lehman**

- The Office of Quality Enhancement has laptops available for checkout through the QERI. Please contact me if you would like more information or wish to use a laptop.
- The Center for Community College Student Engagement has published a special report, Aspirations to Achievement: Men of Color and Community Colleges. The report builds on a growing body of research about the experiences of men of color in higher education and offers information community colleges can consider as they work to create conditions that will lead to better outcomes for these students. Review the report here: [http://www.ccsse.org/docs/MoC\\_Special\\_Report.pdf](http://www.ccsse.org/docs/MoC_Special_Report.pdf)

### **Human Resources – Haven David**

- Personnel Actions:  
February Hire: Shana Grove – Classified II, Financial Aid/Veterans Services – CCC  
February Resignation: Earl Cofer – Custodial – CCC  
Nursing Lab Coordinator position has been posted. Interviews will be held once search committee makes the candidate selections.  
Math Instructor position is posted.
- Completed final Institutional Effectiveness plan.
- Assisted with Faith Meal – January 30<sup>th</sup>.
- Completed IPEDS HR Report.
- Held Employee Handbook Committee meeting - February 7<sup>th</sup>.
- Held final Employee Task Force meeting - February 26<sup>th</sup>. Final recommendations will be going to the Administrative team March 4<sup>th</sup>.
- Toni and the work studies have been working very diligently to get old records in Docubase.
- Personnel file audit has begun.

**DRJ Comments** –

- I greatly appreciate all of the time, energy, and effort that many faculty and staff have dedicated to ensuring that the Café con Leche programs were a success for the many parents and students who have chosen to attend. THANKS!!
- It is my fault that this update has been delayed. I am the guy who says there is a thin line between an excuse and a reason---and that line is determined in the ear of the listener or, in this case, the eye of the reader. Susie had knee surgery on February 21, her nurse (me) immediately got the stomach bug on the 22<sup>nd</sup> for three days, then she got it for three days, and then I had a big presentation to the Wichita Falls Chamber Board on the 28<sup>th</sup> and then I woke up behind on everything. It has taken me this long to catch up.
- I hope you all have a great Spring Break. Let's enjoy ourselves and the return on Monday, March 24 and finish this semester strong!
- Please contact me with any input or questions at:
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