

**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 appropriation bill is currently in conference committee at the state legislature. In regard to community college funding, there is a \$97 million difference between the Senate and the House versions with the Senate version being most favorable to the community colleges. We will all be paying close attention to the conference committee hearings and discussions as the outcome is important to all community colleges, but especially to Vernon College.
- All departments have had input into the budgeting process to develop the 2013-2014 budget. The deans of the component areas have been required to go through the budgets with their people and reduce all departmental operating costs by 6%. This is the first step in preparing for a leaner budget if the legislative conference committee outcome does not favor us. This reduction plus the recent increase in institutional service fee in addition to a realistic conservative projection of tuition and fee revenue should prepare us to make final adjustments to our budget after the state appropriations are finalized. The estimated state appropriation is the middle ground between the Senate and the House appropriations bill. We will continue to scrutinize the budget for savings and efficiencies. Two large variables are the final state appropriations and any discussion of increased tax money if the appraised value goes up again this year in Wilbarger County.
- Vernon College made a proposal to the Priddy Foundation for \$350,000 to provide three additional new entryways at the Century City Center campus. The proposal was approved and funded for \$350,000 in December 2012. Specifications were developed and published in the Times Record News and the Vernon Daily Record. Bids were received and opened on Thursday, April 11. The board approved Santa Rosa Construction be awarded the bid for the Century City Center Entryway renovation at a cost of \$214,000. The timeline has been developed so that construction should be complete prior to the beginning of the fall semester.
- The Vernon College Board of Trustees approved a revised version of the Bereavement policy as recommended by the Faculty Senate at the April 17 meeting. The revised policy states:
  - Any employee who is absent because of the death of a member of his/her immediate family, which shall include aunts, uncles, nieces, nephews, or other person who occupies a position of similar significance in the family of the employee for this purpose, shall be granted a reasonable amount of accumulated sick leave. However, the amount of sick leave in this category must not exceed five working days. Employees must provide documentation (i.e. obituary, funeral program, etc.) for bereavement leave.
- The Safety and Security Task Force continues to meet to fully analyze current processes and practices for improvement. Several recommendations are already being implemented on the various campuses. A full report of the task force recommendations will be made available when they are developed and approved by the administrative team. The goal is to ensure the safety and security of students and employees on all Vernon College campuses.

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

- The **Course Schedule Advising (CSA) Centers** are open and faculty are assisting students with the development of their summer and fall class schedules.
- Biology Instructor **Mike Ruhl** recently attended the *Student Success by the Numbers Institute* in San Antonio as part of the ongoing SSBTN initiative at Vernon College. Other members of the Vernon College SSBTN Leadership Team in attendance were President **Dusty Johnston**, Dean of Student Services **John B. Hardin III**, Director of College Effectiveness **Betsy Harkey**, and Dean of Instructional Services **Gary Don Harkey**.
- **Students in Misti Brocks' English classes** recently sponsored the 4<sup>th</sup> Annual Bake Sale for No Kid Hungry (formerly the Great American Bake Sale). Proceeds from the bake sale were donated to *Share Our Strength*, a national nonprofit organization dedicated to ending childhood hunger in America.
- **Shana Munson** and **Sharon Winn** recently attended the *Texas Association of Career & Technical Educators (TACTE)* spring conference in Austin.
- Students in the **Seymour LVN class** recently participated in *Baylor County Ag Day* in Seymour by providing blood pressure checks and assisting EMS with paper work for the blood draws. The students also volunteered and served meals to cancer survivors at the *Relay for Life Dinner* in Seymour.

- **Joe Johnston, Greg Fowler, Karen Gragg, Paula Whitman, Christina Hoffmaster, Jessica Sutherland & Gary Don Harkey** recently participated in the AVATAR (Academic Vertical Alignment Training and Renewal) work sessions held at the Region IX Educational Service Center in Wichita Falls. AVATAR is a statewide network, comprised of regional efforts, focused on vertical alignment to support students' college and career readiness and success. The project is funded by the THECB.
- Computer Information Sciences instructor **Sharon Wallace** recently attended the *Information Technology for Teaching in Classrooms and Improving Student Outcomes Conference* in Las Vegas where workshops focused on teaching strategies and networking technologies.
- Instructional Services personnel **Jeff Feix, Elaine Naylor, Daniel Lowe, Barbara Jinks, Annette Bever, Tina Baker, and Kathy Peterson** donated their time on Saturday, April 27 to assist with a *Habitat for Humanity* project in Wichita Falls. Other VC personnel assisting with the project included **Haven David, Garry David, Sandy Odell, and Jackie Polk.**
- Early College Start Coordinator **Jessica Sutherland** and **Gary Don Harkey** recently attended the *Region 2 Higher Education Regional Council* spring meeting which was hosted by Western Texas College in Snyder.
- Agricultural Instructors **Chad Smith** and **Gary Don Harkey** along with 14 VC agricultural students recently assisted with the *District 3 4-H Horse Judging Contest* held at the Wilbarger County Event Center. Over 100 area 4-H'ers competed in the annual event which provides an excellent service learning opportunity for Vernon College students.
- ADN Instructor **Amy Hamm** recently attended the *State Forensic Networking Conference* in Kerrville.
- The **Surgical Technology Student Assn. (STSA)** recently held their annual garage sale where the students raised \$868.00 to assist with their trip to the state convention. Leftover items were donated to Faith Mission in Wichita Falls. Good job guys!
- Mathematics Instructor **Margaret Patin** recently gave a presentation entitled *Developmental Math Redesign at a Small School* at the 8<sup>th</sup> Annual Developmental Education Regional Forum held on the Trinity River campus of Tarrant County College. Other Vernon College faculty attending included faculty members **Belinda Alberry, Barbara Jinks, Karen Gragg, Ann Hunter, Kim Clements, and Joe Castelli.**

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

- Student Services- Sports Banquet May 6, 2013 at 7 pm; Graduation May 11<sup>th</sup>
- Student Relations- completing mail out to all service area high school graduating seniors, nso's, tours
- Student Activities- end of year banquets, softball and volleyball cookouts, May 7 finals dinner
- Rodeo – 2 cowboys and 1 cowgirl qualified for the finals in Casper Wyoming June 8-15<sup>th</sup>
- Volleyball- new coach on campus, recruiting and searching for assistant coach
- Baseball- fighting for a playoff spot, recruiting and setting summer try out dates
- Softball- fighting for a playoff spot, recruiting and setting summer try out dates
- Security- task force meetings
- Housing- Check out date May 10<sup>th</sup>, evaluating rooms for routine maintenance
- Counseling- Summer and fall advising
- Testing- testing, preparing for GED and TSI testing changes

### 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
  - Financial Aid 101 Video posted on website
  - Why I Chose VC Video posted on website
  - Consumer Information updated
  - Consumer Information notices sent to students and employees
  - Net Price Calculator figures updated and submitted to the THECB
  - Unusual Enrollment History webpage and form created
  - Spring 2013 financial aid newsletter created and posted
  - Campus visits from VA Voc Rehab counselors

- Admissions and Records:
  - Inputted Fall 2013 schedule into POISE
  - Attended SCPUG in Tulsa – Joe, Lana, Rebecca
  - Set up Fall and Summer Term information for Campus Connect registration
  - Opened Fall and Summer Online Registration – Campus Connect
  - Participating as a team member in “Student Success through the Lens of Data” – Lana
  - Serve on Facilities Usage Task Force - Joe
  - Serve on Security Task Force – Joe
  - SACS 5<sup>th</sup> Year Report
  - Student Success emails and Facebook messages
  - Completed Spring IPEDS Reporting Requirements
  - Continuation of application processing and mailing Admission Status letters
  - Scanning admissions documents into Docubase for advisors and CSAs
  - Participated in Community Interaction Easter Egg Hunt - Joni, Julie, Sarah
  - Processing applications for May 2013 graduation and notifying students of their status-Sarah, Megan
  - Planning May 2013 graduation ceremony - Joe and Sarah
  - Driving Meals on Wheels - Megan, Rosa
  - Community Interaction Committee Baseball and Softball “Hotdog /Popcorn” Day - Julie, Joni, Sarah

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

- **Business Offices** – Mindi, Stacy and Margaret attended the annual POISE user’s conference in Tulsa and got some good information for improving process. Stacy was awarded the “Libby Annulis Memorial Distinguished Service Award” from POISE “In recognition of many years of dedicated service towards the success of the South Central POISE Users Group”. According to Randy Thomas, ESP President, and presenter, “Stacy’s award is in recognition of her efforts in the development and implementation of the new Statement program in the Student Billing module” of the PX ERP.
- **Bookstores** – Spring book returns, ordering and pricing Summer Textbooks. Also entering Fall adoptions.
- **Facilities** –
  - Wichita Falls** –
    - Remove hall windows in old business office and repaint hall and office
    - Lawn care mowing and working flower beds
    - Repair shower drains in the men’s and woman’s showers in the fitness center
    - Covered the hot tub area and installed carpet
    - Replaced broken floor tile in the fitness center
  - Vernon** –
    - Service all A/C units in preparation for summer usage
    - Replaced condenser fan motor on and repaired condenser damage on A/C unit at Sumner bldg.
    - Replaced burned out burner on the swimming pool water heated
    - Did the annual fire alarm inspection
    - Placed mulch in all flower beads on the in the quad area

### College Effectiveness – Betsy Harkey

- The Vernon College team comprised of Dr. Dusty Johnston, Dr. Gary Don Harkey, Mike Ruhl, John B. Hardin III and Betsy Harkey, participated in the Student Success by the Numbers Institute on April 3-5, 2013. An exercise during the Institute was to select priorities/issues for Vernon College that need to be addressed to build or strengthen the College’s student success agenda. The priorities/issues were identified based on best practices shared during the Institute as well as the pre-institute homework. The top three priorities/issues include:
  - Map the student success agenda and purposeful experience. Establish a communication plan using common language.
  - Allocation of resources to strengthen the student success agenda.
  - Developmental Education – develop tracking process to monitor student completion success, time to completion of developmental course requirements, and completion of first level college related course for math (through S3 Grant), reading and writing. Identify and implement specific interventions to improve success.

Other identified priorities (no rank order):

- Identify intended outcomes and impact for the student success course which will be implemented fall 2013. Develop student tracking process to monitor the outcomes and impact.
- Strengthen/revise the roles of Course Schedule Advisors.
- Enhance the New Student Orientation process beyond the sharing of information necessary to register for courses.
- Enhance process for analysis, sharing/articulation, and use of results for improvement for data including but not limited to CCSSE, SENSE and CCFSSSE.
- Update job descriptions to include student success agenda related responsibilities.

Action has already been taken toward the achievement of many of the priorities. Note that all priorities have been included in Dr. Johnston's Institutional Priorities.

- The College Effectiveness Committee shared information via Blackboard in lieu of an April face to face meeting.
- Preparation continues for the SACS Fifth Year Report. The primary emphasis at this point is to ensure that all necessary policies, processes and procedures are written, approved and publicized in the 2013-2014 General Catalog, Employee Handbook, Student Handbook, and Distance Learning Manual etc.
- The Texas Higher Education Data site shares a tremendous amount of information. One example that you might find useful is Declared Majors (by institution, curriculum area (CIP) for selected institutions, semester years). Fall 2012 is the most recent data available, most of the data goes back to 1993, and includes fall, spring, summer 1 and summer 2. <http://reports.thecb.state.tx.us/approot/dwprodrpt/majmenu.htm>  
I suggest that you bookmark <http://www.txhighereddata.org/> and check it often. The Latest News menu helps to identify new updates.
- Data for the Licensure/Certification Key Performance Indicators of Accountability has been updated with the most current/available information and can be found at <http://www.vernoncollege.edu/KPIA.aspx> Completion of the Annual Licensure Report for the THECB is always a good time to remind everyone that information for all reporting Community Colleges is available on the Texas Higher Education Data site at <http://www.txhighereddata.org/reports/performance/ctclbb/licensure.cfm> Currently 2008-2011 licensure and certification information is accessible. Hopefully the THECB will have the 2012 data uploaded soon. This information includes program level and student level reporting. It provides the opportunity to view other colleges and to create comparisons.

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

- Over 190 Students and donors attended the annual Vernon College Scholarship Banquet on April 23. Students had the opportunity to visit with their donors during the event. Scholar/athletes served the meal. Thank you to everyone who attended and helped with this event.
- The Vernon College Foundation On-line Auction raised a total of \$7,507. This will be matched on a 1:1 basis from our Foundation's General Funds for a total of \$15,014 will be available for grant awards in the Fall. The Call for Proposals will be available shortly.
- Vernon College will be featured on the Today Texoma special on Saturdays for the next 4 months at 11am on Fox18 and then on Sundays at 7:30am on KFDX leading into the Today Show at 8 a.m.
- Game Day promotions for Softball and Baseball were held on April 27. Thanks to all those who came out and participated
- Advertising is under way for the summer and fall semesters
- Google Analytics (April 1 – April 30)
  - Vernon College Website Pageviews = 114,845
  - Top 3 Webpages
    1. Vernon College Homepage = 45,233 views
    2. Student Email Webpage = 10,860 views ([www.vernoncollege.edu/Student/Email.aspx](http://www.vernoncollege.edu/Student/Email.aspx))
    3. Publications/Class Schedules = 5,275 views (<http://www.vernoncollege.edu/Publications/ClassSchedules.aspx>)
- Joseph has been assisting various departments with their web pages:
  - Updated the New Beginnings Program online application forms as requested by Jane Robinson
  - Assisted Bobby White with an issue in uploading a pdf file to the Ektron library
  - Added the Community Job Openings for Students link on the Employment page as requested by Kristin Harris

- Modified the STC Tutoring Schedule link on the Pass Center webpage template as requested by Bobby White
- Edited the Tutoring Schedule pdf file as requested by Angela Walker
- Modified the Student Resources and Student Activities webpage template and added the Student Accident Report Form link as requested by Brandi Brannon
- Joseph and Christie attended the Online Webinar “Maximizing LinkedIn for Community College Alumni Relations”
- Started documenting how to create a new website template using Visual Studio 2012 -- Ongoing
- Conducted a research on slogans used by different Community Colleges focusing on the 2013 Aspen Prize Finalists and the members of the Integrated Postsecondary Education Data System (IPEDS) -- Ongoing
- 2013-2014 Catalog has been sent to the printing company. Expected delivery date of May 9<sup>th</sup>.
- LeAnn participated in the Washington-Jackson Elementary School tour for 40 second grade students at Century City
- Imported the 11-12 graduates into our Raiser’s Edge database
- Sent 35,000 alumni constituent records to Blackbaud analytics to find current email addresses

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

- Congrats to our faculty for having 100% participation on the CCFSSSE survey – THANK YOU!!!
- The results of both the Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) will be available by the Fall Semester Kickoff in August.
- VConnected Team members are wrapping up their pilot projects. Results will be distributed to faculty and staff this summer.

### **Human Resources – Haven David**

- Personnel Actions -
  - July Retirement: Ann Hunter – English Instructor - CCC
- Will be interviewing for Assistant Volleyball Coach/Residence Hall Assistant
- Accepting applications for Government Instructor, Agriculture/Farm & Ranch Management Instructor, and Welding Instructor
- Graduated 2013 Leadership Vernon
- Helped host Wilbarger Humane Society Open House April 14<sup>th</sup>
- Attended Educational Forum on Tobacco presented by Dept. State Health Services in Wichita Falls April 16<sup>th</sup>
- Delivered Meals on Wheels April 24<sup>th</sup>
- Participated in Habitat for Humanity in Wichita Falls April 27<sup>th</sup>

### **DRJ Comments –**

- I want to say a large thank you to the Community Involvement Task Force. The short version of the task force charge was to rekindle the romance between the Vernon campus and the Vernon community. The task force members have excelled to meet this charge. Many events have occurred, but I must point out the great success in getting people excited and on campus by the Easter Eggstravaganza and the Fan Appreciation event this past Saturday at the softball and baseball games. Job very well done!!!
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