

**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 annual planning process has gone very well this spring. A summary of the 2014-2015 plan will be presented to the board of trustees for approval on May 21.
- The plan drives the budgeting process which is currently in process. The first draft of the budget was presented to the board of trustees on April 16 for discussion. Draft one included most expenditure requests from departments and components of the College as well as estimated revenue. The budget is a long way from being balanced (approximately \$500,000), so a lot of work is taking place to develop draft two which includes expenditure reductions throughout the college as well as analyzing all revenue estimates. Draft two will be reviewed by the board of trustees at the May meeting and much of the July board retreat is dedicated to finalizing the budget. The budget is approved at the August board meeting.
- Progress is being made on several of the Employee Friendly Task Force recommendations. Bids are being taken to add additional lighting for the CCC parking lot and discussions are being conducted to develop designated employee parking at the CCC facility to begin August 1. The following clarifications have been provided in regard to some of the additional recommendations:
  - The intent of the current comp time policy is to keep comp time at a minimum in all departments of the college. The intent is to also have the comp time utilized as soon as possible which is in compliance with federal law and policy and therefore it needs to be taken prior to vacation time. In rare cases where someone may lose vacation time, Dr. Johnston will be glad to be involved in the discussion with the employee and HR to find a solution.
  - While the College certainly encourages participation in various civic organizations, the College is not prepared to pay civic club dues for all employees. The College pays a very limited number of civic club dues for positions that are expected to engage with the public because of position to promote the college. At this time, the paying of civic club dues is limited to President, Deans, Associate Deans, as well as business and industry related and/or marketing related positions approved by the supervisor and by the president.
  - In regard to specialized training not provided via in house CE—if the training is directly related to improving skills for the employee's current job, the supervising Dean has the authority to approve the use of professional development funds for such training. The College is not responsible for licensure and/or certification costs that are a basic qualification for a position such as nursing licensure, HVAC licensure, etc.
- The Administrative Staff Association made a recommendation to the president to increase meal reimbursement rates during college related travel due to cost at many conference locations. After careful consideration, the following meal reimbursement rates will be recommended to the board of trustees in the June meeting. Once approved the new rates will take place with the new budget year beginning September 1.
  - Day travel/no overnight stay
    - Breakfast \$ 7
    - Lunch \$11
    - Dinner \$18
    - Daily total \$36 documented with receipts
  - Travel that requires overnight
    - \$46 daily total (including travel days) to be used as needed documented with receipts
- One more reminder about the new commencement exercises and ADN pinning ceremony on May 17, 2014 at the Wilbarger County Auditorium in Vernon:
  - All non-Associate Degree Nursing students graduation traditional ceremony – 10:30 am
  - Reception following until 12:30 pm
  - Associate Degree Nursing Pinning ceremony –1:00 pm
  - Reception following until 3:00 pm
  - Associate Degree Nursing students graduation ceremony – 4:00 pm

**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.
- English instructors **Misti Brock** and **Wanda Dye** recently attended an *Integrated Reading & Writing Workshop* held in San Antonio which was sponsored by the Texas Higher Education Coordinating Board (THECB) along with Cengage Learning. The new state Developmental Education plan calls for an integration of reading and writing skills in developmental English classes as opposed to separate developmental courses for Reading and Writing.
- Early College Start Coordinator **Jessica Bennett** has been busy these past few months with *Spring Forward* presentations at 27 service area high schools where a total of 618 students and 154 parents received information relative to dual credit and concurrent enrollment opportunities with Vernon College. Great job Jessica!
- The VC Cosmetology Department, under the direction of Director **Darlene Kajs** and instructors **Paula Brogdon** and **Dianne Shipley**, has held several fundraisers in the past few weeks with proceeds going to the Cosmetology Scholarship Fund which will benefit future students in the program. The Cosmetology Scholarship is very near the \$10,000 mark required for endowment! Please continue to support their efforts!
- Surgical Technology Coordinator **Jeff Feix** and his students recently participated in a disaster drill with United Regional and the Hospital Preparedness Council of North Texas. Jeff and the students played the role of “victims” of a bomb explosion at a parade and then the hospital ER had a bomb explode to add a little chaos to the drill. The ST Program participates twice a year with United Regional providing “victims” for their various disaster scenarios.
- Director of Library Services **Marian Grona** along with CCC Librarian **Stephen Stafford** recently attended the *Texas Library Association* annual conference held in San Antonio.
- The VC Department of Continuing Education was well represented at the *Texas Association of Continuing Education (TACE)* conference held recently in Austin with **Michelle Wood, Nina Feldman, Anne Patterson**, and **Tina Baker** in attendance.
- **Shana Munson** and **Mark Holcomb** 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.
- **Joe Johnston, Karen Gragg, Christina Hoffmaster, Jessica Bennett & 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.
- Thanks to **Shana Munson, Roxie Hill**, and **Gary Don Harkey** for delivering *Meals on Wheels* on behalf of Instructional Services during the month of April.
- VC PASS Department Director **Deana Lehman** recently attended the *Texas Association on Higher Education and Disability (AHEAD) Conference* in Lubbock.
- Instructional Services personnel **Tina Baker, Katrina Brasuell, Brad Beauchamp, Jeff Feix, Barbara Jinks, Karen McClure, Kathy Peterson, Steven Underhill**, and **Angela Walker** donated their time on Saturday, April 26 to assist with a *Habitat for Humanity* project in Wichita Falls. Other VC personnel assisting with the project included **Rebecca Ashlock** and **Jackie Polk**. Good Job Guys!
- Agricultural Instructors **Michael Schoppa** and **Chad Smith** along with 20 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.
- The VC **Surgical Technology** program received recognition from the Association of Surgical Technologists and have been named a *Galaxy Star Program* for 2013. The AST Galaxy Program recognizes surgical technology programs and their directors who promote their students future success in the field by encouraging membership in their national professional organization, The Association of Surgical Technologists. The VC Surgical Technology program is coordinated by **Jeff Feix**.
- 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 Ranger College at their new Learning Center in Stephenville.

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

- Student Services- Student Handbook Updates, GenTex Day CCC May 2
- Student Relations- High School Student NSO's, tours, appointments
- Baseball – recruiting, field prep, inventory and summer work outs
- Volleyball – recruiting, inventory and summer work outs
- Softball – recruiting, field prep, inventory and summer work outs
- Rodeo – recruiting, facilities prep, Santa Rosa Rodeo 14-16
- Security- preparing summer guard schedules
- Housing- check out May 13-17, accepting Fall 2014 applications and deposits
- Counseling- NSO's and heavy fall and summer advising
- Testing- heavy TSIA testing for Fall 2014 dual credit students
- Student Activities- Finals Cook Out May 13
- Athletic Training- Inventory and Santa Rosa Parade May 14

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

- **Financial Aid and Veterans Affairs:**
  - Processing Drops for Spring 2014
  - Processing/Reviewing graduation applications
  - Working with Manny Lopez at ESP on Course Management System module
  - Cleaning up transcripts in Poise due to the new Reg 4 implementation
  - Processing Drops for Spring 2014
  - Revising the Summer/Fall 2014 Schedule
  - Wrapping up May 2014 Graduation procedures
  - Summer/Fall 2014 Registration began on April 24<sup>th</sup>
  - Changed registration processes where high school seniors are allowed to register without their final high school transcript
  - Application processing and mailing Admission Status letters
  - Beginning phases of setting up Docubase for Continuing Education
  - Student Success Communication emails and VC Portal messages
  - Scanning admissions documents into Docubase for advisors and CSAs
  - Evaluating student transcripts for transfer credit and posting to VC transcript
  - Joe Hite, Amanda Raines, and Karen Defoor attended the POISE users group conference in Hot Springs, AR
  - Julie Lama, Joni Lockett, and Karla Wooten attended a Professional Development Class on April 23rd
- **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
  - Packaging of 14-15 financial aid applicants
  - Unusual Enrollment History page and form updated
  - Consumer information letter sent to students
  - Net Price Calculator data updated and submitted to the THECB
  - Spring 2014 financial aid newsletter posted on webpage
  - TPEG guidelines submitted and approved by the THECB
  - Submitted Spring 2014 Hazlewood report to THECB
  - Created REMIN101 for Veterans Services
  - Veterans handbook updated
  - Created new Veterans brochure
  - Participated in NSO

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

- **Business Offices –**
  - Mindi, Margaret, Stacy and Ann attended South Central Poise User Group conference in Hot Springs, AR
- **Bookstores –**
  - Finishing spring book returns.
  - Receiving and shelving summer books.
  - Entering fall book adoptions.
  - Preparing for May book buybacks and book rental returns.
- **Facilities**
  - Wichita Falls –**
    - Mowing CCC and Skills
    - Installing mulch in beds and around trees
    - Building sign standards for Gen Tex day
    - Changing filters on the RTU's at CCC and Skills
    - Touch up paint in high traffic halls
  - Vernon –**
    - Annual boiler inspection by the Texas Dept. of Regulations and Controls (all boilers passed inspection and were re certified)
    - Annual fire alarm inspection was conducted by Simplex-Grinnell (all alarms working and passed inspection)
    - Installed new fan motor in RTU A/C unit at gym
    - Replaced lettering on entrance to the Pass Department, listing the correct re-organization
    - Painted security light poles along the museum entrance

**College Effectiveness – Betsy Harkey**

- Data Update – The Enrollment Key Performance Indicator of Accountability and Benchmark was the Student Success Data Fact presented to the Board of Trustees during their April meeting. The information can be found on the Vernon College website at [http://www.vernoncollege.edu/uploadedFiles/VC/COLLEGE\\_EFFECTIVENESS/Key\\_Performance\\_Indicators\\_of\\_Accountability/Enrollment.pdf](http://www.vernoncollege.edu/uploadedFiles/VC/COLLEGE_EFFECTIVENESS/Key_Performance_Indicators_of_Accountability/Enrollment.pdf)

The first enrollment count for potential students who applied and all students who have registered for 2014 Summer and Fall terms was sorted from POISE by Betsy Harkey and shared with the data group. Betsy will share count updates every two weeks until August and then weekly. If you are not currently on the Data Group email list and would like to be included contact Betsy.
- SACSCOC continues to be a primary focus. The Countdown Calendar, along with subject matter experts, was presented to the Board of Trustees during their April meeting. Subject matter experts meet weekly to review responses to SACSCOC criteria.
- Betsy Harkey participated in the Texas Higher Education Coordinating Board Accountability Group meeting on April 14, 2014.

**Institutional Advancement – Michelle Alexander**

- Working on the SACS 5<sup>th</sup> year Interim Report
- Finalizing 2014-2015 Catalog to be sent to print
- Christie Lehman and LeAnn Scharbrough worked Baseball concessions stands
- The Scholarship Committee held their Annual Meeting on April 4, 2014
- LeAnn and Christie are participating on the subcommittee working on the website redesign
- LeAnn attended the webinar - Immediate Response Recruiting: Meeting the Requests of Adult and Graduate Students
- Meetings and preparation for GenTX Day on May 2<sup>nd</sup>
- The Integrated Marketing/Recruiting Committee is continuing to move ahead
- Michelle A. Alexander and LeAnn hosted 88 second graders from Fowler Elementary at the Century City Center. Robyn Wike, Katrina Brasuell, and Jeff Feix, and the Surgical Technology students were a huge part of making this a successful visit!

- Community Game Days were held April 26. Free Hot dogs, popcorn and drinks at the Softball and Baseball games
- Printed and distributed the Softball, Baseball and Rodeo media guides
- Vernon College hosted an Easter Eggstravaganza on April 17<sup>th</sup> on the Vernon campus
- Scholarship Banquet- April 22 welcomed 191 participants
- Search My Future- April 15
- Working on Summer/Fall advertising
- 2 New billboards on 287
- Michelle, Dr. Dusty R. Johnston, and Roxie Hill attended the Hispanic Education Summit on Saturday, April 12 at Region 9 Service Center. Michelle and Dr. Johnston were members of the planning committee. At the Summit, Dr. Johnston and Roxie made presentations.
- Michelle and Dr. Johnston met with the Board of Directors of the Wilbarger Soil and Water Conservation District regarding their Vernon College Scholarship
- Work continues with the Café Con Leche Initiative

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

- VConnected team members Brad Beauchamp, Misti Brock, Jane Robinson, and Jason Scheller are preparing their QEP end-of-year reports. The results will be made available in an issue of *the Quest* newsletter this summer.
- Data from the Survey of Entering Student Engagement (SENSE) was shared with the Integrated Marketing and Recruiting Committee Friday, March 25<sup>th</sup>.
- New Camtasia licenses have been purchased and installed on the QERI laptops. Please contact [Roxie](#) or [Criquett](#) to check out a laptop and/or schedule an individual training.

### **Human Resources – Haven David**

- Personnel Actions:
  - May Resignation: Amber Beckham – English Instructor – CCC  
Tony Perez – Director of Housing – Vernon  
Megan Ochoa – Admissions Clerk - Vernon
  - May Retirement: Margaret Patin – Math Instructor – CCC
- Math Instructor position interviews have been conducted – offer pending. Classified II, Administrative Assistant/Library – CCC interviews have been conducted with Internal Transfer pending. English Instructor, ADN Instructor, Part-time Evening/Saturday Receptionist and Director of Housing positions are all posted.
- Submitted SACS information for review by team.
- Attended annual Scholarship Banquet.
- Held Employee Salary Committee meeting April 25th.

### **DRJ Comments –**

- A result of our effort to hold tuition and fee increases as well as tax increases to a minimum for the next fiscal year, the 14-15 budget is more difficult to balance and to finalize. There is just so much revenue from various sources and there were many additional expenditures requested. The next few weeks of budget decisions will be hard, thoughtful decisions that will result in some requests going unfunded for next year. The best source of future additional revenue for Vernon College is additional students enrolling in our classes. I appreciate all of the recruiting and marketing efforts that are taking place. I encourage each of you to market Vernon College to potential students.
- Please contact me with any input or questions at:
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