

**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**

- At the October board meeting, the Trustees approved a proposal for an outside company to provide support for the Vernon College information technology infrastructure and operations. The contract with Run Business Solutions (RBS), based in Amarillo, Texas, officially began on November 1, 2011. RBS has been working with the college for several months on the implementation of a significant upgrade in infrastructure technology as well as finalization of the update college website. RBS is, for all practical purposes, the Vernon College IT department. All employees have been provided information in regard to new IT protocol to receive service and assistance. The first few weeks will be full of change and learning as we move forward to fully benefit from the relationship.
- The demolition stage of the Century City Center renovation project is in full operation. The project has gotten off to a very fast start. There were some unanticipated moves for several classes and instructors that have gone very smoothly. Administrators, faculty, and students have been innovative, creative, cooperative, and patient to accomplish so much in such a short time period.
- A pilot “DATA DAY” was conducted on Friday, October 28 with a cross section of administration, division chairs, faculty, and administrative and classified office personnel. The primary purpose was a thorough presentation of CCSSE data, KPIA data, and “Student Success by the Numbers” information. The goal is to fully integrate the use of data in planning and decision making throughout all departments and all classification of employees. The “DATA DAY” will be a significant part of the agenda for spring professional development for all employees on Monday, January 9, 2012. The goal is for this presentation of data to be an annual function for the spring semester professional development agenda.
- The Advancement department has been working hard to produce a “President’s Annual Report” for Vernon College. The first report will be very heavy with data and planning information and light on “the extras”. Future reports will contain important information, but also have more of a marketing flavor. The report will be available soon.

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

- The Fall 2011 Vernon College Current Issues Film Series continued in October with **Ann Hunter** presenting the film *Why We Fight*. The objective of the film series is to introduce and screen films/documentaries reflective of current events/issues all within an environment that promotes academic discussion and critical discourse.
- **Gina White** recently presented “Assessment of Substance Abuse in ER” at the America Psychological Nurses Association National Conference in Anaheim, CA.
- The **CCC Student Forum** sponsored a Vernon College “Day of Service” on October 15. Members of the **CCC Student Forum** and the **Surgical Technologists Student Assn.** volunteered on Saturday, October 15<sup>th</sup> to work with Habitat for Humanity.
- TCCTA Campus Representative **Dina Neal** attended the TCCTA Fall Leadership Conference in Austin on October 7-8.
- The *Valekictorians Kickball team* has a 2-3 record halfway through the fall season. Games are on Monday night and team members include: **Jeff Feix, Brad Beauchamp, Christy Beauchamp, Jackie Polk, Lawrence Polk, Alvita Foster, Marcus Foster, Melody Bell, Chris Strader, Jason Scheller, Donnie Kirk, Robin Mikalunas, Katrina Brasuell, LeAnn Jordon, and Lindsey Means.**
- Biology Instructor and 2012 CLARA participant **Melody Bell** participated in her first CLARA workshop at Cedar Valley College in Lancaster on October 21.
- The Vernon College Innovation Center (VCIC) featured a “Technology Day” on October 26 at CCC at which Instructional Design Coordinator **Roxie Hill** and QEP Director **Criquette Lehman** presented demonstrations of *Camtasia, SoftChalk, and Qwizdom Clickers* technologies.

- Cosmetology Instructors **Darlene Kajs, Paula Brogdon, and Diane Shipley** recently participated in the *Toni & Guy Teaching Techniques Course for Instructors of Cosmetology* in Carrollton.
- LVN Director **Lynn Kalski** and Instructors **Pam Rotz, Kathy Nault, Sue Fitzwater, Cassie Shaw, Mike Scott, Brenda Taylor, Della Porter, Mary Jane Batchelor, and Rilda Novak** recently attended the Texas Assn. of Vocational Nursing Educators (TAVNE) Fall conference in Austin.
- Sociology Instructor **Dina Neal** recently attended the North Texas State Hospital Forensic Conference in Vernon. This two day conference is the leading Forensic conference in the state and was attended by over 140 professionals from throughout Texas.
- The **Surgical Technology Student Assn.** recently held a Hamburger Lunch fundraiser at CCC to raise funds for their annual trip to the National Convention.
- LVN Instructor **Thomas Hickey** recently participated in a Nursing Forum sponsored by Delmar Cengage.
- Mathematics Instructor **Margaret Patin** recently travelled to Austin to serve on the Developmental Math Instructional Technology Leadership committee.
- Students in the **Surgical Technology** program are currently using two textbooks which their Instructor **Jeff Feix** wrote/contributed to. *Pharmacology Handbook for the Surgical Technologist, 2<sup>nd</sup> Edition* which was authored by Jeff has been released and the 2011 class is the first class to use the new edition. Additionally, the class will be using *Alexander's Surgical Procedures* which was published in September in which Jeff wrote the Plastic/Reconstructive Surgery chapter.
- **Shana Munson** recently attended the *Texas Community College Instructional Leadership* Fall Conference in Dallas.
- **Gary Don Harkey** recently attended the *THECB Small College Accountability Group* meeting in Austin.

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

- Student Services- beginning 2012-2013 Annual Action Plans
- Student Relations- finishing college fairs travel and working on QEP project
- Housing- safety inspections and working with students on Thanksgiving checkout
- Athletic Training – [Fall injury report](#)
- Student Activities- Halloween Events complete, preparing for Turkey Trot
- Security- exploring mass notification systems to make a recommendation to Security Committee
- Counseling- beginning Spring Advising, High School Counselor Lunches Nov 15 & 17
- Testing- standard testing, reviewing policy and procedure manual
- Baseball, VB, Softball, and Rodeo have completed Fall season, now in off-season workouts and study halls

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

- Submission of Pell, Direct Loan and Title IV program disbursements
- Processing 11-12 FAFSA applications
- Currently issued 2,457 student financial aid award letters for 11-12
- Working on 10-11 FADB report
- Creating 11-12 presentation for the Region 9 HS counselor workshop
- Scheduling HS nights for 12-13
- Gathering Gainful Employment Data
- Official Class Roster Certification for Fall II opened
- Submitted and certified CBM006 report for Summer I and Summer II
- Campus Connect for Fall II closed on October 7
- Working on submitting new CBM0E1 and CBM00S reports for Summer
- Submitted and certified CBM001 and 004 reports for Fall
- Final Walk-in Registration for Fall II
- Moved Fall I Grades to transcripts
- Schedule Changes for Fall II
- Completed Fall IPEDS reports (Fall Enrollment, Completions, Institutional Characteristics)
- Filing CBM 002 for Summer 2011 and CBM 009 and CBM 00M for 2010-2011
- Receiving and processing Spring applications for admission
- Processing degree audits for December graduation

- Processing Program Completer degree audits and sending letters to students concerning graduation
- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs
- Phone counseling with students concerned about completion of degree requirements
- Beginning process to alert new students of State requirement for Bacterial Meningitis vaccination

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

- **Business Offices –**
  - The Auditor's wrapped up the year-end audit work on the 14<sup>th</sup>. We're working on writing the audit report. There were no findings and we should get one of the cleanest audit reports we've had in quite a while
  - Sandy attended a Customer Service seminar focusing on Personal Accountability, the Question Behind the Question and common communication mistakes. We will be sharing the info with everyone else soon.
  - Kim and Stacy participated in web site training with Run-Biz and have updated our part of the VC web site.
  - Still sending out lots of Student refund checks.
  - All of the personnel shuffling is finally complete and everyone is doing a great job in their new roles.
- **Book Stores –**
  - Returning books to vendors. Working on text book adoptions and ordering books for Spring.
  - Julie and Kathy attended the Southwest Book Conference in Dallas. Lots of good info on EBooks and text book rentals.
- **Facilities –**
  - Wichita Falls
    - Demolition is well under way for the Century City remodel. Several classrooms in the 900 area had to be relocated very quickly to make way for the demolition crew. Temporary classrooms were constructed and classroom equipment was moved in less than two weeks. WF maintenance staff and faculty were very busy making it all happen in such a short time. Ann was busy issuing keys and alarm codes and getting the phone lines switched around.
    - The new sidewalks and driveways are complete. Really helps the traffic flow and enhances the appearance and safety of the facility.
    - We will soon be starting on adding some islands in the west parking lot. It will require sectioning off probably a third of the parking lot at a time which will really put a cramp on available spaces but the islands are required by the City so we'll just have to suffer through it.
  - Vernon
    - Winter grass has been planted and is looking good.
    - John and his crew spent quite a bit of time getting things set up and ready for the Baseball field dedication.
    - Checking heaters to get ready for winter.
    - Wheat is planted. Amazing what a little rain can do.

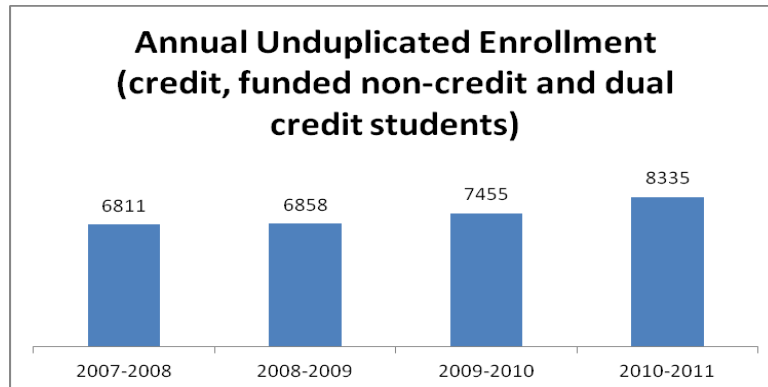
### **College Effectiveness – Betsy Harkey**

- The 2012-2013 planning process is underway. To help guide our process, following approval by the College Effectiveness Committee, the 2012-2013 Long Term Objectives were adopted by the Board of Trustees at their October 19<sup>th</sup> meeting:

#### **Long Term Objectives**

- Enhance recruitment efforts to increase enrollment
- Improve retention and completion rates of Vernon College students
- Allocate available funds to diligently utilize fiscal, physical, human and technological resources
- Develop additional academic and technical program opportunities
- Increase student support services to meet the needs of the Vernon College service area
- Ensure opportunities for professional development and support for faculty and staff
- Create opportunities for community utilization of campuses
- Support appropriate physical facilities to ensure the College meets its stated mission
- Heighten security efforts on all college campuses

- Provide the technical infrastructure to adequately support student learning, institutional improvement and employee functions
- Strengthen the College's planning and assessment activities to ensure accountability, student learning and institutional improvement.
- The College Effectiveness Committee met on October 31. Agenda items included review and approval of the 2012-2013 Primary Goals and Priority Initiatives for Vernon College which will be presented to the Board of Trustees for adoption at their November meeting.
- Key Performance Indicator of Accountability Data Fact:



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

- Working on the Annual Report
- Awards, letters being sent out to the Vernon College Rodeo Alumni contestants in the 2011 Wrangler National Finals Rodeo
- Chaparral Singers Winter Concert Advertisement
- Prepared and submitted two ads congratulating the Rodeo Alumni who are participating in the 2011 Wrangler National Finals Rodeo to the *Pro Rodeo Sports News*
- Michelle Alexander and LeAnn Jordan attended the “Letter of Inquiry (Intent) The Critical Determinant of Success” webinar
- Planning is underway for the 2012 Vernon College Foundation On-Line Auction, items are now being accepted

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

- Reminder: 2012-13 VConnected pilot project applications are due Friday, November 11<sup>th</sup>.
- The October 28<sup>th</sup> CCSSE presentation is now available online through Blackboard. Contact Criquett if you would like access to this presentation and other student engagement survey results (CCSSE, CCFSSSE, SENSE).
- The CSA Center Schedule is now posted on the [Course Schedule Advising](#) page of the website and can also be found in the new Spring Registration Guide. The CSA Center opens November 9<sup>th</sup> on both the Vernon campus and Century City Center.

### **Human Resources – Haven David**

- **Personnel Actions**
  - Hired for October – Randy Arnold – Custodial Technician - Vernon
- Conducted interviews for Government Instructor.
- Accepting applications for Biology Instructor.
- Attended one on one EKTRON website training.
- Attended Leadership Vernon Reception and Retreat.
- Leadership Vernon meeting on November 2<sup>nd</sup>.
- Toni and I updated the Human Resources webpage for the October 14 deadline.
- Held Employee Handbook Committee meeting, working on updates for 2011-2012 Employee Handbook.
- Attended WFHRMA meeting.
- Annual ORP report, TCCTA report and TASB final workers compensation report.

**DRJ Comments** –

- The College Effectiveness Committee continues to function effectively and to play a very important role in providing direction to institution as well as monitoring the important planning and assessment efforts of the various components of the college. I encourage you to take the time to keep up with the efforts of the College Effectiveness Committee. I also take this time to thank the members of the committee for their time, energy, effort, and diligence.
- Another reminder—please try to attend the employee Christmas dinner on Friday, December 2 at 7:00 pm in Vernon at the Wilbarger Auditorium. I look forward to seeing you there.
  
- Please feel free to contact me at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office—940-552-6291 ext. 2200
  - Cell-----940-261-0060