

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 Vernon College Board of Trustees approved a revised Professional Development Policy for employees at the October board meeting. The Professional Development committee, composed of faculty and staff, worked hard for several months to revise the policy to ensure that employees are taking part in professional development that the College is providing substantial in-house professional development, and that employee professional development is being correctly documented for future accreditation processes. Please take time to review the policy to assure appropriate participation.
- Several meetings have been held with individuals in Wichita County to begin discussions on a Branch Campus Maintenance Tax (BCMT) opportunity. Additional meetings are planned for the next several weeks. Public meetings will be conducted in the spring semester to engage community members, students, civic groups, and governmental entities. The tentative timeline of activities would result in a county wide vote in May 2015 if the plan moves forward without interruption. A concise presentation of the concept is attached to this monthly update.
- The ceremony to officially name the United Supermarkets Student Success Center located inside the northwest entry way of the Vernon College Century City Center was well attended and very appreciated by United personnel. The partnership has produced two \$75,000 scholarship endowments which will help many future students. The partnership also produces significant name recognition with a major community industry for Vernon College. Future partnerships are being explored for other significant functions/areas of the building at Century City Center.

Instruction – Dr. Gary Don Harkey

- Development of the Spring 2014 Class Schedule has been completed and is in the process of being posted online.
- Faculty will begin manning the CSA Centers on November 11 with online registration for the spring semester scheduled to open on November 18 for returning students with 30 or more VC credit hours. Online registration for spring classes will continue through January 8.
- The Core Curriculum Task Force composed of **Joe Johnston** (Chair), **Nancy Smith**, **Adrien Ivan**, **Mark Roberson**, **Karen Gragg**, **Annette Bever**, **Renee Wooten**, **Bradley Beauchamp**, **Greg Fowler**, **Cathy Bolton**, and **Daniel Lowe** recently completed their charge and presented their recommendations to the Academic Council on October 25. These recommendations were subsequently accepted and the proposed new Core Curriculum for Vernon College will be submitted to the THECB this month. Hats off to this dedicated group for their investment of time and energy over the past year!
- On Saturday, October 26th, VC employees and students participated in the **Vernon College Day of Service** by volunteering for a *Habitat for Humanity* project in Wichita Falls. VC employees **Jeff Feix**, **Donnie Kirk**, **Paula Brogdon**, **Teri Reese**, **Jackie Polk**, **Ruth Rascon**, **Karen McClure**, **Rebecca Ashlock**, **Kathy Peterson**, and **Angela Walker** joined 7 students from the Surgical Technology Student Association to paint and spruce up a home in Wichita Falls.
- Kudos to Instructional Services Administrative Assistant **Michelle Downes** for serving as coordinator for Vernon College's participation in the *Wilbarger County United Fund* campaign. Over \$4400 was donated by Vernon College employees to support nine local agencies.
- Instructional Services personnel, **Tina Baker**, **Misti Brock**, **Jennifer Brumley**, **Michelle Downes**, **Nina Feldman**, **Karen Gragg**, **Christina Hoffmaster**, **Barbara Jinks**, **Donnie Kirk**, **Kelsey Lange**, **Connie Monteith**, **Chris Reece**, **Angela Walker**, and **Michelle Wood** participated in the *Susan G. Komen Race for the Cure* on Oct. 12, 2013.
- Agriculture/Farm & Ranch Management Instructor **Michael Schoppa** along with 16 students from the VC Aggie Club helped host the annual *Wilbarger County Ag Day* on Oct. 9, 2013. The event focused on animal agriculture and was attended by over 400 Wilbarger County 4th & 5th grade students and teachers.
- Speech Instructor **Annette Bever** recently attended the *Texas Speech Communication Association Conference* in Corpus Christi.

- ADN Director **Cathy Bolton, Beth Arnold, Amy Hamm, and Jennifer Brumley** attended the *Academic Consulting Group Conference on Concept Based Curriculum* in San Antonio.
- Police Academy Coordinator **Mike Hopper** and Criminal Justice Instructor **Greg Fowler** recently attended the *Texas Commission on Law Enforcement (TCOLE)* annual conference in Corpus Christi.
- English Instructor **Cindy Coufal** and Math instructor **Karen Gragg** recently attended the *College Academic Support Program (CASP)* conference in Amarillo.
- Agriculture/Farm & Ranch Management Instructor **Michael Schoppa** recently provided the program for the Vernon Rotary Club.
- ADN Director **Cathy Bolton** recently attended meetings of the *Texas Organization for Associate Degree Nursing (TOADN)* in Austin.
- ADN Instructor **Mary Rivard** recently travelled to Tarrant County Community College - Northeast Campus to participate in the first of several *Consortium Leadership and Renewal Academy (CLARA)* workshops.
- Instructional Services Administrative Assistant **Judy Ditmore** recently participated in her first function as part of the *Leadership Vernon Class of 2015*.
- LVN Director **Lynn Kalski** and Instructors **Mary Jane Batchelor, Sue Fitzwater, Zela Haney, Kathy Nault, Rilda Novak, Kim Perkins, Della Porter, Pam Rotz, and Cassie Shaw** recently attended the *Texas Association 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 400 professionals from throughout Texas.
- Certified Nurse Aid Instructors **Sherrie Denham, Rhonda Fore, Megan Inman, Christie Knight, Sherri Oseletto, Justin Sanders, and Bonnie Waterhouse** recently attended a *Season's Seminars* in Dallas where the focal topic was "Designing a Course for Success".
- **Shana Munson** and **Sharon Winn** recently attended the *Texas Community College Instructional Leadership* Fall Conference in Austin. Hot topics at the conference included the restructuring of Adult Basic Education and interpretation of the newly mandated 60 SCH rule for associate degrees.
- A big THANK –YOU to **Michelle Downes and Judy Ditmore** for handling the *Meals on Wheels* deliveries for Instructional Services during the month of October!
- The annual Cosmetology Fantasy Hair Contest was held October 30 at both the Vernon Campus and Century City Center. Check out their creations on the Vernon College Facebook page.
- The **VC Surgical Technology Student Association** along with program coordinator **Jeff Feix** recently "partied" with children at the West Texas Children's Home - providing buckets of candy and decorating pumpkins with the children while in full costume. You can view the party pics on the Vernon College Facebook page.

Student Services/Athletics – John Hardin, III

- Student Services- reviewing and assigning 2013-2014 Annual Action Plans
- Student Relations- Fall travel for TACRAO schedule and sending letters to all service area seniors
- Baseball – off season workouts and conditioning
- Volleyball - current record 17 wins and 16 losses – conference record 6 wins and 5 losses
- Softball – off season workouts and conditioning
- Rodeo – current standings in Region women in 11th place and men in 15th place
- Athletic Training – thankful for Foundation grant for new taping table
- Security- working with RunBiz to complete RunSync implementation
- Housing- Thanksgiving dorm check out scheduled for November 26th
- Counseling- heavy advising to start first week of November when Spring 2014 schedule is published
- Testing-participating in statewide computerized GED training-thankful for Foundation grant for new chairs
- Student Activities- Annual Turkey Trot race scheduled for November 25th at 12:30 – come run!

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Financial Aid and Veterans Affairs:
 - Processing of 13-14 FAFSA applications
 - Packaging 13-14 financial aid applicants (2,253 as of 10/25/13)
 - Year-end FADB report completed and certified
 - Requesting TEXAS Grant funds

- TGSLC Program Review preparation
- 12-13 Audit
- Evaluating military transcripts
- Completing and submitting Hazlewood Report
- Participating in NSO
- Certifying VA paperwork for fall
- Financial Aid presentations to Headstart Parents
- Purging veteran files
- Attended Military Friendly Symposium
- Admissions and Records:
 - Continued on-line registration for Fall II
 - Submitted and Certified CBM00S, CBM0E1, and CBM002 for Summer I and Summer II
 - Moved Fall I grades to transcripts.
 - Final registration for Fall II
 - Submitted and Certified CBM001 and CBM004 for Fall 2013
 - Schedule changes for Fall II
 - Updated correspondence and website for the new age requirement on Bacterial Meningitis Vaccination
 - Reviewing and editing Spring Advising and Registration Guide
 - Submitted and Certified CBM009 and CBM00M Graduate/Completer Reports
 - Began emailing Absenteeism and Degree Audit letters to students
 - Student Success Communication emails and Facebook messages
 - Working with prospective international students on meeting admissions requirements
 - Scanning admissions documents into Docubase for advisors and CSAs
 - Evaluating student transcripts for transfer credit and posting to VC transcript
 - Application processing and mailing Admission Status letters

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Auditors were in for a week finishing up audit field work.
 - Margaret and Rhonda delivered meals for Meals on Wheels.
- **Bookstores –**
 - Receiving and Entering Textbook Adoptions for Spring
 - Returning Fall Textbooks
- **Facilities – Wichita Falls –**
 - Weekly lawn work and landscape.
 - Repair sprinkler heads around the building.
 - Restripe north parking lot and add one new handicap parking space.
 - Change filters in 82 rooftop units.

Vernon –

- Planted wheat at campus fields
- Planted Rye grass in the quad
- Disconnected city water from the baseball field and reconnected well water
- Repaired two wells that were not working
- Put a smaller pump in a well that didn't have enough water to support the existing pump
- Located an 8" water supply line (city water) in preparation to install isolation valves
- Installed a "soft start" mechanism on the blower motor for the swimming pool area that will significantly conserve electricity and natural gas in the winter months

College Effectiveness – Betsy Harkey

- Data Update: Key Performance of Accountability Indicators for Budget, Course Completion Success and Financial Aid have been updated and can be found at <http://www.vernoncollege.edu/KPIA.aspx>
- The College Effectiveness Committee met on October 25, 2013. Primary agenda items included review and approval of the 2014-2018 Primary Goals and the 2014-2015 Priority Initiatives. The 2012-2013 Annual Action Plan Final

Summary was also reviewed and approved by the Committee. The information will be presented to the Board of Trustees on November 20, 2013.

- The Student Success by the Numbers Committee met on October 11, 2013. The agenda included a review of the Key Performance Indicators of Accountability benchmarks and data. Dr. Luzelma Canales will be on the Vernon Campus on November 4 for SSBTN meetings and to conduct Focus Group Training.
- The letter has arrived from SACS COC as official notification that the Vernon College Fifth Year Interim Report is due September 15, 2014. A responsibility and deadline matrix was distributed last winter. Currently, the subject matter experts should be reviewing their draft narratives and posting artifacts into the SACS COC shared drive.
- The CBM 116 THECB Adult Learner Follow-up Report was certified on October 25, 2013. The report provided Vernon College with the opportunity to locate former students not found by the THECB. The information is used by the THECB to track the “success” of students. Examples of data use include consideration of Perkins funding and Program/Discipline Review.
- Betsy Harkey participated in the West Texas Assessment Conference and the THECB Liaison meeting during October.
- Mary King and Betsy Harkey delivered Meals on Wheels on October 9, 2013.

Institutional Advancement – Michelle Alexander

- Google Analytics (October 1, 2013 – October 29, 2013)
Vernon College Website Page views – 277,183
Top 6 webpages
 - [Vernon College Homepage](#) – 150,699 page views
 - [Student Email webpage](#) – 23,692 page views
 - [Library homepage](#) – 3,674 page views
 - [Job Announcement webpage](#) – 3,544 page views
 - [Athletics homepage](#) – 3,532 page views
 - [Class Schedules webpage](#) – 3,378 page views
- 16 Softball Alumni attended the Alumni Game on October 25
- Working on Presidents Report
- Community Interaction Committee held a promotional day during the Saturday night performance of the VC Rodeo and handed out bandanas to the kids in attendance
- Joseph updated the Committee List on the Committees webpage as requested by Mary King
- Joseph added the Texas Success Initiative Assessment link on the homepage quick links as requested by Sharon Shelton
- Joseph is working on the Ektron User Group action plan
- Joseph is developing a new website template for the Vernon College Core Curriculum webpage as requested by Joe Johnston
- In the process of preparing the Annual Campaign mail out
- Working giveaway inventory and preparing marketing materials as needed for various requests
- Finalizing the Institutional Profile
- Meeting and preparing for Sophomore Roundup
- Meeting and preparing for Gen TX Day
- United Supermarkets unveiling and scholarship signing, Gary Hart Reception, Al Garcia Scholarship signing
- Christie and LeAnn attended the Administrative Staff Association Meeting
- LeAnn is attending advisory meetings to assist with questions about marketing, advertising, and scholarships
- LeAnn coordinated and led a tour group from Graham ISD
- Held the annual Vernon College Foundation Board meeting
- The Integrated Marketing/Recruiting Committee is continuing its work on the Recommendations and proactively working with other marketing/recruiting projects.
- Michelle Alexander, LeAnn Scharbrough, Jessica Bennett, and Michelle Wood met with Michael Chapman and Susan Byers of Region 9 to discuss collaboration efforts on projects directed to area elementary and secondary students.
- Michelle, Christie and LeAnn coordinated the event celebrating the unveiling of the United Supermarkets Student Success Center
- STARS the College’s on-line Scholarship Application opened on Tuesday, October 22 and will remain open until March 1, 2014.

Quality Enhancement – Criquett Lehman

- The office of Quality Enhancement will be offering 3 opportunities to attend the National Institute for Staff and Organizational Development (NISOD) conference May 25-28, 2014 in Austin Texas. Preference will be given to those faculty or staff who submit a proposal (and are accepted) to present at the conference. The deadline to submit proposals is January 10, 2014. Details can be found on the [NISOD website](#). Feel free to contact me for further information.
- Reminder: all professional development information can be found on our website at www.vernoncollege.edu/VIC/ProDevelopment.aspx. This includes the monthly calendar of events, in-house report forms, outside report forms, and policy documents.

Human Resources – Haven David

- Completed ORP Report.
- Held Employee Friendly Task Force meeting October 11th.
- Completed TCCTA Survey.
- Working on SACS documentation.
- Attended dedication of plaque for Gary Hart.

DRJ Comments –

- I continue to appreciate everyone's efforts for process improvements and for student success initiatives. I continue to see results of our efforts and I look forward to even more progress.
- The annual employee Christmas dinner is Friday, December 6 at 6:30 pm in the Colley Student Center on the Vernon campus. I hope you and your significant other can join us for a good evening of food and fellowship.
- The semester is coming to a fast close. Thanksgiving, final exams, turning in grades, and then the Christmas holiday will be upon us. I hope that you have wonderful experiences as we land this semester!

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

I have a proposal that I am confident will benefit Wichita County high school students, community college students, community members, and business and industry. The proposal would:

- Support establishing zero cost tuition and fees for all Wichita County high school students in dual credit academic, technical, or Early College High School classes saving each student and/or school approximately \$450 per course. There are currently 295 Wichita County students enrolled in Vernon College dual credit classes for the 2013 fall semester that would have benefitted from this initiative.
- Support lowering the cost of tuition for Wichita County residents attending Century City Center, Skills Training Center, Sheppard Learning Center or other Vernon College Wichita County sites. This would allow them to pay the same tuition rate as Wilbarger County resident students— basically a 45% reduction in the tuition cost for each class. Total cost of tuition and fees per semester credit hour (SCH) would decrease from \$160/SCH to \$118/SCH. This would save \$630/semester for a student taking 15 SCH per semester based upon 2013-2014 board approved tuition and fee rates. There is an additional 1768 Wichita County students enrolled in Vernon College classes for the 2013 fall semester that would have benefitted from this initiative.
- Support the cost of relocation and enhancement of the Skills Training Center to provide vital training for Wichita County business and industry. The current facility is owned by the Wichita County and is proposed for expansion of county jail operations in the future.
- Support Vernon College operations, programs, and services including instruction, student services, fiscal operations, physical plant, maintenance, and technology in Wichita County.

The proposal is a Branch Campus Maintenance Tax (BCMT) limited to \$.05/\$100 of assessed valuation to benefit the students and business and industries of Wichita County as well as supporting Vernon College operations in Wichita County. There are several examples of a BCMT among Texas community colleges that support out of district operations. Two examples near Wichita County are Wise County which passed a BCMT to support Weatherford College operations in Decatur and the city of Graham which passed a BCMT to support North Central Texas Community College operations in Graham.

Texas' statutes permit the creation of a limited property tax to operate, maintain, and support a community college campus in a jurisdiction outside of its taxing district. Vernon College's taxing district is Wilbarger County. The purpose of the tax is to support college operations for instruction, student services, physical plant, and technology at a more adequate level than can be provided by tuition, fees, and state appropriations only. The BCMT may not exceed \$.05 per \$100 of assessed valuation in the jurisdiction. The proceeds of the BCMT may only be used in the area of jurisdiction that levies the BCMT. The cost to an individual with a \$100,000 home in Wichita County would be \$50 per year or \$4.17 per month to support the above initiatives.

Vernon College has significant operations in Wichita County that provide vital and affordable educational opportunities to community members as well as workforce training for business and industry in demand occupations and skills. Our goal is to improve and expand these operations and opportunities. I hope you will see significant value to our ideas—for Wichita County students, community members, and business and industry.

Dusty R. Johnston, Ed.D.
President