

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 semester has gotten off to a great start. I appreciate all of the time, energy, and effort that Vernon College employees put forth to get a semester underway. Enrollment is up to 3277 students, classes started in a good fashion, and I had several positive comments on the student friendliness of our employees.
- Over the last few months, Vernon College has made a concentrated effort toward the development of a coordinated, comprehensive and effective student success agenda. To continue moving forward, we accepted the invitation to participate in the *Student Success by the Numbers* project. *Student Success by the Numbers* is directed by the Community College Leadership Program at the University of Texas at Austin. External consultants will facilitate discussions with faculty and staff over a two day period September 14-15. This project is designed:
 - to build the capacity of community and technical colleges to understand and communicate about data depicting student progress, engagement and success;
 - to use those data in targeting and monitoring improvements in post-secondary preparation, access, persistence and completion; and
 - to build an increasingly powerful culture of evidence to support and promote an effective student success agenda.
- The bid announcement for the Century City Center renovation project has been in the newspapers. The bids will be opened on September 15. Final bid approval will be at the September 28 board meeting.
- Vernon College has been partnering with the Wichita Falls Chamber of Business and Industry to promote the Work Hard Work Smart. One mission of the grant is to certify the local workforce by promoting the use of the National Career Readiness Certificate with potential employees and employers. Two staff members funded by the grant will be located at the Skills Training Center and will work with the Continuing Education Department as well as Workforce Solutions to initiate the program.
- Several people are working on a new Annual President's Report to be distributed this fall. The report will include pertinent information about the College's activities and accomplishments as well as highlighting the Key Performance Indicators of Accountability (KPIAs).
- Begin preparing for the 40th anniversary of Vernon College which is next September 2012. Institutional Advancement and other departments are already working on ideas and activities for the celebration. Be looking for additional information in the future.

Instruction – Dr. Gary Don Harkey

- With 3,277 unduplicated students and 10,135 enrollments, the Fall 2011 semester has started with a bang.
- Newly hired full-time personnel within Instructional Services include ADN instructor **Jamie Buchanan** (ADN instructor).
- **Sharon Winn** and **Miriam Mas** recently travelled to Austin to participate on a panel discussion regarding the Texas Workforce Commission CNA/ESL training grant.
- Police Academy Coordinator **Mike Hopper** served on the 2011 Hotter'N Hell Steering Committee while Culinary Arts Instructor **Frank Cordero** assisted with the Hotter'N Hell pasta supper for event participants at the Wichita Falls MPEC.
- On August 9, Vernon College **Cosmetology students** gave approximately 50 free haircuts on the Vernon campus as part of the Back to School Backpack Program. This marks the 4th year the VC Cosmetology Program has

participated in the Back to School Backpack Program. Kudos to the students and instructors **Darlene Kajs, Paula Brogdon, and Dianne Shipley!**

- VC students were somewhat surprised to see that the new textbook being used in their Spanish course listed their very own Spanish Instructor, **Renee Wooten, Vernon College**, as a “Reviewer and Contributor”. Good job Renee!
- Faculty are utilizing the new **Early Alert** module in POISE this fall in an effort to increase student retention and success.

Student Services/Athletics – John Hardin, III

- Student Services- attending all orientations to make sure that handbooks and policies are covered as needed
- Student Relations- planning Fall 2011 college fairs and recruitment visits – 1st fair is August 31 in Lawton
- Housing- residence halls full and move in complete- planning September fire drills and safety inspections
- Softball- off season practices started- physicals complete
- Baseball- off season practices started- physicals complete
- Volleyball- started season, first preseason tournament in Tyler
- Rodeo- securing livestock for practice and competition, practicing late evenings to avoid heat stress
- Athletic Training – secured athletic insurance, beginning normal operations
- Student Activities- completing student ID distribution, conducting fall 2011 kick off events, preparing for SGA elections
- Security- continued heavy patrolling during first weeks of class, planning fall campus wide fire drills
- Counseling- Freshman Rally Sept 7&8-planning fall event dates including HS counselor lunches
- Testing- completing year end testing report, awaiting information on mandatory GED conference

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Submission of Pell, Direct Loan and Title IV program disbursements
- Currently issued 2,722 student financial aid award letters for 10-11
- Processing 11-12 FAFSA applications
- Currently issued 2,072 student financial aid award letters for 11-12
- Net Price Calculator information updated
- 11-12 Cost of Attendance information posted on financial aid homepage
- Chap Assistance TV launched
- Work-study positions posted on site and being filled
- Preparing for annual audit
- Submitted and certified CBM001 and CBM004 for Summer II
- CBM-002 for Spring 2011 has been certified
- Fall 2011 enrollment currently 3285 (a fall semester record)
- Semester end procedures for Summer and Summer II (move grades to transcript, probation, suspension, reports)
- Receiving and processing more Spring applications in Wichita Falls earlier than usual
- Processing degree audits for August 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
- Conducted on-site registrations at Vernon Campus, SLC and CCC for Fall 2011
- Fall semester for Campus Connect (online) Registration continued

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices**
 - Registration at both campuses went pretty smoothly with no major complaints that I’m aware of. Thanks to all of the business office staff for their extra efforts.
 - Margaret Tubbs was selected to replace Mindi as our Payroll Accountant. They are both working hard to learn their new responsibilities.
 - We posted Margaret’s position last week and received about 30 applications. We will be interviewing and making a selection next week.

- **Book Stores**
 - Fall sales were strong at both stores. Bookstore folks did a great job preparing for and handling masses.
- **Facilities**
 - Wichita Falls –
 - Hired Carl Brinkley as our new Facilities Manager. He started August 9th and is busy getting acclimated and finding his way around the campuses.
 - Relocated and widened parking lot entry at the Northwest corner is making a big difference on the congestion we use to see at that corner. Contractor is starting on the new delivery entry on the north side. New entry off Maplewood will have to wait until the city is done with their paving project.
 - Having air conditioner problems at all locations. Working hard to get those resolved as quickly as possible.
 - Vernon –
 - Acoustic clouds were installed in the Colley Student Center to improve sound quality. Everyone I've talked to thought they made a tremendous difference during lunch and awards ceremony portion of staff development day.
 - We've quit watering almost all of the grounds to help City and County conserve water. Stuff turns brown pretty quickly when it's 110.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on Tuesday, August 2nd. A major agenda item was review of the SACSCOC Fifth Year Interim Report requirements. Vernon College will submit the report in 2014. Committee members were reminded that in order to provide mature data/evidence for the report, artifacts must be collected during the academic year 2011-2012.
- Members of the College Effectiveness Committee have been asked to conduct reviews of documents used in the planning process in order to prepare for the 2011-2012 academic year. Documents undergoing review are: Assessment and Report Calendar, General Glossary and 2011-2012 Working Timeline. Suggestions for additions, changes and enhancements will be evaluated during the September 27 College Effectiveness Committee meeting.
- The Texas Higher Education Coordinating Board Licensure/Certification Report was submitted in August. The THECB sends us a specific list of programs for their collection. The report information is used as part of their statewide and college comparison Accountability System.
- As a Key Performance Indicator of Accountability, Vernon College has chosen to collect rates for all programs that teach toward a licensure or certification ([Licensure-Certification AY2008-2010](#)).

Institutional Advancement – Michelle Alexander

- Imported Constituent data into new software (Raiser's Edge)
- 2011-2012 Annual Campaign [Mail Solicitation](#) has been sent as of 8/29 using new software
- LeAnn Jordan [participated in advanced](#) online training for Blackbaud Software
- Michelle, Christie and LeAnn [participated in](#) online training for MaestroWeb Auction Software
- Finished up Fall and Perkins advertising
- Ex-Students Association hosted Volleyball and Softball Alumni Parties
- Advertising for new Culinary Program on KFDX, Fox, and Times Record News

Quality Enhancement – Criquett Lehman

- Are we doing everything to connect our students to Vernon College? The Survey of Entering Student Engagement ([SENSE](#)) will assist us in identifying what is working—and what needs improvement—in our intake processes and students' earliest classroom experiences with the goal of improving entering student retention and outcomes. Please encourage our students to complete the SENSE survey and help us connect them to their future! September 12th-23rd
- How can you create learning experiences that effectively use tools and resources to ensure that your students gain new knowledge skills? The VC Innovation Center (VCIC) provides the technology learning and support you need. Submit your innovative ideas and be a part of the VConnected Team! Applications will be accepted mid-semester.

Human Resources – Haven David

- **Personnel Actions**
 - Hired for August – Sheryl Nava-Congregate Meals, Tanya Beauregard – A D N Instructor – Vernon/CCC, Carl Brinkley – Director of Facilities – Wichita Falls
 - Hired for September – Jamie Buchanan – A D N Instructor – CCC/Vernon, Kelly Soerens – Library Associate - CCC
 - Transfer for August – Margaret Tubbs to Staff Accountant - Vernon
 - Resignations/Terms for August – Stacy Smith, Keta Jolly, Chad Mueller
 - Resignation for September – Angie Moore
 - Retirement for August – Romona Vaughan
- Conducted interviews for Director of Facilities, Staff Accountant, and Library Associate.
- Accepting applications for Biology Instructor
- Screening applications for Accounts Payable Clerk and Admissions & Records Clerk.
- Completed reports for several open records requests this month.
- AFLAC was available to employees on campus during Staff Development.
- Able to work with another Workers Compensation group (CAS) to get us quotes. VC has decided to go with this group at a substantial savings.

DRJ Comments –

- I am looking forward to the discussions facilitated by the *Student Success by the Numbers* project. I am excited that we continue our zeal for student friendliness and student success.
- As we continue to work on our website and as we begin to prepare for Spring registration, I encourage each employee and each department to explore answers to the question—“How many ways can we communicate to students all they need to know?”
- Please feel free to contact me at:
 - drj@vernoncollege.edu
 - Office—940-552-6291 ext. 2200
 - Cell-----940-261-0060