

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 accepted and approved the 2009-2010 audit prepared by Edgin, Parkman, Fleming, and Fleming, PC of Wichita Falls, Texas. The financial component of the audit was excellent. The process component of the audit cited many improvements in the past year to ongoing internal processes that had previously been cited for improvement. One current year process in financial aid was identified as needing improvement. A corrective action letter has already been submitted.
- The Board also approved the architectural plans for the Century City Center renovation project. According to the timeline presented by Rick Sims, the schematics and bid documents should be completed by April, bids should be opened in May, and renovation should begin in June.
- All state agencies, including universities and community colleges, received notification from the state that the current year appropriated funds would be reduced by an additional 2.5%. This amounts to \$147,421 for Vernon College. This will come from funds budgeted as contingency in the 2010-2011 approved budget.
- State funding for Vernon College for next biennium is estimated to be reduced by as much as \$1.4 million per year because of the state budget shortfall. The final number will result from the decisions made during the upcoming legislative session. The administrative team has already scrutinized the current 2010-2011 budget for potential cost savings as we begin to develop the 2011-2012 budget. As all employees participate in the upcoming budget process, all expenses need to be analyzed thoroughly and all revenue options need to be explored.
- Many of the new processes and procedures put in to place due to recommendations of the Academic Advising Task Force; including the use of Course Scheduling Advisors (CSA) appear to have been met with positive attitudes by the students who participated in pre-registration for the spring 2011 semester. It was very encouraging to see the volume of returning students take advantage of the advising opportunities.
- The rodeo alumni reception hosted at the Wrangler National Finals Rodeo in Las Vegas, Nevada was a success. Twelve former Vernon College rodeo team members qualified for the WNFR out of total possible 105 slots. We were honored to have world champions Will Lowe, Stran Smith, Rich Skelton, and the new all-time leader in all-around cowboy world championships, Trevor Brazile, join us for the reception. Many other alumni, as well as employees and friends of the college also on hand to help make the event a success. Sponsors of the reception were the Vernon College Board of Trustees, the Vernon College Foundation, Kieschnick Insurance, the Santa Rosa Roundup committee, Mr. and Mrs. Grady Stowe, and Mr. Joe Chat Sumner. The support was greatly appreciated.

### Instruction – Dr. Gary Don Harkey

- The North Texas Tech Prep Consortium, under the leadership of Director **Romona Vaughn**, hosted the Regional Conference on Dec. 7<sup>th</sup> at the Region IX Education Service Center in Wichita Falls.
- A Faculty Development day was held December 9<sup>th</sup> on the Vernon Campus for all VC full-time faculty. Dr. Catherine Wehlburg, Asst. Provost for Institutional Effectiveness at Texas Christian University provided the keynote address entitled *Aligning Faculty Needs with Assessment Requirements: Focusing on Learning.*
- **Deana Lehman**, Director of Special Services, recently visited North Central Texas College - Corinth, and Collin County Community College – McKinney, to investigate best –practices in tutoring and ADA procedures.
- 169 sophomore high school students from Archer City, Bryson, Byers, Chillicothe, Electra, Gold Burg, and Quanah participated in the Sophomore Roundup hosted by the North Texas Tech Prep Consortium on Dec. 10<sup>th</sup> at the Region IX Education Service Center where the students were exposed to various presentations regarding educational/career fields and soft skills.

- VC Cosmetology Instructor **Diana Shipley** recently traveled to Oklahoma City to view the Oklahoma State Board Examination for Cosmetology. VC has numerous cosmetology graduates that take the State Board Exam for Oklahoma licensure each year.
- Instructional Technology & Design Coordinator **Roxie Hill** led an intensive 30 hour+ Blackboard 9.1 workshop during the week of Dec. 13-17 in preparation for VC's migration to the new Learning Management System platform effective fall 2011. Those participating in the week long workshop and who will serve as resources/trainers for others this spring and summer included Blackboard super-user gurus **Larry Jordan, Cindy Coufal, Chad Mueller, Greg Fowler, Karen Gragg, Teresa Ramos, Katrina Brasuell, Steven Underhill, and Michelle Wood.**

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

- Counseling – preparing for registration and late registration
- Testing – preparing for registration and late registration
- Athletic Training – preparing student athlete outside insurance policy and procedure
- Softball – awaiting return of athletes to begin spring workouts and season
- Baseball – preparing contingency plans in case field is not complete for beginning of season
- Volleyball – interviewing for new assistant coach
- Rodeo – preparing stock to begin practices
- Housing – completing minor maintenance issues before students return on 10<sup>th</sup>
- Security- hoping to have monitors installed the first week of January so new cameras can be in use
- Student Activities – planning spring activities with coaches around athletic travel schedules
- Student Relations – aiding in registration then onsite services area high school visits begin

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

- Submission of Pell, Direct Loan and Title IV program disbursements
- Currently issued over 2,300 student financial aid award letters for 10-11
- Continued packaging of 10-11 financial aid applications
- Satisfactory Academic Progress review completed for fall 2010
- Return to Title IV calculations being completed for fall 2010
- Entering spring 2011 Third Party Awards
- Creating 11-12 forms
- Preparing to start processing 11-12 FAFSA applications
- Preparing for financial aid high school night that begin January 20
- Continuation of application processing and mailing Admission Status letters for spring
- Campus Connect registration continuing until January 6
- Scanning admissions documents into Docubase for advisor use
- Certification of degree audits for December 2010 and May 2011 graduates
- Working on eligibility for softball and baseball
- Gearing up for walk-in registration at Vernon and Century City

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

- Facilities WF – Finished Skills renovation; started cleaning out North side of CC building in preparation for remodel project
- Facilities Vernon – Work continuing on Baseball Field House; added covered storage area to back side of maintenance barn to store large equipment; put up Christmas decorations
- Business Offices – Preparing W-2 and 1099 files so they can be sent out as soon as possible in January; Filing year end reports
- Bookstores – Book buy backs went very well; working on marking, inventorying and returning books and getting set up for January sales

### College Effectiveness – Betsy Harkey

- Criquett Lehman and Betsy Harkey traveled to the Southern Association of Colleges and Schools preconference and conference during the month of December. Criquett's focus for workshops

revolved around the assessment and reporting expectations of the Quality Enhancement Plan. Betsy focused on the Fifth Year Interim Report and expectations for Institutional Effectiveness.

- The Texas Higher Education Coordinating Board Accountability Report Information for Vernon College was submitted during December. Information included will be used in various upcoming legislative reports.

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

- Working on the 2011 Vernon College Online Auction (February 23-25). Currently we have 45 items already donated! If you have something that you would like to donate please contact Christie Lehman for more information.
- Completing advertising placement for the spring 2011 Semester, Police Academy, LVN, and Cosmetology.
- Starting on Softball and Baseball Media Guides
- Collecting information for the next *Vernon College Insight*. Please send your information to Christie Lehman.
- Assisting area high school students with their STARS (Vernon College On-Line Scholarship Tracking and Review System) applications. Approximately 300 applications have been submitted so far.

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

- The first issue of *the Chap*, a QEP student newsletter, was emailed to all Vernon College students. It is an interactive newsletter that contains information on how to become an engaged student, highlights existing services for students, and provides an opportunity for student feedback. This newsletter will be published once a semester.
- The Survey of Entering Student Engagement (SENSE) data will be presented at the Spring Semester Kickoff on Monday, January 10. This session is open to both faculty and staff.
- The VC Café will be offering sessions during [Faculty Development Week](#) including SoftChalk, Blackboard 9.1 Features, Library Services, and Special Services. These sessions are available to both faculty and staff. Please contact [Roxie](#) or [Criquett](#) for further information.

### **Human Resources – Haven David**

- Personnel Actions – Nancy Arnold – hired January – Financial Aid Processor in Vernon
- Dept. of Labor Survey completed
- 2011-2012 Annual HR Plan Draft completed
- AAUP Faculty Compensation Survey completed
- Interviewing for Assistant Volleyball/Resident Hall Assistant
- HR page updated with addition of Benefit Page for the new website
- Social Security meetings with Jennifer Whitehead to be held in Wichita Falls at CCC on January 24<sup>th</sup>

### **DRJ Comments –**

- The spring will be a busy time as we accomplish many important functions to move Vernon College forward including, but not limited to:
  - preparing the annual plan for 2011-2012,
  - finalizing the annual plan for 2010-2011,
  - developing the budget for 2011-2012,
  - performing all employee professional reviews/evaluations,
  - implementing and monitoring college effectiveness efforts,
  - assessing all functions and components of the college,
  - continuing to enhance academic advising with task force recommendations,
  - emphasizing retention and completion efforts with task force recommendations,
  - producing course schedules for summer 2011 and fall 2011,
  - moving forward with the CCC renovation plans,
  - surviving the upcoming legislative session,
  - valuing our students, communities, and work colleagues, and of course,
  - ensuring that teaching and learning takes place effectively and efficiently at Vernon College.

I encourage each employee to accomplish their part of this mission to the best of their ability. If we all do the best at our part, the whole will take care of itself.

- Please feel free to contact me at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office—940-552-6291 ext. 2200
  - Cell-----940-261-0060