

**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**

- State funding and the 2011-2012 college budget have been on the priority list for several months. The dust has settled from the legislative session and we have some pretty solid numbers for state funding for Vernon College in regard to formula instructional appropriations, health insurance appropriations, and retirement appropriations. The basic state funding for instructional funds increased because of the significant 29.6% contact hour growth from the last funding cycle. The appropriation increased from a revised 2010-11 biennial appropriation of \$10,970,330 to a final 2012-2013 biennial appropriation of \$11,699,859. Unfortunately, the state funding for group health insurance and retirement funds decreased by an estimate of \$1.1 million dollars for the biennium. To continue supporting group health insurance and retirement matching for employees, the College will be absorbing just over \$400 per employee per month in cost that has been paid by dedicated state funding in past years. As the 2011-2012 Vernon College budget is being finalized, the most significant changes from the 2010-2011 budget are:
  - Increased tuition and fee revenue resulting from increases in tuition and fee rates
  - Increase instructional formula funds due to contact hour growth
  - Cost to the budget for decrease in group health insurance and retirement funds
  - Cost of two additional faculty positions (English, History)
  - Elimination of two full time positions possible due to retirements (Associate Dean of Administrative Services, Grounds Technician)
  - Reduction in capital project funds in Vernon and Wichita Falls
  - Reduction in capital outlay funds throughout the budget
  - Reduction in technology funds throughout the budget
  - Reduction in supply funds throughout the budget
  - Reduction in contingency funds
- Century City Center renovation plans are continuing to be finalized. The revised date for opening the project bids is September 1, 2011. A great deal of work and thought has gone into the renovation plans. Everyone's contribution is greatly appreciated.
- The baseball field expansion/renovation project is 99.5% complete. Plans are being made for an early fall dedication and open house.
- An outside firm will be conducting an in-depth audit of all Information Technology infrastructure, functions, processes, and practices during the month of July. Please provide your supervisor with input in regard to how you interact with IT. Various administrators and employees will be interviewed during the audit process. The primary goal of the audit is to identify strengths and weakness to assist in future planning to enhance the IT component of the institution.
- The President's office is working with Advancement and Institutional Effectiveness to produce an annual President's Report to the Community. The Institutional Profile and the Key Performance Indicators of Accountability (KPIAs) will be the cornerstones of the report. Additional facts and accomplishments will be added to give a very good overview of the past year's activities to the community.

- I have appointed another Improvement Task Force call the Community Interaction Task Force. This year, we will focus on the Vernon campus and then next year we will have a similar task force in Wichita Falls. The primary purposes of the Task Force to make recommendations which will (1) ensure optimum community interaction with the Vernon campus of Vernon College, (2) encourage more community people to be on campus, and (3) highlight opportunities for Vernon College to be a location to facilitate community interaction. Vickie Bradley and Christie Lehman will be co-chairing the Task Force and the group will begin to meet when schools starts in August.
- Congratulations to the Vernon College Rodeo Team for another highly successful season.

### Instruction – Dr. Gary Don Harkey

- VC welcomes newly hired personnel within Instructional Services which include **Michael Scott** (LVN instructor), **Brenda Taylor** (LVN instructor), **Bettye Hutchins** (History instructor), **Johnny Spence** (History instructor), **Francisco Cordero** (Culinary Arts instructor), and **Michelle McLean** (cosmetology/mail clerk). Additional vacancies currently being advertised with the goal of filling them this month include one English instructor and two ADN instructors.
- **Shana Munson** recently attended a board meeting of the Texas Association of Career & Technical Educators (TACTE) in Austin.
- Cosmetology Director **Darlene Kajs** recently attended the Texas Department of Licensing & Regulation - Cosmetology Advisory Board Meeting in Austin.
- Congregate Meals Director **Iva Belew** recently attended the Texas Conference on aging in San Antonio.
- Health Information Technology instructor Ruth Rascon recently attended the HIT Educators Conference in San Antonio.
- **Karen Gragg**, Division Chair for Mathematics & Science recently attended the Texas Community College Math Chairs Conference in Austin where the focus was on Developmental Math.
- 2011-2012 QEP participants **Margaret Patin** (Math instructor), **Angela Walker** (PASS Center Coordinator – CCC), and **Michelle Wood** (Director of Continuing Education) recently attended the National Institute for Staff and Organizational Development (NISOD) in Austin. The group attended as part of the ongoing Quality Enhancement Plan efforts at VC and gathered ideas and information relative to their upcoming QEP projects.
- **Dr. Gary Don Harkey** recently attended the Virtual College of Texas Coordinator’s meeting in Austin.
- **10 Surgical Technology students** accompanied Program Coordinator & Instructor **Jeff Feix**, to the 2011 *AST National Conference* held in San Francisco June 1-5. While there, students attended the student forums and Jeff coordinated the AST Community Outreach event which entailed volunteering at the meal center for the GLIDE organization where they assisted in feeding 750 homeless people on Memorial Day.
- An online training version for Blackboard Learn (Bb 9.1) is currently underway with 18 faculty participating. Another online session will be offered July 11- August 7. The online training was developed by Roxie Hill, Instructional Design & Technology Coordinator. To date, 72 instructors have participated in trainings with the goal of having all current online instructors trained prior to the fall semester when Vernon College will officially transition from Bb version 8 to the new Blackboard version 9.1.

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

- Student Services- sending Student Handbook to print
- Student Relations- covering all NSGA’s and initial interest appointments – preparing viewbook, checklist, housing brochure and New Student Group Advising Handbook for graphic designer and printing
- Housing- routine summer maintenance continues
- Softball- most players signed for Fall and advising complete
- Baseball- recruiting for next season
- Volleyball- arranging alumni match and conducting summer camps - most players signed for Fall and advising complete
- Rodeo- recruiting for next season
- Student Activities- updating Marquee throughout the summer
- Security- creating monthly security camera operations tests

- Counseling- fall advising, athletic advising walk in day July 13<sup>th</sup> Vernon Campus, preparing Freshman Rally for September 2011
- Testing- Heavy Accuplacer testing - working with instruction for August instructional testing schedule

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

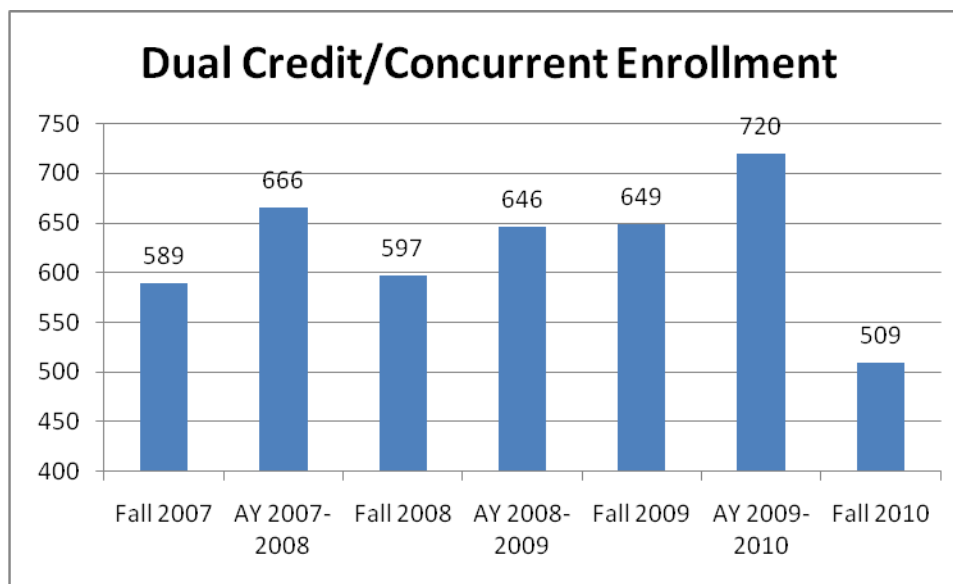
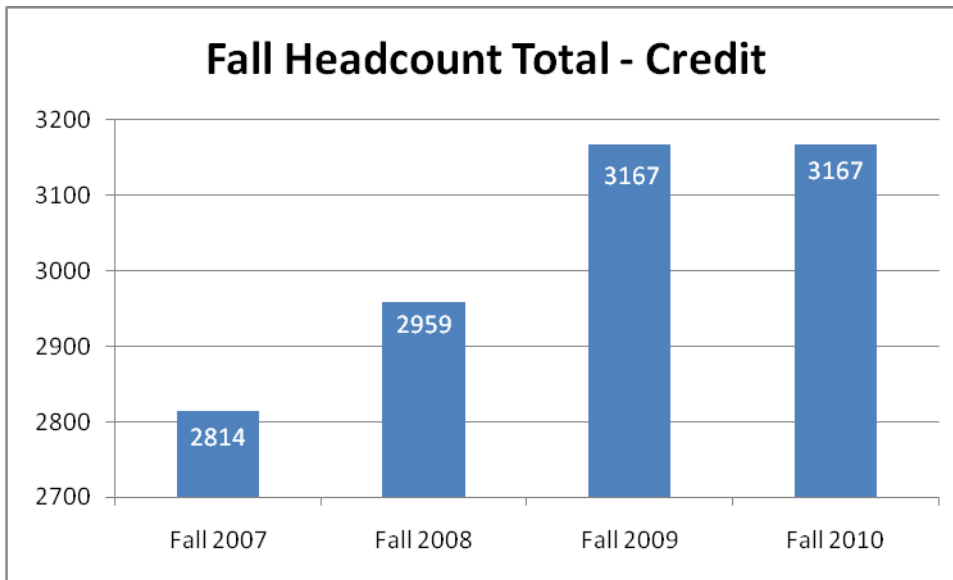
- Submission of Pell, Direct Loan and Title IV program disbursements
- Currently issued 2,716 student financial aid award letters for 10-11
- Continued packaging of 10-11 financial aid applications
- Processing 11-12 FAFSA applications – have 1,153 awarded or ready to award
- TEXAS Grant EOY report completed and certified
- Working on QEP projects
- Reconciliation of FWS, SWS and SEOG for 10-11 completed
- Posting 11-12 athletic and academic scholarships
- Top 10% EOY report completed and certified
- Submitted CBM006 for Fall, CBM00A and CBM00C for third Quarter.
- Campus Connect registration open for Summer II
- Working on CBM001 and CBM004 for Summer I report.
- Processing degree audits for August graduation
- Continuation of application processing and mailing Admission Status letters
- Working on re-write of Degree Audit POISE catalog file for 11-12
- Scanning admissions documents into Docubase for advisors and CSAs
- Phone counseling with students concerned about completion of degree requirements
- Conduct Summer on-site registrations at Vernon Campus and CCC
- Fall semester for Campus Connect (online) Registration is open
- Summer Continuing Education registrations (Kid's College in full swing)

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

- **Business Offices –**
  - Summer vacations under way. Pretty quiet around here
  - I attended TACCBO Annual meeting June 21 thru 24 in El Paso.....Vernon's not so bad!!!!
- **Book Stores –**
  - Should start receiving Fall text books next week
- **Facilities –**
  - Wichita Falls – Moving doors and refurbishing some offices to get a jump on the remodel project
  - Working with architect on new parking lot entries to alleviate parking lot congestion
  - Vernon – Baseball facility nearing completion
  - Trying to keep air conditioners running
  - Installing wireless internet connections at the dorms

### College Effectiveness – Betsy Harkey

- Due to the hard work this spring of the College Effectiveness Committee, the face-to-face June meeting was changed to Blackboard data review. Any discussion and questions about data will be held during their July meeting.
- Dr. Dusty Johnston, Dr. Gary Don Harkey, Roxie Hill, Criquett Lehman and Betsy Harkey will be the Vernon College team participating in the 2011 SACS Institute on Quality Enhancement and Accreditation at Fort Worth in July.
- In an ongoing effort to share Key Performance Indicators of Accountability data, the Monthly News Data Facts for KPIAs are:



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

- Uploading 4,500 ex-students names to Harris Connect for current addresses
- Cleaning up current Donor Data information for input into the Raiser's Edge Database
- As of June 27, **277** 2011-2012 Scholarship Offers have been sent to new and returning students. Not included in these offers are scholarships that will be awarded at a later date by the Nursing Departments.
- Working on developing the new President's Annual Report.
- LeAnn Jordan attended a Photoshop I Workshop at Region 9.

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

- Check out Financial Aid's new [Chap Assistance TV!](#) As a QEP project, Melissa Elliott created these videos to help address student's most commonly asked questions.
- Student Engagement Data - in a continued effort to share student engagement data, please see this month's Student Engagement Data Facts.
  - CCSSE Benchmark [Student Effort](#)
  - CCSSE Benchmark [Academic Challenge](#)
  - CCSSE Benchmark [Student-Faculty Interaction](#)

## **Human Resources – Haven David**

- **Personnel Actions -**
  - Hired in June – Gilbert Gates – Custodial Technician – Vernon
  - Hired for July – Michelle McLean – Cosmetology Lab Assistant/Mail Clerk – Vernon
  - Hired for August – Bettye Hutchins – History Instructor – Vernon; Johnny Spence – History Instructor - CCC
  - Resignations/Terms for June – Gary Hart (passed)
  - Retirements for July – Lois Jablonski
- Held interviews for Custodial Technician, History Instructors, and Cosmetology Lab Assistant/Mail Clerk
- Accepting applications for 2 ADN Instructors – Vernon/Wichita Falls and English Instructor – Wichita Falls
- Screening applications for Assistant Baseball Coach/Residence Hall Assistant
- Annual Enrollment begins July 11th

## **DRJ Comments –**

- Everyone working this summer is busy, busy. As our student numbers have increased the past several semesters, I realize that we all deal with a greater volume of work. I appreciate your time, energy, and effort on behalf of Vernon College.
- I look forward to the outcomes of the Community Interaction Task Force this year in Vernon and next year in Wichita Falls. My goal is that all community members will have a personal interaction with Vernon College, which in turn, will provide a solid reason for them to have a high opinion of our fine institution.
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