

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 second draft of the proposed 2010-2011 budget was reviewed by the board at the June 23 meeting. The proposed budget includes normal operating costs as well as meeting many of the needs of the technology plan, the facility plan, the personnel plan, and the institutional improvement plan. The budget also included a 3% salary increase for all employees for 2010-2011 which the board approved in an action item.
- The board also approved to refinance existing revenue bonds to create \$5 million of capital to renovate the Century City Center. The funds will allow complete renovation of the space formerly occupied by the nightclub and by the theater. Architect plans for the nightclub area are in full speed. Architectural plans to occupy the space in the theater area will begin soon with opportunity for input from faculty, staff, and administration.
- The renovation plans at the Skills Training Center are underway. All sub-contractors have been selected. Work should begin by the middle of July.
- The bids for the baseball field expansion project will be opened on July 13. After the board approves the bids, the project should be underway in late July. Santa Rosa Construction is the Construction Manager at Risk for the project.
- A four day POISE training seminar is planned on the Vernon campus for the week of July 26. The primary purpose of the training is to give several departments on campus an updated and consistent understanding of how POISE operates and how we can benefit more in understanding how to utilize POISE data. Each dean has submitted specific employees to attend the training.
- The Advising Task Force continues to make recommendations to enhance the academic advising process for Vernon College students. The task force is finalizing advising guidelines for class scheduling advisors (CSA) as well as developing a resource list for all CSAs. Many of the recommendations of the task force will be provided as they are finalized.
- The next task force will focus on retention processes to enhance completion rates of full-time and part-time students. The task force will be appointed by August 1 and do most of its work during the fall semester.
- We continue to work on the “Did you know...” campaign concept to develop important and interesting data and facts about Vernon College operations in Wichita Falls. The goal is to unfold the campaign this fall to get as much information out in as many formats as possible about all the positive aspects of Vernon College and its services to Wichita Falls.

Instruction – Dr. Gary Don Harkey

- Final Exams for the summer I term are scheduled for July 7 with summer II classes set to begin July 8.
- Interviews are being scheduled and held to fill several faculty vacancies and new positions for the 2010-2011 year. These include the following: 2 LVN, 2 CNA, 1 Cosmetology, 1 ADN, 1 History, 1 Sociology, and 1 Economics.
- Course Scheduling Advisors and Advising Task Force members Mike Ruhl, Barbara Jinks, and Katrina Brasuell joined Clara Garza, Ciquett Lehman, and John Hardin III in a recent visit to South Plains College in Levelland to meet with representatives regarding SPC’s student advising process. The group returned with numerous ideas for strengthening the advising process at VC.
- The CSA centers at both Vernon and Century City continue to assist students with course scheduling. Faculty who are serving this summer as Course Scheduling Advisors include Brad Beauchamp, Melody Bell, Annette Bever, Katrina Brasuell, Cynthia Corrigan, Cindy Coufal, Greg Fowler, Ann Hunter, Barbara Jinks, Larry Jordan, Donnie Kirk, Chad Mueller, Margaret Patin, Mike Ruhl, Nancy Smith, and Renee Wooten.

- Cosmetology Instructor Darlene Kajs and 15 students in the Vernon Cosmetology program recently attended the Vernon boys/girls club and did 88 manicures.

Student Services/Athletics – John Hardin, III

- Student Services- Updating and printing Student Handbook
- Counseling – July 14 Athletic Advising on the Vernon Campus
- Testing-July 12&13 giving first firefighter certification testing
- Recruiting – conducting NSGA’s and tours – working on Student Right to Know Report
- Security-- reinstallation of emergency phones
- Housing – new RA hired for Fall 2010
- Rodeo – Congratulations to Men’s National Championship team
- Baseball and Softball – Recruiting
- Volleyball – preparing for move in August 9

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Processing applications for admission for Summer II 2010 and Fall 2010 and mailing Admissions Status letters
- Campus Connect registration for Summer II and Fall 2010 semesters is open
- Fall 2010 semester enrollments are 1225 as of June 29, 2010
- Certified THECB CBM 00A and 00C Continuing Education reports for Quarter 3
- Working on THECB CBM 001 and 004 contact hour reports for Summer I
- Scanning admissions documents into DocuBase for advisor use
- Working on THECB CBM 002 TSI report for Spring 2010 semester
- Continued scanning of older student records into DocuBase (optical disk storage system)
- Receiving August graduation applications and processing preliminary degree audits for student viewing on Campus Connect
- Continue review of Admission Application processing procedures
- Conducting Summer II onsite registrations at Vernon Campus (July 7) and Century City Center (July 6)
- Continued work on Advising Task Force (Joe and Lana)
- Receiving “Summer 2010 PELL Review” form for new “Year Around PELL”
- Melissa Elliott and Aletha Newman are continuing to transition to the Direct Loan program
- POISE financial aid online acceptance module was launched and is being utilized by students
- Updating the Financial Aid webpages
- Continued packaging of 2010-11 Financial Aid applications (Over 3600 applications have been received!)
- Continue to certify student loans for Summer II 2010 semester
- Continue packaging late applicants for 2010 Summer financial aid awards

Finance/Administrative Services/Physical Plant – Garry David

- Business Office – New copiers have been delivered. Set up and training should be completed by mid-July
- Purchased new software and printers to move to laser printing of all checks. This will cut down on printing costs and allow easier electronic storage of all check data.
- Bob and Garry attended TACCBO meetings in San Antonio. Lots of good information and contacts.
- Facilities – Vernon - Paving and striping of parking lots complete.
- Almost done replacing dorm doors
- Working on covered grandstands and expanding batting cage at softball field
- New outfield fence at baseball field
- Working on floors in dorms
- Facilities – WF – Constructing new offices
- Starting bid process to replace roof on Carmike area of Century City and replace carpet in 1000 wing with tile
- Moved air compressor to back dock at Skills
- Top metal structure has been removed from the big sign at CC

College Effectiveness – Betsy Harkey

- The Planning and Assessment Committee met on June 29. The agenda included an update for the 2010-2011 Annual Planning Process. Action Plan reviews from the Personnel, Facilities and Technology committees were shared with members who approved the information as presented. Some of the other agenda items included a discussion of current Institutional Effectiveness projects: development of an action plan working timeline, compiling a 2010-2011 Annual Action Plan Summary, data collection for the Key Performance Indicators for Accountability, SACS Self Study for the July meeting and the website update. Committee members were reminded that the 2009-2010 Annual Plan assessment/summaries will be due at the end of September. Committee members also reviewed and made recommendations for improvement of the Assessment and Report Calendars. The next meeting will be July 20, 2010.

Institutional Advancement – Michelle Alexander

- Summer Advertising is underway.
- 110 Returning Vernon College students have been offered scholarship support for the 2010-2011 academic year. The acceptance deadline is July 9.
- 70 New students were offered scholarship support for the 2010-2011 academic year and 56 accepted.
- IA received notice that the College has been awarded another round of Jobs and Education for Every Texans Scholarship Funds (JET) for the 2010-2011 academic year, \$29,494. These scholarships will be awarded to students in Career and Technical Education Programs that have been designated by the Texas Comptroller's Office as high-demand job areas.

Quality Enhancement – Criquett Lehman

- Course schedule advising is going well. Please continue to encourage TSI Clear students to see a Course Schedule Advisor (CSA) this summer. CSAs are located on the Vernon Campus in Room 419 and at Century City Center in Room 100. All TSI Not Clear Students will continue to be advised by a Counselor in Student Services. Visit the VC homepage for the full [schedule](#).
- The VC Café, in conjunction with Instructional Services, will be conducting training sessions the week of Faculty/Staff Development. Sessions are open to both faculty and staff and include: Microsoft Powerpoint (YouTube), Softchalk, Teaching Strategies, Assessments, Blackboard Beginning, and Blackboard Intermediate (includes Wimba). See the Faculty Development Week schedule for more details or contact [Roxie Hill](#) or [Criquett Lehman](#).

Human Resources – Haven David

- Salary update/changes for 2010-2011 made
- Salary schedules updated
- TASB Worker's Comp renewal completed
- Angie Moore and I attended the Texas Association of Community College Human Resource Professionals convention in San Antonio.
- Attended benefit changes training
- Participated in Annual Enrollment training
- Processing interviews for –Health Careers Instructor in Iowa Park and in Vernon
Cosmetology Instructor
- Accepting applications for: ADN Instructor, History Instructor, Sociology Instructor, Economics Instructor, CNA Director, & Cosmetology Lab Assistant/PBX Operator
- Personnel Events in June: Kathleen Beavers turned in her retirement for August; Maria Ortiz was termed; Mike & Debbie McCoy turned in their resignations for July; Martha Samson turned in her resignation for July.
New Hires for June were: Anna Mena – Custodial Technician for Vernon
Timothy Dixon – Custodial Technician for Vernon
Lesley Gates – Custodial Technician for Century City
- **Don't forget ANNUAL ENROLLMENT July 5-July 30!!!**

DRJ Comments –

- I am very excited about future plans for the Century City Center. I appreciate the Board of Trustees and their vision to move forward in creating capital to support expansion and renovation.
- If summer enrollment data is any indication of fall enrollment, it will be another packed semester. Of course, this comes at a time of decrease state funding. I will be very budget conscious throughout the year and I encourage each of you to be also. I appreciate in advance your time, energy, and effort on behalf of Vernon College.

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