

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 appropriation reduction plan has been submitted to the legislative budget board. The plan called for a \$290,302 reduction in for this year 09-10 and for a reduction of \$294,843 for year 10-11. The Vernon College plan was accomplished primarily through salary savings generated by freezing two positions (Director of Distance Learning and Network Administrator) and by reducing state appropriations for adjunct salaries. No full-time instructional positions were affected. In reality, due to student growth and need, the adjunct salaries will be funded from other revenue sources, primarily tuition and fee revenues generated by growth this past fall. But, the reduction does shift the burden from state funds to other revenue. The tuition and fee revenue would normally help fund faculty positions needed to accommodate growth, facility and process improvements, as well as equipment and technology. So, with the loss of state revenue, not only will we be trying to remain at status quo, but the possibility exists to actually decline some across the board in regard to meeting all current needs as well. Another concern is any new funding to pursue new programs or fund new positions to accommodate the growth from the past two years and the expected future growth in enrollment.
- The impact of the appropriation reduction plan will be a major factor as we begin development of the 2010-2011 Vernon College budget. The administrative team is analyzing the current budget for all possible cost efficiencies as well as exploring tuition and fee increases to raise additional revenue. Primary reasons to discuss raising additional revenue by raising tuition and fees or taxes:
 - Approximately \$300,000 to replace the state appropriations reduction to continue class offerings and services at the current level.
 - Approximately \$80,000 per 1% increase for any cost of living raise. The salary schedules contain a 1.5% step increase which would be an approximate new cost of \$125,000. Any cost of living increase beyond this would also require additional new revenue.
 - Any new faculty or staff positions to accommodate student growth as well as any new instructional programs, renovation, and construction in our plans would produce a need for additional revenue. At this time, these types of plans are on hold.
- The Board of Trustees approved to place the proceeds from the sale of the college home in an endowment for future scholarships. A committee will be formed to determine the criteria for this scholarship.
- The Board of Trustees approved to join the Community College Association of Texas Trustees (CCATT). This is a new association established to unite and mobilize community college trustees to work with the Texas Association of Community Colleges in advocating for and further advancing education, education related legislation, and increased recognition of the impact of community colleges on the economy of Texas.:
- Vernon College has been in several meetings with officials from Tangarie, the wind energy company relocating to Vernon. Shana and Gary Don have worked with them in regard to training needs and have also given them a tour of the Skills Training Center and have encouraged them to recruit our recent and future program completers, primarily in machining, industrial automation, and welding.
- You may have seen on TV, etc. the new marketing campaign by Wichita Falls called “Pride in the Falls”. Vernon College is an equal participate with MSU in the campaign. We are continuing to have a larger image and presence with the Chamber, county and local government, business and industry, and the community as a whole. The participation in this campaign to promote Wichita Falls for family and business relocation will focus on several aspects, but a significant aspect of the campaign is the available educational opportunities. We want to be heavily involved in this effort.

- An Academic Advising Task Force has been initiated to review current policies, procedures, processes, timelines, and functions and to make additions, deletions, and improvements to ensure an effective, efficient, and student friendly academic advising process at Vernon College. The task force met for the first time on February 18 and will meet weekly for the rest of the semester. The timeline includes phasing some suggestions in prior to the fall 2010 semester and then full implementation of approved recommendations during the fall 2010 semester as we advised students for the 2011 spring semester.
- The enhanced annual planning process has gone very well this year. For 2010-2011, the planning process has produced the annual action plan, a technology plan, a facility plan, a personnel plan, and an institutional improvement plan. These plans will be essential to decision making as we move into a tough budgeting cycle. Everyone deserves appreciation for their participation.
- Vernon College provided some financial support from its marketing budget to three county stock shows—Wilbarger, Foard, and Hardeman. I personally attended Wilbarger and Foard. I met a number of good people and did my best to promote Vernon College in the process. My goal is to include Wichita County in the future. I believe these venues are just one way to make sure people understand that we are part of their communities.

Instruction – Dr. Gary Don Harkey

- Representatives of Tangarie Alternative Power recently toured the Skills Training Center and met with program instructors to talk about the company's future employee needs and how Vernon College graduates might fit in. The company is relocating to Vernon, TX from New Jersey and will eventually employ upwards of 100 people.
- Students from the Wichita Falls Youth Leadership program recently toured Skills Training Center and visited with instructors and administration regarding educational opportunities at Vernon College.
- *Leadership Vernon* was recently hosted on the Vernon campus as participants heard from all educational entities in Wilbarger County during their focus on education. Shana Munson, Associate Dean of Career & Technical Education served as coordinator for the event.
- The Cosmetology Department will be providing mens' haircuts for the old-fashioned price of 50 cents during the month of March at both the Vernon and CCC locations.
- The Summer schedule is under final review and is slated to go to print next week. Fall schedule development continues with printing scheduled for later this month.
- The Calendar Committee will finalize their review of the proposed 2010-2011 Academic Calendar next week.
- Gary Don Harkey recently participated in the Small College Accountability Study Group at the THECB in Austin where the group discussed issues relative to the core curriculum and assessment of general education outcomes.
- Shana Munson, Greg Fowler, Roxie Hill, and Gary Don Harkey recently attended the 10th Annual Texas A&M Assessment Conference. Representatives from over 30 states and 3 countries attended conference which is widely regarded as one of the premier conferences pertaining to assessment of education outcomes.
- Sharon Winn and Romona Vaughn recently attended the Perkins regional meeting in Lubbock, TX and received updates on the federally funded Carl Perkins grant, including sessions on best practices.

Student Services/Athletics – John Hardin, III

- Region IV meeting is Friday March 5th at 9 am in Lubbock.
- Baseball played Clarendon Tuesday March 2nd at Clarendon.
- Baseball plays Grayson here Saturday March 6th.
- Baseball played in the New Mexico Tournament and lost 11-1, 9-3 & 13-3.
- Softball goes to Temple on Saturday March 6th.
- Softball hosted Hillsboro College on Sat. Feb 27th and won 12-4 & 13-2.
- The first rodeo is Thursday March 4th at Weatherford.
- Dorm inspections were on Tuesday Feb. 23rd.
- Extra inning night was held in the SUB from 7-9pm on Tuesday March 2nd.

- Schools attending the transfer fair at VC Tues. March 30th in the SUB and at CCC Wed. March 31st in the student lounge will be MSU, Tarleton, Texas Tech, West Tx A&M Univ, Texas Women's Univ., UT Dallas, Wayland Baptist and Cameron.
- The WF testing center is approved to give the National Registry of Emergency Medical Technicians exams.
- Texas Department of Transportation Rollover Convincer demonstration will be March 9th at Century City and March 10 at the Vernon campus.
- Academic Advising notebooks have been updated.
- H1N1 vaccines were offered at Vernon Feb. 2nd and at WF Feb 8th.
- Emergency Procedures chart is complete.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Processing of Spring II (8 week) semester new student Applications for Admission
- Completed, submitted, and certified credit contact hour reports: Coordinating Board 001 and 004
- Completed and submitted Coordinating Board TSI report 002
- Begin work on Spring IPEDS reports
- Continued scanning of older student records into DocuBase (optical disk storage system)
- Work on 2010-2011 Academic Calendar registration, count, withdrawal, graduation, and aid dates with calendar committee
- Completed certification of graduation applications for December 12, 2009 and honor calculations
- Processing preliminary degree audits on May 2010 graduation applicants
- Melissa Elliott, Jeanne Ballard, and Aletha Newman presented several financial aid workshops at area high schools
- Melissa Elliott and Aletha Newman traveled to Weatherford College to observe Direct Loan processing procedures
- Review applicants and interviews for IT Director position
- Administrative and Classified staff job performance evaluations for 2009
- Training half-time Financial Aid Office counter-staff position that will begin January 2010
- Currently certifying student loans for Spring 2010 semester
- Continue packaging late applicants for 2010 Spring financial aid awards

Finance/Administrative Services/Physical Plant – Garry David

- The Business Office has changed procedures for new employee set up and payroll processing as suggested by auditor's.
- IT has received training on new security phones. Testing to be done soon.
- Fighting outbreak of Confiker-A virus.
- Painting halls and entry ways at CCC.
- Spent several days loading the old aviation equipment at Skills – All gone!
- Unloaded/Stored/Reloaded items from the VC On-Line auction.

College Effectiveness – Betsy Harkey

- 2010-2011 Annual Action Plans submitted by each of the college components have been compiled and forwarded to the appropriate committee chairs as agenda items for review and recommendation. Committees involved are the Planning and Assessment Committee (Institutional Improvement Action Plan), Facilities Committee (Facilities Annual Action Plan), Technology Committee (Technology Annual Action Plan) and Administrative Team (Personnel Annual Action Plan). This pilot has been designed to provide opportunity for

all Vernon College faculty and staff to have input. Any suggestions to improve the process should communicate to Planning and Assessment Committee members.

- Betsy Harkey attended the Texas A & M Assessment Conference. Workshops she participated in were primarily on the topics of SACS and the Five Year Interim Report and measuring student learning in Student Affairs.
- Betsy Harkey received a travel grant to participate in a workshop sponsored by IPEDS (Integrated Postsecondary Education Data System). As a part of the National Center for Education Statistics from the U.S. Department of Education, IPEDS is designed to gather from institutions and provide to the public a common set of data or information. Over the course of the year, institutions such as Vernon College complete surveys in the areas of Institutional Characteristics, Fall Enrollment, Student Financial Aid, Completions, Graduation Rates, Finance, and Human Resources. End users of the IPEDS data can include media, students, parents, guidance counselors, competitors (other colleges), economic developers, and government entities. All Vernon College faculty and staff are encouraged to visit the IPEDS site at <http://nces.ed.gov/IPEDS/>. At the site, you can visit College Navigator <http://nces.ed.gov/collegenavigator/> which is designed to help students with college searches and comparisons. Also, on the IPEDS home page is the link for the IPEDS Data Center, <http://nces.ed.gov/ipeds/datacenter/> where the public can find detailed information about Vernon College and even compare it with up to 100 other colleges. As always, when looking at the data, be sure to check out the measurement definition so you will know exactly what you are viewing. For more information, contact Betsy.
- During their February meeting, the Planning and Assessment Committee approved the Institutional Accountability Measures of : Enrollment; Graduation, Retention and Persistence; Transfer; Program Completion, Licensure/Certification Rates; Placement; Developmental Education Progress; FTE Student/FTE Faculty Ratio; Percent of Contact Hours Taught by Full and Part Time Faculty; Percent of 12 County Service Area High School Graduates who go to College; Budget Revenue and Expenditure Data; and Course Completion and Success. The next step will be to gather the data and compile into a user friendly report.

Institutional Advancement – Michelle Alexander

- The new Scholarship Tracking and On-line Review System (STARS) is now up and running. It will be used for the first time to award 2010-2011 Scholarships. Students will apply for Vernon College Scholarships by accessing the on-line application from the Vernon College home page.
- The Vernon College Foundation will meet March 11 at Century City Center from 2 – 5 p.m.
- The On-Line Auction was held February 24, 25, and 26 and for the first time was open to the public. Once all auction items are paid for and the accounting is completed the Foundation will make an announcement about the results.

Quality Enhancement – Criquett Lehman

- Mathematics Instructor, Paula Whitman, is presenting "Clickers in College Algebra" at the Texas Community College Teachers Association (TCCTA) 2010 Annual Convention in Houston, Texas this week. She is going to share how she integrated clickers into her College Algebra course as a QEP project and how the results transformed her teaching.
- Dina Neal, Psychology Instructor and QEP Pilot Participant, has created podcasts of her lectures. They are posted in Blackboard as a resource for her students. Many students have responded well to this medium due to the fact that they are already using this technology for personal enrichment.
- English Instructor and QEP Pilot Participant, Cindy Coufal, is using Wimba Live Classroom instead of ITV to deliver content to her high school students. Through this method, students are better able to experience individualized instruction and engagement similar to a traditional classroom.
- As a reminder, the Academic Advising Task Force is meeting weekly on Friday's this semester. Contact your representative to provide input.

Human Resources – Haven David

- Corrections to MetLife part-time accounts have been sent in.
- New Hire :February 10th - Jennifer McConnell – Assistant Volleyball Coach/Residence Hall Assistant
- Remember to sign and turn in your **New Workers Compensation Notice.**
- New **Payroll Changes** went into effect in February:
Beginning with the February 26th payroll cycle, ALL timesheets, and Continuing Ed Transmittals were to be turned in to Mindi Flynn in the Business Office.
- Interviews for Director of IT taking place.
- FMLA policy update written. Waiting for approval.

DRJ Comments –

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