

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 impact to Vernon College, based on the HB 1 and SB 1 proposals, is a reduction in current funding ranging from \$900,000 to \$1.2 million per year for the next biennium. This is a combination of the reductions in instructional formula funds, group health insurance funds, and retirement funds. A key point is that this is in addition to the current biennium reductions which totaled \$823,377 over the two years of the biennium which the College has already absorbed. The current Vernon College budget continues to be scrutinized for reductions as we begin the budgeting process. Tuition and fee increase proposals continue to be evaluated as well as the College works to move forward as we absorb these state appropriation reductions.
- The Vernon College Board of Trustees conducted a planning and budgeting workshop prior to the regular February 16 board meeting. The workshop discussion included:
 - Student Success/Retention/Completion issues and initiatives
 - Long-term Strategic Plan Objectives
 - Legislative Appropriations update
 - 2011-2012 Preliminary budget discussion including
 - Identified cost efficiencies/reductions
 - Tuition and fee increase proposals
 - Tax rate information
- The final base year contact hour information has been summarized for Texas community colleges. The total growth for Vernon College including academic credit classes, technical credit classes, and non-credit funded workforce classes indicated a 29.6% increase over the last base year. This was the 6th largest percentage growth of the 50 community colleges during this period. Much of this growth can be attributed to the funded non-credit workforce courses taught as part of the several Skills Development Fund Grants to provide training to several business and industry partners in the region. The Skills Development Fund Grants are also being severely cut in this legislative session, so this portion of the growth will probably not be sustained over the next two years. The estimated growth for Vernon College, excluding the Skills Development Fund Grant training, is estimated at 10%.
- The Retention/Completion Task Force has submitted its summary report with recommendations. The report and the recommendations are being reviewed by the administrative team. The recommendations which can be implemented will be a solid step to enhancing retention and completion efforts at Vernon College.
- The Annual Action Planning process is continuing in an effective manner. The College Effectiveness committee has approved the Facilities plan and the Institutional Improvement plan. The Technology plan and the Personnel plan are being finalized. The four plans are specific results of the annual action planning process for 2011-2012. Once the complete annual action plan is finalized and reviewed by the administrative team, it will be submitted to the Board of Trustees for approval.
- The renovation of the Skills Technical Center is complete and the facility is in use. The groups that have already used the new multipurpose meeting room have been impressed. Work continues on the baseball field expansion and is nearing completion. A dedication ceremony will be scheduled later in the spring. Many faculty and staff from various departments have been meeting with the architect for the CCC renovation project to have input into final plans for the different areas involved in the project. The project is still on schedule to begin construction in late June or early July.

Instruction – Dr. Gary Don Harkey

- **Cathy Bolton** recently travelled to Austin to attend meetings of the Deans & Directors of Texas RN programs.
- **Jeff Feix** was one of 217 Surgical Technology instructors who recently attended the Association of Surgical Technologists (AST) Surgical Technology Instructor's Forum in San Antonio February 11 - 12.
- **Al Garcia** recently attended the Governors' EMS & Trauma Advisory Council meeting in Austin. While there, he also attended Trauma Day at the Capital.

- Attending the Texas &M University Assessment Conference February 20 – 22 from VC Instructional Services were **Katrina Brasuell, Wanda Dye, Karen Gragg, Paula Whitman, Roxie Hill, and Gary Don Harkey**. This conference is widely recognized as the leading conference focusing on the assessment of student learning and was attending this year by over 500 educators representing 34 states and 3 foreign countries.
- An “open house” for the new Nursing Simulation Lab on Feb. 11 was well attended. The new facility, which is a joint effort between **Midwestern State University, United Regional Health Care, and Vernon College**, is located in the former North Texas Surgi-Center building and provides an enhanced leaning/teaching atmosphere as compared to its previous location on the 8th street URHC campus. The move was necessitated by the plans for future demolition of the 8th Street campus.
- **Cindy Jane Asher** (age 49) passed away on February 9, 2011 after losing her battle with cancer. Cindy was a 2010 graduate of the VC Surgical Technology Program, where she was named ST Program Student of the Year and served as Secretary in the STSA. Cindy was employed by United Regional prior to graduation and was diagnosed with chronic leukemia on her 8th day of employment. A memorial Service for Cindy was held at United Regional on February 24 with **Jeff Feix** serving as one of the speakers.
- The Vernon College Current Issues Film Series presented the highly acclaimed documentary entitled *Sick Around the World* on Monday, February 21 at 6:30PM in rm. 201 at the Century City Center. This entry in the film series was presented by Vernon College Government Instructor **Chad Mueller**.
- The 2011 VC Summer Class Schedule will go to the printer this month. Course offerings for the coming summer will be scaled back slightly as compared to last year due to the uncertainties regarding state funding.
- The Fall schedule is currently under development.
- Individual meetings between architects, administrators and program faculty/staff relative to the CCC expansion/renovation project have been conducted in order that detailed input be provided from faculty & staff to the architectural firm regarding program needs, functionality and enhanced student learning.
- Due to the weather related cancellations during the month of February, the **VC Cosmetology** department will be open on Friday afternoons until 4:30 pm to afford students the opportunity to make up the clock hours required and graduate on time. Other clock hour programs (LVN, ADN, EMS, Surgi-tech, Pharmacy Tech) affected by the closures are also modifying schedules & clinicals to maintain timelines for program/course completion as well.
- **Jeff Feix** was recognized in the February 2011 edition the Association of Surgical Technologists Journal as being on the AST Honor Roll for Continuing Education.

Student Services/Athletics – John Hardin, III

- Baseball- playing on renovated field, season in full swing, 10 games scheduled for March
- Volleyball- sophomore players visiting 4 year schools, already signed 4 new players for next fall
- Softball- season in full swing 6, conference games and 7 non-conference games in March
- Rodeo- March 3-5 at Ranger, March 24-26 at Odessa College, March 31-April 2 at Western Texas College
- Athletic Training- 3 sports in season and rehabbing off season surgeries for volleyball
- Counseling – Agency Breakfast March 1, Spring 2 Registrations, planning safety spring break programming
- Student Relations – Completing high school visits, 4 year school on-site Transfer Fairs on March 30&31
- Security – still working through camera and phone issues, exploring concealed weapon policies at out of state college's
- Student Activities- pool tournament & coed volleyball, March 22 TBI/OBI blood drive, March 28 Wii just dance party

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Submission of Pell, Direct Loan and Title IV program disbursements
- Currently issued over 2,500 student financial aid award letters for 10-11
- Continued packaging of 10-11 financial aid applications
- Processing 11-12 FAFSA applications – have 90 ready to award
- Preparing for Second Scheduled Pell for Summer
- Working on QEP projects
- Updating webpages
- Debbie Alexander will attend annual TACVPO conference March 1-4
- Requesting 10-11 state aid

- Completing THECB progress report
- Completed 2011-12 VC Catalog changes and updates
- Completing annual employee evaluations
- Working on Spring IPEDS Reports
- Revising paper Application for Admissions
- Continuation of application processing and mailing Admission Status letters for spring
- Scanning admissions documents into Docubase for advisors and CSAs
- Campus Connect Registration began February 10 for Spring II and runs thru March 7
- Spring II on-site registrations are March 9 and 10
- Mid-term progress reports sent out on February 14
- Submitted CBM 001, 004, 00C, 00A and 008 due February 21 per THECB request

Finance/Administrative Services/Physical Plant – Garry David

- Business Offices –
 - Processed student refunds
 - Working with Coordinating Board on desk review of Tech Prep, Perkins Basic, LEAP and SLEAP programs
 - Still trying to iron out the bugs in new laser check print program
 - Gathering financial information for Branch Maintenance Tax discussions
- Bookstores –
 - Kim Bateman is attending CAMEX annual meeting in Houston
 - Wrapping up book returns
- Facilities –
- Vernon – Reviewing annual plan to schedule work for the remainder of the year
 - Work progressing on Baseball facilities
 - Apply pre-emerge on grounds for weed control
- Wichita Falls - Reviewing annual plan to schedule work for the remainder of the year
 - Working on final punch list for remodeled area
 - Starting the process to move HVAC and Machining to the former Industrial Automation area
 - Interviewing for new painter/maintenance position

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on March 1, 2011. As part of the planning process, the committee reviewed the Institutional Improvement Plan. The plan was approved with the recommendation to continue to tie assessment into planning. Recommendations from the Facilities Committee for the Facilities Plan were reviewed and approved by the committee. Updates were given on the Personnel and Technology Plans which will be reviewed at a later date.

The committee chose August 1 as the due date for the annual committee reports.

Betsy discussed the use of Blackboard which serves as the warehouse for meeting information, resources and data. She also presented the SENSE and CCSSE – SACS Toolkits which can be used in statements of need and in use of results during the planning process.

Committee members reviewed the working timeline and communication reports for the month of January.

Dr. Johnston shared with members that they represent approximately 13% of college employees. He stressed the importance of ensuring that they are establishing and following a process to share meeting information throughout the College community in order to keep all informed and to provide opportunities for input and feedback.

- In February, Betsy Harkey received an IPEDS travel grant and participated in user based training. She also participated in the Texas Association of Institutional Research Conference.

Institutional Advancement – Michelle Alexander

- The Vernon College Foundation On-Line Auction was held February 23-25
- Michelle A. Alexander, Christie Lehman, and LeAnn Jordan attended Raiser's Edge software training February 14-18
- Work has begun on the 2011-2012 *Vernon College General Catalog*

Quality Enhancement – Criquett Lehman

- The Community College Faculty Survey of Student Engagement (CCFSSE) is currently being administered online. Faculty have 2 weeks prior to Spring Break to complete the online survey. Those faculty members who correspond with the classes that will be surveyed with the Community College Survey of Student Engagement (CCSSE) in April have been asked to complete the CCFSSE.
- The Community College Survey of Student Engagement (CCSSE) will be administered to students March 28th – April 8th. Please encourage your students to participate as it is important to ensure accurate data.
- Betsy Harkey and Criquett Lehman will be presenting the Vernon College QEP on the Texas Small Colleges Mini-Workshop Conference Call March 8th. The focus will be on how CCSSE data has been utilized in our Quality Enhancement Plan.

Human Resources – Haven David

- Personnel Actions -
 - Jessie Holcomb – Custodial Technician – Vernon
 - Lost additional custodian for CCC/STC through the temp agency – Jamie Kocher
 - Hired replacement custodian for CCC/STC temp – Bernard Aldredge
 - Hired new painter/maintenance for CCC through the temp agency – Chris Horton
 - Termed Crystal Kitchin – Custodial Technician – CCC/STC
- Reappointment of President and Deans to the Board
- New Affirmative Action forms sent out to all employees
- New ERS HIPPA Notices distributed

DRJ Comments –

- I was in Austin for legislative reasons three of the four weeks of February. I can assure you the legislative intent to reduce state expenses and state budgets is very real. I have heard only discussion centered on cuts and no discussions regarding possible ways to increase state revenues. Even though the enrollment growth of Vernon College will not gain us any additional state funds, the growth will help us to lose less than others once the dust settles on this session.
- Fortunately, Vernon College has a history of sound financial management and we enter this uncertain period in good financial shape, which is not the case with several of our colleague colleges. I am certain that with a combination of budget reductions and appropriate tuition and fee increases that Vernon College will, not only survive this legislative session, but find ways to continue to expand and grow in order to provide education and services to our students and communities as well as continuing to be an institution that supports its' employees.
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