

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

- Plans are completed for the renovation project at Skills Training Center. The process of soliciting bids for the work is in progress. The plans include a large multi-purpose conference/seminar room, expansion of labs for Industrial Automation, Computer Technology, and HVAC, as well as classrooms and labs for the relocation of Criminal Justice and the Police Academy.
- Vernon College has entered into an agreement with Wilbarger County for tax collection services. This has occurred as a result of the Wilbarger County Tax Appraisal District decision to concentrate on appraisals and pass off the collection functions.
- Financing options are being explored to create additional funding to begin another large renovation project at the Century Center Campus. Plans are to focus on renovating the unused space in the northwest part of the building. Tentative plans would create a new area for the library, bookstore, Pass Center, testing center, Student Services, Admissions, Financial Aid, and Business Office. As these components relocate, space will be reclaimed and renovated for additional classrooms and faculty offices.
- The budget process has been in full swing for several weeks. A first draft of the budget will be presented at the May board meeting.
- The annual planning process produced information for the personnel committee to discuss and make recommendations for future personnel needs. The committee will make recommendations that will serve as data to make decisions for additional personnel as the budget is being finalized. If money is available for any new positions, the personnel committee has recommended additional faculty for History, Sociology, LVN, and Biology for 2010-2011. In addition, the committee has recommended an additional maintenance position in Wichita Falls and moving a part-time clerk II position in Financial Aid to a full-time position. All final personnel decisions will be made as the budget work continues and the board approves the budget.
- One of the last phases of preparing for a new website has begun with a goal of August 1 for unveiling the new website.
- The College is formally advertising for a Construction Manager at Risk as the first step in beginning renovation and expansion of the Vernon College baseball field. This project is coming to fruition because of a generous donor.
- A very inspirational speaker has been booked for the kick off of the fall semester. The kick off activities will begin on Monday, August 16, 2010 for all employees. The speaker will have most of the morning followed by lunch including service award presentation. The afternoon will be breakout sessions with topics of interest. More information will be provided soon.

Instruction – Dr. Gary Don Harkey

- Online student registration via *CampusConnect* for both summer and fall terms is currently underway.
- Final Exams for the spring terms are rapidly approaching with graduation ceremonies slated for May 15.
- The Vernon College Chaparral Singers, under the direction of Music Instructor Ian Yeung, were joined by the Vernon Choral Society and the Vernon High School Choir in presenting *Choral Fest 2010*, held April 27 at the Vernon First Presbyterian Church. The program was an outstanding event and was well attended and thoroughly enjoyed by all. If you missed this one, be sure and attend the next one – you will be glad you did.
- The Vernon College Theatre Ensemble recently concluded their three night run of the spring theatrical production *The Cover of LIFE*. Cast and crew members under the direction of Drama Instructor Jack Williams did a great job of presenting a very challenging and difficult script.

- CCC Secretary Linda Haney recently attended the South-Central POISE Users Group annual conference in Tulsa, OK. Linda has been using POISE extensively in compiling reports relative to dual credit enrollments, grade distributions, and declared/certified majors among other things.
- Math Instructor Margaret Patin recently attended the 5th Annual Developmental Education Regional Forum which was sponsored by the Texas Higher Education Coordinating Board and the North Texas Community College Consortium. The forum was held at the Spring Creek Campus of Collin College.
- Biology Instructor Melody Bell and Math Instructor Cindy Corrigan recently attended “An Evening with Dr Kenneth Bain” which was held on the campus of Cedar Valley College in Lancaster. Dr. Bain is the author of the well known book *What The Best College Teachers Do* and a nationally recognized authority on active learning strategies.
- The Omega Kappa chapter of Phi Theta Kappa recently held their annual induction ceremony at the Century City Center. Phi Theta Kappa is the nationally recognized honor society for community college students. Dr. Brad Beauchamp and Teresa Ramos are serving as sponsors for the chapter.
- English Instructor Misti Brock and her students recently participated in the Great American Bake Sale which was held at hundreds of locations across the nation and benefitted the charitable organization *Share Our Strength* which is committed to bringing an end to childhood hunger. Neither the wind nor the rain which plagued the CCC parking lot on Saturday, April 17 could prevent Ms. Brock and her students from surpassing their goal of raising \$1000. Close to \$1200 was raised for this worthwhile endeavor with many VC students, faculty, and staff supporting the cause.
- Adjunct instructor Shannon Conley and the students enrolled in her Horse Evaluation I course recently participated in the American Paint Horse Assn. Spring Sweepstakes Evaluation Seminar and Judging Contest held at the John Justin Arena in Ft. Worth.
- Agriculture Instructors Chad Smith and Shannon Conley along with their students assisted in hosting the District 3 4-H Livestock and Horse Judging Contests recently held at the Wilbarger County Covered Events Center.
- Surgical Technology program coordinator/instructor Jeff Feix, who currently serves as an officer of the national Association of Surgical Technologists (AST), recently attended the AST Executive Board Meeting in Denver, CO. and the Board of Directors Semi-Annual Meeting. He was also invited and recently attended the Wisconsin State Assembly of AST and their state Board of Directors Meeting as a liaison of the national AST Board of Directors.
- Assoc. Dean of Career & Technical Education Shana Munson was recently elected to a 3 year term on the Board of Directors for the Texas Association of College Technical Educators (TACTE). Ms. Munson will begin her duties May 1, 2010.
- Instructional Designer Roxie Hill and Dean of Instructional Services Gary Don Harkey recently traveled to Austin to attend an Outcomes Assessment workshop hosted by Blackboard.

Student Services/Athletics – John Hardin, III

- Rodeo- finished regular season as reserve champion in southwest region and looking forward to national championships in Wyoming in June
- Softball – finishing strong and have secured a post season tournament spot
- Baseball – 3 games left to play
- Volleyball- spring practice going well, camp held with Vernon Boys and Girls club was well attended
- Athletics- Sports Banquet will be held May 6
- Housing- safety inspections were again carried out with minimal infractions noted, currently processing returning student applications for next fall and deposit refunds
- Student Relations – all area high schools visited at least once, graduation newsletter sent to all service area high school counselors, busy with tours and starting NSGA duties
- Student Activities- recently traveled to Corpus Christi for statewide SGA convention, SGA partnering with Humane Society to facilitate animal visits to the Vernon Care Center, Finals Breakfast planned for May 4th
- Counseling- seeing an overflow of students for Summer and Fall advising, athletic advising for returning athletes completed
- Security- Chris Bell will attend TCLOSE certification in Abilene the first week of May, final installation of emergency phones being completed. Plans for security cameras and locations being discussed
- Testing—awarded Foundation grants to purchase anti-cheating software

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Processing of Summer and Fall 2010 semester new student Applications for Admission
- Opened online Campus Connect registration for both the Summer and Fall 2010 semesters on April 26
- Input Fall 2010 Class Schedule in POISE in preparation for Campus Connect registration in April
- Input Summer 2010 Class Schedule in POISE in preparation for Campus Connect registration in April
- Completed and submitted Spring IPEDS reports (Fall Enrollment, Financial Aid, and Graduate/Completers)
- Continued scanning of older student records into DocuBase (optical disk storage system)
- Processing preliminary degree audits on May 2010 graduation applicants
- Began review of Admission Application processing procedures
- Sent graduation ceremony invitation letters to all August 2009 and December 2009 graduates
- Research possible Hazlewood recipients for change to award
- Attended South Central POISE User Group (SCPUG) conference in Tulsa OK (Joe, Melissa, Lana, and Sarah)
- 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 proceeding with the conversion to Direct Loans
- Completed new Financial Aid brochure for student distribution
- Reviewing new NSGA Financial Aid brochure
- Consumer Information notifications distributed to all currently enrolled students
- POISE financial aid online acceptance module was installed for Direct Loans
- Continued packaging of 2010-11 Financial Aid applications (Almost 2000 applications have already been received!)
- Currently certifying student loans for Summer 2010 semester
- Continue packaging late applicants for 2010 Summer financial aid awards

Finance/Administrative Services/Physical Plant – Garry David

- Business Office – Lois, Stacy and Margaret attend the POISE user group meeting in Tulsa.
- Garry and Bob attend the SACUBO Annual Meeting in Nashville.
- Working on 2010/2011 Budgets.
- Physical Plant – Joey Lama has been named to replace Larry Cheshier as the Custodial Supervisor. He starts May 3rd.
- Approved bid from Freeman Construction to fix pot holes and repave the parking lot in front of the Library and the service road west of the Library.
- Approved bid to replace the exterior doors on the big dorm.
- Approved bid from Vernon Ford Dodge for 2 new passenger vans. The old vans will be rotated to Campus Security and Congregate Meals.
- Approved bid from Universal Builders to remove the metal framing from the top of the big sign at Century City.

College Effectiveness – Betsy Harkey

- **Vernon College Key Performance Indicators for Accountability** – Betsy Harkey is collecting data for the accountability measures of Enrollment; Graduation, Retention, and Persistence; Transfer; Program Completion; Licensure/Certification Rates; Placement; Developmental education student progress into college-level coursework; FTE student/FTE faculty ratio; Percent of Contact Hours taught; Percent of 12 county service area high school graduates who go to college; Budget revenue and expenditure data; and Course Completion Rates and Success Rates.
- **2010-2011 Annual Action Plan committee reviews** – The Planning and Assessment Committee voted to accept the 2010-2011 Intentional Improvement Plan. Dr. Johnston reported that the Personnel Committee has also completed their review of the Personnel Plan. Committee members were reminded that 2010-2011 is a pilot for the process and suggestions for improvement are necessary to ensure that the process is efficient and effective.

- **Self study for SACS** - In order to ensure ongoing compliance as directed by the Primary Goals, members of the Planning and Assessment Committee will be reviewing 14 of the core requirements, comprehensive standards, and federal requirements that were submitted during the 2008 SACS review to identify needed updates and changes. Edits are due to Betsy by June 3 for compilation. In July, the committee will gather to review and approve the updates.

Institutional Advancement – Michelle Alexander

- The Vernon College Scholarship Committee has begun the award process for 2010-2011 Scholarships.
- The 2010-2011 Vernon College General Catalog was sent to the printer on April 30, 2010.
- More than 140 donors, scholars, their guests and members of the College's Board of Trustees and our Foundation Board joined Dr. and Mrs. Johnston at Annual Scholarship Banquet. The College's Choir, under the direction of Dr. Ian Yeung, presented a musical selection for everyone's enjoyment and members of the Chaparral Baseball, Volleyball, and Rodeo Teams did an outstanding job as the servers for the evening. It was a wonderful evening of fellowship.

Quality Enhancement – Criquett Lehman

- The 09-10 Pilot Participants (Cindy Coufal, Dina Neal, Chad Mueller, are assessing the success of their projects and will submit end-of-year reports this month. They gave a brief update on the progress of their projects in the April QEP Implementation Committee meeting.
- Criquett Lehman, Roxie Hill, Michelle Alexander, Katrina Brasuell, Larry Jordan, and Cathy Bolton will be attending NISOD (National Institute for Staff and Organizational Development) May 30-June 2. A highlight for Vernon College during the conference will be recognition of Cathy Bolton as a recipient of the NISOD Excellence Award.
- SENSE (Survey of Entering Student Engagement) results are currently being analyzed and prepared for distribution. Criquett Lehman will attend a workshop on SENSE during the NISOD conference. Results will be made available later this summer.
- Based on your suggestions, future VC Café sessions will include Microsoft Outlook, Excel (including exporting poise data), Word, PowerPoint (including embedding You Tube videos), SoftChalk, Teaching Strategies, and Assessments. Trainings will resume this summer and continue next fall. Please contact Roxie or Criquett if you have additional suggestions.

Human Resources – Haven David

- FMLA policy clarification sent out.
- Attended HR sessions on Transforming the HR Function; Creating a Master Plan for HR; & Shared Services Initiatives at the SACUBO Annual Conference
- Director of IT hired – Jim Binion.
- Custodial Supervisor hired – Joey Lama.
- Resignations: Gloria Herrera (retirement), Karissa Caldwell, Lance Worley
- Accepting applications for - Vocational Nursing Instructor
- Associate Degree Nursing Instructor

DRJ Comments –

- I want to publicly thank the members of the Academic Advising Task Force. This group has worked long and hard to transform and to improve the process of academic advising for our students. The initial work is near completion and implementation of many new ideas will take place over the summer and into the fall semester. This will be a never ending continuous process of review and improvement of academic advising functions to ensure our students are served to the best of our ability.
- It has been a busy few weeks as we have conducted many end of semester activities. I have enjoyed my time at the Awards Convocation, Scholarship Banquet, Phi Theta Kappa Induction, Drama production, Red River Museum functions, Choral activities, baseball, and softball events. I am looking forward to the Sports Banquet, finals breakfast, Leadership Vernon graduation, allied health pinning ceremonies, and Vernon College graduation. Not only do these events keep me running, but they always serve as a reminder of why we are here: To serve the needs

of our students, our communities, and our employees. I hope you enjoy it as much as I do and I hope you have a refreshing and productive summer as we end one year and prepare to start another.

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