

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

- Dr. Johnston attended several meetings in Austin last week and the majority of the conversation was about the future of community college funding in light of the state budget deficit. Everything is a projection at this point, but most of the projections are not positive. The primary concern centers on the tremendous growth by Texas community colleges compounded by the certainty of reductions in funding in the next biennium. Specific to Vernon College is that even though the projected increase in contact hour generation is 13.5% from the last biennium, the projected state average increase is 19.5%. In this scenario, if state funding is flat and held at current levels, any institution with less growth than state average would lose funding once the formula calculates distribution of state dollars. If state funding is reduced by 5-10% or even more, the situation becomes even less favorable for Vernon College and others that did not grow at the state average. With no additional money added to state funding for growth, the loss of state funding for Vernon College is projected to be \$400,000 to \$1 million for each year of the next biennium depending on the actual percentage of reduction.

A second large issue is the budget reduction that will likely occur to fund state health insurance. Currently, the state pays 100% of the employee cost of insurance and approximately 50% of added coverage for children or a family. Reduction plans being discussed include the state only paying 75% of employee insurance costs and several ideas to reduce the state subsidy for children or family coverage. **All of these ideas are in discussion and are projections. No specific decisions will be clear until after the legislative session has been concluded this summer.**

Information will continue to be communicated with faculty and staff as the legislative session gets underway and continues through the spring. The administrative team will be seeking input as the current budget is analyzed and the 2011-2012 budget begins to be developed. All revenue sources will be analyzed and all institutional expenditures will be scrutinized as we develop our plan continuing to offer excellent services to our students, our communities, and our employees.

- Construction and renovation projects continue to move forward. The renovation at the Skills Training Center should be complete by mid-November. The baseball field expansion continues to progress on schedule. The administrative team has been meeting with faculty and staff to continue to make recommendations to the renovation ideas at Century City Center.
- The auditors have been working hard on the audit of the 2009-2010 year. The audit will be presented at the December board meeting.
- The board approved to have an official relationship with The Fowler Law Firm based in Austin. The relationship is on an as needed basis in regard to costs. The firm will be available to provide legal assistance on a variety of issues such as student appeals, personnel, construction contracts, and other issues.
- The new informational and direction signage installed at Century City Campus and Skills Training Center has been getting a great deal of positive comments. **Michelle Wood, Linda Haney, and Gary Hart** are to be commended for their time, energy, and effort in initiating, planning, and implementing the project.
- The annual Vernon College Christmas Party has been scheduled for December 4 at 6:00 pm at the Skills Training Center. More information to follow.

Instruction – Dr. Gary Don Harkey

- **Sharon Wallace** recently attended the Region 11 CISCO Academy Instructor meetings in Fort Worth.
- **Deana Lehman** recently attended the Transition Fair at Midwestern State University.
- The *Vernon College Current Issues Film Series* held its second showing on October 18 from 6:30pm to 8:30pm in rm. 201 of the Century City Center. Once again, a great crowd was on hand to view the film *Food Inc.* which was presented by **Ann Hunter**. The objective of the film series is to present films and documentaries reflective of

current events and issues all within an environment that promotes academic discussion and critical discourse. The last scheduled showing for the Fall will be *Earth 2100* on November 15 (presented by **Donnie Kirk**). Films for the Spring are currently being selected.

- The **VC Surgical Technology Association** Kickball Team (the Scrubs) has a current record of 4-3 and is in contention for the league championship (unlike the Dallas Cowboys).
- **Shana Munson** and **Sharon Winn** recently attended the Texas Association of Career & Technical Educators conference in Austin.
- **Chad Smith** and members of the Ag Club along with Texas Agri-Life Extension Service, Texas Farm Bureau, Capital Farm Credit, and the Farm Service Agency, recently helped sponsor Wilbarger County Ag Day. Approximately 400 4th and 5th grade students and teachers participated in the event which focused on crops grown in Wilbarger county and their importance to our food supply and society.
- CNA Director/Instructor **Sherrie Denham** along with CNA instructors **Christi Knight, Justin Sanders, Gabe Saenz, Deborah Bagley**, and **Bonnie Waterhouse** recently attended the Certified Nurses Aid instructor conference in Austin.
- ADN Director **Cathy Bolton** recently traveled to Austin where she attended a bi-annual meeting of the Texas Association of Deans & Directors of Professional Nursing Programs.
- Vernon College TCCTA representatives **Dina Neal** and **Chad Mueller** recently attended the Texas Community College Teachers Association Fall Leadership Conference in San Antonio.
- Retention Task Force Chair **Mark Holcomb** and task force member **LeAnn Jordan** recently attended the Generation Next Retention conference in Commerce.
- Math instructor **Margaret Patin** recently attended the annual CASP (College Academic Success Programs) Conference and presented a session on “Redesign of a Developmental Math Program” at the meetings October 13-15 in El Paso. This conference is a joint meeting of the Texas Association for Developmental Education and the Texas chapter of the College Reading and Learning Association.
- **Sharon Winn** recently attended a U.S. Department of Education TRIO program training in Grapevine.
- Cosmetology Director/Instructor **Darlene Kajs** and instructors **Paula Brogdon** and **Dianne Shipley** recently attended the Texas Beauty Show in Dallas.
- LVN Director **Lynn Kalski** and instructors **Mary Jane Batchelor, Cassie Shaw, Kathy Nault, Sue Fitzwater, Pam Rotz, Rilda Novak** and **Zela Haney** recently attended the Texas Association of Vocational Nursing Educators conference in Austin.
- English instructor **Dean Johnston** recently attended the South Central Modern Language Association conference in Fort Worth.
- Industrial Automation instructor **Mark Holcomb** recently attended robotic training in Mason, OH.
- The **Cosmetology Department** provided patrons wearing pink with \$5 off all cosmetology services during the week of Oct. 18-22 in recognition of Breast Cancer Awareness Month.
- Vernon College received a surprise visit and inspection from representatives of the Texas Commission on Fire Protection and no violations were cited. Additionally, the representatives were very impressed with the joint agreement between VC and the Wichita Falls Fire Dept. Kudos to **Alejandro Garcia**, Coordinator of the VC FIRE/EMS Training Program.
- HVAC Instructor **Scott McClure** and the HVAC program were recognized by Habitat for Humanity for their volunteer efforts with that organization. Over the past 7 years, Scott and his HVAC students have assisted with the heating, ventilation, and air conditioning on 31 Habitat for Humanity homes. Congratulations Scott!
- Congregate Meals Director **Iva Belew** recently attended a mandatory regional meeting on Daily Nutritional Requirements in Abilene.

Student Services/Athletics – John Hardin, III

- Counseling – awaiting release of Spring 2011 schedule to start heavy advising
- Testing- New Century City Testing Clerk hired and should start November 1
- Recruiting – beginning individual service area high school visits
- Volleyball – trying to finish strong in the season to make the post season tournament
- Softball & Baseball – finishing fall games in preparation of Spring season
- Rodeo – men’s team currently 1st place in standings and women’s team 5th place in standings after all Fall rodeos
- Student Activities – 14 active SGA members this fall and Turkey Trot planned on November 22 at noon

- Housing – Safety inspections completed and final semester payments due. Fire drill November 9th
- Security – Security Camera monitors ordered

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Fall II unduplicated official credit enrollment currently stands at 648 students
- Complete processing applications and admission documents for Fall II 2010 and mailing Admissions Status letters
- Processing applications and admissions documents for Spring 2011 and mailing Admissions Status letters
- Attended annual High School Counselor luncheon and information session sponsored by Student Services
- Filed Fall IPEDS reports: Completions, Institutional Characteristics, and 12-Month Enrollment
- Campus Connect registration for Spring 2011 will opened November 17
- Completed and certified THECB CBM 001 and 004 contact hour reports for Fall 2010
- Completed and certified THECB CBM 008 Faculty utilization report for Fall 2010
- Scanning admissions documents into DocuBase for advisor use
- Entering and verifying new CIP numbers for Fall semester THECB reports
- Working on THECB CBM 002 TSI report for Summer I & II
- Working on CBM 00M (Marketable Skills Awards) report
- Submitted preliminary CBM 009 (Completers) report for Nursing Shortage Reduction Program
- Preliminary degree audits being completed for December 2010 and May 2011 graduations
- Continue review of Admission Application processing procedures
- Continuing transition to the Direct Loan program and submission of disbursements
- Submissions of Pell and Title IV program disbursements
- Currently have issued over 2091 student financial aid award letters for 2010-11 academic year
- Continued packaging of 2010-11 Financial Aid applications (Over 5400 applications have been received!)
- Working on 09-10 THECB Financial Aid Database report
- Identifying B-On-Time loan recipients
- Net Price Calculator completed

Finance/Administrative Services/Physical Plant – Garry David

- Business Offices – Finished the annual audit. Went very well with no major issues.
- Installing new software that will allow us to laser print checks and automatically scan them to a file for future reference.
- Book Stores – Boxing up excess books and preparing for Spring semester.
- Facilities – Vernon – Planted Winter ground cover. Looking good.
- Baseball Fieldhouse progressing
- Facilities – Wichita Falls – Skills renovation almost complete.
- New roof installed on former Carmike area of Century City.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee had a very full agenda for their October 18, 2010 meeting. A few of the agenda items included:
 - Review of committee purpose, responsibilities and membership as outlined in the Governance thru Committees 2010-2011 document. Committee enhancements will include: membership -representing 2 classified staff members and the addition of two students instead of one; and monthly updates in the development of processes and procedures regarding student learning measures by Dr. Gary Don Harkey.
 - Approval of the completed 2009-2010 Annual Plan
 - Review of the Primary Goals
 1. Vernon College will operate with integrity to ensure the fulfillment of its mission through structures and processes that involve the Board of Trustees, administration, faculty, staff, and students. (programs, policies, procedures, processes and practices)

2. Vernon College will allocate resources and implement processes for evaluation and planning to support the mission of the institution and the scope of its programs and services, as well as to respond to future challenges and opportunities. (Institutional effectiveness – planning and assessment)
 3. Vernon College will identify expected outcomes, assess the extent to which it achieves these outcomes, and provide evidence of improvement based on analysis of the results of educational programs, administrative support services, educational support services and community/public service within its educational mission. (planning and assessment including student learning outcomes)
 4. Vernon College will promote a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission. (professional development, QEP, student engagement, continuing education, community outreach)
 5. As called for by its mission, Vernon College will identify its constituencies and serve them in ways both value. (meet the needs of our service area)
- Adoption of the 2011-2012 Priority Initiatives
 - #1- Improve the quality of educational and student support services to increase student learning and student retention.
 - #2- Integrate the Quality Enhancement Plan functions and activities into the infrastructure of the college.
 - #3- Enhance the technological infrastructure of the institution.
 - #4- Incorporate general education outcomes throughout the institution and develop assessment measures to evaluate their achievement.
 - #5- Provide fiscal, physical, human and technological resources to accommodate current and future needs.
 - #6- Develop processes for fundraising and alumni to better support the College's needs through more external funding and the building of a strong alumni base.
 - #7- Support opportunities for professional development for all Vernon College employees through appropriate funding.
 - #8- Implement a centralized, unified and organized recruitment and retention effort.
 - #9- Ensure institutional accountability through effective strategic planning and assessment processes.
 - Development of the 2011-2016 Long Range Strategic Plan – Within each Primary Goal, committee members were asked to submit to Betsy Harkey by November 8 a list of things they would like to see accomplished in 5 years at Vernon College. The committee members were also charged with the responsibility of encouraging each component of the college and all that they represent to send their suggestions to Betsy. The list will be reviewed at the next College Effectiveness meeting.
- The College Effectiveness Committee is now on Blackboard in order to organize the documents for meetings. The next committee meeting will be November 15, 2010.

Institutional Advancement – Michelle Alexander

- Insight will be sent out the first week in November.
- Rodeo Alumni Reception invitations sent out the first week in November.
- Spring 2011 Schedules are available for pickup.
- OIA will have a display table at the November 5th 1st Friday Breakfast held on the Vernon Campus.
- Michelle A. Alexander participated in the Council for Resource Development's 2010 Federal Funding Task Force and the Annual Conference in Washington, DC.
- Michelle A. Alexander made a presentation about the Vernon College STARS Program (Scholarship On-line Tracking and Review System) to Byers High School as part of a program put together by Brandi Ballard. LeAnn Jordan also participated and presented the Tech Prep Program.

Quality Enhancement – Criquett Lehman

- Get your game face on and apply for a 2011-2012 QEP Pilot today! Contact Criquett at cslehman@vernoncollege.edu or ext. 2335. Deadline to apply is Wednesday, November 17th.
- SENSE (Survey of Entering Student Engagement) trainings, to present data results, will begin this month to allow for incorporation into the 2011-2012 Annual Action Plans.

Human Resources – Haven David

- Updated Employee Handbook has been posted to the Vernon College website.
- Personnel Actions: Teresa Reese – Testing Center Clerk (CCC) – Hired for November

Donna Turney – Computer Specialist (STC) – Reassigned for November

LeAnn Jordan – Advancement Services Specialist (Vernon) – Reassigned for November

- Accepting applications for Network Administrator and Part-time Tech Prep Administrative Assistant.
- Completed ORP Report.
- Completed TCCTA Salary Survey.
- Attended FMLA Update Training in Oklahoma City presented by National Seminars Group.
- TASB Workers Compensation audit – November 3rd.
- Holding Social Security meetings on Vernon Campus with Jennifer Whitehead, Public Affairs Specialist – November 8th.

DRJ Comments –

- Please consider attending the annual Christmas Party on December 4. I am hoping for an outstanding turnout of faculty, staff, and spouses. The College will cover the cost of the meal for all attendees. Any additional parties after the meal will be on you and your friends. But, be sure to invite me.
- The College is accomplishing a great deal. We are improving many of the five Ps. We are moving forward. I know the tendency will be to slow down due the funding issues that we will face the next few years. I assure you that I am confident that we will be creative, effective, efficient, and smart in our approach in dealing with this issue. I am confident that we will continue to do our very best for our students, our communities, and our employees. I encourage you to always be a part of our future solutions.
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