

**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**

- It is very exciting that the Board of Trustees approved to issue revenue bonds to refinance the current bond debt and to create additional capital for continued renovation to the Century City Center in Wichita Falls. The bond issue totaled \$11,765,000 which refinanced approximately \$6,300,000 and provides a net of an additional \$5,000,000 for renovation. We were fortunate to hit the bond market at a near record low to gain an interest rate of 3.61 % for a twenty year term repayment. This allows us to accomplish this amount of funding and to only increase the current annual payment by approximately \$200,000 per year.
- The board also approved the 2010-2011 budget which totaled \$19,334,883 which breaks down to an unrestricted budget of \$16,207,958 and an auxiliary budget of \$3,126,875. The budget process was successful due to input and collaboration among faculty, staff, program directors and coordinators, division chairs, and administration.
- The baseball field renovation/expansion project was approved to be totally completed by approving a change order to replace the current concessions stand/press box and to construct a perimeter fence at a cost of \$288,103. This project has been made possible by the generous gift of \$500,000 from a college supporter.
- A new midsize activity bus was approved to purchase at a cost of \$117,160. This will replace the old existing bus which continues to have operational issues.
- The Retention/Completion Task Force will meet for the first time on September 2. This will be an exciting focus on the policies, procedures, processes, and practices which can be enhance to improve student retention and completion at Vernon College.
- The Academic Advising Task Force continues to meet. The taskforce has produced and distributed for review a draft Course Scheduling Advisor (CSA) Resource Guide to provide training and assistance for those participating in the new process.
- Several one hour meetings were scheduled this past week at CCC to provide all employees opportunity for input into ideas for the renovation of the facility. These ideas will help formulate the architectural plans for the renovation.
- Renovation at the Skills Training Center is continuing to progress. Sheet rock is going up, wiring is being finished, and HVAC work continues. The parking lot has partially been repaved and striped.
- Enrollment numbers are great at 3180 at the present time—an all-time high. This enrollment has cause stress in some areas, primarily financial aid, but we are discussing many new ideas to enhance the process to assist students and employees.

## **Instruction – Dr. Gary Don Harkey**

- High School representatives from 28 high schools in the VC service area recently attended the 2<sup>nd</sup> Annual Vernon College Access Program (VCAP) meetings at CCC and Vernon. The meetings are designed to enhance and strengthen the educational partnerships which VC has with the area ISD's. The program was spearheaded by Jessica Sutherland (P-16 Special Advisor/Early College Start Coordinator) and Greg Fowler (Division Chair – Social & Behavioral Sciences). Representatives from all components of the college were in attendance to field questions from the high school representatives in attendance.
- A retirement reception held at CCC for Kathleen Beavers was well attended by friends, colleagues and family. Kathleen served VC faithfully for 31 years as the Cosmetology Director/Instructor.
- Newly appointed Cosmetology Director Darlene Kajs and new Cosmetology Instructor Diana Shipley recently accompanied 16 cosmetology students to the First Baptist Church - Vernon for the school supply give-away. The students did 96 haircuts from 1pm to 4pm.

- 16 Surgical Technology graduates participated in the Pinning Ceremony held August 12 at the Women's Forum in Wichita Falls. Hats off to the class and Program Coordinator/Instructor Jeff Feix for the first class with a 100% retention rate!
- A total of 53 LVN students from the Vernon, CCC, and Seymour programs also took part in Pinning Ceremonies on August 12. As always, the ceremonies were extremely well attended and the LVN faculty and Program Director are to be commended for their efforts. A big thank-you also to Instructional Services secretaries Hazel Brown and Vickie Bradley for their work in planning & organizing the ceremonies.
- Congratulations to the following VC Instructional Services employees who were recognized during staff development day with their "Years of Service" pins
 

5 Years	Linda Thomas (Secretary III - SLC) Tina Baker (Continuing Education – CCC) Jonathan Dunn (PASS Center – SLC & CCC) Amy Hamm (A.D.N. Instructor – V) Zela Haney (L.V. N. Instructor – CCC) Chad Mueller (Government Instructor – CCC)
10 Years	Greg Fowler (Criminal Justice Instructor – CCC) John Hennington (Business/Accounting Instructor – CCC) Richard Warren (Computer Science Instructor – CCC)
15 Years	Linda Haney (Secretary III – CCC) Mark Roberson (Chemistry/Physics Instructor – V)
20 Years	Barbara Jinks (Mathematics Instructor – CCC) Darlene Kajs (Cosmetology Instructor – V)
- Instructional Services welcomes the following new additions to the Vernon College family:
 

Diana Shipley	Cosmetology Instructor-Vernon
Marla Divine	LVN Instructor – CCC & Vernon
Justin Sanders	Health Careers Instructor- Vernon HS
Betha Rutledge	A D N Instructor - Vernon
Lyndon Burnham	Economics Instructor - CCC
Christi Knight	Health Careers Instructor-Iowa Park HS
Gabriel Saenz	Health Careers Instructor- Burkburnett HS
Adrien Ivan	History Instructor - CCC
Kathryn Lowers	PBX/Cosmetology Secretary-CCC
Michelle Downes	Secretary to the Dean of Instruction- Vernon
Sherrie Denham	C N A Director/Health Careers Instructor-City View HS

### **Student Services/Athletics** – John Hardin, III

- Recruiting – fall travel schedule set – high school visits start Wednesday 9/1 and end 12/3
- Counseling- freshman orientation 9/8 in Vernon and 9/9 at CCC
- Baseball- 40 players on the field – first game is October 5 against Cisco- fall season is all road games
- Softball- 25 players on the field – finished alumni game with 23 alumni in attendance first game is September 8 against Western Oklahoma
- Volleyball- good showing at tournament in Lamar, Colorado- VC home tournament September 3 & 4
- Rodeo- NIRA registration completed- first rodeo Sept 23-24 Portales, New Mexico
- Housing- full occupancy all moved in with all initial paperwork and deposits complete – housing orientations completed
- Student Activities-SGA first meeting 8/31- welcome back pool party Sept 2
- Security- Parking stickers distributed during registration and during the first weeks of school

### **Admissions, Records & Financial Aid/Registrar** – Joe Hite

- Fall unduplicated credit enrollment currently stands at a fall semester record of 3,180 students!!!!
- Complete processing applications for admission for Fall 2010 and mailing Admissions Status letters
- Campus Connect registration for Fall II 2010 will open September 20
- Working on THECB CBM 00A and 00C non-credit contact hour reports for quarter 4

- Working on THECB CBM 001 and 004 contact hour reports for Summer II
- Scanning admissions documents into DocuBase for advisor use
- Entering and verifying new CIP numbers before submission of Fall semester THECB reports
- Working on THECB CBM 002 TSI report for Summer II
- Finalizing August graduation degree audits and posted to student's transcripts
- Continue review of Admission Application processing procedures
- Melissa Elliott and Aletha Newman are continuing transition to the Direct Loan program
- Melissa Elliott is conducting self audits of 09-10 files
- Completing EOY, initial and renewal reporting to the THECB for Top 10% Scholarship Program
- Completed evaluating SAP for the Summer 10 semesters
- POISE financial aid online acceptance module was launched and is being utilized by students
- Currently have issued over 1600 student financial aid award letters for 2010-11 academic year
- Continued packaging of 2010-11 Financial Aid applications (Over 4800 applications have been received!)
- Over \$ 13,000,000 dollars of aid has been awarded by Financial Aid (and disbursed by the Business Office) for the 2009-10 academic year!

### **Finance/Administrative Services/Physical Plant – Garry David**

- Processing payments for Summer and Fall
- Assisting students with payment questions
- Very busy with year end processes to get ready for the auditors
- Bond issuance was finalized at the Board meeting on the 25<sup>th</sup>. We hit a home run with the timing of the issue with Bond markets hitting all time lows in the last few weeks. Our bonds sold at 3.61% which makes our debt service a lot less than we were anticipating. There is a 30 day waiting period while the Attorney General's office does their review. By the end of September we should have roughly \$5 million to start the renovation of our Century City facilities to add much need classroom and office space
- Bookstores – Strong yearend sales....August totals ahead of last year at both stores
- Both stores will be closed beginning Wednesday morning for yearend inventory. They will remain closed until the auditors do their tests counts Thursday afternoon and Friday.
- Facilities – Busy summer keeping all of the campuses looking great
- Finished installation of new dorm doors and re-tiled hallways
- Demolition of the old baseball field house is nearly complete – Construction of the new facility should start in the next week or so
- Re-roofing the old Carmike Cinemas area of CCC to address issue with leaks and add insulation
- Re-paved a large portion of the Skills Center parking lot and re-stripped the entire lot
- Modified some existing space to add new faculty offices at CCC
- Painted the welding shop

### **College Effectiveness – Betsy Harkey**

- September is a very busy month for the area of College Effectiveness. Some of the projects include: providing research data for the Program/Discipline Evaluations, completing the Key Performance Indicators for Accountability data collection, and submitting the Statewide Economic Impact Report.
- The College Effectiveness Committee is scheduled to meet on September 27. The agenda will include: review and finalize the 2010-2011 Assessment and Report Calendar; discussion of process to ensure ongoing SACS review; initial review of 2006-2010 Strategic Plan; and Assessment/Report communication presentations.
- As a reminder, the 2009-2010 Annual Plan Summaries are due to Betsy Harkey by the end of September.

### **Institutional Advancement – Michelle Alexander**

- Michelle A. Alexander attended the Council for Resource Development Summer Symposium in Omaha, NB.

- Christie Lehman attended the Council for Advancement and Support of Education Summer Institute on Alumni Relations in Burlington, VT.
- The first 2010-2011 solicitation letter is in the mail.
- The Ex-Students Association hosted a Pizza and Pool Party after the Volleyball and Softball Alumni Games. Thanks to all the VC employees who helped or came out and visited with the Alumni!
- Currently working on the next issue of the Vernon College *Insight* which will be out in September.
- The 2010-2011 Volleyball and Rodeo pictures have been taken.

### Quality Enhancement – Criquett Lehman

- Questions on what the Director of Quality Enhancement or the Instructional Design and Technology Coordinator can do for you? Click [here](#) for more details and contact information!
- The Quality Enhancement Resource Inventory has been updated and is available on the Vernon College Website. From the homepage click SACS Accreditation/Quality Enhancement Plan/then [Quality Enhancement Resource Inventory](#). Contact Criquett or Roxie if you are interested in using any of the software, equipment, or books.
- Criquett Lehman will be presenting at the North Texas Community College Consortium's (NTCCC) 5<sup>th</sup> Annual Outcomes and Assessment Conference on October 1<sup>st</sup>. The session titled "What's up with SACS QEP's" consists of panelists representing QEP Classes of 2009 (Vernon College), 2011 (Tyler Junior College), and 2016 (Navarro College) who will describe their QEP titles, processes, development, and implementation.

### Human Resources – Haven David

- Annual ERS Salary Report sent in.
- Updates to 2010-2011 Handbook in progress. Revisions will soon be online for review.
- MetLife representative Rich Thompson will be on all campuses next week to offer new products to employees.
- Interviewing for Network Administrator.
- Processing applications for Part-Time Classified II Nursing Dept. Secretary-CCC.
- Accepting applications for LVN Instructor.
- Additional Personnel Actions for August:
  - Bonnie Waterhouse – resignation
  - Karissa Caldwell - resignation
  - New Hires – Michelle Downes – Secretary to Dean of Instructional Services
  - Michelle Lowers – Cosmetology Lab Assistant/PBX Operator
  - Sherrie Denham – CNA Director/ City View Instructor

### DRJ Comments –

- I will be spending a great amount of time working with employees and the architect to come up with a good plan for the CCC renovation. We are moving fast, but I want to do the best job possible. This is a great opportunity—I want us to come up with a great plan that will meet the current needs and the needs of the future for Vernon College.
- I have been impressed and inspired by the work of the Academic Advising Task Force and those who are stepping forward to help implement the new processes. I am looking forward to the same inspiration from the Retention/Completion Task Force.
- Thank you for the many positive comments about Paul Vitale. I am glad you appreciated him and the message he shared with us about "Inspired Leadership and Teamwork". I appreciate each of you and what you bring to the table to help Vernon College meet the needs of our students, communities, and employees.
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