

**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 coffee sessions conducted prior to Christmas break by Dr. Johnston to give all employees opportunity for informal input produced 15 suggestions and/or questions to be reviewed. Some were simple while others were more complex. The summary will be sent out to all employees so all will know what suggestions or concerns are being focused on. The administrative team has reviewed the list and will be discussing possible solutions and actions. The input was greatly appreciated. Input for possible solutions or actions will also be appreciated.
- The Board of Trustees approved to accept the 2009 audit at the December meeting. The audit was a very clean audit with some suggestions for improvement to a few processes. These improvements will be a focus for the administrative team and the respective departments during the upcoming year.
- In a special meeting on December 22, 2009 the Board of Trustees approved the sale of the college president's home in Vernon, Texas for the contract price of \$182,500. The revenue from the sale will be invested for future projects as determined by the board.
- Planning for more renovations at the Skills Training Center continues with division chairs and administrative team members meeting with an architect on January 8. Tentative plans include additional space for the current technical programs, allocated space for relocation of the Police Academy and Criminal Justice programs to the STC, and additions of new technical program equipment. This expansion and relocation opportunity is a result of \$500,000 of ARRA (stimulus) funds directed to Vernon College by Rep. Rick Hardcastle for workforce development. The majority of the funds will go to the STC project while a portion will be dedicated to technology improvements at the Vernon campus.
- Construction and renovation has kept a number of people busy this fall, primarily John Mahoney and Gary Hart. A summary of completed projects include:
  - Century City Campus
    - Electrical, air conditioning, fire sprinklers, and ceiling materials to lower ceilings in the 1000 wing
    - Carpet cleaning in the 1000 wing
    - Mail room renovation
    - IT office renovation
    - Parking lot improvements
  - Skills Training Center
    - Tile replacement in selected hallways and offices
    - Tile buffing
    - Wall Painting
    - Ceiling Tile replacement in selected offices
    - New carpet in selected offices
  - Vernon Campus
    - Complete remodel of rooms 423 and 425
    - Remodel of Student Activity Director office
    - Replacement of water heaters in large residence hall
    - Auditorium sound system update
    - Extension of concrete road to rodeo arena entrance
- The Director of Information Technology position selection process will continue through January with a goal of making a recommendation for hire in early February.

- Vernon College will continue to emphasize the enhanced planning process and the planning calendar to produce the 2010-2011 annual plan. Assessment activities including the use of data from the Community College Survey of Student Engagement (CCSSE) will be the primary basis for planning decisions. The 2010-2011 annual plan will then, in turn, be the primary basis for budgeting decisions. All employees are encouraged to participate in the various processes of assessment, planning, and budgeting within their respective departments and divisions.
- The next regular meeting of the Vernon College Board of Trustees is Wednesday, January 20, 2010.

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

- Vernon native, Dr. Elaine Naylor, will begin duties in January as Biology Instructor – CCC. Dr. Naylor has served as an adjunct biology instructor for Vernon College in the past and most recently was employed at Baylor University Medical Center in Dallas, TX as a medical technologist in microbiology.
- The Texas Board of Nursing recently released the NCLEX Examination Report which documents the pass rate for first time RN candidates educated in Texas. Vernon College had 84 ADN graduates take the licensure exam with 79 of those passing on the first try for an outstanding 94.05 % pass rate. This is well above the state and national averages of 91% and 88.91% respectively. Congratulations to the VC ADN students, faculty, and administration for a job well done!
- The Skills Training Center continues to undergo renovations beginning at the end of the fall semester with 6 offices, 3 classrooms, the student study center, the Tech-Prep suite, and two restrooms receiving needed “makeovers” with new paint, tile and carpet.
- Progress is being made on the disbursement of equipment left over from the discontinued Aircraft Maintenance program at STC with sealed bids due by Jan. 6, 2010. The equipment will be removed by the winning bidder and the space will be renovated for the expansion of current programs located at the STC as well as the VC Police Academy/Criminal Justice programs. An initial meeting with the architect for this renovation project is scheduled for January 8, 2010.
- Online enrollment via Campus Connect for the Spring 2010 semester continues at a rapid pace with online registration ending January 7<sup>th</sup>. As of January 4<sup>th</sup>, approximately 60% of the 14, 825 “seats” available for the spring semester had been claimed.
- At this time the position of Director of Distance Learning has not been filled. The responsibilities of the position will be carried out in the interim as follows: Mike McCoy will continue to work with James Graham (Blackboard Administrator) on online course offerings; Jessica Sutherland will continue to serve as the VC liaison to the dual credit/concurrent enrollment students and high schools; Greg Fowler will be working with Gene Frommelt on ITV rooms & course offerings; Roxie Hill will assume responsibility for Blackboard training for faculty; Gary Don Harkey will oversee VCT enrollments and student evaluations of online courses.
- ITV rooms V423, V425 and CCC504 were upgraded over the Christmas break and will be ready for the spring semester. Plans are to follow with similar upgrades to V204 and CCC300 during the summer II term which will bring all 6 of the VC ITV rooms up to date with identical and upgraded systems.
- VC Café Sessions will continue throughout the Spring semester, new topics:
  1. Teaching Tools (Grade book, PowerPoint)
  2. Clickers
  3. Assessments
- Blackboard training will be conducted through the office of Instructional Design
- Vernon College has partnered with 5 workforce development boards, 8 community colleges, and 2 universities, for a Texas Workforce Commission biotechnology /life sciences medical capacity building grant. The grant in the amount of \$447,410 was awarded on Dec. 15, 2009.

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

- Volleyball finished their season and is busy recruiting for next year. Several of our players have been looked at by four year schools
- Athletic Advising was completed in November with all athletes having schedules for the Spring 2010 semester
- Athletics is helping to host the Vernon Basketball tournament December 10-12

- Residence Hall Room and Safety Inspections were completed with 1 minor violation
- Residence Halls have just about cleared out for Christmas Break - with several incoming applications we should have good numbers again for the Spring 2010 semester
- Counseling is busy advising with registration starting Nov. 18 and continuing until Jan. 21
- Counseling will have a staff development concerning VA students returning from war zones and PTSD issues December 16 - all other departments were invited
- Student Activities finished out the semester with the Turkey Trot and finals breakfast
- Testing has worked hard to accommodate extra hours in the Instructional Testing area to accommodate finals
- Chief Bell is attending a webinar concerning active shooters and campus violence
- Student Forum passed out candy canes and hot chocolate with lots of encouragement for all WF at the beginning of finals

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

- Currently processing new student Applications for Admission
- Completed and certified December 15<sup>th</sup> Coordinating Board 00A and 00C quarterly continuing education contact hour reports
- Assisting students with on-line registration (Campus Connect) which began November 18, 2009 and runs until January 7, 2010
- Completed evaluation of 2008-09 annual plans for Admissions, Records, and Financial Aid
- Submitted 2010-11 annual plans for Admissions, Records, and Financial Aid
- Conducted Sheppard Learning Center on-site registration December 15, 2009
- Completed Fall semester grade processing and academic status updates
- Checking graduation applications for December 12, 2009 graduation
- Reviewing SAP (satisfactory progress standards) for Fall semester financial aid students
- Melissa Elliott, Aletha Newman, and Mary Ann Noah attended the Department of Education Federal Student Aid conference in Nashville the first week of December to prepare for year around Pell, net price calculator, IPEDS changes and Direct Lending
- Melissa Elliott presented the Region 9 ESC high school counselor financial aid workshop
- Aletha Newman viewed 6 (90 minute)webinars provided by the Department of Education to assist us in our transition to Direct Lending
- Reviewed, interviewed, and hired a half-time Financial Aid Office counter-staff position that will begin January 4, 2010
- Currently certifying student loans for Spring 2010 semester
- Packaging for 2010 Spring financial aid awards

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

- Business Office
  - Completed annual audit – delivered to the Board on 12-16-09 – Clean report with only a few minor management suggestions.
  - Mindi is delivered the newest Flynn on December 23.
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In the process of accepting bids for the sale of the excess aviation equipment at Skills
- Information Technology
  - Search for Director continues
  - Scrolling screens up and running – need input from all departments to fully utilize
- Physical Plant
  - Several projects completed on all three campuses this fall and during spring break. The projects are detailed in the governance section.

## College Effectiveness – Betsy Harkey

- The Planning and Assessment Committee is composed of 23 members who represent the Vernon College community. It has diligently worked the last few months to create a culture of planning and effectiveness for Vernon College. A few of their accomplishments have been:
  - Creation of an Assessment Calendar and a Report Calendar to provide timelines, lists of assessments and reports, responsible departments/people for completing the assessments and reports, and the general use of information. At each monthly P&A Committee meeting, the responsible people share the assessment or report highlights with committee members.
  - Creation of a Glossary of titles and terms included in the Assessment and Report Calendars for use as a quick reference tool.
  - Selection of five Vernon College Primary Goals and nine Priority Initiatives to use as a guide for 2010-2011 planning.
  - Development of a new annual planning process to be piloted for 2010-2011 which includes Annual Action Plans for Institutional Improvement, Personnel, Facilities, and Technology.
- The P&A Committee is also in the process of identifying Vernon College Institutional Accountability Measures, applying definitions and listing anticipated data sources.
- Additional information from Institutional Effectiveness:
  - Two great resources for institutional and statewide data can be found on the Texas Higher Education Coordinating Board website.
    - Texas Higher Education Accountability System contains information such as our new Closing the Gaps projections and targets, enrollment, graduation and persistence rates, plus more. <http://www.txhighereddata.org/Interactive/Accountability/>
    - The Texas Higher Education Data site is an excellent source for information. Some of the many topics include: quick facts about enrollment, how many and where high school students go to college, college costs, and CIP codes. The home page includes a glossary and a search feature which can be very useful. <http://www.txhighereddata.org/>

## Institutional Advancement – Michelle Alexander

- An e-receipt pilot program will begin in January for gifts \$100 or less given to either the Vernon College Foundation or Vernon College. There are quite a few institutions developing an e-receipt program for smaller gifts.
- Advertising for the spring semester will be completed the week of January 11<sup>th</sup>.
- New Vernon College pennants will arrive in the first part of January. The plan is to distribute them to schools in our 12 county service area. The College has been receiving quite a few requests for pennants this year.
- The Vernon College Foundation will hold its annual meeting on Thursday, January 28, 2010 in the Conference Room at Century City Center. Among the business that the Directors will conduct will be the awarding of departmental grants funded by the 2009 On-Line Auction.
- As of **November 30, 2009** a total of \$222,727.55 had been given in total philanthropy to the Vernon College Foundation and Vernon College. To date, 39% of the faculty and staff have participated along with 36% of the Foundation's Board of Directors and 43% of the College's Board of Trustees.

## Quality Enhancement – Criquett Lehman

- Vernon College was one of 5 colleges in the United States selected to pilot the Survey of Online Student Engagement (SOSE). Administration was completed on November 20, 2009 and results are expected to be received late this Spring semester.
- The results of the Survey of Entering Student Engagement (SENSE), administered earlier this semester, will be received in early March.
- The 2009-10 QEP Pilot Project Participants (Cindy Coufal, Melissa Elliott, Mark Holcomb, Chad Mueller, and Dina Neal) begin implementing their projects this semester.
- Congratulations to the following for being selected as the next class (2010-11) of QEP Pilot Project Participants! Michelle Alexander, Katrina Brasuell, Melissa Elliott, Deana Lehman, Richard Warren, and Michelle Wood

## Human Resources – Haven David

- Processing applications for : Director of Information Technology  
Assistant Volleyball Coach
- New Hire January 4<sup>th</sup> – Toni Blackburn – part-time Financial Aid Administrative Clerk
- Angie Moore & I viewed a video “TRS Steps to Retirement”
- Reviewed a HIPAA Webcast on the Employee Retirement System of Texas site
- Updating Vernon College’s FMLA policy for the Employee Handbook

## DRJ Comments –

- The re-initiation of this report is a direct result of comments and questions made during the informal coffee times held prior to Christmas break. As one who touts the virtues of communication, I was personally concerned that several employees identified lack of communication as a concern as well as “not knowing what was going on”. As you remember, I initiated this report as soon as I arrived last spring, but discontinued it for the following reasons (fully understanding there is often a thin line between a reason and an excuse):
  1. In my previous position, there were only quarterly board meetings, so these reports were very important on a monthly basis to board members as well as employees. It appeared to me, at Vernon College, the monthly board meeting agendas, president reports, and board minutes were in some ways duplicating efforts.
  2. Time—these reports do put time demands on several team members, including myself, and time is a scarce resource. But, after the input, I fully agree that these reports provide additional information and, may also, provide information to employees and others who may not focus on board agendas or board meeting minutes.
- Employees are also encouraged to review board meeting minutes and attend all departmental, division, and college wide meetings to have a full grasp of the activities of the institution.
- The report has also been expanded to include information from College Effectiveness, Institutional Advancement, Quality Enhancement, and Human Resources.
- I hope each of you have a great semester and a wonderful new year. The train is on the fast track at Vernon College as we seek to identify areas in need of improvement so we can be the best institution possible for our students, our communities, and our employees. I encourage each of you to hop on the train
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