

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

- Vicki Pennington was sworn in as a new Board Trustee at the beginning of the May 26 board meeting. Ms. Pennington was elected as a new member during the May county wide election. Brad Bolton was re-elected for his position at the same time.
- Santa Rosa Construction has been approved as the Construction Manager at Risk (CMR) for the donor funded baseball complex expansion and renovation project. The project should be underway by early July.
- Bids for renovations to Skills Training Center were opened on June 2. This project should be underway by late June.
- The Board of Trustees and the administrative team continue to explore options to refinance current revenue bonds to produce additional capital to begin a significant renovation project at the Century City Center. The goal is to raise at least \$3 million to renovate the square footage formerly occupied by the nightclub in the northwest part of the building. A decision should be made at the June board meeting.
- The annual summer conference of the Community College Association for Texas Trustees was held in Dallas on June 5. Dr. Johnston and Sylvia Mahoney attended.
- Dr. Johnston attended the national conference for the Association of Surgical Technologist in Grapevine on May 27-28. The highlight was the student forum day where two Vernon College students were elected to national offices.
- Dr. Johnston is scheduling several lunch meetings this summer with board members, foundation board members, and Wichita County advisory board members to update them on college activities and to familiarize them with college priorities as well as foundation priorities.
- Work is being done to summarize past year improvements/updates accomplished with facilities, information technology, and distance learning technology. This summary will show the great amount of work and investment by Vernon College to continue to improve infrastructure to support student learning. The summary will be included with the July College Update.
- The first draft of the 2010-2011 budget was presented to the Board of Trustees for review at the May 26 meeting. The budget will continue to be reviewed for revisions and presented to the board again in June for review. The budget accomplishes a great deal for Vernon College and will provide stability for the next few years during a time of uncertain state funding.
- The Legislative Budget Board has notified state agencies, including Vernon College, to prepare for a ten percent reduction in the next biennium. The administrative team will continue to review the proposed budget for plans to prepare for this upcoming additional reduction.

Instruction – Dr. Gary Don Harkey

- The Wilbarger Memorial Auditorium was the site of a packed house on May 15 as Vernon College held its 38th Annual Commencement that morning and the Associate Degree Nursing program held its pinning ceremony that afternoon.
- Summer classes began Tuesday, June 1 with enrollments running head of last summer.
- Marian Grona and Stephen Stafford recently attended the Texas Library Association Conference in San Antonio where the workshops and sessions addressed ways to improve library collections, instruction, and marketing. Additional topics included outcomes based assessment and the use of current/emerging technologies to improve student access to library instruction and reference assistance.

- Michelle Wood, Tina Baker, and Anne Patterson recently attended the Texas Association of Continuing Education (TACE) conference in Austin. They also were presenters at a breakout session entitled Small Community College Roundtable Discussion.
- The Associate Degree Nursing program was recently granted full approval for an additional two years by the Texas Board of Nursing with the ADN faculty and administration receiving a commendation for the graduates 94.05% pass rate on the NCLEX-RN for the 2009 examination year.
- The VC Café recently recognized the following top staff development participants for the spring semester: CCC – Pam Rotz & Cassie Shaw; VER – Belinda Alberry & Rita Lee; STC – Stacey Adams, LeAnn Jordan, Debbie Richards & Jessica Sutherland.
- Cosmetology Instructor Darlene Kajs and Math Instructor Cindy Corrigan recently attended the “*Roundup for Great Teaching*” in Kerrville. This widely acclaimed professional development event is sponsored annually by the Texas Community College Teachers Association.
- The Wright Library recently surveyed students at CCC, STC, and SLC to determine student satisfaction with library services/programs. VC faculty members were also surveyed during the spring. The results of these surveys will be used for improvement initiatives.
- Students in the Surgical Technology Student Association recently attend the Boys and Girls Club after school program and mentored young children.
- 14 members of the VC Surgical Technology Student Association accompanied Program Director and national officer Jeff Feix to the Association of Surgical Technologists National Conference in Grapevine, Texas last week. 308 students from across the United States attended and participated in the Student Forum. The Vernon College STSA won the Best Dressed Class Contest with their lime green scrubs. Two VC students were elected as officers for the national Association of Surgical Technologists Student Association (ASTSA). Josh Miller of Seymour was elected Vice-President and Pierra Boardingham of Wichita Falls was elected Treasurer. Josh and Pierra will be involved over the next year in coordinating the Student Forum at the 2011 AST conference in San Francisco. As ASTSA officers, they will be presenters at the 2011 Student Forum as well.
- Instructors Katrina Brasuell (Pharmacy Technician), Teresa Ramos (Education), and Larry Jordan (Government), joined Roxie Hill (Instructional Technology & Design), Criquett Lehman (Quality Enhancement), and Michelle Alexander (Institutional Advancement) in attending the annual National Institute for Staff and Organizational Development (NISOD) conference in Austin last week. Major focus of the conference was faculty and staff development with emphasis on instructional strategies, including active learning, engagement techniques, distance learning, and motivation.
- In an attempt to strengthen the advising process at VC, and as a result of the recommendation of the *VC Advising Task Force*, VC faculty have been made available to students on a regularly scheduled basis throughout the summer to assist them with the scheduling of courses. Course Scheduling Advising Centers are being set up and are open during the following times from June 1 through August 12:
 - Vernon - Room 419 in the Sumner Applied Arts Building
 - Mondays from 11 am – 6 pm; Tuesdays from 10 am – 2 pm, Wednesdays from 2 pm – 5 pm
 - CCC – Room 100
 - Tuesdays & Wednesdays from 8 am -7 pm, Thursdays from 8 am – 5 pm
 Faculty who have volunteered to serve this summer as Course Scheduling Advisors include Brad Beauchamp, Melody Bell, Annette Bever, Katrina Brasuell, Cynthia Corrigan, Cindy Coufal, Greg Fowler, Ann Hunter, Barbara Jinks, Larry Jordan, Donnie Kirk, Chad Mueller, Margaret Patin, Mike Ruhl, Nancy Smith, and Renee Wooten.
- *Congratulations* to Scott McClure (HVAC Instructor), Linda Haney (Classified III Instructional Services – CCC), and Sharon Winn (Assistant to the Dean of Instructional Services) for being named 2010 *Dr. Leroy Estes Excellence and Innovation Award* recipients!

Student Services/Athletics – John Hardin, III

- Student Activities – Finished the year with Finals Breakfast and the Student Activities Survey.
- Looking forward to the new digital marquee for next year.
- Rodeo – 6 students and the coach are headed to the National Finals Rodeo June 12 – 19 in Casper, Wyoming.
- Baseball – awaiting final plans and bids on new field house.
- Kid’s baseball camp is June 7 – 10.
- Softball – hosted area playoff games and are on the road to summer tours.

- Volleyball – holding summer camps: June 3 & 4, for individuals; June 25 & 26, for individuals; July 29 & 30, for high school.
- Counseling – working through summer registration. Very thankful for the new CSA offices that will open June 1.
- Student Relations – tours, conducting NSGA's, working on the Student Services portion of the new VC website.
- Housing – Dorm check out complete – 3 residents for the summer, 4 H state meeting scheduled for July was cancelled, updating Housing Application, Medical Information Sheet, and Student Resident Handbook.
- Security – new emergency phones to be reinstalled and flip charts to be posted.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Processing of Summer and Fall 2010 semester new student Applications for Admission
- Campus Connect registration for Fall 2010 semester is open
- Continued scanning of older student records into DocuBase (optical disk storage system)
- Certified May graduation applicants
- Posting of May degrees and certificates to students' transcripts
- Mailing of all May graduate diplomas
- Continue review of Admission Application processing procedures
- Conduct Summer onsite registrations at Vernon Campus and Century City Center
- 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 working to format, structure, newly installed POISE Direct Loan module
- Viewed webinar on Direct Loans
- Working on year end Texas Grant report
- Working on year end THECB work study, nursing scholarships, and TEOG report
- Reconciling Federal and State work study
- POISE financial aid online acceptance module was installed for Direct Loans and being tested
- Continued packaging of 2010-11 Financial Aid applications (Over 3000 applications have already been received!)
- Continue to certify student loans for Summer 2010 semester
- Continue packaging late applicants for 2010 Summer financial aid awards

Finance/Administrative Services/Physical Plant – Garry David

- Business Offices – Ordered software and printers to switch to laser printing of A/P and Payroll checks. This will help us automate check imaging and enhance security features.
- New copiers being delivered and set up
- Facilities – Finished asphalt work on Library parking lot and west access road.
- Working on paint and upkeep projects
- Waiting on replacement doors for dorms.
- Bookstores – Spring book buy backs complete
- Researching point of sale registers to provide perpetual inventory information

College Effectiveness – Betsy Harkey

- The Planning and Assessment Committee members were asked to designate the time set aside for the May 17th meeting to complete the SACS self study review which is due to Betsy Harkey by June 3rd. The July Planning and Assessment Committee meeting agenda will include a review and approval of the suggested changes and updates.
- Some of the other summer projects for Institutional Effectiveness include:
 - ✓ Completion of data research for the Key Performance Indicators for Accountability
 - ✓ Development of web pages for Vernon College Institutional Effectiveness
 - ✓ Posting all Standing Committee 2010-2011 agendas and minutes on the web site
 - ✓ Development of a working time line for the 2010-2011 Annual Action Plans

Institutional Advancement – Michelle Alexander

- Our Vernon College Foundation received a gift from Kathleen Grima to endow a new scholarship – the Kathleen and Frank Grima Scholarship.
- The *2010-2011 Vernon College General Catalogs* were delivered 2 weeks ahead of schedule
- Michelle Alexander is working with Margaret Patin, Joe Johnston, Karen Gragg, Sharon Winn and Larry Jordan as an initial project team to begin work on the next Title III application which will be submitted in 2011—the focus will be Developmental Education and Adult Basic Education. All are welcome to join the team, contact Michelle.
- Summer advertising is underway – Kids College, Workforce and Administrative Office Technology as well as the general College summer advertising.

Quality Enhancement – Criquett Lehman

- A Quality Enhancement Plan (QEP) orientation document has been created and will be sent to all new employees via email beginning June 1st. The document includes links to resources provided through VConnected and the VC Café. These resources include QEP Summary, VC Café Training Session Schedule, Quality Enhancement Resource Inventory, the Quest newsletter, and the QEP Annual Progress Report.
- The Academic Advising Task Force has scheduled Course Schedule Advisors (CSAs) to advise TSI Clear students this summer. CSAs will be located on the Vernon Campus in Room Lab 419 and at Century City Center in Room 100. All TSI Not Clear Students will continue to be advised by a Counselor in Student Services.

Human Resources – Haven David

- Updating salaries for 10-11 budget
- Reappointment letters sent out
- Reappointments of Division Chairs
- Personnel Events in May – Eva Luera, resignation
- Processing for interviews – Custodial Technicians (CCC & Vernon)
LVN Instructor
- Accepting applications for – Associate Degree Nursing Instructor
Cosmetology Instructor
Health Careers Instructors (Vernon & Iowa Park)
- Remember: **Summer Enrollment: July 5 through July 30 (Coming Soon)** Members have from July 5 to July 30 to make changes to their benefits for Plan Year 2011 (which runs from September 1, 2010 to August 31, 2011). If you don't want to change your benefits, you do not need to do anything. Your current benefits will continue in Plan Year 2011. Be thinking about any changes you might want or need to make to your current benefits.
- ERS Board approved Benefit Cost Changes for 2010-2011 Plan Year. Check the Employee Benefit News sent out on 5/27 for updates.

DRJ Comments –

- I am excited about the possibilities of raising capital for renovations to the Century City Center. Tentative renovations would accomplish relocation of Student Services/Counseling, Financial Aid, Admissions, Business Office, Library/Media Center/Pass Center, Maintenance, and the Bookstore. This would result in reclaiming these spaces for additional classrooms and faculty offices. We are calling this phase one. Phase two will be renovation to the space formerly occupied by Carmike.
- Summer is always a busy time of year trying to end one year and getting ready to start the next. I appreciate everyone's hard work and I hope you have some enjoyable time this summer.
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