

**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 school year is moving very fast and we are quickly preparing for the next academic year. At the March board meeting, the Board of Trustees approved the 2012-2013 academic calendar, the 2012-2013 room and board rates, and a modest tuition and fee increase for 2012-2013. The tuition and fee increase is 6.1% to 6.9% depending on residency and campus location.
- Each member of the administrative team will be participating in the Texas Open Meeting training to ensure that we are up to date and in compliance with all open meeting laws. This is a one hour online training opportunity that is available to anyone and can be found at [www.oag.state.tx.us](http://www.oag.state.tx.us)
- All departments of the college have been working on the 2012-2013 budget for the past several weeks. The budget process will be difficult as we try to add faculty and staff to meet enrollment growth demands, adequately fund department operations, and ensure appropriate maintenance of all facilities.
- The transition to Run Business Solutions to manage Information Technology operations and infrastructure has been in place for five months. The feedback has been positive as operations have been enhanced, a PC replacement schedule is being implemented, and work tickets have been responded to in a timely basis a high percentage of the time. The process will continue to improve as we work with Run Business Solutions to ensure that the Vernon College student and employee needs are met.
- The renovation/construction project at the Century City Center campus is going really well. Deans and other staff are making plans to move into Phase I (student services, admissions, financial aid, business office, bookstore, library, police, advising center, and special services) after graduation in May. Phase II (two story allied health area) should be available for relocation in June, and Phase III (continuing education, classrooms, and offices in currently used area) should be available for relocation in July.

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

- Attending the Annual Convention of the Texas Community College Teachers Association (TCCTA) from Vernon College were faculty members **Tanya Beauregard** (ADN), **Misti Brock** (English), **Paula Brogdon** (Cosmetology), **Jamie Buchannan** (ADN), **Cindy Coufal** (English), **Wanda Dye** (English), **Ann Hunter** (English), **Darlene Kajs** (Cosmetology), **Linda Kalski** (Government), **Dina Neal** (Sociology), and **Diana Shipley** (Cosmetology). Also attending were **Cathy Bolton** (ADN Director), **Lynn Kalski** (LVN Director), and **Gary Don Harkey**. The convention, which is the largest of its kind in the nation, was held March 1-3 in Frisco.
- On Saturday, March 3, 2012 in Fort Worth, Texas at the Texas State Assembly of AST Annual Business Meeting and Workshop, the **Vernon College Surgical Technology Program** was represented by current Surgical Technology students **Sherry Boswell**, **Leta Hingos**, **Cassandra Campbell**, and **Kimberly Fox** in the first ever “*Student Scrub Bowl*”. The students participated in a Jeopardy type contest related to the national certification exam review questions. Vernon College won the event and brought home the first trophy awarded in this new activity for students at the workshop. Program Director **Jeff Feix** had this to say about the performance: “Eleven colleges were represented and our students have not finished the classroom portion of the program and don’t even start reviewing for the certification exam until May, yet they won! Needless to say I am proud of our students and the professionalism they demonstrated at this event on Saturday”. Congratulations to Jeff and his students for representing VC in such fine fashion!
- The **VC Cosmetology Department** recently held a *Fantasy Hair Contest* at both Vernon & CCC. The students were able to show off their “creativity” and the event was very well received. Check out their creations at <http://www.facebook.com#!/pages/Vernon-College-Cosmetology/350984883784>
- The **VC Drama Department** recently hosted the *Zone* contest for *UIL One Act Play* in the Auditorium of the Osborne Administration Building on the Vernon Campus. Area schools participating included Chillicothe, Crowell, Harrold, Knox City, and Northside. Thanks to **Jack Williams**, **Liz Gibbs**, and the drama students for assisting with these contests.

- The **Surgical Technologists Student Association** recently held their annual “Garage Sale” fundraiser to raise funds for their annual trip to the AST National Conference in May.
- **VC Cosmetology students** recently took part in an Armstrong McCall sponsored Aquage Class at Skills Training Center.
- **Gary Don Harkey** recently attended the Community & Technical Colleges’ Accountability Meeting at the Texas Higher Education Coordinating Board (THECB) headquarters in Austin.
- **Student Evaluations of Instruction** are scheduled for this month.
- Work continues on the development of **Summer and Fall class schedules** with schedules slated for posting online by April 5. **Course Schedule Advising Centers** will open April 16 with **online registration** beginning April 23.

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

- Student Services- Honors Program April 20 in Wichita Falls, Sports Banquet April 30 in Vernon
- Student Relations- Spring Transfer Fairs March 27 and 28, area high schools and campus tours
- Housing- Final payment collections for Spring 2012 student residents, fire and tornado drills
- Volleyball- Recruiting for Fall 2012 season, Vernon TriTournament March 24
- Baseball – Currently 5 wins 17 losses – conference 1 win 7 losses
- Softball – Currently 19 wins 9 losses – conference 1 win 6 losses
- Rodeo – Odessa College Rodeo March 22-24, Men 3<sup>rd</sup> and Women 6<sup>th</sup> in Region
- Student Activities- SGA state conference March 29-April 1
- Security- Finalizing Cannedy Security Service calendar
- Counseling- Degree audits, preparing for CCC move, training new secretaries
- Testing- Spring placement testing, preparing for CCC move and expansion

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

- Submission of Pell, Direct Loan and Title IV program disbursements
- Processing 11-12 FAFSA applications
- Processing 12-13 FAFSA applications
- Creating 12-13 Student Budgets for awarding
- Summer Pell form created and posted to webpage
- Created FAFSA IRS Data Retrieval Tool webpage
- Created IRS Tax Transcript request webpage
- Open Registration for Spring II
- Moved Spring I grades to transcript
- Submission of CBM001, CBM004, CBM00A, CBM00C
- Schedule Changes for Spring II
- Registration Guide preparation for Summer & Fall semesters
- Prepare and submit NPSAS annual student list for financial aid study
- LBB Accountability Report for faculty contact hour percentage
- Working on student email/Facebook education ideas for student success
- Spring 2012 graduation applications being received /degree audits posted to Campus Connect
- Processing Program Completer degree audits and mailing letters to students
- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs ongoing
- IPEDS Spring reports in process

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

- **Business Offices –**  
Kim Bateman and Stacy Lallmann helped with the Meals on Wheels program. Stacy also helped with the Brown Bag sacking for the Administrative Staff Association. We will have several people helping with and participating in the Relay for Life on Friday, April 30<sup>th</sup>. Mindi Flynn and Margaret Tubbs helped Hill College get up and running on Docubase via a conference call.
- **Book Stores –**  
Working on summer adoptions and returns. Kim Bateman attended the Campus Market Expo in Salt Lake City and picked up a lot of good information on book rentals, ebooks and on-line book sales.

- **Facilities** –
  - **Wichita Falls** – Working on repurposing class room spaces. Making plans for the big move. Working on room numbering and keying strategies.
  - **Vernon** – Things are really starting to green up from the rain so there is lots of grounds work going on. Making plans to attack some facilities projects this summer.

### College Effectiveness – Betsy Harkey

- **Data Fact:** The Texas Higher Education Coordinating Board set a goal of notifying colleges and universities when new and updated reports are generated. An example is the Follow-up Report <http://www.txhighereddata.org/reports/performance/ctcasalf/exitcohorts/>. The data is gathered from CBM reports and employment records. The report categories include: Summary by Linkage (be sure to look at the definitions), Summary by Cohort-Level of Award, Summary by Type of Institution for Enrollment, Summary by Gender, Ethnicity, Top 10 Industries for Employment, Top 10 Higher Ed Institutions for Enrollment, Top 10 6-digit CIP Areas for Enrollment, Top 10 4-digit CIP Areas for Enrollment Outcomes by Major. Regarding the Vernon College cohort for this report: all students who graduated in FY2010 (September 2009 - August 2010) plus students who were enrolled at Vernon College during FY2010 and did not return to Vernon College in Fall 2010 (FY2011). The THECB determines what all these students do in the next fiscal year, about 6 months after they left (meaning Fall 2010). For enrollment they consider fall semester and for employment the 4th quarter of 2010 (Oct, Nov, Dec).
- Gary Don and Betsy Harkey participated in the THECB Community College Accountability meeting on March 23<sup>rd</sup>.

### Institutional Advancement – Michelle Alexander

- Starting Summer and Fall 2012 advertising
- Michelle and Christie participated in a telephone Conference with Blackbaud Target Analytics to begin the process of importing 32,000 alumni records into our Raiser's Edge database
- Continuing to research, review and migrate all donor records into the Raiser's Edge database
- Preparations are underway for the Annual Scholarship Banquet scheduled for April 24 in the Colley Student Center
- Invitations going out for our Scholarship Banquet
- Finishing up the final details on the Vernon College Foundation Online Auction which was a huge success. Thank you to everyone who participated!
- LeAnn is putting the finishing touches on the 2012-2013 Catalog
- Joseph participated in a Conference call with Blackbaud
- Joseph participated in a Conference call with ARIESNET on Search Engine Optimization (SEO) on March 7
- Joseph attended the NCMPR 38<sup>th</sup> Annual Conference in San Francisco including sessions on: Social Media 101; Editing for the Web; Streamlining Website Management; Copyright and Compliance: Posting Videos Online; and Calculating the ROI on Communications March 11-14.

### Quality Enhancement – Criquett Lehman

- The VC Innovation Center would like to remind all faculty and staff of the following resources available to assist with end of semester assessment.
  - Online survey tools (Google Docs or Survey Monkey) may be administered through Blackboard, the VC Website, or Email.
  - Respondus Lockdown Browser may be used to administer secure online exams through Blackboard.Individual or group training will be available on the Vernon campus Tuesday, April 10<sup>th</sup>; Century City Center Thursday, April 12<sup>th</sup>; and Skills Training Center Friday, April 13<sup>th</sup>. Please contact [Roxie Hill](#) to schedule your session.
- The Community College Survey of Student Engagement (CCSSE), Community College Faculty Survey of Student Engagement (CCFSSE), and the Survey of Entering Student Engagement (SENSE) data continues to be available to all VC employees in Blackboard under Quality Enhancement. Please contact [Criquett Lehman](#) if you need access.

**Human Resources – Haven David**

- Personnel Actions:
  - Resignation for February – Andrea Moore - Student Services – CCC
  - Termination for March – Gilbert Gates – Custodial Technician – Vernon
  - Hire for March – Renee Ritchie – Student Services – CCC
  - Hire for April – Lisa Forsythe – Custodial Technician - Vernon
- Accepting applications for Biology Instructor and Math Instructor.
- Interviewing applicant for Math Instructor Thursday, March 29th.
- Attended Leadership Vernon Meeting March 7<sup>th</sup>.
- ERS Ready, Set, Retire held on Vernon campus Wednesday, March 28<sup>th</sup>.
- Working on large Demographic File for Planwithease.
- Reappointment letters will go out this month.

**DRJ Comments –**

- The next month is a very busy time with numerous activities. I encourage you to attend activities to support our students and our college.

Reminder of upcoming events:

- (1) Phi Theta Kappa Induction – Thursday, April 27, 2012 - 6:00 pm – Century City
  - (2) Board of Trustees Meeting – Wednesday, April 18, 2012 11:30 am – Board Room
  - (3) VC Foundation Board Meeting – Thursday, April 19, 2012 – 10:00 am Vernon, TX
  - (4) Honors Convocation – Friday, April 20, 2012 – 6:00 pm Region 9, Wichita Falls, TX
  - (5) Scholarship Banquet – Tuesday, April 24, 2012 – Colley Center
  - (6) TACC meeting – Wednesday, April 25, 2012 – Austin, TX
  - (7) Drama Production – April 26-28, 2012 – 8:00 pm – Vernon Campus Auditorium
  - (8) Sports Banquet – Monday, April 30, 2012 – 7:00 pm – Wilbarger County Auditorium
  - (9) Commencement – Saturday, May 12, 2012 – 10:30 am – Wilbarger Auditorium
  - (10) RN Pinning – Saturday, May 12, 2012 – 2:00 pm – Wilbarger Auditorium
  - (11) Board of Trustees meeting – Wednesday, May 16, 2012 11:30 am – Board Room
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