

**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 2012 Spring semester is off to a great start. Enrollment is strong, students are attending classes, faculty is in primary teaching mode, and everyone is doing a great job of meeting the needs of our students and our communities.
- The planning process for 2012-2013 is coming to an end and the budget process for 2012-2013 is quickly beginning. I encourage all faculty and staff to participate in the planning and budgeting processes.
- Century City Center renovations are going at a very good pace. Demolition is completed, the second story floor is complete, walls are coming up, and spaces are easily defined. Additional plans for internet cabling and HVAC energy management control system are finalized and new plans for telephone system expansion are being reviewed. Plans for furnishings and equipment for the renovated space are being reviewed so that the needs can be formulated into a proposal for possible vendors.
- Most departments are in the process of performing personnel evaluations/professional reviews. This process is very important as we continue to encourage all personnel to perform at top levels to assist in continuing enhancements for Vernon College.

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

- A special thanks to **Paula Whitman, Jeff Feix, Mark Holcomb, and Roxanne Hill** for leading the Collaborative Sessions for Faculty during our recent Faculty/Staff Development.
- ADN Program Director **Cathy Bolton** and faculty members **Beth Arnold, Amy Hamm, Jamie Buchannan, Tanya Beauregard, Sharon Dean, Jennifer Hatley, and Andrew Todd** recently attended the Elsevier/Mosby Faculty Development Workshops for Nursing Faculty in Las Vegas. The travel was paid for through the THECB Nursing Shortage grant.
- **Shana Munson**, Associate Dean of Career & Technical Education, recently attended the Winter Board Meeting of the Texas Association of Technical Educators (TACTE) in Austin.
- EMS Program Coordinator **Al Garcia** recently attended the EMS Accreditation Workshop in Dallas.
- The **2012 Class of Leadership -Wichita Falls** was recently hosted by Vernon College at the Skills Training Center as part of their Education Day. President Dusty Johnston presented an overview of Vernon College and the Allied Health program directors, coordinators, and faculty presented overviews of their programs. The group then toured STC and learned about the CTE programs at STC. Kudos to **Katrina Brasuell** (Pharmacy Technician), **Jeff Feix** (Surgical Technology), **Lynn Kalski** (LVN), **Al Garcia** (EMS), **Gina White** (ADN), **Ruth Rascon** (HITT), **Mark Holcomb** (Industrial Automation), **Mike Hopper** (Police Academy), **Chris Smith** (Machining), **Gene Nessel** (Welding), **Scott McClure** (HVAC), and **Sharon Wallace** (CIS) for the outstanding job they did in representing Vernon College in general and their programs specifically!
- Cosmetology Program Director **Darlene Kajs** and Cosmetology faculty member **Paula Brogdon** recently attended the Advisory Board Meeting of the Texas Department of Licensing in Austin.
- Assistant ADN Director **Beth Arnold** recently travelled to Temple to participate in Nursing Workshops focusing on Pharmacology & Med/Surge Practice.
- The relocation of **Sheppard Learning Center** from Bldg. 920 to Bldg 402 at SAFB is nearing completion. The newly dedicated classroom space in Bldg 402 should be more convenient for students and will hopefully enhance enrollment in SLC courses. A big thanks to **Linda Thomas** for her efforts in coordinating this relocation.
- First draft of the **Annual Plan for Instructional Services** has been completed.
- **Annual Evaluations of Faculty & Staff** are ongoing.
- Work has begun on the development of **Summer and Fall class schedules**.

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

- Student Services- working on Spring 2012 Honors Program April 20 in Wichita Falls
- Student Relations- visiting local service area high schools, arranging on campus Spring Transfer Fairs

- Housing- completing payment review for Spring 2012 student residents
- Volleyball- recruiting for Fall 2012 season
- Baseball – season starting - first official game on Feb. 2
- Softball – season starting - first official game on Feb. 2
- Rodeo – first rodeo March 1-3 at Weatherford
- Student Activities- SuperBowl Party Feb 5, Valentine Movie Night Feb 14
- Security- completing switchboard emergency phone system training
- Counseling- Spring II 2012 advising, Cultural Diversity Programming with MSU – half price tickets to MSU Artist Lecture Series in February and March
- Testing- GED Conference, working with RunBiz to maximize testing lab computer output and placement/entrance testing as normal

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

- Submission of Pell, Direct Loan and Title IV program disbursements
- Processing 11-12 FAFSA applications
- Currently issued over 2,700 student financial aid award letters for 11-12
- Providing 2012-2013 Financial Aid presentation for high school nights
- Reviewing SAP (Satisfactory Academic Progress) appeals
- Completed the IPEDS Winter report
- Reviewing processes, forms and regulation changes for 12-13
- Completed 111D SAP evaluation
- Reviewing catalog corrections for 12-13
- December Mini-Term Grades moved to transcripts
- Grade Distribution Reports for Fall semester run and sent
- Open Registration at Vernon and Century City Center
- Schedule Change at Vernon and Century City Center
- Certified Rosters due for Spring I semester
- Working on CBM002, CBM008, CBM00S and CBMOE1 THECB Reports for Fall semester
- Summer 2012 graduation applications being received /degree audits posted to Campus Connect for student access
- 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
- Phone counseling with students about completion of degree requirements
- State requirement for Bacterial Meningitis vaccination creating many questions and calls

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

- **Business Offices** –
  - All year end W-2's, 1099's and 1098-T's have been mailed out.
  - Registration went smoothly on both campuses.
  - Working on annual evaluations.
- **Book Stores** –
  - Spring sales were strong at both stores.
  - Starting to work up returns.
  - Working on annual evaluations.
- **Facilities** –
  - **Wichita Falls** – Renovation work continues to move quickly. The second floor has been poured in the old theater area and walls are going up quickly. The islands have been constructed in the parking lot and trees and grass have been planted. Some asphalt patching has been done but the majority will have to wait till warmer weather. Converted unused space at Skills to new computer lab. Working on annual evaluations.
  - **Vernon** – Working to get excess equipment moved from Sheppard for storage. Still working on some issues with the new baseball facilities. Working on annual evaluations.

### College Effectiveness – Betsy Harkey

- In a continuing effort to utilize the Vernon College website as our primary source of information, web pages were created for each advisory and standing committee. Their purpose is to provide a space for posting and sharing mid-year reports, agendas, minutes and exhibits. Check out the new advisory and standing committee web pages at <http://www.vernoncollege.edu/CollegeEffectiveness/Committees.aspx> .
- The 2012-2013 Annual Action Plans for each college component are to be posted to the shared drive by February 1. This is the first year to use a shared drive for the process. In an effort to be as efficient as possible, it was created as a central work area and to store plans.
- The College Effectiveness Committee met on January 31, 2012. As part of the agenda, the 2011-2012 Planning Calendar was review and an update was given for the SACS COC Fifth Year Report requirements. For the entire agenda, visit <http://www.vernoncollege.edu/StandingCommittees/CollegeEffectiveness.aspx>
- The first Phase II visit for Student Success by the Numbers will be on February 15 and 16, 2012. During the visit, Dr. Luzelma Canales, our appointed consultant, will meet with Dr. Johnston, Betsy Harkey and the Phase II Team. Volunteers for the Phase II Team are Michelle Alexander, Criquett Lehman, Linda Haney, Mark Holcomb, Michelle Wood, JoAnn Sharp, Marian Grona, Bettye Hutchins, Deana Lehman, Joe Johnston, Michael Ruhl, Sarah Davenport, Jeanne Ballard and Jim Binion. Betsy Harkey serves as the SSBTN liaison.
- Key Performance of Indicators will be updated as soon as the THECB finalizes the Accountability Report.

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

- Annual Report is completed and distribution is beginning
- Collecting items for the 12<sup>th</sup> Vernon College Foundation On-Line Auction in both Vernon and Wichita Falls
- LeAnn and Joseph are participating in webinars for the Raiser's Edge database program
- Leann is working on the catalog for 2012-2013
- Christie and Joseph attended the MaestroSoft Pro orientation webinar on Jan. 24 and the QCheck webinar on Jan. 25.
- Michelle, Betsy, Criquett, and Shana attended the CSSP webinar.
- Working on Softball and Baseball Media Guides
- Working on Workforce Advertising

### **Quality Enhancement – Criquett Lehman**

- The most recent CCSSE results are currently being shared with students through the following delivery modes:
  - The Chap QEP student news site contains a full presentation of data and was emailed to all students 1-26-12. It is also posted on the website under [Student Resources](#).
  - Student Engagement Data Facts are being displayed on campus TV Monitors on a weekly basis.
  - Meetings have been held with the Student Government Association and Student Forum to discuss survey results and give opportunity for feedback.

Students may also give feedback through a 3 question survey found on the Chap news site.

- The VC Innovation Center is now online in Blackboard. Resources such as the Quality Enhancement Resource Inventory, Pilot Mentor list, iPad2 Collaboration area and Lecture Recording Guide can be found here. New resources will continue to be added throughout the semester. A full outline of resources can be found in the most recent edition of [the Quest](#) newsletter.

### **Human Resources – Haven David**

- Accepting applications for Biology Instructor and Math Instructor.
- Attended Leadership Vernon Meeting January 4<sup>th</sup>.
- Attended WFHRMA meeting January 10th.
- Met with Blue Cross/Blue Shield representative Diana Head.
- Met with Gary Martin, Safety Consultant, of Claims Administrative Services, Inc., (our worker's compensation service).
- Completed 2012-2013 Annual Plan, Committee Mid-Year Reports, IPEDs Report, and 12-13 Catalog updates.

### **DRJ Comments –**

- We have published a 2011 Annual President's Report for Vernon College. This is the first one in several years. A great deal of effort went into making it a very informative piece of information for all constituents. It is being

widely distributed in our service area and will soon be available on the Vernon College website

[www.vernoncollege.edu](http://www.vernoncollege.edu)

- I appreciate the volunteers for the Student Success by the Numbers team who will be providing time, energy, and effort as we continue to place tremendous emphasis on the success of our students.
  
- Please feel free to contact me at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office—940-552-6291 ext. 2200
  - Cell-----940-261-0060