

**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 administrative team and the board of trustees have diligently been working on the 2012-2013 budget. The fourth draft of the budget will be discussed at the July 18 board meeting. The final approval of the 2012-2013 budget will be at the August 15 board meeting. The difficulty in developing the budget can be summed up by the following:
  - Tremendous growth during a period of significant reduction in state funding. We must fund essential new positions to accommodate the growth that has occurred since Fall 2008.
  - Increases in employee group health insurance costs. We continue to absorb these costs in the budget instead of passing it along to employees. Due to increases in costs and reduction in state funding for employee health insurance benefits, the College has absorbed just under \$1 million in costs in the past two years.
  - Overall increases in operational costs associated with the expansion and renovation of Century City Center. There are basic costs associated with taking 60,000 new sq. ft. of building into our operations. This expansion is essential to future growth in tuition and fee revenue which we will depend upon as state funding continues to decline.
- The renovation of Century City Center is nearly complete. Administration, architects, and the contractors have scrutinized the facility to develop extensive punch lists to ensure that the facility is as complete as possible. Phase III was to have started on July 15 and be finished by October 15. Reality is that Phase III and the rest of the renovation will be totally complete by the end of July. Everyone's hard work and patience is extremely appreciated.
- An open house to show off the newly renovated Century City Center is scheduled for Thursday, July 26 from 4:00 pm to 7:00 pm. Everyone in Wichita Falls and surrounding communities will be invited to the open house.
- The Integrative Marketing Task Force has been established. The members of the task force will be participating in a workshop on July 25 & 26. The goal is to ensure optimum use of marketing strategies and a cohesive visual identity for Vernon College. The results of this task force will assist the college in recruiting and marketing the College as a team with all functions interconnected.
- The fall semester kick-off of all employees is Monday, August 20. It will be a very full morning with discussions centered on efforts at increasing student success at Vernon College. Regular office hours will begin on August 20 as well. These hours will undergo some revisions in many offices as we continue to try to meet the needs of our students after 5:00 pm.

### Instruction – Dr. Gary Don Harkey

- Classes for the Summer I term are coming to an end while classes for the Summer II term will commence on July 12. Finals for the Summer I and Summer II terms are scheduled for August 13-14.
- VC Machining Instructor **Chris Smith** recently was invited and subsequently presented a guest lecture on spur gear and diametric pitch to Professors and students of the McCoy School of Engineering at Midwestern State University.
- Biology Instructor **Melody Bell** recently attended workshops in association with the North Texas Community College Consortium (NTCCC) Consortium Leadership and Renewal Academy (CLARA) at Eastfield College in Mesquite.
- **Michelle Downes** and **Judy Ditmore** recently assisted in the delivery of meals for the Meals on Wheels program on behalf of Instructional Services. Thank you ladies!
- **Roxanne Hill** was recently appointed Region 1 Director of the *Texas Health Information Management Association*. As a Director, Roxie will be serving on the state Board of Directors for the coming year.
- Cosmetology instructor **Diana Shipley** accompanied the **Vernon Cosmetology Class** to the Vernon Boys and Girls Club on 6-20-12 and they performed 60 manicures.
- Faculty members continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Summer II and Fall terms.
- Cosmetology Director **Darlene Kajs** recently attended the Texas Dept. of Licensing & Regulation (TDLR) Cosmetology Board Meeting in Austin.

- Continuing Education Director **Michelle Wood** was recently named to the 2012 list of TEXOMA WOMEN TO WATCH by the Wichita Falls Texas Business Women. Her commendation reads: *A woman in our community whom best exemplifies Advocacy, Leadership, and Community Service. A woman who gives of herself without reservation.* Congratulations Michelle!
- **Mark Holcomb**, Division Chair for Information & Technology, recently travelled to Midland College to participate in a THECB sponsored Workforce Education Course Manual (WECM) Facilitator Training. Mark will be serving as a team facilitator for the THECB as the WECM is continually reviewed, revised, and updated.

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

- Student Services- Student Handbook to printer, working on VC Career Coach launch
- Student Relations- New Student Orientations, individual appointments, working on 2012/2013 printed materials
- Housing- accepting fall 2012 deposits
- Athletics – all teams recruiting- July 18 all sports academic advising on Vernon Campus
- Student Activities- will continue marquee programming during the summer
- Security- Police Leadership School July 8<sup>th</sup>-13<sup>th</sup>
- Counseling- heavy advising for fall, preparing for career Career Coach
- Testing- placement testing for fall- replacement of Vernon Campus testing lab computers by RunBiz

### 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
- Reconciliation of FWS, SWS and SEOG awards
- SWS EOY report
- TEXAS Grant EOY report
- Posting 12-13 scholarships (athletic and academic)
- Update COA figures for website
- May Mini Term SAP
- Continuing Campus Connect registration for Fall and Summer II
- CBM008, CBM00S, CBM0E1, CBM00A and CBM00C sent in and certified
- Schedule Changes for Summer I and Summer Eleven Week
- Summer 2012 graduation applications being received /degree audits posted to Campus Connect
- Sending Program Completer letters to students nearing completion and enclosing graduation application
- Processing graduation applications for August 2012, posting to Campus Connect and sending update letters to students
- Receiving more applications for admission than usual, processing and mailing Admission Status letters
- Hired part-time Summer workers for assistance at Vernon and Century City
- Scanning admissions documents into Docubase for advisors and CSAs

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

- **Business Offices –**  
Stacy's new "Live Chat" QEP project is up and running. She has already had several "conversations" with students. Stacy and Jeanne Ballard watched a webinar on the new Texas Tuition Promise which is the new prepaid tuition plan for the state. Mindi and Anne Patterson decorated a float for the Santa Rosa Parade in May and won 1<sup>st</sup> place in the sweepstakes division. Garry and Haven delivered 16 meals for Meals on Wheels program at the end of May. Ann and Carl received training on the HVAC control system for the CCC air conditioning. Ann is also learning the new keyless entry/swipe card system for CCC and checking the keys from the old area as faculty and staff move to their new digs.
- **Book Stores –**  
Placing Fall book orders. Should start receiving Fall books next week. Received the new supply shelving for CCC this week. Still arranging and putting stuff away in the new area.
- **Facilities –**
  - **Wichita Falls –** Construction project is winding down so Carl and his crew are spending a lot of time helping with all of the office and class room relocations.

- **Vernon** – Freeman Construction was hired to seal all the cracks in the parking lots on the North and East sides of campus. We will seal the rest next summer to prevent or at least slow further deterioration. Garza Concrete should be starting this week replacing sections of the interior sidewalks to eliminate trip hazards.

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

- Student Success by the Numbers Phase II Team met on June 26. The team is in the process of creating a Database Management Data Dictionary to be used as the resource for selecting and freezing data for student cohort tracking.
- Reminder: The summer is flying by and with only two months left in this academic year, it is time to review and begin documenting use of results for improvement in the 2011-2012 Annual Action Plan. The plan summaries will be due in early September.
- Reminder: Most committees and advisory groups have finished meeting for this academic year. Be sure that agendas, minutes and exhibits have been posted on the Vernon College website.
- Betsy Harkey helped deliver Meals on Wheels on June 13 for Vernon College.
- Key Performance Indicator of Accountability Data Fact: [Graduation, Retention and Persistence](#)

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

- 34,000 alumni records cleaned and imported into database
- Business Leader Dinner preparation at CCC on July 12
- Preparation beginning for 40<sup>th</sup> Anniversary events
- Preparation beginning for Century City Open House on July 26
- Advertising for the September Law Enforcement Academy
- Advertising for the Fall 2012 semester
- Website updating
- Joseph participated in the June 13 delivery of Meals on Wheels with Betsy Harkey
- Michelle Alexander has been named to the Council for Resource Development 2012 Federal Funding Task Force
- Michelle participated in the “Creating Institutional Naming Policies” Webinar

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

- The VCIC will begin training faculty and staff on uploading instructional videos to the Helix Media Server in July and August. More information will be available during the August 20<sup>th</sup> Faculty/Staff Development Week.
- Coming Soon! Results of the 2011-12 QEP projects will be highlighted in the Fall edition of *the Quest* newsletter to be distributed in August.
- If you are interested in starting or enhancing a project in your classroom or office that is aimed at increasing student learning through improved engagement by fostering an environment of collaboration and connectivity between students, faculty, and support personnel, please contact Roxie Hill or Criquett Lehman.

### **Human Resources – Haven David**

- Personnel Actions:
  - Resignations for May –
  - Holli Reyna – Assistant Volleyball Coach/Residence Hall Assistant;
  - Samantha Hoelscher – Assistant Softball Coach/ Residence Hall Assistant;
  - Lisa Forsythe – Custodial Technician – Vernon
  - Hire for June – Douglas Anthony – Custodial Technician – Vernon
  - Resignation for June – Shannon Flynn – Grounds Technician – Vernon
  - Hires for July/August – Melvin Jenkins – Head Softball Coach; Michelle Osunbor – Assistant Volleyball Coach/Residence Hall Assistant
- Interviewing for Custodial Technicians – CCC, and Biology Instructor end of June; and A D N Instructors early July
- Accepting applications for Health Careers Instructor Burkburnett, Paducah and Quanah High Schools
- Updating Employee Handbook
- Attended Wilbarger Humane Society Board Meeting
- Attended TACCHRP Conference in San Antonio June 24-26

**DRJ Comments** –

- I have had the wonderful opportunity to be president of Vernon College for three years and four months. A tremendous amount of my time and focus the past two years has been on the financing and successful renovation of Century City Center. I am very pleased in the outcome of those efforts and I am very confident of the importance of the project to the future of Vernon College. I will enjoy the completion of the project and then I will continue to move forward with additional improvements to Vernon College including:
  - CCC Parking lot improvements
  - CCC Entry way improvements
  - Facility Usage guidelines clarifications
  - Continued review of all practices and processes as related to student success
  - Innovative class scheduling at Vernon and CCC to meet the needs of more students
  - Exploration of a new administrative software system for the College
  - Review of IT infrastructure and operations changes
  - Follow-up on the recommendations of:
    - Website Task Force
    - Academic Advising Task Force
    - Retention and Completion Task Force
    - Community Engagement Task Force
    - Student Success by the Numbers committee
  - Working for Vernon College during the upcoming legislative session
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