

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 Century City Center renovation project is continuing in a very positive fashion and at an on-time pace. Recent developments outside of construction/renovation plans include cabling the building for future internet and IP phone systems, implementation of a new energy management control system, fire sprinkler system enhancements, and discussions with vendors for building furnishings. Plans are being discussed to begin relocation of testing, counseling, admissions, financial aid, business office, special services, pass center, library, and bookstore as early as May. Additional areas in the former cinema area should be ready for relocation in late June or early July.
- Vernon College will conduct an election on May 12 in Vernon for three positions on the Board of Trustees. The following individuals have currently filed for election:
 - Place 5
 - Joanie Rogers
 - Dee McLaughlin
 - Place 6
 - Bob Ferguson
 - Place 7
 - Lonnie “Rusty” Riddle
 - Adam Beyer
 - Irl Holt
- Dr. Luzelma Caneles, consultant for phase 2 of the Student Success by the Numbers, was on campus February 15-16. Dr. Caneles facilitated discussion with the SSN team volunteers in regard to developing additional strategies and practices to encourage student success.
- Tuition and fee costs for 2012-2013 will be discussed and approved at the March 21 board meeting. As state funding has continued to decrease and the cost of meeting enrollment needs have continued to rise, increases in tuition and fees across the state can be expected. The administrative proposal is a 6.1% to 6.9% increase depending on the student’s residency and the campus location.
- The annual planning process for 12-13 has come to a close and the plans are being fully utilized as the budget process for 12-13 begins. The first draft of the budget will be presented to the board at the May meeting, a second draft will be presented at the June meeting, a board and budget workshop will be conducted in July, and the budget will be approved at the August meeting. The development of the budget for 12-13 will be impacted by several factors including:
 - Continuing current services
 - Including additional faculty and staff positions to meet the needs of student enrollment increases and the CCC expansion
 - Meeting furnishings and technology needs of the CCC expansion
 - Meeting technology replenishment needs throughout all campuses
 - Finalizing the renovation/construction costs of the CCC campusAll of the above are good things, but they will each have an impact on decisions as the budget is finalized.

Instruction – Dr. Gary Don Harkey

- Mathematics Instructor **Margaret Patin** recently attended the Annual Meeting of the National Association of Developmental Education (NADE) in Orlando, FL. While there, Margaret attended an awards luncheon and accepted an Advanced Certification of the VC Developmental Math coursework program from NADE on behalf of Vernon College. There are currently less than 20 colleges in the country with this distinction. The certification process requires that the institution demonstrate and document the use of data for systematic and continuous evaluation of the program. The ultimate goal, of course, is to show improvement in student success. Vernon began the process in 2005 and completed it in June 2011. Full-time and adjunct math instructors with the support of administrators and counselors worked to redesign the developmental math coursework and revise the math placement policies. The four years of data collected demonstrated as much as a 15% improvement in pass rates in

developmental math. Congratulations to project lead instructor **Margaret Patin** and full time Math faculty **Dr. Brad Beauchamp, Dr. Karen Gragg, Barbara Jinks, and Paula Whitman**, as well as adjunct Developmental Math instructors **Jack Abel, Belinda Alberry, Joseph Castelli, Dustin Fike, Jimmy Hamilton, Jim Selman, Martha Snowden, and Kenneth Trent.**

- **Mike Hopper** recently attended the Texas Commission on Law Enforcement Officer Standards in Education (TCLEOSE) Peace Officer Curriculum Committee meetings in Austin.
- Biology Instructor **Melody Bell** recently attended the North Texas Community College Consortium (NTCCC) Consortium Leadership and Renewal Academy (CLARA) workshops at the LeCroy Center in Dallas.
- QEP Director **Criquet Lehman** recently participated in the THECB Academic Advising Working Group in Austin.
- VC **Cosmetology students** recently gave free manicures at the Chaparral Senior Activity Center in Vernon.
- Surgical Technology Program Director **Jeff Feix** recently attended the AST Instructors Forum for Surgical Technology Instructors in Orlando, FL.
- ADN Program Director **Cathy Bolton** and faculty members **Jamie Buchanan** and **Tanya Beauregard** recently attended the Texas Organization of Associate Degree Nursing (TOADN) Conference in Frisco.
- **Shana Munson**, Associate Dean of Career & Technical Education, recently attended the Texas Genuine program workshop in Austin.
- VC instructors **Brad Beauchamp** (Mathematics), **Mark Holcomb** (Industrial Automation), **Bettye Hutchins** (History), and **Joe Johnston** (English) recently attended the TAMU Assessment Conference in College Station. Also attending were **Roxie Hill** (Coordinator of Instructional Design & Technology) and **Gary Don Harkey**.
- Final draft of the **Annual Plan for Instructional Services** has been completed.
- **Annual Evaluations of Faculty & Staff** are ongoing.
- Work continues on the development of **Summer and Fall class schedules**.

Student Services/Athletics – John Hardin, III

- Student Services- preparing for Century City Wichita Falls move
- Student Relations- Spring Transfer Fairs March 27 and 28
- Housing- completing payment review for Spring 2012 student residents
- Volleyball- recruiting for Fall 2012 season
- Baseball – currently 4 wins 10 losses – has not started conference yet
- Softball – currently 16 wins 4 losses – 1 and 1 in conference play
- Rodeo – first rodeo March 1-3 at Weatherford
- Student Activities- Blood Drive and State SGA Conference March 26
- Counseling- Spring II 2012 advising, Cultural Diversity Programming with MSU – half price tickets to MSU Artist Lecture Series in February and March
- Testing- New computers installed in Testing labs

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Submission of Pell, Direct Loan and Title IV program disbursements
- Processing 11-12 FAFSA applications
- Started processing 12-13 FAFSA applications!
- Completed employee evaluations
- Completed February THECB progress report
- Filmed QEP Loan Acceptance Video
- Catalog corrections completed
- 12/13 Financial Aid Forms created
- 12/13 Financial Aid Brochure updated
- 12/13 New Student Orientation Brochure updated
- TEXAS Grant funds requested
- Currently updating financial aid webpages
- Reviewing SAP (Satisfactory Academic Progress) appeals
- CBM002 Report Certified with Coordinating Board
- Fall 2011 interim degrees awarded report numbers sent to Coordinating Board

- CBM008, CBM00S and CBMOE1 THECB Reports Certified for Fall semester
- 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
- Spring II Campus Connect Registration ongoing
- Spring II Schedule Changes in March
- Preparations beginning for IPEDS Spring reports
- Registration for CE Care Giving Seminar held at Skills new meeting room ongoing with 55 so far
- CE Psychiatric Nursing classes for January and February filled to capacity and registration for March class ongoing

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Finishing evaluations, transitioning to more on-line bill payments to alleviate some of the issues we've had with vendors not processing our payments in a timely manner.
- **Book Stores** –Working on returns and book adoptions; researching on-line book sales, ebooks and book rentals.
- **Facilities** –
 - **Wichita Falls** – Starting Spring clean-up; shuffling items for the auction; repurposing classroom spaces.
 - **Vernon** – Starting Spring clean-up; shuffling items for the auction; repurposing classroom spaces.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on Tuesday, February 28, 2012. The main agenda items included:
 - 2012-2013 Annual Action Plans
 - approval of the 2012-2013 Institutional Improvement Plan
 - review and approval of committee recommendations for the 2012-2013 Facilities and Personnel Plans and the transition process for the approval of the Technology Plan
 - Plan recommendations will be used to help make budget decisions for 2012-2013
 - Review of the 2011 IPEDS Data Feedback Report for Vernon College which can be found at http://nces.ed.gov/ipeds/DataCenter/DfrFiles/IPEDSDFR2011_229504.pdf
The IPEDS DFR is a compilation of information submitted by Vernon College.
The methodological notes/measurement definitions can be found on the last pages of the report. The committee was reminded that each reporting entity generally differs in their measurement definitions. An example is that IPEDS data may be different from the Texas Higher Education Coordination Board Accountability System data.
- Betsy Harkey participated in an IPEDS Benchmarking workshop and the Texas Association of Institutional Research Conference during February.
- **Data Facts:** Using the IPEDS Data Center is a simple way to look at Vernon College information as well as compare with other institutions. The Data Center can be found at <http://nces.ed.gov/ipeds/datacenter/> Contact Betsy Harkey for help in navigating the site and generating reports.

Institutional Advancement – Michelle Alexander

- Michelle, Christie, LeAnn and Joseph attended the following webinars: Feb. 6 –Scholar Select Online Product Demonstration; Feb. 13 IModules Web Demo; Feb. 16 – Academic Works Online Product Demo
- Joseph and Christie attended the TEXASgenuine CTE Workshop in Austin with Shana
- Michelle attended the Texas Association of Community College Foundations Annual Meeting, February 26-28 in Austin
- Michelle participated in the Department of Education's Office of Vocational and Adult Education's Webinar: Community Colleges and Employer Partnerships
- The Vernon College Foundation On-Line Auction is now open and will close at 11:30 a.m., Friday, March 2

Quality Enhancement – Criquett Lehman

- [*A Matter of Degrees: Promising Practices for Community College Student Success*](#) is the first in a series of reports by the Center for Community College Student Engagement exploring 13 promising practices for strengthening community college student engagement and success. Check out this valuable resource!

- The Quality Enhancement Resource Inventory (QERI) has hardware and software available for checkout. As you begin to assess your processes this semester, be reminded of our online survey tools through Google Docs and Survey Monkey. Surveys or questionnaires can be administered through Blackboard, the VC Website, or Email. Contact Roxie or Criquett to get started.

Human Resources – Haven David

- Accepting applications for Biology Instructor and Math Instructor.
- Interviewed applicant for Biology Instructor – offer made – accepted pending offer to husband by MSU.
- Attended Leadership Vernon Meeting February 1st.
- Attended WFHRMA meeting February 14th.
- Met with CAS workers compensation claims representative Andrea Burkhead.
- Texas Dept. of Public Safety audit regarding our criminal background searches February 29th.
- Working on large Demographic File for Planwithese, Toni and our work study have completed a significant backlog of indexing in Docubase, and collecting Evaluations due the end of this month.

DRJ Comments –

- Spring Break is just around the corner. I want to say thank you to all faculty and staff for the time, energy, and effort this semester to focus on improvement of the 5 Ps and your commitment to increased student success.
- The next few months will be a whirlwind as we finalize the semester, finalize renovation at CCC, relocate into the new CCC facilities, and begin the 2012 fall semester. I encourage you to take a deep breath and enjoy all of the positives of this whirlwind.
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