

**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 planning process continues to improve and become more ingrained at Vernon College. Faculty and staff are continuing to implement the process at a greater level in every department, division, and component of the college. The process includes involvement from all employees and significant involvement of the Board of Trustees. At the October meeting, the board reviewed, discussed, and approved the *Philosophy, Vision, Value, and Mission statements as well as the 2013-2017 Long Term Objectives for Vernon College* as recommended by the College Effectiveness committee. In the November board meeting, the College Effectiveness committee will submit the 2013-2014 Primary Goals and Priority Initiatives to the board for review, discussion, and approval. These board approvals are significant to the planning process and planning calendar.
- The Student Success by the Numbers Task Force continues to review and discuss CCSSE data in preparation for the upcoming visit by consultant Dr. Luzelma Canales. The primary benchmarks data that is being reviewed centers on:
  - Active and collaborative learning
  - Student effort
  - Academic challenge
  - Student/Faculty interaction
  - Support for learners

The goal is to develop recommendations for processes and practices to improve each of these benchmark areas.

- A task force has been implemented to explore, develop, and implement a Student Success class to begin in the fall of 2013. All research of best practices to support student success indicates the benefits of a student success class. The curriculum, policies, and scheduling of student success classes takes place in a number of varied methodologies. The goal of the task force is to implement a student success class that best serves Vernon College students.
- In an effort to create improvement in the management information system that Vernon College uses, several members of administration have been reviewing options. Recently, a company with a product called CAMS (Comprehensive Academic Management Systems) conducted a day long assessment of our needs. The company will return to provide demonstrations of their product to the various departments of Vernon College. This is an exploration for improvement—no decisions of any kind have been made at this time. There are a number of factors which will shape any future decisions including the process improvement value provided by any new product and cost.
- Drew Springer, our new state representative (he is unopposed in the general election), was on campus November 1. He was in town to speak to the Chamber community breakfast, meet with elected officials and leaders of state agencies, and to speak to a regional meeting of county judges and commissioners. While on the Vernon campus, he was given a tour of the facility and updated on the legislative issues expected to have the most potential impact for Vernon College.

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

- The **Al Garcia Memorial Scholarship** has been created in memory of the long-time Vernon College EMS Coordinator who passed away unexpectedly from a heart attack on September 29th. The VC Faculty Senate made an initial donation of \$355.00 and is currently accepting additional donations for the scholarship which is designated to benefit Vernon College EMS students. AMR, the primary Wichita Falls ambulance service, has pledged \$1000.00 to the scholarship. The VC Scholarship Committee will establish criteria and select recipients for awarding funds from the new scholarship. Individuals wishing to contribute to the scholarship should contact a Faculty Senate representative or the Office of Institutional Advancement.
- Congratulations to Police Academy Director **Mike Hopper** and the 19 cadets who graduated from the **VC Police Academy** on October 9 on their **100% PASS RATE** on the State Licensure Exam!
- On Saturday, October 20<sup>th</sup>, the **Faculty Senate** and **Administrative Staff Association** partnered with students to participate in the **Vernon College Day of Service** volunteering with **Habitat for Humanity** in Wichita Falls. **Jeff Feix, Donnie Kirk, Brad Beauchamp, Ann Hunter, Sjohnnton Fanner, Jessica Sutherland, Angela Walker, Tina Baker, Kathy Peterson, Jackie Polk, Kelly Peterson, 11 Surgical Technology Student Association** students, and 8 **Student Forum** students volunteered their time, sweat, and labor for the event. The volunteers built interior walls, applied plywood sheathing to the outer walls, and cut out windows and doors in the new walls.

- Cosmetology Director **Darlene Kajs** made numerous recruiting trips this past month including stops in Graham, Paducah, Childress and Frederick, OK.
- **Joe Johnston, Greg Fowler, Karen Gragg, Paula Whitman, Jessica Sutherland & Gary Don Harkey** recently participated in the second AVATAR (Academic Vertical Alignment Training and Renewal) work sessions held at the Region IX Educational Service Center in Wichita Falls. AVATAR is a statewide network, comprised of regional efforts, focused on vertical alignment to support students' college and career readiness and success. The project is funded by the THECB.
- ADN Director **Cathy Bolton** recently attended meetings of the Texas Organization for Associate Degree Nursing (TOADN) in Austin.
- Kudos to Director **Donald Bruns** and the **VC Vocal Ensemble** and the **Vernon Community Chorus** for their terrific Patriotic Concert held October 30 at the First Presbyterian Church in Vernon!
- The **Surgical Technology** Program started a new clinical partnership with **Wilbarger General Hospital**. WGH has welcomed the students and the ST Program is excited to have this new opportunity for students who started with their first clinical day on October 26<sup>th</sup>.
- Speech Instructor **Donnie Kirk** recently travelled to Tarrant County Community College - Northeast Campus to participate in the first of several CLARA workshops.
- **Gary Don Harkey** attended a SACS/COC workshop related to Substantive Change held at Midland College on October 29.
- **Karen Gragg** recently attended the 2<sup>nd</sup> Annual Tarrant County College Developmental Education Institute held at the Trinity River Campus in Fort Worth.
- LVN Director **Lynn Kalski** and Instructors **Pam Rotz, Kathy Nault, Sue Fitzwater, Brenda Taylor, Della Porter, and Mary Jane Batchelor**, and recently attended the Texas Assn. of Vocational Nursing Educators (TAVNE) Fall conference in Irving.
- Sociology Instructor **Dina Neal** recently attended the North Texas State Hospital Forensic Conference in Vernon. This two day conference is the leading Forensic conference in the state and was attended by over 120 professionals from throughout Texas.
- **Shana Munson** and **Sharon Winn** recently attended the *Texas Community College Instructional Leadership* Fall Conference in Austin. While there, they also participated in workshops related to Perkins - Gender Equity, and the Workforce Education Course Manual (WECM).
- **Joe Johnston, Greg Fowler, Bettye Hutchins, and Gary Don Harkey** recently attended the NTCCC Outcomes and Assessment Conference held Friday, October 26 at the Collin College – Spring Creek Campus in Plano.
- Congratulations to **Frank Cordero** and the **Burkburnett/Vernon Culinary Academy**. They were selected by diners as the 2012 "People's Choice" winners at this year's Empty Bowls. "Two Spoons Up" for their Burgundy Beef and Vegetable Stew!

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

- Student Services- Working on the Athletic Scholarship report for Fall 2012
- Student Relations- Beginning individual visits to service area high schools
- Housing- planning Thanksgiving Break check out
- Volleyball- Headed to Regional Tournament November 2, 3, 4 after a VERY strong season. Currently ranked 1<sup>st</sup> in conference and 16<sup>th</sup> in the nation.
- Baseball – Finished fall ball, concentrating on study halls and recruiting
- Softball – Finished fall ball, concentrating on study halls and recruiting
- Rodeo – Fall Rodeo's complete currently 3<sup>rd</sup> place for women and 4<sup>th</sup> place for men
- Student Activities- Nov. 5<sup>th</sup> Bingo, Nov. 19<sup>th</sup> Turkey Trot, Nov. 27<sup>th</sup> Hypnotist
- Security- Posted Health and Safety camera signs on doors
- Counseling- preparing for heavy fall advising starting first week of Nov. and implementing web appointments
- Testing- preparing for heavy instructional testing after Thanksgiving

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

- Financial Aid and Veterans Affairs:
  - Submission of Pell, Direct Loan and Title IV program disbursements
  - Currently issued 2,256 student financial aid award letters for 12-13
  - Processing 12-13 FAFSA applications

- Started the recertification process
- Completed and certified our 2011-12 FADB
- TEACH information submitted to Department of Education
- Following up with Early Alert Notifications
- Provided Athletic scholarship recipient information to the athletic department
- Requesting TEXAS Grant funds
- Certified veterans enrollments for Fall semester
- Reported Summer probations, suspensions and graduations to VA
- Working on THECB Hazlewood report
- Continued processing of workstudy contracts
- Veteran's Day is 11/11/12
- Receiving VA applications for Spring 2013
- Evaluation of 2011-2012 Financial Aid Annual Plan
- Thanks to Rosa Alaniz for her Meals on Wheels delivery service
- Admissions and Records:
  - Submitted and certified CBM001 and CBM004 for Fall (Fall 16 Week and Fall I)
  - Certified CBMOE1 and CBM00S for Summer I and Summer II
  - Continuation of Fall II Campus Connect Online registration
  - Final Registration and Schedule change period for Fall II
  - Set up terms for Campus Connect for all Spring 2013 semesters
  - Fall I Grades moved to transcripts
  - Completed applicable parts of Spring 2013 Registration Guide
  - Ran various reports for Fall II after all registrations and Count Day
  - Continuation of application processing and mailing Admission Status letters
  - Scanning admissions documents into Docubase for advisors and CSAs
  - August diplomas printed and mailed
  - December graduation applications being received, audits run and students notified of their status
  - Serve of Facilities Usage Task Force
  - CBM009 Graduation Report certified
  - Evaluation of 2011-2012 Admissions and Records Annual Plan
  - Submitted TACC Fall Enrollment Survey
  - Completed IPEDS Institutional Characteristics, Completions, and 12 Month Enrollment Reports
  - Thanks to Lana Carter for her Meals on Wheels delivery service

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

- Business Offices – Still issuing new keys, hopefully the last round will be coming out shortly. Got the following suites setup for “First Person In” and it is working correctly using the Keyless entry system 303,307,410, Cosmetology, 72, Continuing Education, 709, 2304, 2320. Collaborated with Run Biz and Benchmark to get the Printing /Scanning setup and working on the copiers. Setup several phones with, voicemail, password changes, call groups and collaborated with Extel in getting additional phones installed from either the move or new hires.
- Book Stores – We hired Sequoia Amey for the bookstore clerk in Wichita Falls. As of today, October 29<sup>th</sup>, Jana Bohannon is the new bookstore manager on the Vernon Campus. We are taking applications and in the process of hiring a new bookstore clerk for the Vernon Campus. Adoptions are being entered for the Spring semester and will begin placing orders as soon as possible. We will begin returning the Fall semester books next week.
- Facilities – Our Worker's Comp provider, Claims Administrative Services, conducted on-site safety training on both campuses for all maintenance, grounds and custodial personnel. The first round of training was a general overview. We will soon start scheduling more focused training for each area.
  - Wichita Falls – Painting walls in the original part of the building; Conducting monthly PM's; Routine stuff.
  - Vernon – Over-seeding grounds with winter grass. Rain helped jump start and everything is looking nice and green. Getting all of the heaters/boilers ready for cold weather. Routine stuff.

### College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on October 30<sup>th</sup>. The primary agenda items included review and approval of the 2011-2012 Annual Action Plan Summaries, 2011-2012 QEP Annual Progress Report, 2013-2017 Primary Goals and 2013-2014 Priority Initiatives which will be presented to the Board of Trustees during their November meeting for final review and approval/adoption. The Committee also began selecting benchmarks for each of the Vernon College Key Performance Indicators of Accountability.
- Student Success by the Numbers Phase II and Institute Teams will meet on November 1 to begin project homework #1 CCSSE Data Review. On November 13, the SSBTN Institute and Phase II Teams will participate in the Fall meeting with our consultant; Dr. Luzelma Canales at Century City. Special thanks to all:  
Phase II Team – Michelle Alexander, Jeanne Ballard, Jim Binion, Sarah Davenport, Marian Grona, Linda Haney, Mark Holcomb, Bettye Hutchins, Joe Johnston, Criquett Lehman, Deana Lehman, Michael Ruhl, JoAnn Sharp, Michelle Wood, Dr. Dusty Johnston and Betsy Harkey  
SSBTN Liaison  
Institute Leadership Team – Dr. Dusty Johnston, Dr. Gary Don Harkey, John Hardin III, Mike Ruhl and Betsy Harkey
- Data Fact – [Percent of Twelve County Service Area High School Graduates who go to College](#)

### Institutional Advancement – Michelle Alexander

- Continuous research on SEO
- October 29 - Attended the Webinar “Introduction to [Siteimprove's Web Governance Suite](#)”
- Working with Ektron on Metadata for SEO
- Volleyball Media Guide Printed
- Working on Rodeo Media Guide
- Beginning President’s Annual Report
- Baseball Alumni Game-26 Alumni in attendance
- Police Academy Graduation
- First Annual Mailing went out in September
- Holiday Mailing in progress
- Working on Spring Registration Ads
- Working on Raiser’s Edge procedures and documentation
- Attending Integrated Marketing Task Force Meetings
- Attended the Vernon College Foundation Annual Meeting
- The Vernon College Foundation met and awarded 7 Departmental grants from the proceeds of the 2012 Vernon College Foundation On-Line Auction
- Work is beginning on the 2013 On-Line. Please contact Christie Lehman if you have any items to donate. All funds raised by the On-Line Auction are raised dollar-for-dollar by our Foundation’s General Fund and returned to the College in the form of Departmental Grants.
- Working with Windthorst ISD and WFISD on possible College Connections Scholarship Funds.
- The Al Garcia Memorial Scholarship has been established in our Vernon College Foundation Endowment Fund with a gift from the Faculty Senate and American Medical Response. Gifts can be given to this fund at any time.
- Michelle Alexander participated in the CRD Federal Funding Task Force Webinar
- Beginning work on the 2011-2012 *President’s Annual Report*

### Quality Enhancement – Criquett Lehman

- Experience QEP! 2013-14 VConnected pilot project applications are due Wednesday, November 14<sup>th</sup>.
- CCSSE has produced a [crosswalk](#) correlating classroom-based CCSSE items with Elizabeth Barkley’s student engagement techniques, tips, and strategies; based on an appendix from Barkley’s book, *Student Engagement Techniques: A Handbook for College Faculty*. This book is an excellent resource and the VCIC has an electronic copy available for checkout in our Library.

### Human Resources – Haven David

- Personnel Actions:  
-October Hire: Kara Sharp – Custodial Technician – Century City  
-October Internal Transfers – Julie Lama – to Admissions Clerk – Vernon; Jana Bohannon – to Bookstore Manager – Vernon  
-November Hire: Anh Pham – Custodial Technician – Century City

- Offer made for Interpreter for the Deaf; Accepting applications for Bookstore Clerk – Vernon and EMS Coordinator – Century City
- Attended Leadership Vernon Meeting
- Completed ORP Report
- Completed TCCTA Salary Survey

**DRJ Comments** –

- We are fortunate to have dedicated faculty and staff to lead our music and drama programs. The music department delivered a very impressive patriotic concert on October 30. The drama department will be producing an entertaining production November 15-17. Both are quality programs for our small, rural community college. I encourage you to show your support to both programs.
- After a few months in the renovated Century City Center, most operations are running fairly smoothly. Students, faculty, and staff continued to be excited about the new facility. The offices, classrooms, library, learning facilities, and new skills labs are producing tremendous opportunities for positive student experiences. I am constantly reminded of the big hit of the Quizno's by students, faculty, and staff. I look forward to even better utilization of the facility to meet the needs of our students and communities.
- Great kudos to Valerie, Michelle, and the volleyball team for their outstanding season. Good coaching and hard work does pay off. I wish them great success at the regional tournament November 3-4. I look forward to a trip to the national tournament for this outstanding group of young ladies.
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