

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 Vernon College Board of Trustees approved the 2013 tax rate at the maximum operating rate of .222854/\$100 of appraised value. This is a slight decrease from the previous year operating rate, but due to increased property values the rate will increase tax revenues for college operating expenses by approximately \$125,000 per year. This increase was reflected in the approved 2012-2013 operating budget.
- The Course Scheduling Advisor (CSA) system that has been implemented continues to be a great enhancement to meeting the needs of students and to streamlining the registration process. From April through August, CSAs assisted 1283 students in Vernon College CSA centers in Vernon and in Wichita Falls for summer and fall registrations.
- The summary of 2011-2012 annual plans are being finalized. We should all be working from our current 2012-2013 annual plans that were developed and approved this past spring. Planning will soon begin to develop the 2013-2014 annual plans. All departments are encouraged to review SACS criterion to ensure they are addressed in the 2013-2014 annual plans and future planning documents.
- At the October meeting, the Vernon College Board of Trustees will review and approve the College's Philosophy, Vision, Values, and Mission statements as well as the 2013-2017 Long Term Objectives. These are important components of the planning process that are continually reviewed by the College Effectiveness committee and revised, if needed, annually.
- Several Vernon College Board of Trustee members will attend the Texas Higher Education Coordinating Board Leadership Conference in Austin October 4-5. Specific to community college board members are sessions to meet recently mandated training, as specified in HB 1206 from the regular session of the 82nd Texas legislature, which will include best practices in campus financial management, financial ration analysis, and case studies using financial indicators.
- The fall headcount enrollment stands at 3124 as compared to last year's enrollment of 3252 which represents a 3.9% decrease. Early indications are that the statewide enrollment is down about 4%. Contact hour generation is down by 2.8% which is also near the state wide decrease as well. Observations around the state regarding the decrease include uptick in the economy and availability of jobs, time limits of several dislocated worker training fund opportunities, and meningitis vaccination issues of incoming freshmen.

Instruction – Dr. Gary Don Harkey

- Development of the Spring 2013 Class schedule is underway.
- The 2012 Vernon College Access Program (VCAP) meeting was well attended with 36 high school administrators and counselors representing 24 of our service area high schools in attendance. The meetings were held at the newly renovated Century City Center and included tours of the new facilities as well as basic information regarding Academic & CTE programs, dual credit, transfer, and scholarship opportunities. Kudos to Early College Start Coordinator **Jessica Sutherland** for her role in coordinating this successful event.
- Cosmetology Director **Darlene Kajs** recently attended the first Knox County Career Event where she provided information about Vernon College and the Cosmetology program. The event focused on potential careers and students from all schools in Knox County attended.
- **Melody Bell, Donnie Kirk, Joe Johnston, Karen Gragg, and Gary Don Harkey** recently attended the North Texas Community College Consortium (NTCCC) Fall Leadership Convocation on the Collin College Spring Creek Campus. Biology instructor **Melody Bell** was recognized as a 2012 graduate of the *Consortium Leadership and Renewal Academy* (CLARA) while Speech Instructor **Donnie Kirk** will participate in CLARA during the 2012-2013 year.
- The **Surgical Technology Student Association (STSA)** celebrated *National Surgical Technologists Week*, September 16 to 22 by filling 100 "goodie bags" that were delivered to United Regional for the Surgery Department, Sterile Processing Department, and Labor & Delivery. Graduates of the program

are employed in each of these areas and current students perform clinical rotations in each area also. This is the 11th year the STSA has provided clinical sites with the goodie bags that are filled with candy during Surg Tech Week.

- Cosmetology Director **Darlene Kajs** has been selected to serve on the Examination Committee of the Texas Department of Licensing and Regulations (TDLR). The committee meets twice each year in Austin and reviews the licensing exams administered by the agency. Congratulations Darlene!
- **Joe Johnston, Greg Fowler, Karen Gragg, & Jessica Sutherland** recently participated in the first of several AVATAR (Academic Vertical Alignment Training and Renewal) work sessions to be 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.
- Math Instructor **Margaret Patin** recently attended meetings of the State Leadership Team of the Developmental Education State Policy Initiative in Austin.
- Director of Library Services **Marian Grona** recently attended the Annual Library Instruction Summit at UNT Dallas in Dallas.
- The VC **Cosmetology Department** will be promoting *Breast Cancer Awareness* Monday October 8 through Friday October 12. Anyone wearing pink will receive one free service excluding chemical services.

Student Services/Athletics – John Hardin, III

- Student Services- October 18th SPORTS DAY
- Student Relations- TACRAO college fairs and sent out 981 letters from Dr. Johnston to students who applied for Fall 2012 but did not register
- Housing- Safety Inspections complete and Fire Drill planned
- Volleyball- Current record 17 wins and 3 losses! Go lady Chaps!
- Baseball – Hosting Team Canada high school all-stars Oct 3 and Alumni Game Oct 13
- Softball – Hosting exposure camp on September 29 and participating in American Cancer Society events in Oct
- Rodeo – Sept 27-29 Sul Ross Rodeo in Alpine and Oct 11-13 Vernon College Rodeo
- Student Activities- 21 Student Government Association members this fall – all activities have had good attendance
- Security- completing Cleary Act Requirements
- Counseling- Oct 4 High School Counselor Appreciation Luncheon focusing on Career Coach
- Testing- Instructional Testing and planning to attend Texas Assessment conference

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Financial Aid and Veterans Affairs:
 - Submission of Pell, Direct Loan and Title IV program disbursements
 - Currently issued 2,173 student financial aid award letters for 12-13
 - Processing 12-13 FAFSA applications
 - Summer 2012 Return to Title IV calculations
 - Verifying the student has begun attendance in all classes
 - Following up with Early Alert Notifications
 - 2011-12 Pell Reconciliation
 - 2011-12 FISAP Report
 - September 17 Constitution Day
 - Requesting TEXAS Grant and Top 10% funds
 - Certified veterans enrollments for Fall semester
 - Reported Summer probations, suspensions and graduations to VA
 - Working on THECB Hazlewood report
 - Processed work-study contracts
- Admissions and Records:
 - Submitted and certified CBM00A and CBM00C for Summer 4th Quarter
 - Working on CBMOE1 and CBM00S for Summer I and Summer II

- Submitted CBM008 for Fall.
- Ran various reports for Fall I and Fall 16 Week after Count Day
- Fall II Campus Connect Registration begins
- 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
- CBM009 Graduation Report submitted for 2011-2012

Finance/Administrative Services/Physical Plant – Garry David

- Business Offices – Issuing new keyless entry badges and keys at CCC. Shelly has been busy with year-end accounts payable as employees turn in 2011-2012 invoices. We will be closing the year soon. Margaret has updated all employees' payroll records to reflect new contract amounts for the 2012-2013 year. Made initial disbursement of excess financial aid to students. Working on year-end financial adjustments for auditors.
- Book Stores – Busy with Fall sales; Starting to box up excess books for returns
- Facilities –
 - Wichita Falls – Working on remodeling projects that were outside the contract. Organizing maintenance areas and storage areas so we can get rid of the temporary storage containers.
 - Vernon – Aerating the lawn to get ready to seed winter grass. Routine stuff.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee September meeting was postponed to October 2, 2012. The primary agenda items were review and approval of the 2012-2016 Vernon College Strategic Plan components for 2013-2017. A few wording changes were made to the Mission in order to mirror the THECB Strategic Plan for Community Colleges i.e. vocation was changed to career technical/workforce. The Strategic Plan components will be presented to the Board of Trustees at their October meeting for final review and adoption.
- Betsy Harkey is in the process of updating the Key Performance Indicators of Accountability. The updates will be presented at the College Effectiveness Committee meeting on October 30.
- Student Success by the Numbers has three homework assignments that must be completed by January: 1. A structured review of Vernon College's most recent CCSSE results 2. Work with student cohort data 3. Culture of evidence inventory. Meetings will be scheduled to accomplish these tasks as more information is received from the SSBTN liaison and consultant.

Institutional Advancement – Michelle Alexander

- Employee campaign! Great participation!!! Signs for departments that are 100% are going up now! Even though some may not have given their donation in time for the incentives, we will ALWAYS accept a donation which helps our participation percentage. Participation to date is 45%!! THANK YOU!
- Submitted the Voluntary Survey for Aid to Education Report (VSE) to the Council for Aid to Education.
- Researching vendors that help create "mobile friendly" websites com; vendors investigated thus far: mobilizetoday.com, ginwiz.com and dudamobile.com.
- Cosmetology advertising for Spring Semester Class
- 40th Anniversary Donor Reception
- Christie Lehman and Dr. Johnston Delivered Meals on Wheels on September 26th
- Annual Campaign mail solicitation
- Integrated Marketing Task Force is meeting regularly and working through its tasks
- Donations for Guys Night Out
- 40th Anniversary Donor Dinner
- Close out of 2011-2012 budget
- Preparation for Foundation Board Meeting

Quality Enhancement – Criquett Lehman

- Do you have an innovative idea to help students' be successful that you wish you could try? Apply to be a part of the 2013-14 VConnected Team and pilot your idea! Watch for the promotional email in early October for further information.

- How do CCSSE and SENSE relate to one another you ask? This [crosswalk](#) includes similar items that are asked on both the Community College Survey of Student Engagement (CCSSE) and the Survey of Entering Student Engagement (SENSE).

Human Resources – Haven David

- Personnel Actions:
 - September Hires – Jennifer Brumley – Classified II, A D N Secretary – CCC
 - September Resignations – Michelle Lowers – Classified II, Lab Assistant/Switchboard – CCC; Wesley Gates – Custodial Technician – CCC
 - Alejandro Garcia – EMS Coordinator/Instructor – CCC passed away
 - October Hires – Karen McClure (Internal Transfer) from Classified II, Bookstore Clerk – CCC to Classified II, Allied Health – CCC; Sequoia Amey – Classified II, Bookstore Clerk – CCC; Debra Kennedy – Lab Assistant/Switchboard – CCC; Bonnie Magers – Classified II, Financial Aid/Veterans Services – CCC
- Custodial Technician interviews set up; Accepting applications for Interpreter; Bookstore Manager – Vernon posted
- Attended Leadership Vernon meeting
- Attended Vernon College Anniversary Picnic
- Completed 2012-2013 Employee Handbook updates and published to website
- Toni and I updated all employee benefits for 2013 year
- Attended WFHRMA Conference
- Started new online hiring process October 1st

DRJ Comments –

- I truly appreciate employee efforts to assist students to be successful. Counseling, advising, registration processes, early alert system participation, and communication efforts by several departments. I believe our collective efforts will continue to produce results.
- It is a busy time, but I encourage you to stop in on a volleyball game, attend the VC NIRA rodeo, enjoy a baseball or softball game, participate in student activities, and participate in Faculty Senate, the Administrative Association, or the Employee Forum.
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