

**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**

- Since the appraised value of the taxing district increased causing the effective tax rate to decrease; the Board of Trustees discussed setting the tax rate at the maximum that would not initiate a roll back opportunity. That is the effective rate plus .08% which calculates to be .222854 per \$100 of appraised value. This is referred to as the maximum operating rate. This is just under the current tax rate of .2234/\$100. The *Truth in Taxation* Guidelines published by the State Comptroller indicate specific steps that must be followed:
  - The *Truth in Taxation* guidelines issued by the State Comptroller’s office indicates that when a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit’s governing body must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. The suggested rate of .222854/\$100 is the maximum operating rate without the possibility of a rollback election but it is greater than the effective rate of .206346. Therefore, the motion was made and approved at the August 15 meeting to set the rate at .222854/\$100 in the September meeting.
  - The *Truth in Taxation* guidelines issued by the State Comptroller’s office indicates that when a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit’s governing body must hold two public hearings. A quorum of the governing body must be present at both hearings. Taxpayers must have an opportunity to express their views on the increase at each hearing. The governing body may not adopt the tax rate at either of the hearings. At each hearing, the governing body must announce the date, time, and place of the meeting at which it will vote on the tax rate. These hearings were set for September 4 and September 11 by the board in the August 15 meeting.
  - A summary of the detailed process includes:
    - August 5 Published Notice of Effective and Rollback Tax rates in local newspaper
    - August 15 Board meeting
      - Approve 2012-2013 budget
      - Approve proposal to place a motion to adopt tax rate on the September meeting agenda
      - Approve to schedule to two public hearings on tax rate
    - Publish ¼ page *Notice of Public Hearing on Tax Increase*/ place information on website—at least seven days prior to the first hearing
    - Conduct two public hearings on the tax rate September 4 and September 11 at 6:00 pm in the Vernon College board room on the Vernon campus
    - Publish *Notice of Tax Revenue Increase* on Friday September 14 /place on website
    - September 19 board meeting
      - Approve resolution to set the tax rate
- As mentioned above, the Board of Trustees approved the 2012-2013 operating budget at the August 15 meeting. The budget totals \$21,105,014 when combining the unrestricted portion and the auxiliary portion of the budget. The budget was developed during many months of hard work by administrators, faculty, staff, and board members. The College will be receiving \$324,931 less in state revenues for the second year of the biennium. Additional revenue to support additional faculty, staff, and program needs was generated by increases in tuition and fees and a small increase in tax revenue produced from the increased tax district appraisals.
- The 2012 fall registration process went very smoothly. On-site registration in the newly renovated Century City Center facility was improved due to the space and location of offices. Enrollment is currently 3168 students which is a 2.5% decrease from last fall’s total of 3252.
- Planning has been taking place to have two excellent 40<sup>th</sup> Anniversary events.
  - Saturday, September 8, 11:00 am to 1:00 pm—Community Picnic and Open House on the Vernon Campus followed by an exhibition baseball game at 1:15 pm. Please try to join us for this community activity.
  - Saturday, September 29, 6:00 pm—Foundation Donor Banquet at the Vernon Hillcrest Country Club (by invitation)
  - The Vernon Daily Record is producing a large pull-out section for the newspaper on September 5 to commemorate Vernon College’s 40 years.

### Instruction – Dr. Gary Don Harkey

- With 3,164 unduplicated students and 10,088 enrollments, the Fall 2012 semester has started with a bang. The official census date for Fall is Sept. 12.
- Instructional Services welcomes newly hired faculty members **Belinda Alberry** (MATH/COSC); **Donald Bruns** (MUSI); **Larry Borden** (EMS); **Rhonda Fore** (CNA – Burkburnett); **Bobbie Graf** (ADN); **Jimmy Hamilton** (MATH); **Christina Hoffmaster** (MATH); **Megan Inman** (CNA – Paducah); **Sherri Osletto** (CNA – Quanah); **Christine Reece** (ADN); **Will Robertson** (BIOL).
- Police Academy Coordinator **Mike Hopper** recently attended meetings of the Police Curriculum Committee in Austin.
- **Greg Fowler, Karen Gragg, Gary Don Harkey & Jessica Sutherland** recently attended the state wide AVATAR (Academic Vertical Alignment Training and Renewal) Conference in Ft. Worth. Also in attendance were representatives from Midwestern State University, Region IX Education Center, and various high schools within our service area. 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.
- On August 18<sup>th</sup> the King Physical Education Center hosted a Special Olympic Swim Meet. **Anne Patterson** coordinated with Mike Strickland (area Special Olympics Coordinator) the specifics including lifeguards and staff for the event. The event was a success with 30 plus athletes competing and an additional 40-50 volunteers, coaches, and parents attending.
- **Michelle Wood, Brandi Ballard, and Jessica Sutherland** recently hosted a tour and information session for WFISD Counselor Staff Development at the newly renovated Century City Center. **Michelle Wood** also helped with a July staff development for WFISD elementary principals and assistant principals with a tour/information session of the Century City Center.
- Police Academy Coordinator **Mike Hopper** served on the 2012 Hotter'N Hell Steering Committee and also serves as the law enforcement liaison while Culinary Arts Instructor **Frank Cordero** assisted with the Hotter'N Hell pasta supper for event participants at the Wichita Falls MPEC. **Tina Baker, Michelle Wood, and Leann Proctor** volunteered as part of Leadership Wichita Falls and worked rest stop #4 during the race.

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

- Student Services – Reviewing registration procedures
- Student Relations – Beginning fall travel schedule, working on Career Coach presentation and releases to high schools
- Housing – Official Move-In on August 23 Dorm Orientation August 28
- Volleyball – Season has begun – current record 3-1 (scrimmages); first match is the Tyler Tournament August 24 & 25
- Baseball – team on campus – workouts begin Tuesday August 28<sup>th</sup> in afternoon; team meeting is August 27<sup>th</sup>
- Softball – team on campus – workouts began August 23, 2012 at 6 am
- Rodeo – team on campus – first rodeo Eastern New Mexico on September 20-22
- Student Activities – back to campus welcome activities and first SGA meeting September 5, 2012
- Security – parking pass distribution
- Counseling – schedule changes, calendar handout and welcome newsletter
- Testing – registration testing complete – compiling year-end report

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

- **Financial Aid:**
  - Submission of Pell, Direct Loan and Title IV program disbursements
  - Currently issued 1,942 student financial aid award letters for 12-13
  - Processing 12-13 FAFSA applications
  - Posting 12-13 athletic and academic scholarships
  - Summer 2012 Satisfactory Academic Progress Review
- **Admissions and Records:**
  - Submitted and certified CBM001 and CBM004 for Summer II.
  - On-Site Registration at Sheppard Learning Center.
  - Moved Summer and Summer II grades to transcripts.
  - On-Site Registration for Fall held at Vernon and Century City.

- Schedule changes for Fall at Vernon and Century City
- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs
- Fall semester for Campus Connect (online) Registration is open
- Posting August degrees to transcript and printing diplomas

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

- **Business Offices** – Issuing new keyless entry badges and keys at CCC. Processing payments for new students. Purging students for non-payment. Getting everything ready for the year end close and audit. Implemented new office hours to keep the window open till 6:00 p.m. Monday thru Thursday.
- **Book Stores** – Very busy last two weeks with Fall book sales. Everyone will spend time this weekend and early next week getting ready for yearend inventory. Bookstores have worked out a new schedule so they will be open from 7:45 a.m. till 6: p.m. Monday thru Thursday and 7:45 a.m. till noon on Friday to better serve the needs of the students.
- **Facilities** –
  - **Wichita Falls** – Finalizing faculty and staff moves. Working on remodeling projects that were outside the contract.
  - **Vernon** – Scales Concrete completed application of non-slip coating on another section of sidewalks in the quad area to improve safety. Trying to keep everything looking good with limited watering. Moving/rearranging furniture.

**College Effectiveness – Betsy Harkey**

- Student Success by the Numbers Update – The SSBTN team worked hard over the summer to determine data elements to freeze each first day of class, count day and after grades are posted. For example, we began the first day of class (August 27) with 3140 students enrolled in Fall and Fall 1 courses. (Please remember that the numbers began changing due to schedule changes as soon as campus Connect reopened on the 27<sup>th</sup>).

Gender	Student Count	
F	2012	64%
M	1128	36%
<b>Grand Total</b>	<b>3140</b>	<b>100%</b>

2012 Fall, Fall1, Fall2 and December Mini		
Full time	1326	42%
Part-time	1861	58%
<b>Grand Total</b>	<b>3187</b>	<b>100%</b>
Additional Fall 2 and December Mini enrollments will affect full/part data		

Age Range	Student Count	Percentage
18 to 21	1195	38%
22-24	402	13%
25-29	408	13%
30-34	282	9%
35 and over	434	14%
Less than 18	419	13%
<b>Grand Total</b>	<b>3140</b>	<b>100%</b>
Oldest age 74		
Youngest age 14		
Average age 25		

Top 10 Residences Coded by County or State	Student Count	% of 3140 (Total Enrollment)
Archer	135	4%
Baylor	54	2%
Clay	160	5%
Foard	35	1%
Hardeman	53	2%
Haskell	37	1%
Oklahoma	38	1%
Wichita	1981	63%
Wilbarger	324	10%
Young	37	1%
<b>Grand Total</b>	<b>2854</b>	<b>91%</b>

Top 10 City Current Addresses	Student Count	% of 3140 (Total Enrollment )
Archer City	47	1%
Burkburnett	191	6%
Electra	46	1%
Henrietta	77	2%
Iowa Park	233	7%
Quanah	46	1%
Seymour	54	2%
Sheppard AFB	41	1%
Vernon	314	10%
Wichita Falls	1605	51%
<b>Grand Total</b>	<b>2654</b>	<b>85%</b>

Campus Code	Student Count	
Century City	1542	49%
High School	362	12%
Internet	428	14%
Misc. Centers	15	0%
Skills Training Center	114	4%
Vernon	663	21%
<b>Grand Total</b>	<b>3124</b>	<b>100%</b>
Note: reran data on 8.27.12 for campus and dropped 16 students		

- Special thanks to all for your participation in the faculty and staff development presentations by April Juarez and Dr. Luzelma Canales. During the next few months there will be a concentrated effort to review CCSSE and SENSE data. If you need a copy of the password or have questions about CCSSE and SENSE, please contact Criquett Lehman or Betsy Harkey.
- Joseph Porciuncula and Betsy Harkey distributed Meals on Wheels in August.

**Institutional Advancement – Michelle Alexander**

- Submitted a grant to The Priddy Foundation for construction of new entryways at the East, West and South entrances at CCC.
- The 2012 Employee Giving Campaign is underway; our goal is 100% participation
- 7 Volleyball Alumni participated in the 2012 Pizza and Ice Cream Party on August 18, 2012
- Working on 40<sup>th</sup> Anniversary Picnic and Donor Dinner Preparations
- The first mailing of the 2012 Annual Giving Campaign to our alumni and friends is in preparation
- Joseph worked with Tanner Clark on the “Zoom-Map” page for the Century City Campus Map
- Joseph delivered Meals on Wheels with Betsy Harkey
- Review of 68 Texas Community College websites, focusing on Branding
- Criquett and Joseph uploaded the Chap TV Videos on the Helix Media Server
- Provided assistance to Brandi Brannon in uploading the Student Video Testimonials on the Helix Media Server

**Quality Enhancement – Criquett Lehman**

- The Community College Survey of Student Engagement (CCSSE), Community College Faculty Survey of Student Engagement (CCFSSE), and the Survey of Entering Student Engagement (SENSE) data presented by April Juarez in our Fall Kickoff Meeting are available online at <http://www.ccsse.org/> under Member Services. Login: **Vernon** Password: **FSAKWD\$7**
- For assistance with data searches or access, please contact [Criquett Lehman](#) or [Betsy Harkey](#).
- Questions on what the Director of Quality Enhancement or the Instructional Design and Technology Coordinator can do for you? Visit the [VC Innovation Center](#) and [Quality Enhancement Plan](#) webpages for more details and contact information!

**Human Resources – Haven David**

- Personnel Actions:  
Resignation for July/August – Elton McCoy – Custodial Technician, CCC; Deborah Bagley – Health Careers Instructor, Olney; Anna Mena – Custodial Technician, Vernon; Jamie Buchanan – ADN Instructor, CCC  
Hires for July/August – Paul Frommelt – Grounds, Vernon; Thomas Berend – Custodial/Maintenance, CCC; Christina Hoffmaster – Math Instructor, CCC; William Robertson – Biology Instructor, CCC; Lyndsey Lipscomb –

Assist. Softball Coach; Christine Reece – ADN Instructor, CCC; Bobbie Graf – ADN Instructor, Vernon; Earl Cofer – Custodial Technician, CCC; Wesley Gates – Custodial Technician, CCC; Belinda Alberry – CIS/Math Instructor, Vernon; Rhonda Fore – Health Careers Instructor, Burkburnett; Donald Bruns – Music Instructor, Vernon; Jimmy Hamilton – Math Instructor, CCC; Tina Nava – Custodial Technician, Vernon; Megan Inman – Health Careers Instructor, Paducah; Sherri Oseletto – Health Careers Instructor, Quanah; Larry Borden – EMS Instructor, CCC

- Interviewing for Classified II, Allied Health Secretary – CCC
- Accepting applications for Interpreter for the Deaf/ADA Services, Custodial Technician – CCC, Classified II – Financial Aid/Veterans Services, Part-time Classified II – ADN Secretary
- Updating Employee Handbook
- Attended Wilbarger Humane Society Board Meeting
- Had new VALIC representative and Legal Shield representatives attend Staff Development
- Toni sent out 2012-2013 Employee Contracts

**DRJ Comments** –

- We have had a great year at Vernon College and another great year is getting underway. In my comments on Professional Development Day, I cited a number of accomplishments we have made as an institution and I thanked a number of people for the hard work this past year. I am attaching those comments to this update for you to reflect on.
- Please feel free to contact me at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office—940-552-6291 ext. 2200
  - Cell-----940-261-0060

Comments  
Professional Development  
8-20-12

Thank you, April. The more we have these discussions and the more we focus on who we are and what we can do for students—the more we will advance our Student Success Agenda.

By most respects we have had a very active 3 ½ years of improving the five Ps at Vernon College. Programs, policies, procedures, processes, and practices. And, I am sure we will spend much more time, energy, and effort in brainstorming and implementing additional ideas aimed at continuous improvement of the five Ps.

But today, I want to shift my focus momentarily to a little different aspect. I want to acknowledge the tremendous work that has been accomplished as we have completed the massive goal of renovating the Century City Center facility. We approve the sale of \$5 million of revenue bonds at the 2010 August meeting and several months of work had gone into the exploration and planning of that event. So, easily over two years of focused work. A good year plus of planning with you and architects. And, then amazingly—approximately 9 months of construction/renovation. Bundy, Young, Sims, and Potter as well as Ratcliff Constructors were great to work with the past two years. I want to mark this accomplishment with the following comments.

Thank you to the faculty and staff of CCC for your patience, tolerance, great attitude, flexibility, and understanding during the actual construction/renovation parts of the process. You withstood noise, dust, inconvenience, relocation and more with a great attitude of understanding which emphasized to me that you truly understood my comment of “the price of progress”.

Thank you to Dr. Gary Don Harkey. Dr. Harkey was absolutely essential to the success of the renovation process. The initial planning, the relocations, the schedule and room changes, the many change orders/adjustments and improvements that were made in the process, the accomplishment of new classroom furniture location along with original classroom furniture relocations, the getting classrooms and computers and wiring and technology ready for school to start, the relocation of labs, relocation of departments, the significant relocation of ITV classrooms. He truly maintained an attitude of how can we make this the best for students and faculty. I want to give him tons of credit, but I also know that he would want me to include Shana, Greg, Mark, Joe, and Karen. They were in this with us from the beginning all the way to the end doing anything and everything that was asked. Thank each of you.

Carl Brinkley—man did we make a good hire when we got you. Carl exhibited great patience throughout every asking him for everything. He was the perfect liaison with Ratcliff Construction Company. He had the experience to make sure things were on target and to add to the conversations for improvement. He did not bring me problems—he always offered solutions. He and all the maintenance and custodial personnel did an excellent job throughout the whole process. Carl—I truly appreciate everything that you brought to the table during this adventure. Especially your willingness to participate in the punch list process!

Garry David proved to be an essential asset as we continued to work with change orders, renovation, project payments, money, on and on and on. Garry—I appreciate all of the good work.

John Hardin and Joe Hite. Thank you for your involvement from the initial planning stages through the tremendous relocation of offices. We set a timeline and I was determined we could get people moved between spring semester and Summer I without disrupting registration or the start of classes. It was like a well-organized military attack that we came up with. John and Joe assure me that they could get their people moved like clockwork. The end result even surprise them for how well it went. Thank each of you and all the people in your areas for doing what had to be done to make it work. Counseling, testing, admissions, financial aid, police, coaches—every one stepped up and helped out.

Gene Frommelt kept looking at me like I was a crazy man when I told him what I wanted done and how little time he had to get it done. He only grinned and never said any words—but, it is not my first rodeo—I have a few ideas of the words that might have been flying through his head. Gene worked hard and did a great job. The ITV classrooms and the never ending number of classroom projectors and blue wires. Thanks

Accomplishments  
11-12

- Completed a successful budget year despite the \$550,000/per year reduction in state funding or \$1.1 million for the biennium
- Implementation of “Chaps Assistance TV” to help financial aid students
- Advanced Certification of the Developmental Math Coursework Program by the National Association of Developmental Education (NADE).
- Implementation of the Early Alert system by faculty and student services to enhance retention, completion, and student success.
- Produced the new Annual President’s Report the Student Success agenda and accomplishments of Vernon College. The Key Performance Indicators of Accountability were an integral component of this report.
- Increased testing center hours of operation and nearly double the number of instructional tests given
- Increased enrollment—Fall 2012 3252 students
- Initiated and completed an online survey that provided internal and external constituents opportunity to provide input about the College. A document to compile similar data from this survey, CCSSE, and SENSE was produced to provide information for areas of improvement.
- Reorganize the business office positions and functions to become more efficient and eliminate one full time position
- Continuance & Strengthening of Course Schedule Advising by faculty. Enhancing the student experience of academic advising.
- Significant increase in financial aid notifications
- Implemented a new more effective and user friendly website
- Jobs and Education for Texans (JET) equipment grant award in the amount of \$228,048.00 for the EMS program.
- Completed construction and dedication of the Bob and Anna Wright Baseball Complex
- Improved the Application for Admissions process
- Raised the most money to date, \$12,646 through the Vernon College Foundation On-line Auction
- Vernon College was selected to participate in the statewide Student Success by the Numbers project.
- Skills Development Fund grant from the Texas Workforce Commission in the amount of \$415,126.00. This grant will be used to upgrade 328 existing jobs and create 15 new jobs for the manufacturing consortium of Pratt & Whitney Canada Aerospace and Tranter, Inc. and will involve 13,030 training hours.
- Initiated “Live Chat” in the business office to communicate with students and parents.
- Continued to keep the Vernon Campus grounds looking good in spite of the drought conditions.

- Grant funding totaling \$131,500.00, including \$90,000.00 from the Priddy Foundation, to support New Beginnings program. The New Beginnings program serviced 166 students in 2011-2012.
- Installation of Proxy Server for Wright Library for the authentication of remote users and to improve the efficiency and convenience of accessing e-books directly from the online catalog.
- Initiated enhancements to the IT infrastructure, operations, and management
- An Admissions office new distribution method through e-mail, portal, and Facebook to provide pertinent information to assist students
- Financial Aid received the Gold Star award from NASFAA
- Continued monitoring of planning, assessment, and reporting by the college-wide College Effectiveness committee
- Increased interaction between the Vernon campus and the community thanks to recommendations by the Community Involvement Task Force
- Enhance communication with all constituents through social media and increased traditional marketing
- Increased participation in the 2011-2012 Employee Giving Campaign
- Implementation of Athletic Advising days to get athletes and families on campus to complete admissions, attend NSO, complete placement testing, create a schedule, and make dorm arrangements
- Improvements in Financial Aid FAFSA processing
- Development of Wright Library Virtual Tour.
- New Culinary Arts program approved by THECB
- Implementation of an Integrated Marketing Task Force to make recommendation on future marketing concepts for Vernon College
- A successful Open House for CCC on July 26
- Completion of the construction and renovation of Century City Center to meet the needs of students, employees, and the community