

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 conducted a board retreat on the morning of July 17. The two primary focuses of the retreat were a board self-assessment activity and an update on processes and practices related to the student success agenda. Dr. Bud Joyner facilitated the board self-assessment process and later reported several positive aspects of the board's communication, work ethic, and understanding of the board's role in governing the college. Several staff members were involved in presentations regarding current processes and practices related to the student success agenda. The board agenda included
 - New Student Orientation – Kristin Harris
 - Advising/Counseling – Kristin Harris
 - Course Schedule Advisors (Faculty advising) – Gary Don Harkey
 - Early Alert – Gary Don Harkey/Kristin Harris
 - Developmental Education – Joe Johnston/Gary Don Harkey
 - S 3 grant – Developmental Math enhancements – Margaret Patin/Gary Don Harkey
 - Student Success Class – Roxie Hill/Gary Don Harkey
 - Student Success Communication – Joe Hite/Lana Carter
 - Student Success by the Numbers Initiative – Betsy Harkey
 - Data
 - Priorities
 - Key Performance Indicators of Accountability (KPIAs) – Betsy Harkey
- A significant discussion item at the July 17 regular board meeting was the 2013-2014 budget. All departments were involved in formulating the first draft of the budget. The budget has undergone modest revisions based on expected revenues, additional expenses, and tax appraisal information. The 2013-2014 budget includes a total of 3% salary increases and an expectation to lower the current tax rate due to increases in total tax base appraisal. The proposed budget will be approved at the August 21 board meeting. Two tax rate hearings will be conducted in early September and the tax rate will be set at the September 18 board meeting.
- Board information at the July 17 meeting also included a detailed update of Private and Public Grants to the College since March 2009. Grants were categorized into those that benefitted operations, training grants, and scholarship grants. Vernon College has benefitted from these grants for a total of \$5,325,500 since March of 2009.
- One of several recommendations of the Security and Safety Task Force was the implementation of a mass notification system. Implementation of a mass notification system for students and employees is underway and should be functional early in the fall semester. The system is called RUNSYNC and was developed by Run Business Solutions. More detailed information will be provided to students and employees once the system is fully implemented.
- The renovation of the entry way canopies at Century City Center is nearing completion. The entryways make a very nice addition to the campus. The renovation is scheduled to be complete by the time classes start for the fall semester.

Instruction – Dr. Gary Don Harkey

- Classes for the Summer 11 and Summer II terms are nearing completion with Final Exams scheduled for August 12-13.
- Speech Instructor **Donnie Kirk** recently presented a *Listening Skills and Effective Communication* program to employees of House of Hope during their annual in-service. House of Hope is an assisted living facility located in Wichita Falls which specializes in Alzheimer's and dementia care.
- LVN Instructors **Della Porter**, **Mary Jane Batchelor**, and **Rilda Novak** recently accompanied their students to Covenant Hospital in Lubbock where they viewed the forensic autopsy department as well as other specialty areas. While in Lubbock, they also toured the Texas Tech Health Science Center and participated in clinical activities.
- **Ruth Rascon** (Health Information Management Instructor) recently attended the American Health Information Management Association (AHIMA) Faculty Symposium & Annual Convention in Baltimore, MD. Topics for the

symposium included leadership challenges, regulatory requirements, operational methods of health care providers, updating course syllabi, and assessment methods.

- Faculty members continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Fall term.
- English Instructor **Cindy Coufal** recently took her turn in delivering Meals on Wheels for Instructional Services. She was ably assisted by her son Charlie.
- Dean of Instruction Gary Don Harkey recently accompanied President Johnston to Lubbock where they attended an Adult Basic Education Public Stakeholder Meeting hosted by the Texas Workforce Commission. Recent legislation transfers the Adult Basic Education (ABE) program from the Texas Education Agency to the Texas Workforce Commission effective 9/1/2013.

Student Services/Athletics – John Hardin, III

- Student Services- preparing for August registration and return to school
- Student Relations- NSO's, tours, preparing 13-14 travel schedule
- Athletics- final recruiting, successful in campus athletic advising completed July 31st
- Security- implementing task force recommendations
- Housing- preparing for dorm move in beginning August 20 – dorm is full, waiting list started
- Counseling- constant fall advising, preparing for TSI changes
- Testing- testing, preparing for GED and TSI testing changes
- Student Activities- preparing back to school activities for the first week of class

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Financial Aid and Veterans Affairs:
 - Submission of Pell, Direct Loan and Title IV program disbursements
 - Processing 12-13 FAFSA applications
 - Processing of 13-14 FAFSA applications
 - Packaging 13-14 applicants (1,277 as of 7/23/13)
 - Updating of Policy and Procedure manual
 - Updated “How to check your status” instructions on financial aid homepage
 - TEOG EOY report
 - Reconciliation of Federal and State Work-Study accounts
 - Posting of 13-14 athletic and academic scholarships
 - 13-14 cost of attendance posted on financial aid homepage
 - Nancy delivered Meals on Wheels
 - Evaluating military transcripts
 - Certifying VA paperwork for summer
 - Certifying VA paperwork for fall
- Admissions and Records:
 - Submitted and certified CBM001 and CBM004 for Summer I
 - Closed Campus Connect for Summer II and cancel non-pays
 - Continued online registration for Fall
 - Walk-In registration for Summer II
 - Schedule Change Period for Summer II
 - Final Grades submitted and moved to transcript for Summer I
 - Writing past VC Catalog Degrees and Certificates into Degree Audit POISE module
 - Serve on Security Task Force – Joe
 - Student Success Communication emails and Facebook messages
 - Application processing and mailing Admission Status letters
 - Scanning admissions documents into Docubase for advisors and CSAs
 - Receiving applications for August graduation; processing degree audits and sending status letters
 - Maria delivered Meals on Wheels
 - Evaluating student transcripts for transfer courses and posting to VC transcript

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Normal Summer stuff
- **Bookstores** –
 - Finished Summer book returns
 - Books ordered for Fall semester
 - Receiving/pricing/shelving books as we receive them
 - Preparing and working on inventory
 - Receiving Fall books
 - Entering Buy Back numbers
 - Training for Book Rentals
- **Facilities** –
 - Wichita Falls** –
 - Weekly mowing and landscaping
 - Final finish of new math lab
 - Repainting of old door jambs
 - Painting walls at skills
 - Rework some of the lighting in the fitness center
 - Install new power outlets for the new fire alarm panels
 - Install outlets for new mtv monitors
 - Vernon** –
 - Patching roofs
 - Dealing with the swimming pool ceiling issues
 - Finishing up dorm repairs (painting/patching)
 - Finishing with all stripping and waxing floors

College Effectiveness – Betsy Harkey

- Data Update:
Application and Registration count is now run weekly by Betsy for Fall and Fall I 2013. Since this is a new project, the information is considered as baseline data that will be used for comparison next year. As of July 29:

Total Registered/Enrolled (new and returning students)	Applications for Fall 2013	New Student Registrations	New Student Registration Rate
2096	1581	485	31%

The most recent updates to the [Texas Higher Education Data website](#) are the Automated Student and Adult Learner Follow-Up System Report (ASALFS) and the 2013 Closing the Gaps Progress Report.

THE ASALFS is for the Vernon College 2011-2012 Exit Cohort. It tracks graduates, completers and non-returns. The report includes information such as the top 10: industries for employment, higher education institutions for enrollment, areas for enrollment, and outcomes by major.

The 2013 Closing the Gaps Progress Report evaluates how far higher education in Texas has come in the areas of participation, success, excellence and researching since the Closing the Gaps by 2015 plan began in 2000.

The next Key Performance Indicator of Accountability update will take place during late August. As a reminder, the KPIAs along with benchmarks are on the Vernon College website at <http://www.vernoncollege.edu/KPIA.aspx>

- The College Effectiveness Committee met on July 25. Main agenda items included review and approval of the 2013-2014 Planning Calendar, Assessment and Report Calendar and the general Glossary.
- Preparation continues for the SACS Fifth Year Report. The current emphasis is to gather artifacts that support policies, processes and procedures.
- Student Success by the Numbers
 - Dr. Luzelma Canales was on the Vernon campus July 29 and 30. On the 29th, she worked with 24 VC representatives to begin mapping our student success agenda and purposeful experience efforts. The project will continue at the next SSBTN meeting on August 19. Thanks to all who participated.

- The Greater Texas Foundation who funds the SSBTN project has requested a site visit on August 13. This is a great opportunity for Vernon College.
- Linda Haney completed her Association of Institutional Research courses and Mark Holcomb will have his completed by the end of August. The courses were funded by the SSBTN project.
- Betsy Harkey and her mom, Janice Leatherwood, delivered Meals on Wheels on July 31.

Institutional Advancement – Michelle Alexander

- Google Analytics (July 1 to July 30)
 - Vernon College Website Page views = 202,476
 - Top 3 Webpages
 - Vernon College Homepage = 78,054 views
 - Student Email Webpage = 19,110 views (www.vernoncollege.edu/Student/Email.aspx)
 - Publications/Class Schedule Webpage = 5,455 views
- (www.vernoncollege.edu/publications/ClassSchedules.aspx)
- Michelle and LeAnn assisted Brandi with a tour group from the Fort Worth Boys and Girls Club
- LeAnn and Joseph had an informational webinar about a Vernon College mobile app
- LeAnn and Jessica Bennett had a meeting with Kathy Harvey at Region 9 to discuss having Gen Tx Day at Vernon College
- The Vernon College Foundation had their quarterly meeting
- LeAnn attended the Leadership Breakfast in Wichita Falls
- Michelle, LeAnn, Christie, Joseph, Betsy, and Criquett participated in a Smart Catalog webinar demonstration
- LeAnn assisted Brandi with the Café Con Leche tour group
- Preparing for the Annual and Employee Giving Campaign
- Revising acknowledgement letters
- Planning for new responsibilities from the Integrated Marketing/Recruiting Committee
- Advertising in progress for Fall Registration
- Processing scholarship contracts and thank you letters
- Michelle and Christie participated in the Student Success by the Numbers Meeting
- Joseph:
 - Updated the Pass Center Tutoring Schedule as requested by Angela Walker
 - Consulted with IMedia about making the college website “mobile-friendly”
 - Attended Online Product Demo of Bluetrainmobile.com and ModoLabs in search for a Mobile Website provider
 - Updated the Programs of Study link under the Instructional Services and Register for Classes webpages
 - Updated the MyVC link on the homepage as requested by Jim Binion
 - Updated Jessica Bennett’s email information on the Dual Credit Page
 - Updated the Fall Enrollment Packet on the Cosmetology Website as requested by Darlene Kajs
 - Modified the KPIA Webpage Template and added the “Milestones / Success Points” link as requested by Betsy Harkey
 - Posted Kids College Schedule on the homepage
 - Modified the Business Office website template as requested by Stacy Lallmann
 - Added the Twitter Logo and link to Vernon College’s Dual Credit Twitter page on the Dual Credit website as requested by Jessica Bennett
 - Posted a link of the 2013 Police Academy Packet on the Highlight section as requested by Mike Hopper
 - Ektron Basics Training with Michelle McLean
 - Created a new website template for the Cosmetology department
 - Assisted Karla Monson with an Ektron issue
 - Modified the Student Housing Webpage Template and added the “Policy and Procedure Manual” link as requested by Brandi Brannon
 - Updated the New Beginnings Application as requested by Cher Prescott

Quality Enhancement – Criquett Lehman

- The goal of the Vernon College Quality Enhancement Plan (QEP), named [VConnected](#), is to increase student learning through improved engagement by fostering an environment of collaboration and connectivity between students, faculty, and support personnel. Contact me to learn how you can be connected!
- The VC Innovation Center (VCIC) provides technology learning and support, where all faculty and staff members can comfortably experiment with instructional technology. VCICs are located at each of the Vernon College campuses. Visit our [website](#) for more information.
- Read about top rated educational apps, the final year of QEP pilot projects and more in the latest edition of [the Quest](#) newsletter!

Human Resources – Haven David

- Personnel Actions –
 - August Hire: Anthony Lewis – Welding Instructor – Burkburnett High School; Jason Scheller – History Instructor – Vernon Campus; Ray Carr – Maintenance Specialist – Vernon Campus
 - August Retirements: Gene Nessel – Welding Instructor – Skills Training Center; Sarah Davenport – Assistant Registrar – Vernon Campus; Larry Jordan – Government Instructor – Vernon Campus
- Interviewed for English Instructor. In process of interviewing for Health Careers – Burkburnett High School and Assistant Softball Coach/Residence Hall Assistant. A decision has been made on the internal posting for Psychology Instructor.
- Accepting applications for Automotive Instructor – Burkburnett High School and Director of Admissions.
- Attended Wichita Falls Human Resource Association meeting.
- Working on final draft of 2013-2014 Employee Handbook.

DRJ Comments –

- I am excited about the start of another school year. It is always a busy and wild time of year. I appreciate what each of you do to get our students stepping in the right direction.
- Vernon College has a tremendous forty-one year history in which a great deal has been accomplished. I want to take a moment to state how much I appreciate all the work the past four plus years that everyone has put into improving programs, policies, procedures, processes, and practices to ensure that Vernon College continues to meet the needs of students, communities, and employees.
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