

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 regular session of the Legislature has ended and now a special session is in progress. The current state of appropriations is good for Texas community colleges and we do not expect that to change during the special session. Primary accomplishments for community colleges were:
 - Approval of a three prong approach to instructional funding
 - \$500,000 per year for core operations for each college district
 - 10% of remaining appropriations distributed based upon performance measures
 - 90% of remaining appropriations distributed based upon contact hours
 - A 50-50 cost sharing agreement between the state and community colleges for the funding of group health insurance and retirement costs approved and codified
 - Elimination of the every year redistribution of funds based on contact hours (the attempt to redistribute funds in this manner was considered a failure by all)
 - A two percent increase in total funding for Texas community colleges
- The administrative team is working to finalize second draft of the 2013-2014 budget to be discussed at the June 19 board meeting. The second draft will include additional funding for basic state appropriations, group health insurance, and retirement.
- The Vernon College board of trustees approved the 2013-2014 Annual Action Plan at the May 15 meeting. This is a very good plan that each department should work hard to accomplish during the next year.
- The Security/Safety Task Force has met several times and is finalizing many recommendations for improvement. A significant recommendation will be for implementation of a mass notification system to notify students, employees, and others of emergency events via text, e-mail, Facebook, and Twitter.
- Renovation continues at Century City Center with the demolition of the old entryways. The new entryway will be complete prior to the beginning of the fall semester.
- The renewed, improved Fitness Center at CCC is going very well. Please take the time to visit the Fitness Center and take advantage of what it has to offer employees as well as students.
- All departments are preparing for the fall semester. Everyone should take every opportunity to recruit and to market for Vernon College. Enrollment drives many things for a community college and I am looking forward to a strong fall enrollment.

Instruction – Dr. Gary Don Harkey

- Congratulations to **Paula Whitman** (Mathematics Instructor) for being named a recipient of the 2013 Dr. William Leroy Estes Excellence and Innovation Award!
- Summer I and Summer 11 classes are underway while registration for the Summer II term will continue through July 9. Currently there 2860 enrollments for all summer terms combined as compared to 2774 total enrollments last summer.
- Early College Start Coordinator **Jessica Sutherland** concluded her *Spring Forward* presentations this past month with high school visits to Quanah and Windthorst. In summation, Jessica presented dual credit information at 24 service area high schools with total attendance of potential dual credit students numbering 583 along with 214 parents for a total attendance of over 800 people at the 2013 *Spring Forward* presentations.
- The **Surgical Technology Program** under the direction of Program Coordinator & Instructor **Jeff Feix**, was recently recognized (for the 11th consecutive year) as an *AST GALAXY STAR PROGRAM* at the National AST Conference in New Orleans. The AST Galaxy is a program to recognize surgical technology programs (Stars) that promote their students' future success in the field by encouraging membership in their national professional organization—The Association of Surgical Technologists. Galaxy Stars receive special recognition at the national conference, in the *Surgical Technologist Journal*, and in the *Instructors Newsletter*.
- Cosmetology Instructor **Diana Shipley** recently attended a teacher training in Dallas sponsored by the International Congress of Esthetics.

- 2013-2014 QEP participant **Jane Robinson** (New Beginnings Program Coordinator) recently attended the *National Institute for Staff and Organizational Development* (NISOD) Conference in Austin. Also attending the NISOD Conference were **Shana Munson** (2012 Estes Award winner), **Criquett Lehman** (QEP Director), and **Roxie Hill** (Instructional Design & Technology Coordinator).
- English Instructor **Cindy Coufal** recently attended the *Roundup for Great Teaching* in Fredericksburg. This outstanding professional development retreat is sponsored annually by the Texas Community College Teachers Assn. (TCCTA).
- Faculty members continue to serve as **Course Scheduling Advisors** (CSA) and are currently assisting students with their course schedules for the Summer II and Fall terms.
- Faculty Senate President **Jeff Feix** recently accepted a position on the Texas Community College Teachers Assn. (TCCTA) Audit committee.
- **VC Surgical Technology** students **Ashley Bullard** and **Megan Cullar** along with Program Coordinator/Instructor **Jeff Feix** recently attended the National AST Conference in New Orleans. While there, Jeff and the students attended educational sessions and participated in the AST House of Delegates representing the Texas State Assembly. Jeff also participated in a Habitat for Humanity project, and received recognition for 15 years as a Certified Surgical First Assistant.
- **Greg Fowler, Karen Gragg, Joe Johnston, Roxie Hill, and Gary Don Harkey** recently attended the state-wide Core Curriculum Conference hosted by Cisco College in Abilene.

Student Services/Athletics – John Hardin, III

- Student Services- updating Student Handbook, revising SACS answers
- Student Relations- NSO's, tours, preparation for fall TACRAO travel
- Rodeo – 2 cowboys and 1 cowgirl qualified for the finals in Casper Wyoming June 8-15th
- Volleyball- assistant coach interviews
- Baseball- summer tryout June 9th
- Softball- summer tryout completed May 18
- Security- completing task force recommendations
- Housing- evaluating rooms for routine maintenance, summer move in June 2
- Counseling- attended counseling workshop in San Antonio May 19 & 20, Summer and fall advising
- Testing- testing, preparing for GED and TSI testing changes, College Board Conference June 26-29 in San Antonio

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
 - Updating of Policy and Procedure manual
 - Spring 2013 Satisfactory Academic Progress Review
 - Spring 2013 Return to Title IV calculations
 - Completing THECB EOY reports for TEXAS Grant, Top 10%, TEOG and SWS
 - Reporting I,W,F grades to Veterans Administration
 - Reporting probation, suspension, graduation to Veterans Administration
 - Handbook for Veterans updated
 - 2013/14 Veteran Degrees/Certificates forms updated
 - Certifying VA paperwork for summer
 - Certifying VA paperwork for fall
 - Obtained approval to request/receive Joint Services Transcripts
 - Campus visits from VA Voc Rehab counselors
- Admissions and Records:
 - On-site registration at Sheppard Learning Center
 - May Mini Registration conducted via Campus Connect and On-Site

- Moved all grades to transcript for Spring and Spring II
- Ran Honors and Probation Reports
- Sent out letters for Suspension, Probation and Academic Dismissal
- Closed Campus Connect for Summer 2013 only
- Continued Fall 2013 Campus Connect
- Final Registration for Summer and Summer I in Vernon and Century City.
- Serve on Facilities Usage Task Force - Joe
- Serve on Security Task Force – Joe
- Student Success emails and Facebook messages
- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs
- May 2013 diplomas being printed and prepared for mailing
- Hired Taylor Ballard as Summer Switchboard attendant
- Evaluating student transcripts for transfer courses and posting to VC transcript

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Working on new Office Depot program to consolidate purchases for better pricing and better tracking. Purged Summer and Summer I registrants who had not paid. Completed Coordinating Board desk review of Perkins expenses. Still working with AT&T to clear up old billing issues and cancel some dormant accounts.
- **Bookstores** – Summer new and used books are shelved and ready to sell. Continue to receive novelty and supply orders every day. Busy marking and checking everything in. Start preparing for Fall semester. Will be ordering Fall books in late June.
- **Facilities** –
 - Wichita Falls** –
 - Convert 701 and 702 into one math lab.
 - Install glass in new office area of new lab.
 - Pull new data and phone lines to new lab.
 - Repaint the rooms.
 - Weekly lawn care.
 - Replace the filters on all 82 rtu.
 - Vernon** –
 - Refinished gym floor
 - Seal coated admin. & dorm parking lots/road.
 - Started replacing automotive fencing
 - Additional points;
 - Caulked window panels in large dorm.
 - Started painting rooms in dorm (as needed)

College Effectiveness – Betsy Harkey

- **Data Update:** A link to the Workforce, Academic Affairs and Research Division's Existing Program Performance Review System has been added to the Texas Higher Education Data website under Online Applications. <http://www.txhighereddata.org/>

This information is used for the periodic review of the performance of existing degree programs, aligns with the THECB's task of outcome-based assessment, and provides institutions with information to assist in program improvement. Reports can be run for specific Vernon College programs as well as peer group and statewide comparisons.

The information includes annual snapshots and cohort data such as Fall Enrollment (full/part time), Awards, Persistence Rate, Licensure Pass Rate, Graduation Rate, Placement Rate, and Time to Degree.
- The College Effectiveness Committee shared information via Blackboard in lieu of a May face to face meeting.
- Dr. Johnston and Betsy Harkey conducted mock 4-H scholarship interviews for District III applicants to assist them in preparing for the actual interviews. Although the scholarship amounts have not been announced, we are pleased that each 4-H member has been notified that they will be awarded a scholarship.
- Dr. Johnston, Betsy and Gary Don Harkey participated in the Vernon Community Planning meeting.

- April and May included wonderful events to celebrate our students. Thanks to all of the people who worked so hard to conduct the Scholarship Banquet, Softball and Baseball Community event, Honors, Spring Theater production, Sports Banquet, Finals Meal, Commencement, Pinning and Graduations!
- Preparation continues for the SACS Fifth Year Report. The primary emphasis is to ensure that all necessary policies, processes and procedures are written, approved and publicized in the 2013-2014 General Catalog, Employee Handbook, Student Handbook, and Distance Learning Manual etc.

Institutional Advancement – Michelle Alexander

- Google Analytics (May 1 – May 31)
 - Vernon College Website Pageviews = 165,034
 - Top 3 Webpages
 1. Vernon College Homepage = 60,855
 2. Student Email Webpage = 13,765 views (www.vernoncollege.edu/Student/Email.aspx)
 3. Publications/Class Schedule Webpage = 5,391 views (www.vernoncollege.edu/publications/ClassSchedules.aspx)
- Joseph attended the Ektron Administrator Training in Nashua, NH May 7-9
- Joseph attended the Technology Committee Meeting
- Joseph worked with Dr. Johnston and other Vernon College personnel to update the Website:
 - Added the Texas Veterans Portal on Vernon College's homepage as requested by Dr. Johnston
 - Updated the Fall Enrollment Information Packet as requested by Darlene Kajs
 - Updated the Pharmacy Technician page
 - Modified the Student Services, Testing Center and Athletics Homepage Templates as requested by Brandi Brannon
 - Added 4 new links:
 - Student Services Handbooks & Manuals
 - Student Accident Report Form
 - Testing Center Policy Manual
 - Athletic Policy Manual
 - Ektron Basics One-on-one tutorial with Marian Grona
- Michelle and LeAnn assisted with the Police Academy Graduation on May 23.
- Michelle attended the Martin Luther King Scholarship Committee Meeting at the MLK Center in Wichita Falls on May 23.

Quality Enhancement – Criquett Lehman

- The latest edition of [the Quest](#) QEP newsletter features new apps for Apple/Android, 2013-14 QEP pilot summaries, QERI survey results and more!
- Roxie Hill, Criquett Lehman, Shana Munson and Jane Robinson recently attended the National Institute for Staff and Organizational Development (NISOD) as part of QEP professional development.

Human Resources – Haven David

- Personnel Actions - August Hire: Tatiana Booth – Assistant Volleyball Coach
- Interviewed for Government Instructor. Will be interviewing for Agriculture/Farm & Ranch Management Instructor.
- Accepting applications for Welding Instructor and Automotive Instructor (both with Burkburnett ISD), also for English Instructor.
- Attended Sports Banquet, Finals Dinner, and Boys & Girls Club Dinner/Auction.
- Attended Wilbarger Humane Society meetings as well as Wichita Falls Human Resource Association meeting.
- Helped decorate the Vernon College float for the Santa Rosa Parade and represented VC in the golf tournament.
- A BIG thank you to Vernon College staff and faculty for the nice Sr. Party and gift given for my son and other seniors of fellow employees this month!!

DRJ Comments –

- I appreciate the hard work taking place to market Vernon College and to recruit students to Vernon College. Everyone throughout the college, but especially in Advancement and Student Services, has provided additional ideas and work to

help enhance the enrollment of Vernon College the past few weeks. It is recognized and appreciated and we will keep it up!

- Even in this time of drought, I receive many positive comments on how pretty the Vernon College campus looks. Thanks to all the grounds crew for the great work.
- Please contact me with any input or questions at:
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