

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 fall semester is well underway. Classes have begun, offices are in full swing to assist students, and enrollment is steady. The fall enrollment settled at 3086 which is approximately 1% less than fall 2012. Contact hour generation is up approximately 2.3% more than fall of 2012. Full-time students make up 40% of the enrollment while part-time students account for 60% of the enrollment. This semester, Vernon College enrollment is made up of 64% females and 36% males.
- In the September meeting, the Vernon College board of trustees approved the use of the fitness centers at the Vernon campus and the Century City campus at no cost to full-time employees and employees employed 50% or more of full-time and their immediate family members. Adjunct faculty and other part-time workers have access to the fitness centers at a very low cost per semester. Contact the continuing education departments for additional information.
- The addition of three new entry ways at the Century City Center campus is 99% complete. There are a few punch list items and some lighting that needs to be completed. The entry ways are a significant enhancement to the professional and collegial atmosphere of the facility. The renovation was made possible by a grant from the Priddy Foundation.
- The revised Professional Development policy as recommended by the Professional Development committee will be approved as an action item at the October 16 board of trustees meeting. The policy is a significant improvement and will provide valuable documentation of employee professional development for upcoming accreditation processes.
- All departments and components of the College should be finalizing the end of year summaries for the planning process. In addition, all departments and components should be following the developed 2013-2014 annual action plans to ensure completion and improvement.

Instruction – Dr. Gary Don Harkey

- Development of the Spring 2014 class schedule is underway.
- Congratulations to Associate Dean of Career & Technical Education **Shana Munson** on the recent successful procurement of another **Skills Development Fund grant** from the Texas Workforce Commission. The \$400,000 plus grant was awarded to Vernon College in partnership with the Ulm Corporation of Wichita Falls and will be used to train workers for 165 new jobs and to upgrade the skills of 29 existing positions. The grant is scheduled to run from August 30, 2013 through August 31, 2014.
- **Donnie Kirk, Mary Rivard, Joe Johnston, Cathy Bolton, and Gary Don Harkey** recently attended the North Texas Community College Consortium (NTCCC) Fall Leadership Convocation on the Spring Creek Campus of Collin College. Speech instructor **Donnie Kirk** was recognized as a 2013 graduate of the *Consortium Leadership and Renewal Academy* (CLARA) while ADN Instructor **Mary Rivard** will participate in CLARA during the 2013-2014 year.
- Instructional Services personnel selected for QEP pilot projects for the 2013-2014 academic year include **Jane Robinson** (New Beginnings program), **Jason Scheller** (History), **Brad Beauchamp** (Math), and **Misti Brock** (English).
- Vernon College is once again being represented in the Wichita Falls City Kickball League by the **VC Valkicktorians!** Team members include **Jeff Feix, Brad Beauchamp, Donnie Kirk, Jason Scheller, Barbara Jinks, Daniel Lowe, Karen McClure, and Jackie Polk.** The team plays on Monday nights (usually 8:00 pm) at the City of Wichita Falls Softball Complex (1702 Sheppard Access Road). If you have a chance, come out and cheer them on to victory!
- Police Academy Coordinator **Mike Hopper** recently attended meetings of the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) in Austin.
- The VC **Cosmetology Department** will be promoting Breast Cancer Awareness Monday October 7 through Friday October 11. Anyone wearing pink will receive one free service excluding chemical services!
- Director of Library Services **Marian Grona** recently attended the annual *Library Instruction Roundtable Summit* at the University of the Incarnate Word in San Antonio.

- **Christina Hoffmaster, Joe Johnston, & Gary Don Harkey** 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.
- A big THANK –YOU to **Vicki Bradley** and **Karla Monson** for handling the *Meals on Wheels* deliveries for Instructional Services during the month of September!
- Speech Instructor **Donnie Kirk** recently presented at the 2013 Fall Leadership Convocation of the North Texas Community College Consortium (NTCCC). His presentation, *Social Conflict: Your First Defense in Conflict Management*, was one of the many breakout sessions available to those in attendance and was well received. Good Job Donnie!
- **Gary Don Harkey** was recently appointed to the THECB Academic Course Guide Manual (ACGM) Advisory Committee.

Student Services/Athletics – John Hardin, III

- Student Services- completing annual plans and beginning planning for 2014-2015 and attending TACCCSAA Conference
- Student Relations- Fall travel for TACRAO schedule and High School visits
- Baseball – intersquad games, practices, study hall
- Volleyball - current record 9 wins and 8 losses – conference record 2 wins and 0 losses, study hall
- Softball – off season record 3 wins and 5 losses, practices, study hall
- Rodeo – Vernon College Rodeo is October 3, 4, 5. Next rodeo is Frank Phillips rodeo October 10-12; study halls
- Security- working on security camera issues and parking permits
- Housing- fire drill and safety inspections completed, collecting payments
- Counseling- implementing mandatory TSI changes and updating website & publications
- Testing- implementing computerized GED testing and TSI testing
- Student Activities- starting SGA meetings and evening activities including dodge ball an upcoming pool tournament

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Financial Aid and Veterans Affairs:
 - Submission of Pell, Direct Loan and Title IV Program Disbursements
 - Processing of 13-14 FAFSA applications
 - Packaging 13-14 financial aid applicants (2,150 as of 09/30/13)
 - Constitution Day requirements met
 - 2012-2013 FISAP submitted
 - Top 10% Scholarship reporting
 - TEXAS Grant reporting
 - 12-13 Annual Action Plan assessment reporting
 - Fall 13 balances disbursed
 - Early alert notifications
 - FY 11 Official Cohort Default notification review
 - Evaluating military transcripts
 - Attending Military Friendly Symposium
 - Working on Hazlewood Report
 - Participating in NSO
 - Certifying VA paperwork for fall
- Admissions and Records:
 - Office of Admissions and Records welcomes new Director of Admissions and Records, Amanda Raines
 - Official Roster Certifications for Fall and Fall I
 - Submitted and Certified CBM00A and CBM00C for Summer (124S)
 - Opened Campus Connect on-line registration for Fall II
 - Mailed all diplomas for August graduation
 - Official Proofs of Enrollment for Fall began September 12th
 - Updated correspondence and website for the new age requirement on Bacterial Meningitis Vaccination

- Volunteered for Fan Appreciation Volleyball Night – Julie and Joni
- Reviewing and editing Spring Advising and Registration Guide
- Processing data for CBM009 submission
- Began emailing Absenteeism and Degree Audit letters to students
- Genealogy Continuing Education workshop was a success
- Implemented a more student friendly process for transcript requests
- Continuing Education Registration for high school students in full swing
- Student Success Communication emails and Facebook messages
- Working with prospective international students on meeting admissions requirements
- Scanning admissions documents into Docubase for advisors and CSAs
- Evaluating student transcripts for transfer credit and posting to VC transcript
- Application processing and mailing Admission Status letters

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Margaret has spent the month updating contracts in POISE to reflect pay changes for the new fiscal year.
 - Shelly and Mindi have been trying to keep up with accounts payable and closing out last year.
 - We all survived Round 1 with the auditors.
 - Margaret is attending a TRS Reporting Workshop in Wichita Falls.
- **Bookstores –**
 - Finished end of year reports.
 - Inventory was a success.
 - Finalizing inventory worksheets.
 - Working on returns.
- **Facilities – Wichita Falls –**
 - Weekly mowing and landscaping.
 - Weekly mowing and landscape trimming.
 - Repainting all curbs and handicap ramps.
 - Install letters on front of building.
 - Touch up hall walls where people put their feet.
- **Vernon –**
 - Replaced heating unit in the swimming pool area.
 - Check and ignite all boilers prior to winter start up.
 - Winterize all gas/diesel engines.
 - Replaced bulbs/ballasts as needed on parking lot/security lighting.
 - Purchased and received rye grass seed and prepared interior campus lawns for over seeding.
 - Purchased seed wheat and prepared campus fields for planting.

College Effectiveness – Betsy Harkey

- Data Update: [2013 Fall and Fall I Count Day Snapshot](#)
(If you are having trouble opening, copy the link below to your web browser)
http://www.vernoncollege.edu/uploadedFiles/VC/COLLEGE_EFFECTIVENESS/Assessment_Data/2013%20Fall%20and%20Fall%20I%20Count%20Day%20Snapshot.pdf
- The College Effectiveness Committee met on September 27, 2013. Primary agenda items included enhancements to the Philosophy, Mission and Long Term Objectives for 2014-2018. The information will be presented to the Board of Trustees on October 16, 2013.
- The Student Success by the Numbers Committee met on September 13, 2013. Criquett Lehman presented CCSSE data and showed the members how to use the CCSSE website to look at additional data as well as create customized reports.
- Preparation continues for the SACS Fifth Year Report. The current emphasis is to gather artifacts that support policies, processes and procedures.
- 2012-2013 Annual Action Plan Summaries are being compiled to be presented to the Board of Trustees.

- Work is in progress to gather and input data for the CBM 116 THECB Adult Learner Follow-up Report. The report provides Vernon College the opportunity to locate former students not found by the THECB. The information is used by the THECB to track the “success” of students. One place this data is utilized is for consideration of Perkins funding.

Institutional Advancement – Michelle Alexander

- Google Analytics (August 1 to August 31)
 - Vernon College Website Page views = 277,183
 - Top 3 Webpages
 1. Vernon College Homepage = 155,633 views
 2. Student Email Webpage = 29,756 views (www.vernoncollege.edu/Student/Email.aspx)
 3. Publications/Class Schedule Webpage = 4,065 views (www.vernoncollege.edu/publications/ClassSchedules.aspx)
- Employee Giving Campaign! Thank you to everyone who is participating!! Gifts are always accepted even after the incentive competition is over.
- Continued planning for GenTX Day
- Michelle Alexander, Christie Lehman and LeAnn Scharbrough attended the Pride in the Falls Campaign Phase II rollout
- Signing of the Al Garcia Memorial EMS Scholarship
- Continued working on recommendations assigned to our department through the Integrated Marketing/Recruiting Committee
- Updating the Institutional Profile
- Planning for the Annual Campaign Direct Mailout
- Managing giveaway items being used at different activities and events
- Attending committee meetings
- Managing requests from outside groups for tours
- Volleyball Game Day (Thursday, September 26)- Free popcorn and cokes to those who came out to support the Lady Chaps
- Working on other Community Interaction Events
- Started work on the President’s Annual Report
- Christie Lehman and Criquett Lehman delivered meals on wheels
- Michelle Alexander participated in the Texas Association of Community College Foundations Board Meeting
- Preparing foundation information for the Auditors
- Archived the Course List and Syllabi webpages as mandated by House Bill 2504
- Updated the Employee Directory as requested by Joe Johnston
- Created a new webpage for the Scholastic Scholarships as requested by Michelle Alexander
- Updated the Professional Development Schedule on the VC Innovation Center webpage as requested by Roxie Hill
- Converted the Health Care Reform template from pdf to Word as requested by Haven David
- Updated the Professional Development link on the VC Innovation Center webpage as requested by Criquett Lehman
- Ektron Basic and Advanced Training with Christina Feldman and staff
- Modified the Testing Center webpage template as requested by Sharon Shelton
- Updated the Student Handbook link as requested by Jacqueline Bone
- Modified the Tutoring Job Post as requested by Angela Walker

Quality Enhancement – Criquett Lehman

- The more CCSSE (Community College Survey of Student Engagement) data can be linked to specific goals and initiatives, the greater power these data will have in demonstrating institutional improvement and student learning possibilities. CCSSE data can be used in a variety of ways to support and document colleges’ improvement efforts. The following are tips on how to use CCSSE data in the accreditation process.
 - Tip #1: CCSSE items can provide an institution with data on how well it is fulfilling its mission.
 - Tip #2: The more widely a college shares its CCSSE data, the greater the role the findings can play in informing the accreditation process across the institution.
 - Tip #3: The results from a CCSSE administration are practical in nature and can inform institutional improvement efforts.

- Tip #4: The Community College Faculty Survey of Student Engagement (CCFSSE) is another tool that can enhance an institution's understanding of the student learning experience on its campus.
- Tip #5: With an increasingly diverse student body, community and technical colleges and accrediting boards have realized the importance of developing institutional environments that support diversity.

The full [Accreditation Toolkit](#) can be found at www.ccsse.org under the tools menu and includes a SACSCOC Accreditation Map which maps CCSSE to SACSCOC standards.

Human Resources – Haven David

- Personnel Actions –
 - September Hires: Amanda Raines – Director of Admissions and Records, Vernon Campus; Kimberly Perkins – LVN Instructor, Century City Center; Gabriela Nesbitt – Classified II Administrative Assistant, Student Services, Century City Center
- Completed ERS Salary Report.
- Toni and I entered all benefits changes for employees for 2013-2014 year.
- Posted 2013-2014 Employee Handbook to website and notified employees.
- Completed 2012-2013 Committee Reports.
- Completed 2012-2013 Annual Plan.
- Completed worker's compensation audit.
- Completed vacation accrual report for annual audit
- Sent out Health Care Reform letter to all employees.
- Held first Employee Friendly Task Force meeting September 27th.

DRJ Comments –

- I appreciate the input from many Vernon College employees in regard to ideas for continued improvement. In addition to the many ideas suggested, the administrative team is focusing on:
 - Review of on-site registration processes and practices—what else can we do to improve the process?
 - We have accomplished a great deal the past few years in regard to improving processes to be more student friendly and to promote student success—what more can we do?
- The Employee Friendly Task Force met recently to begin discussion. Please provide input to your colleagues that are serving on this task force. The goals are to identify current examples of how the College is employee friendly and to make recommendations for addition ideas to become more employee friendly.
- Please contact me with any input or questions at:
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