

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 leadership of the Texas Association of Community Colleges, the Community College Association of Texas Trustees, and the various community college presidents have been involved in several community college funding discussions in Austin the past several weeks. Testimony has been given to the Senate Finance Committee, the House subcommittee on appropriations, as well as several other meetings and work group sessions. The primary focus of the discussions are:
 - *Instructional formula funding*: Support increased funding for the instructional formula to enhance community college education and training. SB 1 and HB 1 propose \$1.3 million less in instructional formula funds than Vernon College originally was appropriated for the 2012-2013 biennium.
 - *Employee Group Health Insurance*: Support increased funding for community college group employee health insurance benefits. 82% decrease in health insurance funding in the last session cost Vernon College over \$500,000 per year. The current bills continue this reduction.
 - *Employee Retirement*: Support increased funding for community college retirement benefits. 44% decrease in retirement funding in the last session cost Vernon College over \$225,000 per year. The current bills continue this reduction.

The discussions are going very well at this time. The Senate and the House are both making many comments about the economic value of the community colleges to the state. Recent discussions indicate that additional funding is being considered. The final funding numbers are still several weeks in the future.

- Several Vernon College employees participated in a demonstration of CAMS, a student and administrative software system operated by Three Rivers Systems. The demonstration answered many questions about the improvement to current operations, but also created additional questions that need to be explored. The exploration of CAMS and other systems will continue.
- The administrative team is approaching the 2013-2014 budget process as a zero based budget in that we are not anticipating any total new revenue at this time. Funds will be reallocated to meet certain needs identified in the planning process. Other needs identified in the personnel plan, the facilities plan, institutional improvement plan, and the technology plan which require additional funds above current budgets have been prioritized to be implemented when state funding is finalized.
- Vernon College normally approves any increases to tuition and fees at the March meeting (March 20 this year). This is not a good time since we do not know the state funding, but it is important for financial aid to begin packaging student aid and it also needs to be done prior to early registration for summer and fall which begins in April. The administrative team and the board have had discussion about possible tuition and fee increases. The goal is to keep the average increase in total tuition and fees to less than five percent.

Instruction – Dr. Gary Don Harkey

- Mathematics instructors **Margaret Patin** and **Barbara Jinks** recently attended the *Readiness and Redesign in the Lone Star State Conference* in Austin.
- Government Instructor **Linda Kalski** recently attended workshops in Grapevine entitled *Redesigning American & Texas Government to Increase Student Success*.
- EMT Instructor **Robyn Wike** recently attended the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Conference and Student Evaluation Workshops in Atlanta, GA.
- **Joe Johnston** (Communications Division Chair) recently joined representatives of Region IX Educational Service Center in attending workshops in Austin related to State P-16 initiatives.
- Speech Instructor **Donnie Kirk** has been participating in the Consortium Leadership and Renewal Academy (CLARA) of the North Texas Community College Consortium (NTCCC) and recently attended workshops in Athens on the campus of Trinity Valley Community College as well as at the LeCroy Center in Dallas.
- Continuing Education Director **Michelle Wood**, along with representatives of Region IX Educational Service Center and Workforce Solutions, recently attended *Counseling to Careers Partnership* trainings in Houston.

- VC faculty **Belinda Alberry, Annette Bever, Dean Johnston, Darlene Kajs, Dina Neal, and Renee Wooten** recently attended the Annual Convention of the Texas Community College Teachers Association (TCCTA) in Houston.
- Surgical Technology Program Director **Jeff Feix** recently attended the AST Instructors Forum for Surgical Technology Instructors in New Orleans, LA. Jeff was also recently elected as a Delegate to the AST House of Delegates for the May 2013 National Conference in New Orleans.
- ADN Program Director **Cathy Bolton** recently attended meetings of the Texas Organization of Associate Degree Nursing (TOADN) held in conjunction with the TCCTA Conference in Houston.
- **Shana Munson**, Associate Dean of Career & Technical Education, was recently elected to an additional 2 year term on the Board of Directors for the Texas Association of Career & Technical Educators (TACTE).
- VC instructors **Brad Beauchamp** (Mathematics), **Daniel Lowe** (Government), **Joe Johnston** (English), and **Greg Fowler** (Criminal Justice) recently attended the TAMU Assessment Conference in College Station. Also attending were **Roxie Hill** (Coordinator of Instructional Design & Technology), **Criquett Lehman** (Director of Quality Enhancement) and **Gary Don Harkey**.
- Students from the VC **Surgical Technology Student Association** recently participated in the Texas State Assembly 2nd Annual Scrub Bowl and took 3rd place among 7 schools. The students had a great weekend learning about professional development and met numerous national and state leaders in their chosen profession. Program Coordinator **Jeff Feix** served as a speaker at the Assembly.
- **Joe Johnston** and **Gary Don Harkey** recently attended Core Curriculum Conversations hosted by North Central Texas College in Gainesville.
- Final draft of the **Annual Plan for Instructional Services** has been completed.
- **Annual Evaluations of Faculty & Staff** are ongoing.
- Work continues on the development of **Summer and Fall class schedules**.

Student Services/Athletics – John Hardin, III

- Student Services- Honors Program date: April 25, 2013 at 6:30 pm in Vernon and Sports Banquet May 6, 2013 at 7 pm
- Student Relations- campus tours and appointments
- Housing- tornado and fire drills completed
- Volleyball- Beginning search for new coaching staff
- Baseball – current record 3-9 begin conference play on March 13 against North Central Texas College
- Softball – current record 2-13 begin conference play on February 27 against Weatherford College
- Rodeo – next rodeo March 21-23 South Plains College - Levelland, TX
- Student Activities – March 5th – Blood Drive; March 6th – Spring Break Give-A-Ways; March 21st – Karaoke Night at 7 pm - SUB
- Security – meeting with task force to clarify weakness identify solutions
- Counseling – degree audits, learning new TSI rules and creating spring break safety awareness programming
- Testing – learning and preparing for new TSI testing and new GED testing

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
 - SACS 5th year reports (Relationship with ED and FR 4.7 and CR 3.10.2)
 - Employee Evaluations
 - Catalog Changes
 - 2013-14 Forms updated
 - Financial Aid brochures updated
 - THECB February Progress Report
 - Requested TEXAS Grant funds
 - Pell LEU report
 - Assessment Activity reports
 - Median debt established for GE programs

- Updated job descriptions
- Participated in the United Way FAFSA Drive – Debbie Alexander
- Helped students at Midway begins their FAFSAs – Debbie and Bonnie
- Completed presentations for 2 sessions at TACVPO – Debbie Alexander
- **Admissions and Records:**
 - Opened (February 13) and closed (February 28) Campus Connect registration for Spring II
 - Submitted and Certified CBM008 for Fall 2012
 - Submitted preliminary CBM00A and CBM00C - Quarter 2 for Legislative Budget Board
 - Submitted and Certified CBM001 and CBM004 for Spring 2013
 - Participating as a team member in “Student Success through the Lens of Data” – Lana Carter
 - Serve on Facilities Usage Task Force - Joe
 - Serve on Security Task Force - Joe
 - Working on Staff Evaluations/Reviews
 - SACS 5th Year Report
 - Student Success emails and Facebook messages
 - Continuation of application processing and mailing Admission Status letters
 - Scanning admissions documents into Docubase for advisors and CSAs
 - Processing May 2013 graduation applications, running Degree Audits, and advising students by mail

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Garry, Mindi and Stacy participated in CAMS discussions; Routine stuff.
- **Bookstores** – Kim, Kathy and Jana attended the CAMEX meeting/Blizzard of 2013 in Kansas City; working on book returns.
- **Facilities** –
 - **Wichita Falls** – Hired Gary Dotson to fill a vacant maintenance/custodial position. Gary has several years’ experience with Extel Communications and we think he will be a very valuable addition to our team; continuing to work on Gym area needs; assembled new flag poles and poured foundation.
 - **Vernon** – Hired Lyle Bonner to replace Tommy Kajs (retiring at the end of April) as our Maintenance Supervisor; Spring clean-up; planting new flowers.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on March 1. The agenda included review and approval of the committee recommendations for the Facilities, Institutional Improvement, Personnel and Technology 2013-2014 Annual Action Plans. The next step on the planning calendar is the start of the 2013-2014 budget process.
- As part of the Student Success by the Numbers Project, Lana Carter, Criquet Lehman, Shana Munson, JoAnn Sharp and Betsy Harkey are participating in an eight week Association of Institutional Research course *Student Success through the Lens of Data*.
- The final data freeze for Fall 2012 was completed to include grades. Contact Betsy Harkey for data needs and requests.
- Data for the Key Performance Indicators of Accountability and Benchmarks have been updated with the most current/available information and can be found at <http://www.vernoncollege.edu/KPIA.aspx>
- Betsy Harkey participated in the Texas Association of Institutional Research Conference in February.

Institutional Advancement – Michelle Alexander

- Joseph is currently using Google Analytics to track traffic to our website. For the month of February:
 - Vernon College Homepage Pageviews = 93,115
 - Top 3 Webpages
 1. Vernon College Homepage = 93,115
 2. Student Email Webpage = 10,343 views (www.vernoncollege.edu/Student/Email.aspx)
 3. HR Job Announcement Webpage = 2,233 views (www.vernoncollege.edu/HR/JobAnnouncements.aspx)
- Joseph held a training session for Greg Fowler on the basics of the Ektron Workarea
- Modified the Services for Student page template and added the Student Support Services for Distance Learning as requested by Brandi Brannon
- Modified the Financial Aid template and added the Financial Aid Announcements as requested by Melissa Elliot

- Created new Gainful Employment templates for the year 2012 as requested by Dr. Harkey (Ongoing)
- Preparing a Cost Analysis for implementing a Campus Mobile Website Engagement (Ongoing)
- The 2013-2014 catalog is currently in production
- Online Auction February 27-March 1
- Finishing up President's Report
- Working on Softball and Baseball Media Guides
- Working on STARS applications; the deadline to submit non-Nursing applications is midnight, March 1.
- Michelle Alexander attended the Texas Association of Community Colleges Foundation Annual Meeting and was elected to a 2 year term as Secretary of the Board of Directors

Quality Enhancement – Criquett Lehman

- The Community College Survey of Student Engagement (CCSSE) will be administered in the classroom Monday, April 1st - Friday, April 12th. More information will be coming soon.
- The Quality Enhancement Resource Inventory (QERI) has hardware and software available for checkout. As you begin to assess your processes this semester, be reminded of our online survey tools through Google Docs and Survey Monkey. Surveys or questionnaires can be administered through Blackboard, the VC Website, or Email. Contact Roxie or Criquett to get started.

Human Resources – Haven David

- Personnel Actions -
February Hires: Clinton Armstrong – Grounds Technician – Vernon
Gary Dotson, Jr. – Maintenance/Custodial – Century City Center
February Resignations: Jeffrey Rumminger – Coordinator of Community/Recreational Services – Century City Center
March Hires: Lyle Bonner – Maintenance Supervisor – Vernon
Christina Feldman – Coordinator of Community/Recreational Services – Century City Center
- Accepting Applications for Head Volleyball Coach and Assistant Volleyball Coach
- Interviewing for Custodial Technician – Vernon Campus
- Attended Leadership Vernon on February 6th
- Attended Wichita Falls Human Resource Management Association meeting on February 12th
- Went to Austin on February 26th and 27th for 1st Annual TASB Community College Symposium
- Completed 1st draft of SACS 3.2.8 report

DRJ Comments –

- I appreciate the hard work of the Integrative Marketing Task Force as they have been thoroughly analyzing the many roles and functions that are performed in connection to marketing and recruiting. A theme that continues to surface is the need for much more organization and planning from the many college departments so that we can have a much less disjointed approach to marketing and recruiting. I am excited about the possible improvements to marketing and recruiting throughout the college. I am very happy with the out of the box discussion and the understanding that if status quo was acceptable, I would not have appointed such a task force.
- Please contact me with any input or questions at:
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