

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 2012 Fall Semester Kick-Off for professional development for all Vernon College employees will be Monday, August 20. The first day of classes is Monday, August 27. On-site registration for the Vernon campus is Tuesday, August 21 and the on-site registration for the Century City Center is Wednesday, August 22 and Thursday, August 23. The summer has gone by very fast and school will be started before we know it. There is excitement in the air as we all look forward to a great fall enrollment at all campuses.
- Summer is always a busy time of year on community college campuses. Just the highlights of activities include:
 - Summer School
 - Summer Continuing Education classes
 - CCC renovation
 - CCC preparations for fall including furnishings, equipment, classrooms, labs, phones, IT, telephones, relocations, signage, etc.
 - Preparing for July 12 and July 26 events at CCC
 - Kids College
 - Fall registration preparations
 - Budget preparation
 - Marketing/Advertising
 - Website improvements
 - Career Coach implementation
 - Personnel/Interviews/Hiring
 - Admissions/Financial aid needs
 - Advising
 - New Skills Development Fund grant
 - Perkins Grant application
 - EMT equipment grant from State Comptroller.
 - 40th Anniversary events
 - Allied health program pinning's
 - Student Success by the numbers
 - College Effectiveness/Data/KPIAs
 - Implementation of new technology
 - Implementation of new ITV distance learning classrooms
 - Fall 2012 Professional Development for all employees
 - Maintenance, grounds, custodial, and dorms
 - And much more
- The Vernon College Board of Trustees held board retreat on July 18, conducted by Dr. Raymond Hawkins. The primary purpose of the retreat was to discuss the roles and responsibilities of community college board members to assist in meeting the mission of the college. The board meeting conducted after the retreat included issuance of employee contracts for 2012-2013 which included approval of a 3% salary increase and a good discussion of the 2012-2013 proposed budget. The board also approved the purchase of a large amount of fitness equipment from the former Gold's Gym to assist with future plans to operate the fitness center primarily for academic classes, student use, employee use, and community use. These plans have not been finalized at this time.
- The Century City Center Open House on July 26 was a great success. An estimate of over 300 community people and employees attended the event. Many people took advantage of the opportunity to tour the facility and all comments were extremely positive.

Instruction – Dr. Gary Don Harkey

- Classes for the Summer I and Summer II terms are nearing completion with Final Exams scheduled for August 13-14.
- **Amber Beckham** (English Instructor) was recently awarded a grant from the National Endowment for the Humanities to attend the *Landmarks of American History & Culture* workshops in Concord, MA.
- 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.
- **Roxanne Hill** and **Ruth Rascon** (Health Information Technology Instructors) recently attended the American Health Information Management Association (AHIMA) Faculty Symposium & Annual Convention in Orlando, FL.
- Faculty members continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Fall term.

Student Services/Athletics – John Hardin, III

- Student Services- Handbook at printer
- Student Relations- New Student Orientations, tours and appointments, fall materials at printer
- Housing- preparing for Volleyball move in early August, at this point dorms are fully reserved
- Athletics – new softball coach and assistant coach hired and on campus
- Student Activities- back on campus August 1, preparing plans for beginning of school
- Security- preparing for the start of school and distribution of parking passes
- Counseling- heavy advising for fall
- Testing- Heavy placement testing for fall, preparing for summer school final exams for instruction

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Submission of Pell, Direct Loan and Title IV program disbursements
- Processing 11-12 FAFSA applications
- Processing 12-13 FAFSA applications
- Satisfactory Academic Progress Appeals
- Awarding of TEXAS Grant funds
- Gainful Employment Review
- Posting 12-13 scholarships (athletic and academic)
- CBM001 and CBM004 sent in and certified for Summer I
- Closed Campus Connect for Summer II and took out non-pays
- Summer I grades moved into transcripts.
- Schedule Changes made for Summer II
- Continuing Campus Connect registration for Fall 2012 Wichita Falls and Vernon
- Cyndi Danner and Nancy Arnold delivered Meals on Wheels on July 18
- CBM008, CBM00S, CBM0E1, CBM00A and CBM00C sent in and certified
- Kids College Registrations winding down
- Processing applications for several new foreign students for 2012
- Sending Program Completer letters to students nearing completion and enclosing graduation application
- Processing graduation applications for August 2012, posting degree audits to Campus Connect and sending update letters
- Processing Applications for Admission and mailing Status letters for Fall 2012
- Reviewing Student Work Study Applications and hiring for Fall 2012
- Scanning admissions documents into Docubase for advisors and CSAs

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Issuing new keyless entry badges and keys at CCC. Mindi attended a webinar on Unclaimed Property Statutes with the Texas Comptroller.
- **Book Stores** – Finalizing book returns from Summer semester. Stocking Fall text books. Finished installing supply shelves and hanging displays. Everything looking good.
- **Facilities** –
 - **Wichita Falls** – Still working on moving faculty and staff to new offices.

- **Vernon** – Replaced several section of sidewalk that had buckled. Completed remodel of two classrooms in D building.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on Monday, July 30, 2012. Agenda items included review and adoption of the 2012-2013 Planning Calendar, General Glossary, and Assessment and Report Calendar. The documents are available on the Vernon College website at <http://www.vernoncollege.edu/CollegeEffectiveness/AssessmentOverview.aspx> and <http://www.vernoncollege.edu/AnnualActionPlan-LongRangeStrategicPlan.aspx>
- Reminder: The summer is flying by and with only one month left in this academic year, it is time to review and document use of results for improvement in the 2011-2012 Annual Action Plan. The plan summaries will be due in early September.
- Reminder: Most committees and advisory groups have finished meeting for this academic year. Be sure that agendas, minutes, exhibits and annual reports have been posted on the Vernon College website.
- Data Fact: As of July 30, 2012, 2054 students (new and returning) have registered for the Fall semester. Also, 1588 applications* for students who plan to begin their studies at Vernon College during Fall 2012 have been entered into the POISE system.

*Applications - Paid applications are entered into system but students may not have completed all requirements to be cleared for registration as of date sorted from POISE.

Institutional Advancement – Michelle Alexander

- Fall Registration Advertising
- Working to get Career Coach on the Vernon College website
- Commissioner Tom Pauken Reception
- Organized the CCC Renovation Grand Re-Opening
- Organized weekend tours
- Integrated Marketing Workshop
- Preparing for the 40th Anniversary Picnic
- Preparing for the 40th Anniversary Donor Recognition Dinner/Reception
- Revamping the Vernon College Scholarship page including research and review of 71 community college websites, with emphasis on Community College Foundation webpages

Quality Enhancement – Criquet 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.

Human Resources – Haven David

- Personnel Actions:
Resignation for June – Deborah Bagley – Health Careers Instructor – Olney
Resignations for July – Elton McCoy – Custodial Technician – Wichita Falls; Anna Mena – Custodial Technician – Vernon
Hires for July – Paul Frommelt – Grounds Technician – Vernon; Thomas Berend – Custodial/Maintenance – Wichita Falls
- Interviewing for Custodial Technician – Vernon, and Health Careers Instructors – High Schools
- Employee Handbook Updates for 2012-2013 should go out in August.
- Attended WFHRMA meeting July 10th.
- Annual Enrollment for employee benefits has been this month.
- Helped give tours for the two events held at Century City Campus this month.

DRJ Comments –

- I appreciate the Vernon College Board of Trustees commitment to the mission of the College and to the employees of the College. The 2012-2013 budget has been a difficult budget to develop and it does include the 3% salary increase due to board support.
- A great number of people have helped in a great number of ways in the past few months as we have tried to finalize CCC renovation and as we have tried to get as much publicity out of it as possible. I thank each and every person who has helped with this effort for your time, energy, and effort. THANK YOU!!
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