

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

- As the semester is winding down, most departments are taking time to develop the Annual Action Plans for 2013-2014. The Vernon College planning process is a consistent cycle of finalizing the documentation of the past years action plans, implementing the current year action plans, and developing the action plans for the upcoming year. In the November board meeting, the trustees approved the 2011-2012 Annual Action Plan Summary. The summary included documentation by each college department and component of the actions implemented based upon the 2011-2012 annual action plan finalized in the spring of 2011. College personnel are currently working toward initiating and completing actions developed last spring for the 2012-2013 annual action plan. College personnel are also currently beginning to draft ideas and actions for the 2013-2014 annual action plan. The finalized 2013-2014 annual action plan will be the primary source of information to drive the formulation of the 2013-2014 budget. A definitive and inclusive planning process is vital to the effectiveness and efficiency of any organization.
- The 83rd legislative session begins on January 8, 2013. Once again, community colleges will enter the legislative session with many needs, but also realistic expectations. Please view and become familiar with the Texas Association of Community Colleges legislative agenda at www.txsuccess.com
- The Texas Community College Teachers Association annual conference is scheduled in Houston, Texas February 21-23, 2013. The state association can only be as strong as the participation of its members. The conference always provides a wide array of timely professional development and legislative topics.
- Vernon College was successful in obtaining another Skills Development Fund grant to assist two Wichita Falls companies in training of existing and new employees. The grant will provide over \$415,000 to assist in employee training costs for Trantor, Inc. and Pratt-Whitney over the next several months. The training will be facilitated and provided by Vernon College.
- The Vernon College Board of Trustees, in support of utilizing technology, have been transitioning to having the board packets provided in electronic format for the past several months. The December meeting board packets will be provided only in electronic format to board members, employees, media, and community members. The board members will conduct the meeting utilizing iPads to view the agenda and other related handouts, exhibits, etc. during the meeting.

Instruction – Dr. Gary Don Harkey

- **Course Schedule Advising** is ongoing with faculty assisting students with the development of their spring course schedules.
- Congratulations to Math Instructor **Kim Perkins** on being presented the *Gladys R. Shaw Professional Development Award* from the Texas Chapter of the College Reading and Learning Association!
- English Instructor **Ann Hunter** recently attended the 2nd Annual Tarrant County College Developmental Education Institute held at the Trinity River Campus in Fort Worth.
- ADN Director **Cathy Bolton** recently attended the NCLEX Regional Conference in Austin. The conference was hosted by the Texas Board of Nursing and the National Council of State Boards of Nursing in Austin.
- **Surgical Technology** students and Coordinator **Jeff Feix** recently volunteered to serve as “patients” in a simulated “bomb threat” drill undertaken by United Regional Hospital. The drill was part of Disaster and All Hazards Preparation training and culminated in the evacuation of a floor (unit).
- Computer Science/Math Instructor **Belinda Alberry** recently attended the North Texas Regional Community College Technology Forum in Frisco.
- Recruiters from West Texas A&M University College of Agriculture recently visited the Vernon Campus where they met with Agricultural Instructor **Chad Smith** and his students.
- Congratulations to Director **Jack Williams** and the cast and crew of the **VC Theatre Ensemble** for their highly entertaining and successful 3 night run of the production *Mama Won't Fly*.
- The **VC Cosmetology Department** recently held Scholarship/Customer Appreciation Days at both Vernon and CCC with proceeds from all paid services going into their student scholarship fund.
- VC Director of Special Services **Deana Lehman** recently attended the “504” Conference in Austin which focused on issues relevant to the American Disabilities Act.

- Health Information Technology Instructors **Ruth Rascon** and **Roxie Hill** recently attended TxHIMA's Health Information/Informatics Career Summit at Midland College. Topics included Federal and State Initiatives, Meaningful Use and Practices for Physicians & Hospitals, and Telemedicine. Roxie was a presenter on AHIMA Career Paths and is Region 1 Director of TxHIMA.
- Math Instructors **Margaret Patin** and **Kim Clements** recently attended the College Academic Support Program (CASP) Annual meeting for the Texas Association for Developmental Education (TADE) in Houston.
- A big thank you to all who assisted with the Sophomore Roundups recently held at CCC and STC. Over 250 sophomore students and their counselors from 8 service area high schools attended the roundups which focused on Career and Technical Education programs and facilities at Vernon College. The events were spearheaded by **Michelle Wood** and **Jessica Sutherland - Great job ladies!**
- Coordinator of Instructional Design & Technology **Roxie Hill** has provided Faculty Development workshops relative to Course Organization & Planning, Faculty-Student Interaction, Effective Classroom Communication, and Testing/Assignments/Exams during the month of November.
- Associate Dean of Career and Technical Education **Shana Munson** recently attended the Annual Conference of the Texas Workforce Commission in Grapevine.
- After a 2nd place finish last year, hopes were high for the Vernon Verbals spelling team to take the title at the Wichita Adult Literacy Council's 16th Annual Adult Spelling Bee. The team, composed of VC instructors **Ann Hunter**, **Donnie Kirk**, and **Dusty Hill**, put up a valiant effort before being eliminated in the 4th round when missing the word "gourami" (I will let you look it up ☺). Proceeds from the event benefitted adult learners of the Wichita Adult Literacy Council.
- Police Academy Director **Mike Hopper** and Criminal Justice Instructor **Greg Fowler** recently attended the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Annual Conference in Corpus Christi.
- The **Surgical Technology Student Assn.** is currently engaged in two fund raisers; their annual Poinsettia Sale and a Hot Sauce & Salsa Sale. Proceeds from the sales will help fund their trip to the State Convention.
- **Joe Johnston** and **Gary Don Harkey** recently attended a Core Curriculum roundtable discussion hosted by North Central Texas College at their Corinth campus.
- The Wichita District FFA Leadership Contests were hosted at STC on November 7 with close to 200 area FFA members and Ag Science teachers participating. A big thanks to **Mark Holcomb** for coordinating the annual event.

Student Services/Athletics – John Hardin, III

- Student Services – beginning work on 2013-2014 Annual Action Plan
- Student Relations – Individual visits to service area high schools and hosting on campus tours
- Housing – food survey conducted at Thanksgiving check out, Christmas check out Dec 14
- Volleyball – Regional Runner Up, heavy recruiting, 2 players graduating in December
- Baseball – Finalizing Spring schedule, working on fundraising projects, recruiting
- Softball – Finalizing Spring schedule, working on fundraising projects, recruiting
- Rodeo – currently 3rd place for women and 4th place for men
- Student Activities – planning finals dinner, working on theme for SGA convention in Spring
- Security – researching phone notification systems, checking camera upgrades
- Counseling – heavy fall advising
- Testing – standard testing and researching online scheduling software

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Financial Aid and Veterans Affairs:
 - Submission of Pell, Direct Loan and Title IV program disbursements
 - Attend Department of Education FSA Conference (Melissa and Mary Ann)
 - Currently issued 2,331 student financial aid award letters for 12-13
 - Processing 12-13 FAFSA applications
 - Working on the recertification process
 - Following up with Early Alert Notifications
 - Continued processing of workstudy contracts
 - Processing Return to Title IV's for students who have withdrawn
 - Reviewing transcripts on students who are reaching 150% max time frame
 - Processing new veterans benefits paperwork for spring

- Revised Veterans Handbook and Hazlewood Information
- Working on THECB Hazlewood reports
- Continued processing of workstudy contracts
- Receiving VA applications for Spring 2013
- Admissions and Records:
 - Attended TACRAO conference in Dallas (Joe, Sarah, Lana)
 - Opened Campus Connect Online registration for Spring 2013
 - Final Registration and Schedule change period for Fall II
 - Serve on Facilities Usage Task Force
 - Submitted and certified CBM001 and CBM004 for Fall (Fall 16 Week and Fall I)
 - Certified CBMOE1 and CBM00S for Summer I and Summer II
 - Continuation of Fall II Campus Connect Online registration
 - Final Registration and Schedule change period for Fall II
 - Set up terms for Campus Connect for all Spring 2013 semesters
 - Continuation of application processing and mailing Admission Status letters
 - Scanning admissions documents into Docubase for advisors and CSAs
 - Processing December 2012 and May 2013 graduation applications and advising students by mail
 - Julie and Sarah planning for Santa Claus visit to VC with Community Interaction Committee
 - Serve of Facilities Usage Task Force
 - Continuing Ed registering High School Students for Health Careers Classes in Wichita Falls
 - Continuing Ed Psychiatric Nursing class registered with full capacity enrollment

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Still issuing new keys, hopefully the last round will be coming out shortly. Audit is complete and report has been written. The auditor's will deliver the report to the Board on the 12th.
- **Bookstores** – Starting to get our Spring books in. Getting ready for Fall book buy back.
- **Facilities** –
 - **Wichita Falls** – Painting walls in the original part of the building; Conducting monthly PM's; getting everything set up and moved around in the new gym area. Preparing for the Christmas party. Routine stuff.
 - **Vernon** – Over-seeding grounds with winter grass. Getting all of the heaters/boilers ready for cold weather. Working on getting better internet service to the dorms. Putting up Christmas decorations. Routine stuff.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee works on 2013-2014 Annual Action Plans in lieu of face to face meetings during the months of November and December. Draft plans are due on December 18, 2012. Final plans are due February 1, 2013. The next meeting is scheduled for January 29 where we will resume with selection of benchmarks for each of the Vernon College Key Performance Indicators of Accountability.
- Student Success by the Numbers Phase II and Institute Teams met on November 1 to begin project homework #1 CCSSE Data Review. On November 13, the SSBTN Institute and Phase II Teams participated in the Fall meeting with our consultant; Dr. Luzelma Canales at Century City.
Phase II Team – Michelle Alexander, Jeanne Ballard, Jim Binion, Sarah Davenport, Marian Grona, Linda Haney, Mark Holcomb, Bettye Hutchins, Joe Johnston, Criquett Lehman, Deana Lehman, Michael Ruhl, JoAnn Sharp, Michelle Wood, Dr. Dusty Johnston and Betsy Harkey SSBTN Liaison
Institute Leadership Team – Dr. Dusty Johnston, Dr. Gary Don Harkey, John Hardin III, Mike Ruhl and Betsy Harkey
- Betsy Harkey participated in the Texas Higher Education Coordinating Board Liaison meeting in Austin.
- Data Fact – The most up to date Key Performance Indicators of Accountability can be found on the Vernon College web site at <http://www.vernoncollege.edu/KPIA.aspx>. An example is our [non-transfer completers and transfer students](#). It is interesting to see how our number of transfer students has increased.

Institutional Advancement – Michelle Alexander

- Working on Adding Titles on Web Browsers for SEO. Testing on our Alumni and Friends page.
- Reviewing Siteimprove's Web Governance Tools
- Evaluating websites that use Ektron's Site Map Generator tool for SEO
- Holiday mailing sent out

- Working on 2011-2012 Annual Report
- Spring 2013 Registration advertising has started
- Michelle Alexander and Christie Lehman attended the CRD Conference in Washington, D. C.
- Michelle Alexander served as a member of the CRD Federal Funding Task Force in Washington, D.C.
- The Bob and Anna Wright Family were honored as a Benefactor of the Year for medium, rural Community Colleges at the annual CRD Conference Banquet in Washington, D.C. Thirteen members of the Wright Family attended the banquet along with Dr. and Mrs. Dusty R. Johnston, Dr. and Mrs. Todd Smith, Michelle Alexander and Christie Lehman
- IA staff participated in a conference call with Capex.com to review and discuss the new 5.0 version of STARS, Vernon College's on-line scholarship application
- Working with Archer City ISD and Iowa Park CISD on their Spring 2013 College Connections dual-credit scholarships
- Working with Jessica Sutherland on the spring 2013 Catching the Future dual-credit scholarships
- Michelle Alexander met with Kris Gossom, counselor at Wichita Falls High School about WFISD participation in the College Connections Scholarship Program
- Michelle Alexander and Jessica Sutherland met with Denise Cato, Principal, Vernon High School about VHS joining the College Connections Scholarship Program
- Michelle Alexander attended the Wichita Falls Chamber of Commerce and Industry's Annual Meeting along with Dr. Dusty Johnston and Tina Baker
- Michelle Alexander traveled to Seymour High School and worked with their seniors to submit 2013-2014 STARS Scholarship applications
- Vernon College was awarded a \$415,126 Skills Development Grant, authored by Shana Munson, from the Texas Workforce Commission.

Quality Enhancement – Criquett Lehman

- Congratulations to our 2013-14 QEP VConnected Team Members! Brad Beauchamp, Mathematics Instructor; Misti Brock, English Instructor; Jane Robinson, New Beginnings Coordinator, and Jason Scheller, History Instructor
- The 2011-12 QEP Annual Progress Report was presented to the Board of Trustees on November 14th. The report provides the results of VConnected team pilot projects as well as information on other processes in place to support student engagement and increased student learning.

Human Resources – Haven David

- Personnel Actions:
 - November Hire: Robyn Wike – Coordinator EMS
 - November Resignation: Kelly Soerens – Library Associate – Century City
 - December Hire: Kristan Neeb – Library Associate – Century City
 - December Retirement – Suzanne Butler – Library Associate – Vernon
 - January Hire: Kelsey Lange – Interpreter for the Deaf – Century City
- Accepting applications for Coordinator of Community and Recreational Services – Wichita Falls
- Participated in Workers Compensation webinar presented by CAS.
- Toni and I are beginning an Employee Recognition/Acknowledgment this month.

DRJ Comments –

- I had a great experience with the Bob and Anna Wright family in Washington D. C. this past month. Their children-Gail, Cheryl, and Kelly- joined by several grandchildren were present as the Council for Resource Development (the national organization for two-year college fundraising) awarded the family the Benefactor of the Year for medium size rural community colleges. I appreciate the time to get to know them and the fun conversations that took place.
- Vernon College has a long tradition of great rodeo teams and rodeo athletes. I am proud that Vernon College will have nine rodeo team alumni competing in this year's Wrangler National Finals Rodeo held in Las Vegas, Nevada December 6-15.
- Please contact me with any input or questions at:
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