

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 Board of Trustees accepted the 2010-2011 Vernon College audit prepared by Edgin, Parkman, Fleming & Fleming, PC at the December board meeting. The audits of Vernon College and the Vernon College Foundation financial operations were “acceptable and clean” audits as presented.
- The renovation at Century City Center continues at a very good pace. Most of the demolition is completed and most of the walls for the new renovation are in place. Renovation is on pace to be completed by July 15, 2012. Additional space to be renovated in the currently occupied space should be renovated by October 2012. A great amount of work was completed in the west parking lot over the Christmas break to add green spaces and waterlines.
- Professional development activities are planned for all employees on Monday, January 9, 2012. The majority of the meeting will be a “DATA DAY” to share significant college data with all employees. In addition, a round table discussion will be held by Dr. Johnston to allow an opportunity for input from employees to assist in improving college wide processes and practices. An additional faculty development day is planned for Friday, January 13, 2012.
- All employees are encouraged to participate in the 2012-2013 planning process that is now underway. The 2012-2013 annual action plan will drive budget decisions for the next year. All employees and departments are encouraged to review the 2011-2012 annual action plan to ensure that they are making steps to accomplish the actions in the plan.
- The informal coffee sessions conducted prior to Christmas to provide an opportunity for input were very successful. Ideas that will be follow-up on include:
 - Review of testing center and pass center operations for instructional testing
 - Future auditorium improvements on the Vernon campus
 - Review of additional resources to help with increase in VA students attending Vernon College
 - Explore additional usage of notepads in classrooms and by faculty
 - Explore a paper recycling effort for the College
 - Explore additional on-line tutoring for development math, etc.
 - Additional information in regard to RUNBIZ employees and protocol

Instruction – Dr. Gary Don Harkey

- **Course Schedule Advising** continues with faculty assisting students with the development of their spring course schedules.
- VC Police Academy Coordinator **Mike Hopper** recently attended the Basic Peace Officer Curriculum Update Committee meetings in Austin.

Student Services/Athletics – John Hardin, III

- Student Services- working on 2012-2013 Annual Action Plans – reviewing 2011-2012 Annual Action Plans to monitor completion
- Student Relations- conducting New Student Orientations – preparing Spring Travel Schedule
- Housing- scheduled Student Check In January 15 & 16
- Athletics – all teams reporting back to resume practices
- Baseball – season starting - first official game on Feb. 3
- Softball – season starting - first official game on Feb. 2
- Rodeo – first rodeo March 1-3 at Weatherford
- Athletic Training – attending the Baseball Athletic Trainers Symposium
- Student Activities- creating Student ID’s at registration and welcome back activities in January
- Security- Completing Texas School Safety Audit and working at registrations
- Counseling- Spring 2012 registration and schedule changes
- Testing- Placement testing for Spring 2012, renewed contract for NTSH GED testing

Admissions, Records & Financial Aid/Registrar – Joe Hite

- Submission of Pell, Direct Loan and Title IV program disbursements
- Processing 11-12 FAFSA applications
- Currently issued over 2,700 student financial aid award letters for 11-12
- Creating 2012-2013 Financial Aid presentation for high school nights
- Completed SAP (Satisfactory Academic Progress) evaluation for Fall 2011 semester
- Campus Connect for the December Mini opened and closed
- Campus Connect for Spring continued through the month
- Grade entry opened for Fall and Fall II final grades
- December Mini Term On-Site Registration
- December Mini Term Schedule Changes
- December Mini Term Classes began
- Moved all grades to transcripts for Fall and Fall II
- Sheppard Learning Center Open Registration
- Submitted and Certified CBM00A and CBM00C THECB Reports
- RNSG classes opened for Campus Connect on-line registration
- Academic Status Reports
- Probation and Suspension Letters mailed
- Preparing for Spring 2012 Walk-In Registration Vernon and Wichita Falls
- Receiving and processing Spring applications for admission
- Degree audits for December graduation complete/posting to transcripts and preparing diplomas
- Summer 2012 graduation applications being received /degree audits posted to Campus Connect for student access
- Processing Program Completer degree audits and mailing letters to students
- Continuation of application processing and mailing Admission Status letters Spring 2012
- Scanning admissions documents into Docubase for advisors and CSAs
- Phone counseling with students about completion of degree requirements
- State requirement for Bacterial Meningitis vaccination creating many questions and calls
- 18 Continuing Education Nursing classes registered and started at area High Schools

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** –
 - Working on 1098T's. They will be sent to students by the end of January.
 - Mailed out all required copies of the audit report and completed all related reporting.
- **Book Stores** –
 - Restocking books and getting ready for Spring classes. Some Campus Connect students have started picking up their books already.
- **Facilities** –
 - **Wichita Falls** – Still working on parking lots at CCC. New islands are in and the back lot has been re-stripped but we won't be able to do the much needed repair work until we have some warmer weather. David Hartwell, Ann, Carl, Robert, John, Larry, Tommy and I met with Cohesive Automation for a demonstration of their HVAC control system. Spec's have been revised and the system for the renovation area has been advertised for bids. Bids will be opened on the 5th. We also met with RS2 Technologies to discuss and review their recommendations for a keyless entry system. New computer lab at Skills is up and running. Stripped and waxed all floors. Tore out a short hallway between Cosmo lab and classroom and replaced with glass partition to make the classroom more useable.
 - **Vernon** – Had one of our golf carts come up missing over the Christmas break. Taking down Christmas decorations. Still dealing with some issues with the new baseball facilities. Stripped and waxed floors.

College Effectiveness – Betsy Harkey

- College components met during the month of December to develop the first drafts of their 2012-2013 Annual Action Plans. To better facilitate the process, a shared G: drive was created as a central work area and to store the plans. The final plans are due February 1st.

- SACS COC – Criquett Lehman and Betsy Harkey participated in the SACS COC Annual Conference and preconference workshops.
- Key Performance Indicator of Accountability Data Fact:

Course Completion Success				
	Fall 2009	Spring 2010	Fall 2010	Spring 2011
Total course enrollments	10439	10122	10569	10435
Unduplicated students	3249	3190	3238	3207
Courses completed with A, B, C or P	8273	8009	8385	8213
% of course completion with A, B, C or P	79%	79%	79%	79%

Institutional Advancement – Michelle Alexander

- The 2010-2011 Annual Report is undergoing final review and will be printed in January
- Institutional Advancement sent out the second Annual Fund solicitation mailing
- Work has begun on the 2012-2013 *Vernon College General Catalog*
- The Vernon College Foundation On-Line Auction will take place February 29-March 2 and we are looking for auction items. Please contact Christie Lehman if you have an item or two you can donate. All auction proceeds are matched dollar-for-dollar by the Vernon College Foundation and returned to the College in the form of departmental grants.
- Joseph attended the webinar “Fundraising Intelligence: Master The Data Mining Basics” from WealthEngine
- Joseph submitted a request to Advantage Design Group to evaluate the “mobile friendliness” of our website

Quality Enhancement – Criquett Lehman

- Congratulations to our 2012-13 QEP VConnected Team Members! **Marian Grona**, Director of Library Services; **Kathy Peterson**, Interpreter Coordinator/Special Services; and **Jason Scheller**, History Adjunct Instructor
- CCSSE FAQ
 - **Q: Can student self-reports on their activities be trusted?**
 - **A:** The Center’s work is built on the belief that there is value in asking students about their experiences. Indeed, students are the best informants about the student experience. Evidence from focus groups and cognitive interviews suggests students understand the questions, are capable of answering them —and do so honestly, even when social pressure may exist to answer them differently. *CCSSE* results can therefore be analyzed and interpreted with confidence. (source: *Center for Community College Student Engagement*, www.ccsse.org)

Human Resources – Haven David

- **Personnel Actions**
 - Hired for January – Kelly Peterson – Student Services – CCC
 - Resignation for December – Chris Strader – IT – CCC
 - Resignations for January – Cindy Corrigan – Math Instructor – CCC
Bill Grindstaff – IT - Vernon
- Accepting applications for Biology Instructor and Math Instructor (soon).
- Attended Leadership Vernon Meeting December 4th.

DRJ Comments –

- Vernon College has made great strides in practices and processes that should improve student success. I continue to brag on how well the Course Scheduling Advisor (CSA) system has enhanced academic advising. As we continue to fine tune the faculty driven Early Alert system, I am sure that more and more students will be assisted in their retention and completion efforts. I do think that all employees have a heightened awareness of the emphasis that is being put on retention and completion. We will continue to improve our processes and practices. We will continue

to come up with new and additional ideas on how to improve retention and completion. I encourage each of you to help as we write grants, design new processes and practices, new implement new best practices as we strive to meet the needs of our students.

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