

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 renovations at the Century City Center in Wichita Falls are progressing at a very rapid pace. Deans and other staff are making plans to move into Phase I (student services, admissions, financial aid, business office, bookstore, library, police, advising center, and special services) after graduation in May. Phase II (two story allied health area) should be available for relocation in June, and Phase III (continuing education, classrooms, and offices in currently used area) should be available for relocation in July. At the April meeting, the board approved purchasing up to \$300,000 of furnishings for the renovated area. Most furnishings for Phase I have been ordered and discussions with vendors for furnishings for Phase II and Phase III are near completion.
- The first draft of the 2012-2013 budget was presented and discussed at the April board meeting. The administrative team is currently working on draft two which will be presented and discussed at the May board meeting. The budget will continue to be discussed and revised during the summer and the board will approve the final budget at the August 15 board meeting. A key element of the budget is on hold until the College receives the final update on state funding changes that may result from the funding being reallocated for the second year of the biennium based on contact hours generated in the first year of the biennium. That data is expected by the end of May. In the first draft of the budget, the primary revenue increases are from increases in tuition and fee enrollment based on this year's actual enrollment increase as well as the modest increases in tuition and fees approved in the March meeting. The primary increases in expenses are related to:
 - Increase in operational cost at CCC including
 - Increased utilities
 - Supplies
 - Part-time bookstore clerk
 - Four additional custodial positions due to renovation/expansion
 - Increase in instructional cost including five and one-half additional instructional positions
 - Biology @CCC
 - Developmental Math/Computer Instructor @Vernon
 - Music/Fine Arts position
 - Interpreter working at both CCC and Vernon
 - ½ Emergency Medical Services
 - Faculty support secretary for non-Nursing Allied Health programs
 - Increase in institutional support/student services
 - Admissions clerk @CCC
 - Financial Aid clerk @ CCC
 - Continuing the website position after transition of IT
 - Continuing the POISE position after transition of IT
 - Increase in contingency for the unexpected
 - 3.0% increase in salary for faculty and staff

Each of the above costs and positions are subject to change as the state funding picture becomes final and review by administration and the board of trustees continues.

- The Vernon College board of trustee election is currently taking place for early voting. The official election date is May 12, 2012. There are two contested positions in the election and one uncontested position (Bob Ferguson). The newly elected board members will be qualified at the May 16 board meeting and will begin service immediately.

Instruction – Dr. Gary Don Harkey

- The **VC Drama Department** recently hosted the District contest for *UIL One Act Play* in the Auditorium of the Osborne Administration Building on the Vernon Campus. Area schools participating included Crowell, Knox City, Newcastle and Throckmorton. Thanks to **Jack Williams, Liz Gibbs**, and the drama students for assisting with these contests.

- VC Instructors Dina **Neal** (Psychology/Sociology), **Michael Ruhl** (Biology), **Heidi Slaydon** (Biology), and Congregate Meals Director **Iva Belew** recently attended a seminar by Dr. Ken Goodrick, "*Food For Thought: How Nutrients Affect Mental Health and the Brain*" (A study of food, nutrients, and neurotransmitters) in Wichita Falls.
- The **Surgical Technologists Student Association** recently held their annual "Garage Sale" fundraiser where they raised \$2100 for their annual trip to the AST National Conference in May.
- VC Biology Instructor **Melody Bell** recently travelled to Kilgore College to participate another round of the North Texas Community College Consortium Leadership and Renewal Academy (CLARA).
- The **VC Cosmetology** program recently held *Scholarship/Customer Appreciation Days* at both locations (Vernon & Century City). Over \$1000 was raised and will be used for scholarships for future cosmetology students.
- QEP Director **Criquet Lehman** recently participated in another session of the THECB Academic Advising Working Group in Austin.
- Students enrolled in the English classes taught by **Misti Brock** recently hosted the third annual *Great American Bake Sale*. Ms. Brock and her students surpassed their goal by raising over \$1,000 which will benefit *Share Our Strength*, a national organization with the goal of ending childhood hunger in America by 2015.
- VC Faculty **Kim Clements** (Math), **Karen Gragg** (Math), **Barbara Jinks** (Math), and **Joe Johnston** (English) recently attended the *7th Annual Developmental Education Regional Forum* hosted by the North Texas Community College Consortium (NTCCC) at the Collin College Spring Creek Campus.
- VC Librarians **Marian Grona** and **Stephen Stafford** recently attended the Texas Library Association Conference in Houston.
- Agricultural Instructor **Chad Smith** and 33 students from the VC Agriculture/Farm & Ranch Management programs assisted with the District 3 4-H & Invitational Horse Judging Contest on April 10. The contest was held at the Wilbarger County Events Center and attracted 4-H and FFA teams from the surrounding area.
- VC Director of Special Services **Deana Lehman** recently attended both the Preconference session, *A Comprehensive Assessment for Disability Services*, and the Annual Texas Association on Higher Education and Disability (AHEAD) Conference in San Antonio.
- Kudos to Director **Jack Williams**, Assistant Director **Liz Gibbs**, and the cast and crew of the **VC Theatre Ensemble** for their excellent rendition of *The Sugar Bean Sisters*, a Southern Gothic comedy which was presented April 26, 27, and 28 in the VC Auditorium. Great job!
- VC Cosmetology Instructors **Darlene Kajs**, **Paula Brogdon**, and **Diana Shipley** recently attended workshops at the Milady Career Institute in Dallas.
- 34 new members of the **VC Omega Kappa Chapter of Phi Theta Kappa**, the internationally recognized Honor Society for community college students, were recognized at an induction ceremony held April 27 at the Century City Center. Eligibility requirements include degree seeking students with a minimum GPA of 3.5 on a minimum of 12 semester hours of college credit courses. Sponsors for the group are VC faculty **Dr. Brad Beauchamp**, **Teresa Ramos** and **Roxanne Hill**.
- **Sharon Winn**, **Shana Munson**, and **Gary Don Harkey** recently attended the annual conference of the Texas Association of College Technical Educators (TACTE) in Ft. Worth.
- Members of the **Higher Education Regional Council (HERC) – Region 2** were recently hosted by Vernon College at the Skills Training Center. Representatives from **Cisco College**, **Midwestern State University**, **Ranger College**, **Tarleton State University**, **Texas State Technical College – West Texas**, **Vernon College**, **Weatherford College** and **Western Texas College** met to discuss their Distance Learning plans for the upcoming year.
- Faculty continue to advise students relative to their summer and fall schedules and online registration for summer and fall terms is underway.

Student Services/Athletics – John Hardin, III

- Student Services- Sports Banquet April 30 in Vernon
- Student Relations- New Student Orientations, tours and appointments
- Housing- safety inspections and used clothing drive for local Vernon charity
- Volleyball- Recruiting for Fall 2012 season
- Baseball – finishing season, work out with the Chaps fundraiser for the American Cancer Society
- Softball – finishing season
- Rodeo – finished the season, men in 3rd and women in 4th, 2 students qualified for CNFR

- Student Activities- Finals Breakfast on May 7
- Security- routine traffic control
- Counseling- heavy advising for summer and fall
- Testing- Spring placement testing, preparing for CCC move and expansion

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
- Consumer Information web pages updated
- Financial Aid web pages updated
- Submitted appeal of our FY 2012 estimated cohort default rate
- Created and posted Spring 2012 Financial Aid Newsletter
- Updating NPC (Net Price Calculator) figures
- Inputted Fall and Summer Class Schedules into POISE
- Opened Campus Connect for Fall and Summer for students with 30 or more VC hours and returning students
- Working on student email/facebook education ideas for student success
- Working with Jim Binion on process to email only currently enrolled students
- Spring 2012 graduation applications being received /degree audits posted to Campus Connect
- Processing Program Completer degree audits and mailing letters to students
- Continuation of application processing and mailing Admission Status letters
- Scanning admissions documents into Docubase for advisors and CSAs ongoing

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** –
Just normal stuff!!!
- **Book Stores** –
Finishing up Summer book orders; preparing for Spring book buy backs; getting everything ready for the big move!!!!!! Kim and Jana attended the Dallas Pen Show. Julie attended Leadership Vernon meeting on behalf of the Leadership Board as well as the Game Day promotion at Chaps Field. The Community Interaction Committee invited our friends from Congregate Meals to watch a Chaps Double Header and helped serve free cokes and popcorn.
- **Facilities** –
 - **Wichita Falls** – Re-sodding bare spots; completed new sidewalk from bus stop to North side to improve student safety; everybody busy preparing for the big move.
 - **Vernon** – Spring stuff – mowing, watering, taking out dead trees.

College Effectiveness – Betsy Harkey

- The College Effectiveness Committee met on April 30th. The primary focus of the agenda was to begin review of updated Key Performance Indicators of Accountability. Most of the updates were gathered from the Texas Higher Coordinating Board Accountability Report that was finalized in early April.
<http://www.txhighereddata.org/Interactive/Accountability/> The Accountability Report is used as primary KPIA resource because it is derived from information submitted by the colleges and allows the opportunity to benchmark and compare with other community colleges.
- Student Success by the Numbers Update – The planning template outlining SSBTN goals and strategies was finalized and approved by the project program coordinator. The Vernon College SSBTN Team was designated as a standing committee and the charge formalized. The next team meeting will be May 1.
<http://www.vernoncollege.edu/StandingCommittees/StudentSuccessNumbers.aspx>

Institutional Advancement – Michelle Alexander

- LeAnn and Joseph attended a webinar on Raiser's Edge
- LeAnn attended Conference for Women
- The 2012-2013 *Vernon College General Catalog* is completed and at the printer
- The 2012 Annual Scholarship Banquet was very successful more than 150 attended
- Work continues on preparing 32,000 alumni records for importation into Raiser's Edge

- Michelle and Sharon Winn attended a Federal Grants Management Update Seminar in Dallas
- Joseph attended the April 12 “New Features in the Raiser’s Edge” Webinar
- Joseph and Christie attended the April 19 “Maximize Your Website” Chronicles of Philanthropy Webinar
- Joseph created formulas in Excel to automate data correction of the alumni database in preparation for the importation into Raiser’s Edge
- Working on Summer and Fall Advertising
- Stuffed 250 Diploma Covers with Ex-Student Association Information
- Preparing Ex-Student Association giveaways for Nursing Pinning’s for May, July and August Graduates

Quality Enhancement – Criquett Lehman

- Roxie Hill and Criquett Lehman will be presenting the Quality Enhancement Resource Inventory (QERI) in a session called “Hook ‘Em with Technology!” at the National Institute for Staff and Organizational Development (NISOD) conference in Austin May 27-30. The session description is: Are your faculty and staff overwhelmed by educational technology? Learn how to create a resource inventory as a one-stop-shop for tested educational technology tools and training.
- VConnected Team members are wrapping up their pilot projects. Results will be distributed to faculty and staff this summer.

Human Resources – Haven David

- Personnel Actions:
Resignation for May – Gina White – A D N Instructor – Vernon; John Blair – Head Softball Coach
- Accepting applications for Biology Instructor, A D N Instructor, Head Softball Coach, Health Careers Instructor Burkburnett High School, Assistant Volleyball Coach.
- Attended Leadership Vernon Meeting April 4th and May 2nd .
- Working on large Demographic File for Planwithease.
- Reappointment letters sent out.
- Attended WFHRMA Meeting.
- Held Employee Handbook Committee meeting.
- Toni attended “Weathering the Storm” – Employment Law Seminar in Lubbock.

DRJ Comments –

- I am very proud and excited about all of the progress and the work that is continuing in support of **STUDENT SUCCESS**. Continued implementation of the recommendations of the academic advising task force and the retention/completion task force, the work of the student success by the numbers task force, the college effectiveness committee emphasis on key performance indicators of success (KPIAs), as well as numerous department discussions and decisions that are helping toward our goal of assisting students to be successful. **THANK YOU!!**
- The next month will be very hectic as we finish a semester, facilitate a large relocation at CCC, and begin summer school. I appreciate in advance everyone’s tremendous positive attitude and cooperation as we accomplish this tremendous time of transition.
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