

## Facilities

### Vernon College Annual Action Plan 2016-2017 by Priority Initiative

**Priority Initiative #1:**

Implement a centralized, unified and organized recruitment and retention effort.

**Priority Initiative #2**

Improve the quality of educational and student support services to increase student learning, student retention, and certificate/degree completion or transfer by students.

**Priority Initiative #3:**

Incorporate general education outcomes throughout the institution and develop assessment measures to evaluate their achievement.

**Priority Initiative #4:**

Develop an institutional Quality Enhancement Plan process for identifying key issues emerging from institutional assessment and focusing on learning outcomes and/or the environment supporting student learning and accomplishing the mission of Vernon College.

**Priority Initiative #5:**

Support opportunities for professional development for all Vernon College employees through appropriate funding.

**Priority Initiative #6:**

Provide fiscal, physical, human and technological resources to accommodate current and future needs.

### Administrative Services

**Objective #1 :** Update 2016-2017 Facilities Master Plan for all locations

**Responsibility:** Physical plant directors and Dean of Administrative Services

**Statement of Need:** To provide coordinated plan for ongoing maintenance and improvements to College facilities and support annual action plan

**Actions:**

1. Meet with Facilities Planning committees for all locations to review prior plan and make changes for the upcoming years.
2. Present recommendations to Administrative Team

3. Update and distribute Master Plan
<b>Resources and Approximate \$:</b> Facilities: Currently budgeting \$150,000 per year for all capital projects at all locations
<b>Assessment Method/Date:</b> Meeting notes, emails, budget - Updated 2016-2017 Master Plan by March 31, 2017

<b>Objective #2</b> Complete all approved projects by 08-31-17 - Vernon
<b>Responsibility:</b> Facilities Director and Dean of Administrative Services
<b>Statement of Need:</b> As identified in the Facilities Master Plan
<b>Actions:</b> 1. Quarterly reviews by Dean of Administrative Services and Facilities Director to make sure we're on target to complete projects
<b>Resources and Approximate \$:</b> Facilities: Approximately \$75,000 per year included in annual budget to cover capital projects on Vernon campus.
<b>Assessment Method/Date:</b> Complete all approved projects by 08-31-17

<b>Objective #3</b> Complete all approved projects by 08-31-17 – Wichita Falls
<b>Responsibility:</b> Director of Physical Plant and Dean of Administrative Services
<b>Statement of Need:</b> As identified in the Facilities Master Plan
<b>Actions:</b> 1. Quarterly reviews by Dean of Administrative Services and Director of Physical Plant to make sure we're on target to complete projects
<b>Resources and Approximate \$:</b> Facilities: Approximately \$75,000 per year included in annual budget to cover capital projects on all Wichita Falls locations.
<b>Assessment Method/Date:</b> Complete all approved projects by 08-31-17

<b>Objective #4</b> Complete renovation of Century City Center parking lot
<b>Responsibility:</b> WF Facilities Manager and Dean of Administrative Services
<b>Statement of Need:</b> Almost 40 years of wear and tear have left the parking lot in very poor condition. An examination by Bundy, Young, Sims and Potter revealed that the original construction did not include a suitable base which has compounded the problem. The only real fix will be to tear out all existing material and replace the parking lot completely.
<b>Actions:</b> 1. Phase I will consist of total renovation of the west and north parking lots. This should be completed in the Summer of 2017. 1. Phase II will consist of the total renovation of the east parking lot. Target date will be Summer, 2018.
<b>Resources and Approximate \$:</b> Facilities: Most recent estimate was approximately \$800,000 for the entire project.
<b>Assessment Method/Date:</b> Architects final report, paid invoices, physical observation. Completed by August 31, 2018.

<b>Objective #5</b> Continue to explore options for possible relocation of Skills Training Center
<b>Responsibility:</b> President and Deans
<b>Statement of Need:</b> As Wichita County moves forward with their plans to renovate and expand the county jail facility into the space we currently occupy in the Sprague building, it is critical that we be proactive in developing and moving forward with a relocation plan.

**Actions:** 1. Explore any and all options (purchase, lease, build) that are presented as a possibility.  
2. Explore financing options associated with acquiring new facility.

**Resources and Approximate \$:** **Facilities:** Cost of relocation could range from a few hundred thousand dollars to several million dollars?

**Assessment Method/Date:** Meeting notes, architectural drawings, purchase/lease contract. This could be ongoing for several years.

### Admissions, Records and Financial Aid

**Objective #2 :** Compliance with SACSCOC Comprehensive Standard 3.9 Student Affairs and Services 3.9.3

**Responsibility:** Dean of Admissions & Financial Aid/Registrar, Director of Admissions and Records, and Director of Financial Aid

**Statement of Need:** The institution provides a sufficient number of qualified staff – with appropriate education or experience in the student affairs area – to accomplish the mission of the institution (SACS 3.9.3)

**Actions:**

1. Monitor admission application volume and unduplicated enrollments for adjustments or additions to staffing for Admissions and Records Office
2. Monitor FAFSA applicant volume and total dollars awarded for adjustments or additions to staffing for Financial Aid Office

**Resources and Approximate \$:** Personnel: Classified II positions as needed per volume (Est. \$20,000) per position

Technology: Computer (\$1,100) Telephone (\$250) and Printer (\$250) per position

**Facilities:** Desk and chairs for above position (\$500 est.) per position

**Assessment Method:** Enrollment numbers from THECB 001 and 00A reports on credit and non-credit students **Date:** March  
FAFSA volume and annual dollars of aid awarded **Date:** November

### Instructional Services

**Objective # 3:** Provide additional classroom/lab space at CCC for current and future needs.

**Responsibility:** Dean of Instructional Services, Associate Dean of Instructional Services

**Statement of Need:** Potential loss of Multi-purpose room at STC due to non-renewal of lease and potential movement of CIS program to CCC and the potential addition of new programs (Physical Therapy Assistant, Radiology Technician, Massage Therapy) at CCC.

**Actions:**

1. Review need, feasibility, and costs associated with the potential remodeling existing theater space at CCC for large multi-purpose classroom.
2. Review need, feasibility, and costs associated with the potential remodeling of CCC718 for classroom utilization.
3. Review the feasibility and costs associated with movement of CIS program from STC to CCC.
4. Review adequacy of current open computer labs to meet student needs

**Resources and Approximate \$:** \$? - **Facilities**

**Assessment Method/Date:** Recommendation to Facilities committee

**Date:** February 1, 2017

### Student Services

**Objective # 2:** Provide secure bike storage for Vernon College students living on campus in the residence halls.

**Responsibility:** Housing Director and Associate Dean of Student Services

**Statement of Need:** Currently there is no secure bike storage for Vernon College Residence Hall students. Students must store bikes in their rooms which takes up a lot of their already restricted living space.

**Actions:**

1. Secure funding and purchase bike racks for students.
2. Work with Vernon College maintenance for installation of bike racks.

**Resources and Approximate \$:** \$700 Facilities

**Assessment Method:** Bike racks purchased and installed **Date:** September 2016

**Priority Initiative #7:**

**Enhance the technological infrastructure of the institution.**

### Office of the President

#### Athletics

**Objective #1:** Integrate current and readily available technology assets for: 1) improvement of fan experience and increasing athletic program visibility; and 2) increasing the opportunities for academic success among currently enrolled student athletes.

**Responsibility:** Athletic Director, Assistant Athletic Director, Softball Coach, Baseball Coach, Volleyball Coach, Rodeo Coach.

**Statement of Need:** The athletic department is commonly referred to as the gateway to an educational institution because the far reaching appeal of sports garners interest in the campus and stimulates inquiries about academic programs offered that lead directly to student enrollment. Additionally, there is direct correlation between the availability of appropriate educational technology and improved student athlete performance.

**Actions:**

1. Provide internet connectivity at the baseball and softball game facilities and the competition gym.
2. Allow option of in game, real-time scoring of softball and baseball games with the use of table based (iPad) digital scorebook systems (Game Changer digital scorebook for softball and baseball).
3. Provide the option of video recording of games (softball, baseball, and volleyball) and practices (softball, volleyball) for archiving, scouting, and the promotion of our student athletes to four year colleges/intuitions to continue their playing careers.

4. Utilize campus technology resources for the purposes of live stream broadcasting of games for improvement of fan accessibility and promotion of the Vernon College Athletics brand (bringing traffic to the Vernon College web site).
5. Utilize campus computer labs/classrooms to provide all team members online access during study hall sessions (softball, baseball, rodeo, and volleyball).
6. Provide student athletes with personal USB hard drives for use in the creation and storage of academic assignments (softball).
7. Purchase of two Verizon Jetpack wireless internet routers for use on bus trips (softball, baseball and volleyball) and maintenance of a 30GB per/month subscription.

**Resources and Approximate \$:** Facilities, Technology; Campus facilities, camera equipment and memory cards, campus internet access, Verizon Jetpacks and monthly subscription divided amongst softball, baseball, and volleyball each month, previous Vernon College Foundation grant, Quality Enhancement department assets (iPads and broadcasting hardware).

**Assessment Method:** Review of student athlete academic performance via GPA review/parent and fan feedback on the availability and quality of video content from home games. **Date:** Summer 2017

**Priority Initiative #8:**

**Develop processes for fundraising and alumni to better support the College's needs through more external funding and the building of a strong alumni base.**

**Priority Initiative #9:**

**Ensure institutional accountability through effective strategic planning and assessment processes.**