

## Vernon College Annual Action Plan 2018-2019 - Facilities by Priority Initiative

**Priority Initiative #1:**  
Implement a centralized, unified and organized recruitment and retention effort.

### Admissions, Records and Financial Aid

#### Recruiting

**Objective #3:** Enhance Recruiting presence and marketing to prospective students through wrapped recruiting vehicle

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

**Statement of Need:** Increased recruiting presence, professionalism, and marketing through wrapping of recruiting vehicle used for travel throughout 12 county service area to recruiting events and high school visits

**Actions:**

1. Purchase economical car for primary use as a recruiting vehicle
2. Wrap car with VC logos and Chaparral mascot in school colors

**Resources and Approximate \$:** **Facilities:** Car : \$25,000 Wrapping: \$1,500

**Assessment Method:** Vehicle purchased and wrapped **Date:** September 2019

**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.

### Admissions, Records and Financial Aid

#### Financial Aid

**Objective #1:** Compliance with SACS COC 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. \$21,000) per position

**Technology:** Computer (\$1,000) 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  
FAFSA volume and annual dollars of aid awarded

**Date:** March 2019

**Date:** November 2018

### Administrative Services

#### Facilities

**Objective #1 :** Update 2018-2019 Facilities Priority Rating for all locations

**Responsibility:** Facilities Planning Committee, 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 Priority Rating

**Resources and Approximate \$:** **Facilities** Currently budgeting \$250,000 per year for all capital projects at all locations

**Assessment Method:** Meeting notes, emails, budget **Date:** Updated 2018-2019 Facilities Priority Rating by February 28, 2019

<b>Objective #2 :</b> Complete all approved projects by 08-31-19 - Vernon
<b>Responsibility:</b> Facilities Director and Dean of Administrative Services
<b>Statement of Need:</b> As identified in the Facilities Priority Rating
<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 \$150,000 per year included in annual budget to cover capital projects on Vernon campus
<b>Assessment Method:</b> Complete all approved projects <b>Date:</b> 08-31-19

<b>Objective #3 :</b> Complete all approved projects by 08-31-19 – Wichita Falls
<b>Responsibility:</b> Director of Physical Plant and Dean of Administrative Services
<b>Statement of Need:</b> As identified in the Facilities Priority Rating
<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 \$100,000 per year included in annual budget to cover capital projects on all Wichita Falls locations.
<b>Assessment Method:</b> Complete all approved projects <b>Date:</b> 08-31-19

### Instructional Services

<b>Objective #2:</b> Review feasibility of providing additional classroom/lab space at CCC for current and future needs.
<b>Responsibility:</b> VP of Instructional Services, Associate Dean of Instructional Services, Director of Continuing Education, Facilities Committee
<b>Statement of Need:</b> Current occupancy at CCC limits the potential addition of new programs (Barber, Radiology Technician, Medical Technician Assistant, Veterinary Technician, AAS-Paramedic, Bartending, Military → RN Bridge, Paramedic → RN Bridge).
<b>Actions:</b> 1. Continue to review need, feasibility, and costs associated with the potential remodeling and conversion of existing theater space (upstairs) at CCC into a large multi-purpose classroom or labs for potential programs.
<b>Resources and Approximate \$:</b> \$? - Facilities
<b>Assessment Method:</b> Recommendation to Facilities committee
<b>Date:</b> February 1, 2019

## Office of the President

### Athletics

<b>Objective # 1:</b> Explore the feasibility of providing restroom accommodations and a small team meeting room within the rodeo facility.
<b>Responsibility:</b> Head Rodeo Coach, Athletic Director, Assistant Athletic Director
<b>Statement of Need:</b> Currently there are no restrooms located within rodeo arena area. All members are required to either return to the dorm to use the restroom. This greatly decreases efficiency for practice time.
<b>Actions:</b> <ol style="list-style-type: none"><li>1. Inquire about the cost of this project.</li><li>2. Get possible quotes for project.</li></ol>
<b>Resources and Approximate \$:</b> Facilities, Cost of project (TBD)
<b>Assessment Method:</b> Project approval <b>Date:</b> December 2018

<b>Objective # 2:</b> Paint interior of King Center Gymnasium.
<b>Responsibility:</b> Athletic Director
<b>Statement of Need:</b> With the King Center being one of the more visible and utilized facilities on campus, this would provide a more aesthetic appeal for recruitment.
<b>Actions:</b> <ol style="list-style-type: none"><li>1. Possible quotes for cost of paint and labor.</li><li>2. Request approval of the project.</li></ol>
<b>Resources and Approximate \$:</b> Facilities, Institutional Improvement
<b>Assessment Method:</b> Completion of project <b>Date:</b> August 2018

**Priority Initiative #7:**  
Enhance the technological infrastructure of the institution.

### Instructional Services

<b>Objective #2:</b> Implement alternatives when appropriate to ITV systems including Skype for Business (currently available in Microsoft Office 365), Canvas Big Blue Button, and Pexip.
<b>Responsibility:</b> VP of Instructional Services, Division Chairs, Directors, Media Specialist, IT department.
<b>Statement of Need:</b> Recommendation by faculty and staff.
<b>Actions:</b> <ol style="list-style-type: none"><li>1. Professional development training for alternatives to ITV systems (Skype for Business, Canvas Big Blue Button, and Pexip).</li></ol>
<b>Resources and Approximate \$:</b> ? - Facilities/Technology

**Assessment Method:** Expressed Faculty/Student satisfaction

**Date:** September 30, 2019

**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.