

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

- Draft two of the budget was reviewed by the board of trustees at the May 20 meeting. The draft continues to be reviewed by the administrative team. The over \$21 million budget draft currently has approximately \$375,000 more expenses than estimated revenue. Draft three should include a more current estimate of state funding from the legislative session as well as some additional reductions in expenditures. The budget is usually finalized at the July board retreat and approved at the August board meeting.
- In accordance with board approved facility naming policy, the board approved the following at the May 20 meeting:
 - In recognition for many years of tremendous support to Vernon College athletics and specifically for the support last summer to help fund extensive expansion and upgrades to the rodeo practice facility, the board approved to name the facility in honor of Mr. Joe Chat Sumner. In addition to the Wade Kirk Softball Field, the Bob and Anna Wright Baseball Field, and the King Gymnasium—we now have the “Joe Chat Sumner Rodeo Complex”.
 - Also, in recognition of 10 years as winning rodeo coach who elevated the Vernon College rodeo team status in the region and the nation by recruiting and coaching a National Champion Team, Reserve National Champion Teams, several individual National Champions, and a number of Southwest Region Champion Teams---and an additional 18 years as Director of Maintenance who has exhibited continuous support for the rodeo program, the board approved to name a component of the Joe Chat Sumner Rodeo Complex---the “John Mahoney Arena”.
- At the May 20 meeting, the board of trustees also approved the submission for the AAS Degree in Surgical Technology. According to the Commission on Accreditation for Allied Health Education Programs (CAAHEP), the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting will revise their standards to include “all programs should award a minimum of an Associate Degree upon program completion by Aug. 1, 2021”. The Vernon College Surgical Technology program is currently accredited by CAAHEP. The certificate program is currently 45 SCH. By adding 15 additional SCH, students will be able to graduate with their AAS and be in compliance and employable with the new standards. VC will be in compliance with THECB since the AAS will not exceed 60 SCH.
- Vernon College has been in discussions with Lincoln Clean Energy in regard to an application for the College to approve a tax abatement agreement with the company in regard to a proposed wind energy project in eastern Wilbarger County. The discussions and possible action on the agreement will continue at the June 17 board meeting.
- A brainstorming group led by Betsy Harkey and Michelle Alexander developed preliminary objectives to assist in writing and submitting a Title III grant by the first week of June. The grant would be for approximately \$2.2 million. The grant will focus on intervention strategies to improve retention and completion of Vernon College students as well as the implementation of a new ERP/Student Information System to provide needed data to assist with retention and completion strategies as well as numerous other enhancements to college functions. The grants should be awarded by the first part of October. If Vernon College receives the grant, a great number of new strategies, functions, processes, and practices will be implemented as a result of the grant activities.

Instruction – Dr. Gary Don Harkey

- Summer I and Summer 11 classes are underway while registration for the Summer II term will continue through July 2.
- Faculty members continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Summer II and Fall terms.
- A BIG THANKS to **Judy Ditmore** and **Michelle Downes** for delivering *Meals on Wheels* on behalf of Instructional Services during the month of May.

- **Brad Beauchamp, Greg Fowler, Roxie Hill, Criquett Lehman, and Gary Don Harkey** recently attended the state-wide *Core Curriculum Conference* hosted by Cisco College in Abilene. This professional development activity was paid in part by the *Region IX P-16 AVATAR* grant.
- Seven members of the **Surgical Technology Student Association** along with Program Coordinator **Jeff Feix** attended the Association of Surgical Technologists National Conference in San Antonio, Texas May 14-16. The students attended the Student Forum where the focus was preparing for the National Certified Surgical Technologists exam while Jeff attended the Pre-Conference Instructor's Workshop along with conference and participated as a delegate in the business meetings.
- Industrial Automation Instructor **Mark Holcomb** recently attended *RS Logic 5000 Training* in Dallas as part of specialized professional development for CTE instructors provided for by the Perkins grant.
- Associate Dean of Instructional Services **Shana Drury** attended THECB Programs of Study and Workforce Education Course Manual (WECM) Facilitator training in Houston May 18-21, 2015 at San Jacinto College.
- Instructional Services Speech Instructor **Donnie Kirk** recently attended the *National Institute for Staff and Organizational Development (NISOD)* Conference in Austin along with **Sjohonton Fanner** (Student Services) and **Robert Johnson** (Administrative Services).
- Dean of Instructional Services **Gary Don Harkey** attended the *Texas Community College Instructional Administrators (TCCIA) Summer Conference* in Fredericksburg May 31- June 2.
- Hats off to Agriculture Instructor **Michael Schoppa** for coordinating and assisting with the *Wichita District FFA Convention* which was hosted on the Vernon Campus on May 8. Over 300 FFA members were on hand for the day-long event.

Student Services/Athletics – John Hardin, III

- Student Services is working on updating, editing and printing the 2015-2016 Student Handbook. The Associate Dean of Student Services attended the Texas State School Safety Summit on May 13, 2015.
- Student Success Specialist is surveying and generating follow up data on appointments seen in the 2014-2015 school year and also provided data for the Title III grant application. Scheduling and preparing for Fall 2015 Chap Express programs in August 2015.
- Security attended the Texas State School Safety Summit on May 13, 2015. Security is also scheduling summer security guard hours through Cannedy Security Services.
- Housing conducted room check out the week of May 11th. Currently inspecting all rooms for summer repairs and ordering supplies for Fall 2015.
- Counseling is conducting NSO's for summer and fall enrollment, advising at summer registrations, and completing preparations to begin offering online NSO's.
- Testing is providing all standard testing services to VC students as well as preparing for a busy instructional testing summer serving Vernon College online course offerings.
- Baseball, Softball, Volleyball & Rodeo are staying busy with recruiting.
- Student Activities is providing Vernon Campus tours, planning the SGA meeting schedule for Fall 2015, assisting with Chap Express planning and preparations, and learning the NSO programming.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Graduation Ceremony 2015 was held at Wilbarger Memorial Auditorium May 16.
 - Spring grades were due May 18 at 9am and processed for transcript posting.
 - Running Degree Audits and certifying May Graduation applicants.
 - Summer and Fall Campus Connect online registrations are open for enrollment.
 - On-site registrations on May 27 on Vernon Campus and May 28 at Century City Center.
 - Joe Hite participated in the Shave Elementary School Career Day.
 - Processing Applications for Admissions and mailing applicable status letters.
 - Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed.
 - Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- **Financial Aid and Veterans Affairs:**

- Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
- Processing of 2014-2015 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Processing of 2015-2016 Free Application for Federal Student Aid (FAFSA) and Texas Application for State Financial Aid (TASFA) and packaging of eligible applicants.
- Financial Aid Blog composed and posted on webpage.
- Spring 2015 satisfactory academic progress review completed.
- Processing Return to Title IV's for students who received all F's for Spring 2015.
- Participated in the District 3 4-H Roundup.
- Melissa Elliott participated in the Shive Elementary School Career Day.
- Financial aid webpages updated to 2015-16 information.
- Financial Aid brochure updated.
- 14 Follow Up contacts made to financial aid applicants.
- Created an email introducing students to HigherEDGE Loan Default Servicing.
- HigherEDGE Loan Default Servicing email sent to all Spring 2015 student loan recipients.
- 2014-15 SEOG Federal Grant reconciliation completed.
- 2014-15 TEXAS Grant State reconciliation completed.
- 2014-15 TEOG State reconciliation completed.
- Participating in New Student Orientation (NSO) sessions.
- Evaluating military training transcripts.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – Business as usual
- **Bookstores** –
 - Both bookstores just finished spring book buy backs and are restocking shelves, preparing returns and getting ready for summer registration.
 - Kim, Kathy Kim, Kathy and Jana are working on fall book adoptions and the new web site.
- **Facilities**
 - Wichita Falls** –
 - Crews have been busy replacing ceiling tiles damaged by leaks, replacing bulbs and ballasts, installing new data lines at Vernon and WF and taking care of yard work.
 - They have also been working on floor drains at Skills to try to alleviate flooding issues and staining the concrete stairs at Century City.
 - Set up front lobby at Century City for police academy graduation.
 - Robert Johnson attended the NISOD conference in Austin where he received the NISOD Excellence award.
 - Vernon** –
 - Ray and Lyle have been busy servicing vans, busses, gators and trailers as well as running new electrical lines to the softball dugouts and installing LED flood lights in the softball field house.
 - Cut up and hauled off, with help from Chad and TJ, large tree that blew down in front of Congregate Meals building
 - Lyle attended chemical safety training at Temple College and is working on implementing some of what he learned and updating MSDS books for maintenance.
 - Joey and custodial crew have stripped and waxed all vct floors in Biggs and Sumner buildings and refinished the gym floor.

College Effectiveness – Betsy Harkey

- **Data update** –
 - Student Success Data Facts presented to the Board of Trustees during their May meeting were the KPIA Benchmarks and Course Completion Success. The most up to date copies of these documents can be found on the Vernon College website at <http://www.vernoncollege.edu/KPI-Home>
 - Betsy has been running POISE sorts for Summer and Fall application and registration counts. The data is emailed to the Data Group. If you are not on the list and would like to receive these emails, please contact Betsy.

- **SACSCOC 10 Year Review – Just a reminder** that preparations are underway for the Vernon College self-study for the SACSCOC 10 year review. The self-study process will begin this summer. One of the first steps is to assign subject matter experts to each of the SACSCOC criteria. Due to the far-reaching amount of information and input required for the 10 year self-study, the College Effectiveness Committee will serve as the SACSCOC oversight team.
- **Title III Application** – May and early June included time spent completing the Title III Application which, if selected, would provide Vernon College with over two million dollars to fund two strategies. The two strategies included on the application are:
 - Provide students, faculty, staff and administration with the information they need to make data informed decisions (this would provide funding for a new student information system/ERP and one new position).
 - Increase academic support through proactive and intrusive advising (this would provide funding for extensive training and two new positions).Title III is not annually open for applications and it is important to throw our name in the hat when the opportunity presents itself. Thank you to all who contributed to the application process.
- Thank you to all who worked so hard on the party to celebrate the high school seniors of Vernon College employees. It was great and your time is truly appreciated!

Institutional Advancement – Michelle Alexander

- GenTX Day was a huge success again this year! Thank you all so much for your help and support! A special thank you to Carl, Robert, Gary, Chris, Jose, and Rick! These guys were there to assist me in each and every way no matter how many requests I had! They were there before everyone that morning and only left after everything was put back! Thank you so much!! We had 254 students attend with 19 school sponsors from 11 different schools! The number registered to come was a 70% increase from the previous year. Everyone is looking forward to another great event next year!
- The Petrolia PALS students visited and toured the Century City Center
- Vernon College hosted Road to College again for 17th six graders. Special thanks to Dr. Johnston, Melissa Moore, and Roxie Hill for their presentations that day.
- LeAnn Scharbrough presented to 61 fifth graders at Shive Elementary. Melissa Elliott and Joe Hite were also there representing Vernon College.
- Sharon Wallace and Diana Shipley represented Vernon College at the Dream Big Event at Southern Hills Elementary in Wichita Falls. The Computer and Information Science Department talked to sixth graders about the various opportunities in Computer Technology covering programming in respect to various automated (robotic) technologies that are being used every day. During the sessions, students were allowed to interact with the robots. The Cosmetology Department taught sixth grade students different braiding techniques and gave them the opportunity to practice on mannequins. Approximately, 80 students attended their sessions. Vernon College was a big hit among the students and left a great impression on these students.
- The Quickstep group from Rider toured the Skills Training Center. All instructors were there to show off their programs and the students really enjoyed it!
- LeAnn attended the Sheppard AFB Career/Education Expo with Linda Thomas
- 69 fifth grade students from Holliday Elementary toured the Century City Center and listened to presentations. Thank you to Nina Feldman, Melissa Moore, and Seth Hughes for your help!
- LeAnn presented to 90 fifth and sixth grade students at the Cunningham Elementary Career Day
- 44 eighth grade students from Olney Junior High toured the Skills Training Center. Thank you to Debbie Richard, Melissa Moore, and Chris Smith for your help!
- 75 fifth grade students from Fowler Elementary toured the Century City Center. Thanks to Nina Feldman, Jennifer Brumley, and Melissa Moore for your help!
- LeAnn continued individual tours and appointments for prospective students
- Survey sent out to area counselors for feedback on all Vernon College events and about possibly adding a High School senior event for the fall.
- Survey sent out to Vernon College employees for feedback on GenTX Day
- Brainstorming sessions to begin for possible events for the 2015-2016 school year
- A recruiting email was sent out to 2,519 people and 3,247 emails about summer registration, continuing education information along with many other important dates, etc.
- Christie Lehman is working on a video shoot for a 1 min. Farm and Ranch Video
- Attended Graduation/End of Year Events

- Summer & Fall advertising going on NOW
- Christie is working on Alumni Imports & May e-Newsletter
- Putting together VC success stories
- Michelle Alexander and Holly Scheller participated in a conference call with Haines Direct to discuss direct mail pieces and the challenges with the new generation
- The 2015-2016 *Vernon College Catalog* is complete and at the printers.
- More than 300 people attended the May 21 Police Academy Graduation which was held for the first time at Century City Center. Thank you to Carl, Robert, Gary, Chris, Rick and Jose for all of the help getting everything ready!
- Michelle is working with AwardSpring to migrate the Colleges on-line scholarship application process to their new platform. This new version will launch at the end of the summer.
- Michelle and Melissa Moore are completing the scholarship awards for the Catching the Future and College Connections Dual Credit Scholarship Programs.

Quality Enhancement – Criquett Lehman

- Sjhonton Fanner and Donnie Kirk attended the Annual NISOD International Conference on Teaching and Leadership Excellence. This opportunity was provided as part of the Quality Enhancement professional development initiative.
- The Technology Committee (including Run Business Solutions) made recommendations to update all technology related policies found in the Employee Handbook, Student Handbook, Student Residence Handbook, and Distance Education Manual. This includes a detailed email policy for both employees and students.
- The QEP Planning Committee met in May and selected a topic. They will outline the topic this summer and announce it in the Fall. Also research has begun to complete the required literature review for the Quality Enhancement Plan.
- The SENSE (Survey of Entering Student Engagement) is just around the corner. Survey administration will be conducted during the 4th and 5th weeks of class and asks students to reflect on their earliest experiences (academic and services-related) with the college. This survey helps community colleges discover why some entering students persist and succeed and others do not.

Human Resources – Haven David

- Sherrie Denham will transfer to Director of Vocational Nursing at a time to be determined.
- Anita Williams will transfer as a Health Careers Instructor at VTC to City View.
- We had two terminations – Sandra Godina and Curtis Baston-Hughes.
- Retirements effective in May – Kathy Nault, Lynn Kalski, and Dina Neal.
- Interviews for Sociology Instructor are being held May 27th.
- Interviews for Financial Aid/Veterans Service, Classified II will be held June 2nd.
- We are accepting applications for ADN Instructor, LVN Instructor, and Grounds Technician.

DRJ Comments –

- I continue to request that each and every one of us focus on recruiting and retention of students. These efforts will have significant impact on future Vernon College budgets if we can increase tuition and fee revenue through increased enrollment and retention.
- I am very excited about the possibilities of improvement that the Title III grant activities could bring to Vernon College. If awarded, there will be a great deal of work involved to meet the grant expectations. I appreciate in advance your time, energy, effort, and cooperation on behalf of Vernon College.
- Please contact me with any input or questions at:
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