

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 budget process for 2015-2016 is in full gear. All initial budget requests were turned in by April 1. The administrative team worked hard to prepare the first draft of the budget. There is no new revenue from taxes, state funds, or tuition and fees. We are taking a very conservative approach to estimated tuition and fee revenue, so even with the recent tuition and fee rate increased, the estimated revenue from tuition and fees for 2015-2016 will decrease. The assumption is the enrollment decline will stabilize, but we are being conservative with estimates. The initial requests exceed estimated revenue by just over \$500,000. The administrative team is scrutinizing the expense side of the budget for all possible reductions. Each position that has come open since January 1 due to attrition or retirement is being reviewed to see if it can be deleted and the functions shared with other positions or be accomplished with a part-time employee. As we continue this practice through the summer, I expect this review to generate reductions in expenditures for the 2015-2016 budget. In addition, the planning process produced a request for several additional positions for the upcoming year. The current approach to the budget will not be able to include any new positions at this time. Draft two will be presented to the board for review and discussion at the May 20, 2015 meeting.
- The board approved to reduce tuition and fee cost to active duty military personnel as a result of a government change in military tuition assistance for active duty military personnel. Basically, the government will only reimburse active duty military personnel for tuition cost and not for any fee cost. Some other colleges are packaging their costs all under the category of tuition. Vernon College will continue to charge tuition, special fees, and course fees as we have for several years, but the College will exempt active duty military personnel from institutional service fees. The active duty military personnel may still need to pay a special fee or course fee for classes such as welding, EMT, etc. This change should encourage these military personnel to choose Vernon College.
- The board conducted a special meeting on April 27, 2015 to hear a presentation by Lincoln Clean Energy in regard to a potential tax abatement request for a new wind farm proposed for eastern Wilbarger County. The company is proposing a payment in lieu of taxes (PILOT) to encourage the college to approve the abatement. Other taxing entities in Wilbarger County are having similar discussions with Lincoln Clean Energy. Discussions will continue and research is being conducted to ensure the end result is beneficial for Vernon College. No action has been taken.
- Please make plans to attend Vernon College graduation ceremonies on Saturday, May 16, 2015 at the Wilbarger Auditorium. I hope you can attend all three ceremonies.
 - 9:00 am Graduation rehearsal
 - 10:00 am Faculty, staff, and board members lining up for march
 - 10:30 am Graduation – All students not ADN (Registered Nurses)
 - 11:15 am Reception
 - 12:15 pm ADN Graduation rehearsal
 - 1:30 pm Graduation – All ADN completers
 - 2:15 pm ADN Reception
 - 3:15 pm ADN Pictures in the auditorium and line up in Empire room
 - 3:45 pm ADN Pinning ceremony

Instruction – Dr. Gary Don Harkey

- Faculty are currently assisting students with the development of their summer and fall class schedules via the **Course Schedule Advisor** process.
- Development of the 2015-2016 budget continues.

- The *Program & Discipline Evaluation Subcommittees* have completed their review and assessment of the 2014-15 scheduled programs and disciplines and will bring their recommendations forth to the Academic Council on May 1. Thanks to program subcommittee members **Mark Holcomb** (Chair), **Clara Garza**, **David Tepfer**, and **Mike Hopper** as well as to discipline subcommittee members **Greg Fowler** (Chair), **Kristin Harris**, **Mark Roberson** and **Lyndon Burnham** for all their efforts.
- Associate Dean of Instructional Services **Shana Drury** was recently elected to a 2 year term as Vice President of the *Texas Association of College Technical Educators* (TACTE). Congratulations Shana!
- Government Instructor **Daniel Lowe** recently travelled to Trinity Valley Community College in Athens to participate in *Consortium Leadership and Renewal Academy* (CLARA) workshops.
- **Farm & Ranch Management** students along with instructor **Michael Schoppa** recently toured the R. A. Brown Ranch near Throckmorton, TX where they were provided with an explanation of the day-to-day operations of the ranch as well as discussion pertaining to the creation of composite breeds of cattle that were developed at the ranch.
- The Vernon College **Surgical Technology Program** was named a *Galaxy Star Program* for the 13th year in a row. The award recognizes the commitment and dedication to the professionalism of the Surgical Technologist. The *Galaxy Star Program* gives recognition by the Association of Surgical Technologists (AST) to ST Programs that demonstrate over 75% student membership in AST. The VC Program has had 100% membership since inception.
- Students in **Dr. Elaine Naylor**'s Anatomy & Physiology class were recently treated to a surprise visit by [MuscleWoman](#) - Student Engagement at its finest!
- Instructional Design & Technology Coordinator **Roxanne Hill** recently attended the *Texas Distance Learning Association Conference* in Dallas.
- The **Surgical Technology Student Association** held their *Annual Garage Sale* on Saturday, April 11th and netted \$813 to help defray expenses associated with their travel to the National Conference in San Antonio later this month. Thanks to all who supported their efforts!
- Director of Continuing Education **Nina Feldman** along with **Tina Baker** and **Seth Hughes** recently attended the *Texas Association of Continuing Education (TACE) Annual Conference* in Austin.
- **Agriculture/Farm and Ranch Management** students, under the direction of Instructors **Michael Schoppa** and **Chad Smith**, recently assisted with the District 3 4-H Horse Judging Contest held at the Wilbarger County Event Center. Over 100 area 4-H'ers participated in the event.
- Adjunct History instructor **Cody Bradley** recently presented at the West Texas Historical Association in Amarillo. Cody's presentation looked at influences on Texas Politics during the time the 1875-1876 Texas Constitution was written and covered demographics as well as such influences as the controversy surrounding barbed wire, railroad interests, and water rights.
- Director of Library Services **Marian Grona** and CCC Librarian **Stephen Stafford** recently attended the *Texas Library Association Annual Conference* in Austin.
- The **Lab Coat Posse** (VC Science Club) recently celebrated *Earth Day* by hosting an event in the back foyer of the Century City Center where they were joined by **Progressive Waste Solutions** and shared information with students regarding composting and recycling.
- PASS Department Director **Deana Lehman** recently attended the *Texas Association on Higher Education and Disabilities (AHEAD) Annual Conference* in Galveston.
- On Saturday, April 25th the Instructional Services employees **Jeff Feix**, **David Tepfer**, and **Barbara Jinks** were joined by fellow VC employees **Jim Binion**, **Ellen Binion**, and **Jackie Polk** in volunteering for *Habitat for Humanity* of Wichita Falls. Thanks to all for representing Vernon College in this worthwhile charitable cause!
- Associate Dean of Instructional Services **Shana Drury** and **Mark Holcomb**, Division Chair for Information & Technology, recently attended the *Texas Association of College Technical Educators* (TACTE) Conference in Austin.
- On April 22, **Surgical Technology** students and Program Coordinator **Jeff Feix** assisted the VC Marketing Department with an event for Fowler Elementary in Wichita Falls. The students conducted a [Monkey Clinic](#) with 95 second graders participating. After a tour of the facilities, the ST students helped the young surgeons "operate" on the monkeys which were provided by the Marketing Department and the kids (both old and young) had a blast!

Student Services/Athletics – John Hardin, III

- Student Services has hosted a successful Honors Program April 16th, attended a TACUSPA webinar entitled Sharing Assessments results on April 22nd, and attended a THECB webinar of TSI updates on April 23rd. Student Services will be hosting the Sports Banquet on May 4th and beginning revision of the 2015-2016 Student Handbook. Student Services will participate in GenTex day May 1st with a tent offering free popcorn and temporary tattoos. Student Services staff will be attending the School Safety Summit offered by Texas State University.
- Student Success Specialist is contacting students who are on probation but did not attend in Spring 2015 to encourage enrollment in Fall 2015, attended the Texas Tech transfer conference, conducting a survey of students who used academic coaching services, planning Chap Express Orientation for August 2015.
- Volleyball completed spring at Clarendon
- Rodeo completed spring at Tarleton, Colten Beaty representing, VC at CNFR
- Softball completed spring against Grayson
- Baseball completes spring Friday May 1st against NCTC
- Security conducting normal patrols, monitoring campus cameras.
- Housing conducted room inspections on April 7 with minor infractions noted and fined, preparing for dorm check out the week of May 11, preparing a maintenance list for summer repairs, attending a safety conference at Texas A&M University
- Counseling is conducting NSO's for summer and fall enrollment, advising students for trial schedules for summer and fall enrollment, preparing the NSO book for reprinting, and participating in GenTex day. Wichita Falls Student Forum is hosting the annual art contest and end of semester pizza party on April 28th.
- Testing is providing all standard testing services to VC students and continuing advertising new CLEP testing at Century City to high school students as well as participating in GenTex day.
- Student Activities attended the Texas SGA convention on April 9-11 in Dallas and is preparing end of semester activities including water balloons Wednesday May 6th
- VC Athletics will host the Annual Sports Banquet May 4th at 6:30 pm at Wilbarger Auditorium

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Joe Hite and Amanda Raines attended the South Central Regional User Meeting (SCRUM).
 - Revised Transfer Curricula Degree Audits to help better serve Vernon College veterans.
 - Certified the THECB 00S, 0E1, 002 and 008 end of semester reports for Fall.
 - Completed Spring IPEDS reporting requirements.
 - The Cake Decorating and Life Guard Continue Education courses on the Vernon Campus were a huge success.
 - Began a communication flow for students who have taken the TSI exam but have yet to apply for admission.
 - Running Degree Audits and pre-checking May Graduation applicants.
 - Opened Summer and Fall Campus Connect online registration on April 23.
 - Submitted 2015-2016 Admissions and Records VC General Catalog changes, additions, and corrections.
 - Federally mandated consumer information notifications sent to all currently enrolled students.
 - 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.

- Aletha Newman attended the South Central Regional User Meeting (SCRUM).
- Financial Aid Blog composed and posted on webpage.
- Summer Pell Review Form added to the Financial Aid webpage.
- Reminder sent to all Spring 2015 enrolled students that are on financial aid suspension
- Reviewing NSLDS and Summer Pell forms for summer awards.
- Federally mandated consumer information updated.
- Federally mandated 2015-2016 Net Price Calculator information updated.
- Federally mandated 2015-2016 Shopping Sheet information updated.
- Spring 2015 Financial Aid Newsletter created and posted on homepage.
- Reviewed 2014-2015 SEOG and work study expenditures.
- Reallocated TEOG funds awarded and disbursed to students.
- 27 Follow Up contacts made to financial aid applicants.
- Working Early Alerts, contacting students, and adjusting aid where needed.
- Participating in New Student Orientation (NSO) sessions.
- Evaluating military training transcripts.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Stacy and Ann attended the POISE User group meeting in Tulsa and picked up several new ideas.
 - Jana and Stacy delivered Meals on Wheels.
- **Bookstores –**
 - Both stores are entering summer and fall adoptions and getting prepared for Spring Buybacks.
 - Jana and Kim attended Insite and GM Training in Columbia, MO. Insite and GM are our new on-line bookstore solutions that we hope to have up and running before the summer terms start.
 - Finalized spring book returns and have received and shelved summer books.
- **Facilities**
 - Wichita Falls –**
 - Mowing and edging flowerbeds weekly at CCC and Skills.
 - Installed new network cables in room 509.
 - Installed new cables for wifi in the fitness center at CCC.
 - Tested the network cables at the maintenance bldg. in Vernon.
 - Replaced the modem and installed two new cables in the Congregate Meals building in Vernon.
 - Shampooed carpets in several classrooms and offices at CCC.
 - Shampooed the carpets in the fitness center at CCC.
 - Vernon –**
 - Installed (3) 110 V electrical drops for automotive alignment machine.
 - Built and installed a steel valve cover box for a 2” water valve at the rodeo arena.
 - Hung a 4” pipe overhead at a 20’ gate at the rodeo arena.
 - Pulled new electrical wire between two globe lights south of the Biggs building.
 - Replaced the flywheel and starter on the F-150 ford pickup.
 - Replaced belts and idler pulleys on the Chevrolet bus.

College Effectiveness – Betsy Harkey

- **SACSCOC 10 Year Review** - 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.
- **Data update –**
 - Key Performance Indicators of Accountability (KPIA) and related benchmarks were reviewed and approved during the April meeting of the **Student Success by the Numbers Committee**. Following review by the College Effectiveness Committee and Board of Trustees, the information will be posted on the Vernon College website. Two new enrollment benchmarks were added for Continuing Education: At or above 400 contract training courses for Business and Industry (per academic year). At or above 211,000 contact hours (per academic year).

- The Texas Higher Education Coordinating Board (THECB) Accountability System has been updated and is ready for review at <http://www.txhighereddata.org/> . This is a primary data source for our KPIAs.
- The THECB Licensure Report was completed and certified in April. Data from this report will be used to update the Licensure and Certification KPIA.
- **College Effectiveness Committee** will have an electronic meeting the first of May. Primary agenda items will be KPIA and benchmark review.
- Gary Don and Betsy Harkey conducted mock interviews for 20 District III 4-Hers who were selected as potential 4-H scholarship recipients. In May, the 4-Hers will be interviewing for scholarships ranging from approximately \$1200 to \$18,000. Selection is based on several criteria such as 4-H background, academic success, citizenship/community service and financial need. It is always a great experience and wonderful reminder that our world is in really good hands.
- Betsy Harkey participated in the THECB Community College Accountability meetings in Austin.

Institutional Advancement – Michelle Alexander

- Preparations for GenTX Day, Friday, May 1 at Century City Center are underway. 322 students and counselors from 10 area high schools are planning to attend.
- Tours for individuals planning to start school this summer or fall were given at the Vernon Campus, Century City Center, and the Skills Training Center
- LeAnn Scharbrough gave a presentation to juniors at Notre Dame High School about the College
- LeAnn, Nina Feldman and Melissa Moore presented to 33 juniors and seniors at Harrell ALC.
- LeAnn attended the webinar: 10 Ideas to Boost Enrollment
- GED Students from the Paul Erwin Center and Wayland Baptist toured the Century City Center and were given detailed steps on college and how to get started
- LeAnn attended the spring Surgical Technology Advisory Meeting
- 95 second graders from Fowler Elementary visited the Century City Center and visited the Surgical Technology lab and participated in a “Monkey Clinic” where they bandaged up their wounded stuffed animals. A HUGE thank you to Jeff Feix and his STSA students for all of their help!!!
- Melissa and LeAnn gave a tour at the Century City Center to 40 8th grade students from Windthorst
- LeAnn attended the Workforce Solutions Youth Advisory meeting
- Plans are underway for the summer recruiting email
- Advertising for the Summer semester has started
- Preparing Fall advertising
- Working on a Farm and Ranch Management Video Shoot
- The next Alumni ENewsletter will go out the first week in May
- Vernon College Community Interaction Committee hosted Softball and Baseball Game Days on April 25 with Free Popcorn and drinks
- Christie Lehman delivered meals on wheels on April 1
- Closed out the Vernon College Foundation Online Auction with a grand total of \$ 7,958! Thank you again to everyone who participated!
- Attending end of year activities
- The annual Scholarship Banquet was held April 28, 2015.
- Holly Scheller is working with A. J. Lewis, VC Welding Instructor at Burkburnett High School the design of promotional materials for the Welding Competition. The May 15 competition will be held at Burkburnett High School for all High School Senior welders and is a recruiting event for the Vernon College Welding Program.
- Catalog updates and corrections are continuing.
- Holly attended the U. S. Department of Education **First in the World** grant Webinar
- 2015-2016 Scholarship offers are being sent to selected high school seniors
- Michelle Alexander, Amanda Raines and Holly participated in the U. S. Department of Education Pre-Application for Title III, Strengthening Institutions Webinar

Quality Enhancement – Criqueutt Lehman

- Results from the QEP Collaboration Sessions (Faculty, Staff, Students) and the QEP portion of the VC Questionnaire are available to faculty and staff through Blackboard. Just click the VC Innovation Center and select QEP Selection on the left-hand menu.

- The QEP Planning Committee will meet on Friday, May 8th to select a QEP topic. A QEP Development Task Force will then be created to design the project (Objectives, Resources, Activities, Assessment/Outputs, Learning Outcomes/Project Impact).
- The Technology Committee has drafted a Technology Request Process. Committee members have been working to ensure the process will be effective and apply to all college related technology needs. Additionally, the Committee, including Run Business Solutions, are updating all technology policies addressed in the Employee Handbook, Student Handbook, Student Residence Handbook, and Distance Education Manual.
- Thank you to all faculty who completed the Community College Faculty Survey of Student Engagement (CCFSSE) and who assisted in the administration of the Community College Survey of Student Engagement (CCSSE). Vernon College will receive the results of this survey July 31, 2015.
- A big THANK YOU to **Linda Haney, Katherine Kennedy, Debbie Richard, and Janice Turvaville** for organizing and administering the CCSSE!

Human Resources – Haven David

- We implemented Airbo this month. From the report page and from individual feedback it looks like this will be a successful tool to engage employees. However, there will probably always be that small group that is not going to engage whether you use email, Airbo, etc.
- Our new Tutoring Center Coordinator, Amber Hunsaker, began work on the 20th.
- Interviews are scheduled for the Director of Vocational Nursing.
- We are accepting applications for Sociology Instructor and ADN Instructor.
- Runbiz has worked out the posting of pictures to the Faculty/Staff Directory on our website. Several employee's pictures are posted. We will continue to take pictures until we have them all posted.

DRJ Comments –

- April and May are always busy with college related events. I want to be sure you know that I appreciate your attendance at any event and I am sure that our students do as well.
- Vernon College summer hours for **2015** will begin on Monday, May 18 and continue through Thursday July 30 working Monday through Thursday 8:00 am to 5:30 pm. The regular Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 noon schedule will begin on Monday, August 3, 2015. Deans will provide leadership for developing flex schedules to keep offices open until 6:00 pm beginning Monday, August 3.
- Please contact me with any input or questions at:
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