

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 Vernon College Board of Trustees approved the 2015-2016 tax rate of .2200/\$100 of evaluation at the September 16 meeting. This rate was slightly above the effective rate but below the rollback rate.
- The official 2015 fall enrollment of 2895 students is 98 headcount or 3.27% less than last fall. Contact hours generated are 3.71% less than last fall. Statewide enrollment numbers have not been shared at this time. The declining enrollment trend is similar to nationwide and predicted statewide trends, but all efforts need to be made to stabilize the enrollment at Vernon College. High school dual credit increased by 78 students to 531. Skills Training Center and Internet classes increased by 9% and 7% respectively. The Vernon campus and Century City Center had slight decreases.
- The Vernon College Preview Day is being hosted on the Vernon campus October 21 to bring students from area high schools to the Vernon campus to expose them to the many opportunities provided by the more traditional residential campus and the various programs available on the Vernon campus. The event is being organized similar to the successful GENTEX day event conducted each spring at the Century City Center.
- The selection of Vernon College by the United States Department of Education for a Title III grant award to enhance student success through data and practices to improve retention and completion is a tremendous opportunity for the College and for current and future students.

Instruction – Dr. Gary Don Harkey

- Development of the Spring 2016 class schedule is underway.
- **Daniel Lowe, Greg Fowler, Nina Feldman, and Shana Drury** recently attended the *North Texas Community College Consortium (NTCCC) Fall Leadership Convocation* hosted by Grayson College in Denison. Government Instructor **Daniel Lowe** was recognized as a 2015 graduate of the *Consortium Leadership and Renewal Academy (CLARA)* while Director of Continuing Education **Nina Feldman** will participate in CLARA during the 2015-2016 year.
- VC Cosmetology director **Diana Shipley** recently attended an Advisory meeting of the *Texas Department of Licensing & Regulation (TDLR)* in Austin.
- **Mark Holcomb, Linda Thomas, and Gary Don Harkey** recently participated in the Wichita County Muscular Dystrophy Association's *MDA Lockup*.
- Congratulations to Program Coordinator **Jeff Feix** and the **VC Surgical Technology** program as the program was recognized by the *National Board of Surgical Technologists and Surgical Assisting (NBSTSA)* for achieving at least a 90% pass rate for the period ending July 31, 2015 for all graduates who sit for the CST examination. The VC program has had a 100% pass rate by the last 3 graduating classes!
- Cosmetology Instructor **Elisha Wehrwein** recently attended the *Toni & Guy Academy Teacher Training* in Plano.
- Thanks to **Vickie Bradley** and **Karla Monson** for delivering *Meals on Wheels* on behalf of Instructional Services during the month of September.
- Instructional Design & Technology Coordinator **Roxanne Hill** was recently attended the fall meeting of the *THECB Learning Technology Advisory Committee* in Austin.
- Recent community service activities performed by **VC Cosmetology Students** included providing 75 manicures for elementary students at the Boys and Girls Club in Vernon as well as providing complimentary make-overs to women from Faith Refuge. Thanks to Cosmetology Instructors **Paula Brogdon** (recently retired), **Angela Ward**, and **Elisha Wehrwein** as well as Cosmetology Director **Diana Shipley** for providing these service learning opportunities for our students!
- In association with *National Surgical Technologists' Week* (September 20-26) and in appreciation for the commitment and support of the VC Surgical Technology program by the clinical sites, Surgical Technology Program Director **Jeff Feix** and members of the **Surgical Technology Students' Association** delivered "goody

bags” to United Regional staff in surgery, labor & delivery, and sterile processing along with the surgery department staff at Kell West Regional Hospital.

Student Services/Athletics – John Hardin, III

- Student Services is preparing for Sports Day October 15, 2015. Completed and submitted the 2014-2015 Annual Plan summary last week and now working on IEP plans. Sent Renee Ritchie for Live Forms training sponsored by Human Resources and plan to implement Live Forms for Housing in spring 2016.
- Student Success Specialist is monitoring Early Alerts and seeing students for academic coaching sessions. Student Success is also surveying the over 100 students who attended Chap Express in Fall 2015. In the first month of class, development students who attended Chap Express showed a drastic decrease in Early Alerts than students who did not attend Chap Express.
- Volleyball current record is 14-11. The Lady Chaps are 3-3 in conference play and currently 4th place in conference. Volleyball will be hosting their annual PINK OUT game in support of breast cancer awareness on October 13th against Cisco College. Please wear your pink and come out to support your Lady Chaps.
- Rodeo recently hosted a successful Vernon College Rodeo Oct 1,2,3 with over 500 students entered. Current regional standings are 7th in womens and 10th in mens. Next rodeo is in Perryton, Texas.
- Softball is playing all team members for evaluation and determination of the spring starting roster. All games are available for viewing on youtube. The Vernon College Softball Alumni game is scheduled for Saturday, October 10th.
- Baseball currently has a 42 member team and the new coach is still evaluating current players. The Vernon College Baseball field has a new sprinkler system and baseball is working hard on field maintenance including winter seeding.
- Security is creating a student and staff evacuation plan for all campuses. When complete this plan will be available online and shared with our law enforcement partners in Wilbarger and Wichita counties.
- Housing is hosting a door decorating contest for Halloween. All safety checks have been completed as planned. The Housing Director is verifying housing payments from students.
- Counseling is preparing for the annual High School Counselor Appreciation Luncheon on November 4th. This year counseling surveyed their high school counter parts and let them choose the agenda. They chose information about Continuing Education careers and Skills Training Center programs. Counseling is also creating a picture booth for use during Sports Day by students and staff.
- Testing compiled their end of the testing center report for academic year 2014-2015. A few highlights include:
 1. We deposited almost \$500 in additional funds
 2. We increased our Vernon Campus TSI testing by 73 students
 3. We increased our Century City TSI testing by 425 students
 4. We increased our CLEP testing by 9 students (more than double)
 5. We increased our GED testing by 126 students (more than double)
- Student Government Association has SGA officers in place and has set all October activities. Looking forward to a great year with great SGA officers.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Fall II Campus Connect online registration is open.
 - Working on Core Curriculum changes on transcripts in POISE software.
 - Working on THECB Annual Completers Report (CBM 009).
 - Completed and submitted 2014-15 Gainful Employment Reporting per Department of Education Rules.
 - Amanda Raines participated in Live Forms training.
 - Certified THECB End of Semester Reports (CBM 002, 00S, 0E1) for Summer I and Summer II.
 - Processing Applications for Admissions and mailing applicable status letters.
 - Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed of important dates and information.
 - Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
 - Maria Servin delivered Meals on Wheels.

- **Financial Aid and Veterans Affairs:**

- Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
- Processing of 2015-2016 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Higher EDGE email sent to all Fall 2015 loan recipients.
- Beginning of semester FAQ email sent to all financial aid recipients.
- Beginning of semester encouragement email sent to all Fall 2015 enrolled students on financial aid suspension.
- Federally mandated Constitution Day requirements met.
- 2014-15 Fiscal Operations Report and Application to Participate completed and submitted.
- 2014-15 Pell Grant reconciliation completed.
- 2014-15 SEOG Grant reconciliation completed.
- 2014-15 FWS reconciliation completed.
- Professional judgment applications reviewed and processed.
- US Department of Education transitional certification completed.
- Financial Aid Blog written and posted.
- 2014-15 Gainful Employment reporting completed.
- Completing work-study contracts.
- Received the signed MOU to make Vernon College an official partner of COLLEGE CREDIT FOR HEROES.
- Submitted the HAZLEWOOD HOURS REPORT to the Texas Veterans Commission.
- Attended the 7th Annual TEXAS A&M MILITARY FRIENDLY SYMPOSIUM in Killeen, TX.
- Planning the WALK FOR WARRIORS event to be held on November 13, 2015 at CCC.
- Evaluating military training transcripts.
- Rosa Alaniz delivered Meals on Wheels.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**

- Margaret Tubbs has successfully updated 246 employee contracts in POISE for the new fiscal year.
- Christie Lehman has sent out a zillion \$\$ in disbursements to students.
- Shelly Baldwin and Mindi Flynn have been working feverishly to get A/P booked and the 14-15 year closed out.
- Everyone is working on their part of the audit.

- **Bookstores**

- Working on Fall book returns, receiving and stocking new merchandise and organizing store after Inventory.
- Kim Bateman is finalizing yearend paperwork, preparing for auditors.

- **Facilities**

- Wichita Falls –**

- Weekly mowing and landscape work, repaired and replaced sprinkler sections, replaced belts on one mower and repaired the jack and the lights on the trailer.
- Gary Dotson Jr. and Chris Horton installed data lines in the dorms at Vernon.
- Replaced the filters on the roof top units at CCC, replaced the motor on exhaust fan for lab and installed power pole and two new circuits in Cosmo.

- Vernon –**

- Repaired two posts on the handrail and painted handrails on west side of Sumner bldg.
- Replaced the batteries in two golf carts and replaced a broken leaf spring on the front end of a golf cart.
- Installed two speakers on the softball field house and rebuilt the carburetor on a roto-tiller for baseball.
- Ray Carr replaced the EGR valve and turbo charger on the Chevrolet bus.
- Replaced the emergency eye wash/shower in the chemistry lab and (3) HVAC window units at the Student Residence Center.
- Replaced the control board in the ice machine and the regulator on the gas grill at the SUB.
- Got a mechanical bull repaired and set up and mounted on a concrete floor at the arena.

- Grounds crew has scalped and thatched the grass in the Quad in preparation to plant rye grass seed.

College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in September was [Service Area High School Graduates who go to College \(and who choose Vernon College\)](#). The set benchmark for this Key Performance Indicator of Accountability (KPIA) is at or above 33%, the number of twelve county high school graduates who attended college that chose Vernon College. Vernon College was at 29% for Fall 2014. **Fall and Fall I 2015 data** was captured the day after count day. If you have any specific data needs, contact Betsy Harkey.
- The **College Effectiveness Committee** met on September 25, 2015 to review and adopt the 2016-2020 Philosophy, Vision, Values, Mission and Long Term Objectives. No changes were made from the previous information to these components of our strategic plan. The meeting agenda also included a review of the SACSCOC timeline and responsibility matrix.
- The **Student Success by the Numbers Committee** met on September 11, 2015. The primary agenda item was review of updated [Key Performance Indicators of Accountability and their related Benchmarks](#).
- **Reminders – Annual Action Plan Summaries (2014-2015)** are due to Betsy by October 2, 2015. **Institutional Effectiveness Plans (2014-2015)** are due October 16, 2015. **Committee End of Year Reports** for 2014-2015 should be posted on the website as soon as possible.
- Mary King and Betsy Harkey delivered Meals on Wheels on Mary's birthday.

Institutional Advancement – Michelle Alexander

- Clara Gregory has joined the Office of Institutional Advancement as the new Coordinator of Marketing and Alumni Relations. Welcome!
- GED Class Presentations at Region 9. Nina Feldman presented at the morning session with approximately 19 in attendance; LeAnn Scharbrough presented at the evening session where approximately 20 were in attendance.
- Planning is in full gear for our new event on the Vernon Campus! It is called Vernon College Preview Day and we are inviting high school seniors in our area to attend on October 21st! Pilgrim Bank has so kindly offered to cook lunch and provide all students with a tshirt!!!
- Planning is also under way for our new Veteran's Appreciation Event called Walk for Warriors! This will take place at the Century City Center on November 13th! More details to come!
- LeAnn attended the following Career/College Fairs: Knox County Career Day and Haskell Area College Day
- Tours, senior presentations, and scholarship presentations are being scheduled and conducted.
- A Fall II email blast went out on September 28th to all prospective students and to those who had applied for Fall and Fall I and did not register. The email went to 3,044 email addresses.
- Melissa Moore and LeAnn have visited every school in our service area to drop off updated materials and to personally answer Counselors' questions.
- LeAnn presented to the Career Academy at Faith Refuge where 11 were in attendance.
- Vernon College hosted the September 10th Wake Up Wichita Falls event at Century City Center for Wichita Falls Chamber members.
- Holly Scheller attended webinars about the national Voluntary Survey for Aid to Education (VSE) annual report as well as a webinar on AwardSpring, the College's new Scholarship Application Award platform.
- The VSE was prepared and submitted on September 29. This is a statistical report of the previous year's philanthropy that most colleges and universities around the country participate in. Once completed the report enables us to compare philanthropy results across colleges.
- Employee Giving Campaign is underway
- Advertising for the Vernon College Rodeo
- Advertising for Fall II
- Michelle Alexander co-presented a webinar for the Council for Resource Development on September 30.

Quality Enhancement – Criquett Lehman

- The SENSE (Survey of Entering Student Engagement) is complete...thank you to all faculty involved and a BIG THANK YOU to Katherine Kennedy, Janice Turvaville, and Linda Haney for their assistance in coordinating and administering these surveys. Results will be received in March 2016.
- The Quality Enhancement Plan Development Task Force has begun meeting to further define the selected Reading initiative. Volunteers include nine faculty and eight staff: Brad Beauchamp, Misti Brock, Donald Bruns, Roxanne

Hill, Mark Holcomb, Donnie Kirk, Daniel Lowe, Thomas McNeely, Teresa Wallace and Michelle Alexander, Sjhonton Fanner, Christina Feldman, Debra Henrion, Amber Hunsaker, Melissa Moore, Jackie Polk, Jane Robinson. It also includes student representation. Thank you again to these volunteers!

- The Technology Committee is working with Run Biz to make improvements to the computer replenishment notification process. Current technology being piloted include the Brighlink Pro SmartBoard, Skype for Business in the classroom, Adesso NuScan Document camera additional features, and Windows 10.

Human Resources – Haven David

- September Hire: Jesse Dominguez – Classified II, Library Assistant; Crystal Wells – Classified II, Financial Aid/Electronics Clerk; Clara Gregory – Coordinator of Marketing and Alumni Relations
- Completed Workers Compensation audit, ERS Salary report, Committee Year End reports, ORP report, and Vacation Accrual report for auditors.
- Toni and I entered all employee benefit changes into POISE.
Annual I-9 audit completed

DRJ Comments –

- Many great things are coming to Vernon College to improve the student success experience. A new ERP/SIS, additional help with data, additional personnel to assist with advising, retention, and completion initiatives, and a chance for all of us to get a third wind and move forward in our efforts to create great success for others without the expectation of credit or reward. As rodeo student Gage Williamson once told me—it is a great time to be a Chaparral.
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