

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

- Vernon College has been selected as one of only 150 community colleges in the nation to be eligible to compete for the fourth \$1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance in America's community colleges. The Aspen Institute utilizes publically available data to narrow the pool from over 1000 colleges nationwide to only 150 eligible institutions. The Aspen Prize for Community College Excellence rewards and shines a spotlight on community colleges that deliver exceptional student results, stimulates replication of successful campus practices and leadership, and contributes to the development of high quality measures and benchmarks for assessing community college student outcomes. The \$1 million prize, awarded every two years, has brought a new level of public attention to community colleges, defined new measures of excellence in outcomes for community college students, and uncovered and disseminated practices that help exceptional colleges ensure great outcomes for their students. This eligibility is tremendous validation of our many institutional efforts to enhance student success defined by retention, certificate/degree completion, and successful transfer. The recognition is deserved by every Vernon College employee for their contribution to these efforts.
- The ERP/SIS RFP ended up being over 100 pages. The College received completed RFPs from three vendors by the deadline of January 7, 2016. The responses vary from 140 to over 200 pages. The task force met on January 12 to begin review of the proposals and will hopefully make a recommendation to me by the middle of February. It is a very difficult task because each company provides different solutions and functions as well as differing pricing structures. The goal is to accept the proposal that offers the best value to the college. The task force led by Criquett Lehman, Ivy Harris, and Garry David have dedicated a number of hours of review and discussion to completely analyze each proposal.
- A Notice of Election was approved by the Vernon College Board of Trustees for the purpose of electing one trustee each for Place #3 (Vicki Pennington) and Place #4 (Todd Smith) for full six (6) year terms. A requirement directing the posting of the filing period has been met by posting the filing period in the Osborne building. The election will be Saturday, May 7, 2016. The first date to file was January 20, 2016 and the deadline to file is February 19, 2016 at 5:00 pm. This information has been made public by the Vernon Daily Record.
- Evaluations and professional reviews are being conducted. The Board of Trustees will conduct the evaluation of the president in executive session at the February 17, 2016 meeting. Contracts for the president, deans, and associate deans are normally approved for extension at the February board meeting. All other employees are normally approved for extension at the March board meeting.
- Just as a reminder, the recruiting functions have been relocated to the Admissions component of the college to provide more human resources to the many recruiting activities. Please contact LeAnn Scharbrough, Rachel White, Kaylee Covey, or Amanda Raines for recruiting needs and/or suggestions.

Instruction – Dr. Gary Don Harkey

- Associate Dean of Instructional Services & TACTE Board member **Shana Drury** recently attended board meetings of the *Texas Association of Career & Technical Educators* (TACTE) in Dallas.
- Thanks to all who pitched in to assist in hosting the *Wichita Falls Leadership Class of 2016* at the **Skills Training Center**. The group was treated to a presentation by VC President Dr. Dusty Johnston and then toured the facility and were given overviews of the STC - CTE programs by the respective instructors: **Sharon Wallace** – Computer & Information Sciences; **Scott McClure** – Heating, Ventilation, Air Conditioning & Refrigeration; **Chaz Tepfer** – Welding; **Chris Smith** - Machining; **Mike Hopper** – Protective Services; **Mark Holcomb** – Industrial Automation.
- A big THANKS to LVN Instructor **Charity Knight** and Faculty Assistants **Vickie Bradley** and **Janice Turvaville** for delivering Meals on Wheels on Behalf of Instructional Services on January 6.

- Dean of Instructional Services **Gary Don Harkey** recently participated in the AVATAR (Academic Vertical Alignment Training and Renewal) planning session held at the Region IX Educational Service Center in Wichita Falls. AVATAR is a statewide network, comprised of regional efforts, focused on vertical alignment to support students' college and career readiness and success. The project is funded by the THECB.
- Thanks to all who participated and volunteered for the *3rd Annual Hunger Run*, coordinated by Director of Continuing Education **Christina Feldman** and Coordinator of Community & Recreational Services @ CCC **Seth Hughes**. Vernon College was able to donate over 1400 pounds of food in addition to raising \$2700. The funds collected were allocated to *Share our Strength*, a national organization dedicated to ending child hunger and a local teen community member who is fighting a battle against leukemia. Teaming up with Xpress soccer, over 113 people registered for the event which drew well over 300 people to the Century City Center on January 23rd!
- First draft of the 2015-2016 **Annual Plan for Instructional Services** has been completed.
- **Annual Evaluations of Faculty & Staff** are ongoing.
- Thanks to all who volunteered to help host the monthly *FAITH meal* at the Vernon Boys & Girls Club on January 28. Those volunteering from Instructional Services included **Belinda Alberry, Mary Jane Batchelor, Vicki Bradley, Cindy Coufal, Michelle Downes, Gary Don Harkey, Patti Jouett, Charity Knight, Karla Monson, Anne Patterson, Sabre Sharp, Janice Turvaville, and Elisha Wehrwein**.
- Work has begun on the development of **Summer and Fall class schedules**.

Student Services – Jim Nordone

- To date, nine “mini grants” have been submitted by VC faculty
- During the month of February, Vernon College faculty, students, and staff celebrate Black History
- February 9, Vernon College celebrates “Love is Not Abuse”
- February 23, Vernon College celebrates “Diversity Day”
- February 24, Texas Blood Institute Blood Drive at Vernon College (9 a.m. to 3 p.m.)
- The Student Affairs Division has recently completed its “How Can Student Affairs Better Serve You” visits; Jim Nordone is now in the process of preparing a constructive feedback PowerPoint.
- The next scheduled Student Government Association (SGA) meeting for Vernon is February 11 at noon, SUB Faculty Staff Lounge
- Mandatory Housing Meeting, February 9, in the auditorium, 8:00 to 9:00 p.m.
- Honors Day 2016 is scheduled for April 21, Region Nine Service Center, 6:30 – 8:30 p.m

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Performed graduate checks and mailing diplomas for December 2015 graduation
 - Graduate report has been submitted to the National Student Loan Clearinghouse.
 - Certified the Coordinating Board contact hour reports for non-credit courses (CBM 00C & 00A).
 - Online (Campus Connect) Registration was in progress for the Spring 2016 semester.
 - Held on-site registrations at both the Century City Center and Vernon Campus.
 - Amanda Raines is working on development of Admissions and Records “Live Forms”.
 - Actively participating in the Title III Grant project including ERP/SIS selection.
 - Finalizing 2016-17 Annual Action Plan.
 - 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.
- **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.
 - Conducting Financial Aid High School night presentations.
 - Processing Return to Title IV's on students who received all F's or F/W's for the fall semester.

- Posting Dual Credit Waivers, College Connections, and Catch the Future funds for our dual credit students.
- Text messages sent to students who have been awarded financial aid but are not registered.
- Text messages sent to students who are not complete but are registered.
- Chap Express (expanded student orientation) handout created.
- Satisfactory academic progress for the December mini-term completed.
- Hired a new staff member to fill a financial aid processor vacancy.
- Contacting students via email who have been sent an Early Alert to provide them information on the importance of attending class and how it affects their financial aid.
- Evaluated military transcripts.
- Processing veteran certifications for Spring 2016 semester.
- Processing Hazlewood awards for Spring 2016 semester.
- Received Police Academy approval for VA Education Benefits.
- Processing Fall 2015 Hazlewood report to Texas Veterans Commission.
- Reporting probation/suspension/graduation students to Veterans Administration.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Margaret Tubbs prepared over 700 W2's, including the new Form 1095 for all benefit eligible employees.
 - Christie Lehman prepared 4,554 1098-T's for student tuition and fees.
 - Shelly Baldwin prepared 1099's for all eligible vendors.
 - Mindi Flynn & Garry David delivered Meals on Wheels.
 - Everyone is working on annual evaluations.
- **Bookstores**
 - Both stores are working on evaluations and selling bookstore items.
- **Facilities**
 - **Wichita Falls –**
 - Maintenance scraped and cleaned the metal frame that holds the skylite panels on the south side of the gym then repainted and sealed.
 - They also replaced entry canopy lights in three of the entrances, and bulbs and ballast on fixtures at Skills, replaced the belts on two rtu's at CCC, worked on floor scrubber and replaced the pad driver, reworked the mag lock on the main entrance of Skills and worked on three emergency phones that were not working.
 - **Vernon –**
 - Serviced athletic busses in preparation for spring travel and replaced the engine control module on the '95 ford PU and the batteries in the '12 ford diesel PU used by rodeo as well as replacing the rollers on both sliding doors and a switch in the door latch on van #5 that turns the radio off when the driver's door is opened.
 - Replaced circulation pump on pool boiler and retrofitted the security light on the west side of the Gym w/LED floodlight. Also replaced a boiler cap on Sumner building and installed a locking lockset on the automotive locker room door.
 - Mounted three new arm exercise machines in gym, softball dugout, and baseball batting cage area and mounted heavy bag in baseball batting cage as well as making repairs and replacing bulbs in the baseball scoreboard and repairing practice backstops for softball.

College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in January was the Key Performance Indicator of Accountability for [Financial Aid](#). Feel free to contact Betsy Harkey with any questions about this and other KPIAs.
- The **College Effectiveness Committee and Student Success by the Numbers Committee** utilized their monthly meeting time to work on the 2016-2017 Annual Action Plans. Final plans are to be posted in the shared drive by February 1, 2016.
- **Title III, Strengthening Institutions Program** – The **Student Success Pathway Task Force** met on January 28, 2016. The agenda included presentations about the scholarship process, New Student Orientation and Testing.

Brandi Brannon and Sjhonton Fanner shared highlights of the NTCCC Leadership Conference. They also provided updates about academic coaching sessions, Chaps Express, and Faculty CSA Mini Grants.

The **ERP/SIS Task Force**, along with others, has continued to move at a sprinter's pace. The semester began with another ERP demonstration. Several meetings have also been held to review RFPs and clarify information. Thank you to all for your time and effort!

- **SACSCOC** – The “official letter” was received stating that the Vernon College Fifth-Year Interim Report had been reviewed and approved with no further recommendations. Hurray!!!

The next few months will include members of the College Effectiveness Committee/SACSCOC Team reviewing standards included in the Compliance Certification (10 year report), updating and ensuring that policies are followed, collecting assessment/evidence, and drafting narratives.

- Ivy Harris, Criquett Lehman and Betsy Harkey delivered Meals on Wheels. Betsy also helped with the Faith Meal. Special thanks to all who take leadership in these important community services activities and provide the opportunities for us to participate.

Institutional Advancement – Michelle Alexander

- Michelle A. Alexander, Holly Scheller, Clara Gregory attended the Martin Luther King Breakfast in Wichita Falls along with Dr. Dusty R. Johnston, Nina Feldman, Melissa Moore, and Jackie Polk and her daughter. Vernon College awards three \$1,000 MLK scholarships annually. Dr. Johnston and Michelle were recognized as members of the MLK Scholarship Committee at the breakfast.
- Baseball media guides and Softball media guides are in production
- Work continues on the Vernon College Foundation Annual Online Auction – March 1 – 3; bid high, bid often
- Holly, Michelle and Amanda Raines are working with the African American Education Coalition to develop new strategies for reaching this population
- Researching various strategic marketing best practices for our Alumni
- Michelle, Holly, and Nina Feldman attended the 3rd Annual Reading is Power Banquet with Dr. Johnston

Quality Enhancement – Criquett Lehman

- Reminder: professional development calendars are posted on the [website](#) for your reference as you begin completing your employee evaluations.
- Please take a moment to look over the newest issue of [Engagement Matters](#) provided by the Center for Community College Student Engagement. In this installment, they preview findings from their upcoming national report, *Expectations Meet Reality: The Underprepared Student and Community Colleges*. This information is gleaned from data collected from Community Colleges participating in the Community College Survey of Student Engagement (CCSSE).
- Data from past administrations of the CCSSE (Community College Survey of Student Engagement), CCFSSSE (Community College Faculty Survey of Student Engagement), and SENSE are available to all departments as you start budgeting for 2016-17.
- After meeting discussion, the ERP/SIS Task Force has ranked the systems according to available functionality. The next step is to pursue a higher level analysis of the products proposed. As soon as this analysis is complete, a formal recommendation will be submitted to the President.
- The QEP Development Task Force will meet in February to begin choosing instructional strategies and assessment tools appropriate to the proposed reading initiatives.
- The Technology Committee will be meeting this month to review the technology portion of the College Annual Action Plans. Recommendations and/or comments will then be communicated to the College Effectiveness Committee.

Human Resources – Haven David

- January Hires: Amanda Snook – Biology Instructor, Melanie Milner – A D N Instructor; Eric Pankonien – EMT Instructor; Malinda Fleming – Classified II, Financial Aid, Vernon
- January Resignation: Christine Reece – A D N Instructor
- Several vendors joined us for Staff Development to provide information for employees, including Voya, AFLAC, Cornerstone Wealth Management, Northwestern Mutual and New York Life.
- I attended the TACCA Conference January 28th & 29th in Austin.

DRJ Comments –

- It is always nice to be validated. The recognition of Vernon College as a nominee for the Aspen Prize for Community College Excellence is just that. Validation for the Vernon College employees and departments that have chosen to focus on student success. Thank you.
- Please contact me with any input or questions at:
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