

**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**

- At the April 20<sup>th</sup> board meeting, Vernon College trustees approved two policies. The non-school employment policy which all employees had opportunity to review and to provide input will become a revised policy in the TASB Board Policy Manual (DBF LOCAL). In addition, the board approved a Comfort Animal policy to ensure Vernon College is compliant with federal law regarding residence hall students who have emotional needs and have been medically prescribe the use of a comfort animal.
- The trustees also approved a resolution delegating authority to the president to work with First Southwest to refinance the current 2004 and 2010 bonds to obtain significant savings over the payoff period of the bonds. The payoff date will not be extended but the market is good for lower bond rates at this time. The goal is to save over \$400,000 over the bond payoff period.
- The final ERP Implementation Team has been appointed. The members include the following: Ivy Harris (Lead), Criquett Lehman, Mindi Flynn, Melissa Elliott, and Amanda Raines. The members of the Implementation Team represent a broad spectrum of the college and will share in the responsibilities during the initial data migration and ERP implementation.

The first meeting was held for the Implementation Team on 3/1/2016. This meeting established the parameters and expectations of the group.

The ERP/SIS Coordinator has conducted 31 total meetings with various employees in order to ascertain the current workflow process. The initial workflow meetings are being held so that the college can have an in depth understanding of their current processes in order to make the transition to the new system as smooth as possible. There are two goals to be achieved with the workflow process discovery phase:

- Define and refine our processes so that the college is functioning at maximum efficiency.
- Enable the new SIS to work for the college in a manner that serves Vernon College the best.

Currently the ERP/SIS Coordinator is working on securing the initial dates for the Unit 4 high level discovery visits to campus. An initial phone conference with the team and Unit 4 will be conducted on May 5.

- All initial budget requests for the 2016-2017 budget were turned in by April 1. The administrative team worked diligently to prepare the first draft of the budget. There is no new revenue from taxes or state funds and a small increase from tuition and fees. We are taking a very conservative approach to tuition and fee revenue, but with the recent tuition and fee rate increases, the estimated net revenue from tuition and fees for 2016-2017 will increase by about \$200,000. The initial requests exceed estimated revenue by just over \$400,000. The administrative team is scrutinizing the expense side of the budget for all possible reductions.
- The Concealed Carry on Campus task force to recommend policy to ensure that Vernon College is in compliance with Senate Bill 11 met for the first time on April 15.
  - **Purpose:**  
To review current state law in regard to concealed carry on community college campuses and make recommendation for Vernon College policy that effectively meets the expectations of state law and is in the best interest of students, employees, and community members.
  - **Specific Charge:**  
Review and discuss the law created by Senate Bill 11 and signed by Governor Abbot that allows licensed to carry individuals to carry concealed weapons on community college campuses effective August 1, 2017.
    - Review policies, procedures, practices, guidelines, etc. that are being implemented by Texas universities effective August 1, 2016 to determine best ideas, practices, and policies that have already been formulated.
    - Review proposed policies of Texas community colleges that may exist.

- Develop a draft policy that meets the expectations of the law.
- Submit a final draft of recommendations to the administrative council for review.
- Complete prior to December 1, 2016.

### 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 2016-2017 budget continues.
- The *Program & Discipline Evaluation Subcommittees* have completed their review and assessment of the 2015-16 scheduled programs and disciplines and will bring their recommendations forth to the Academic Council on May 6. Thanks to program subcommittee members **Mark Holcomb** (Chair), **Clara Garza**, **Sherrie Denham**, and **Diana Shipley** as well as to discipline subcommittee members **Greg Fowler** (Chair), **Kristin Harris**, **Thomas McNeely**, and **Daniel Lowe** for all their efforts.
- The **Industrial Automation Systems** program recently received a \$10,000 grant from *PPG of Wichita Falls*. Funds will be used to purchase advanced control systems for the Robotic workcells.
- On Friday, April 22, **Surgical Technology Students** and Program Coordinator **Jeff Feix** were invited to attend and participate in a *Cadaver Lab at United Regional*. The voluntary learning experience provided an incredible opportunity for students to view gross anatomy and have surgeons explain what trauma does to an individual's body and how to treat trauma patient's injuries from the Emergency Room to Surgery. Jeff and his students were able to have literally "hands on" learning about anatomy and physiology. In the words of Jeff – "*in my 25 years working in healthcare and attending over 100 workshops/seminars...this was the coolest thing I have ever been able to participate in*".
- Kudos to Director **Jack Williams** and the **VC Theatre Ensemble** for their outstanding spring production of "*The Charitable Sisterhood of the Second Trinity Victory Church*" which ran April 14 – 16. Some significant obstacles (including a main character with a "lost" voice) were overcome and the comedic presentation was thoroughly enjoyed by all.
- Kudos also to Director **Don Bruns** and the **VC Choral Ensemble** for their spring production of "*You're a Good Man Charlie Brown*". Featuring a cast and crew made up of students from both Vernon College and Vernon High School as well as community members, the production was staged 3 times and was well received by the many in attendance.
- LVN faculty **Kim Perkins**, **Tom Hickey**, **Tracie Fulton**, **Cassie Shaw**, **Zela Haney**, **Pam Rotz**, and **Casey Kolacek** recently toured the lab facilities and collaborated with LVN faculty and staff at North Central Texas College. The simulation staff at NCTC showed VC staff how simulations were initiated and demonstrated their simulation process.
- Thanks to all the faculty who nominated students and congratulations to all the student honorees (over 70) who were honored at the annual *Vernon College Honors Convocation*, held April 21 at the Region IX Educational Service Center in Wichita Falls. Students of the Year included **Catherine Ryan** (CCC), **Nicole Graves** (STC), and **Brook Conley** (Vernon).
- The **Lab Coat Posse** (VC Science Club) had a busy April with their community garden project as well their club fund raiser (*Duct Tape Your Teacher to the Wall*). The club's community garden project was covered by [KFDX TV](#) and generated some great publicity for Vernon College!
- Congratulations to Vernon College/Burkburnett High School Welding Instructor **A.J. Lewis** on being named Burkburnett High School's Teacher of the Month for March!
- History Instructor and SACSCOC Leadership Team member **Bettye Hutchins** and Instructional Design & Technology Coordinator **Roxie Hill** recently travelled to North Lake College (Dallas) to attend a workshop entitled *Accreditation and the Impact of Distance Learning*. Discussions centered on regular and substantive interaction in higher education and the role of accreditation in distance and online education with presentations from regional and national accreditors, college accreditation liaisons, and distance education administrators.
- 20 new members were inducted into the **VC Omega Kappa Chapter of Phi Theta Kappa** (the international honor society for students at 2 year colleges) at the spring ceremony held April 28 at the Skills Training Center. Thanks to **Jason Scheller** and **Daniel Lowe** who serve as chapter sponsors.
- Pharmacy Technician Program Coordinator **Katrina Brasuell** and instructor **Lisa Pickett** recently attended the *Annual Seminar and Accreditation Meeting of the Texas Society of Health-Systems Pharmacists* in Frisco.
- Division Chair (Information & Technology) **Mark Holcomb** recently attended the *Marketable Skills Conference* hosted by the Texas Higher Education Coordinating Board in Austin.

- Approximately 200 high school juniors and seniors from the VC 12-county service area attended the **Vernon College GenTX Day** held April 29 at the Century City Center. GenTX Day is an annual, state coordinated event to promote a college-going culture among high school students.
- Director of Library Services **Marian Grona** and CCC Librarian **Stephen Stafford** recently attended the *Texas Library Association Annual Conference* in Houston.
- The annual *4-H Robotics competition* was hosted by Vernon College at the **Skills Training Center** on April 23th. This competition was divided into 2 categories (Junior and Senior competitors) with over sixty students competing to earn a spot in the regional competition. STC Instructors **Sharon Wallace** and **Chris Venegas** served as judges for the competition while **Mark Holcomb** assisted with the coordination of the events.
- ADN Assistant Director **Beth Arnold** recently served at a meeting of the *Advisory Committee* for the *THECB's Uniform Pre-Nursing Curriculum* which was held at THECB headquarters in Austin.
- Cosmetology Director **Diana Shipley** recently travelled to Fort Worth to attend the *Strategic Planning Session of the Texas Department of Licensing & Regulation*.
- Continuing Education personnel **Nina Feldman**, **Tina Baker**, **Anne Patterson**, and **Kasey Humphries** attended the *Annual Conference of the Texas Association of Continuing Education (TACE)* in Austin.
- English Instructors **Misti Brock**, **Brandy Lowery**, and **Jon Schreiber** recently attended the *Conference on College Composition and Communication* held in Houston.
- PASS Department Director **Deana Lehman** recently attended the *Texas Association on Higher Education and Disabilities (AHEAD) Annual Conference* in Austin.
- ADN Instructor **Jennifer Hatley** recently attended the *Leardel Simulation Users Network Mini Conference* in Belton.
- Speech Instructor **Donnie Kirk** presented the final “wrap-up” session at the recent *North Texas Regional Training Conference* held on the campus of Midwestern State University. Additionally, Government Instructor **Linda Kalski** served on the Steering Committee for the Conference.
- VC **Culinary students** enthusiastically participated in the *Red River Beer & Wine Festival* held Saturday, April 15 in Wichita Falls. The students had a booth and sold a trio of Italian appetizers as a fundraiser for the **Culinary Academy**.
- Director of Continuing Education **Nina Feldman** recently participated in online activities of the *Consortium Leadership and Renewal Academy (CLARA)*.
- The **Surgical Technology Student Association** held their *Annual Garage Sale* on Saturday, April 9<sup>th</sup> and netted over \$1000 to help defray expenses associated with their travel to the National Conference in San Diego later this month. Thanks to all who supported their efforts!
- **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 80 area 4-H'ers participated in the event.
- Dean of Instructional Services **Gary Don Harkey** recently attended the annual spring meeting of the *Region 2 Higher Education Regional Council (HERC)* which was held this year on the campus of Western Texas College in Snyder.
- **Shana Drury** and **Gary Don Harkey** recently attended the *Texas Association of College Technical Educators (TACTE) Conference* in Austin.

### Student Services – Jim Nordone

- Filled the two vacant police positions. Kevin Holland is the new Director of Campus Police; he reports to work at Vernon College beginning May 16. Ken Terry is the new Campus Police Officer at Century City Center; he begins his tenure at Vernon College May 9.
- The College held a very nice Honors Convocation on Thursday evening, April 21.
- Submitted the Title III 6-Month Interim Report to the Department of Education Friday, April 29.
- Began working on edits to the Student Handbook.
- Submitted catalog updates to Institutional Advancement Director.
- Collaborating with other Vernon College team members with regard to hosting Summer Church Retreat for Holy Family Catholic Church.
- Continued to work on Draft 3 of 2017 Budget.
- Attended meeting to discuss new Department of Education rules.
- Assisted with GenTX Event at Century City Center, April 29.
- Held popular Bingo Night at Vernon Campus on April 28.

## Admissions, Records & Financial Aid/Registrar – Joe Hite

### **Admissions and Records**

- Running graduate checks and sending status letters for May 2016 graduation applicants.
- Submitted and certified Fall (End of Semester) THECB contact reports (CBM 00A and 00C).
- Prepared Summer 2016 schedule for Campus Connect.
- Updated Summer and Fall Registration Guides as well as 2016-2017 General Catalog.
- Actively participating in the Title III Grant project by preparing all work flows.
- 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.
- Planned and held GenTX Day for area high school graduating seniors.
- Continuing to visit high schools to present information about Vernon College and assist with Apply Texas.
- Scheduling individual tours and appointments.
- Conducted tours for Henrietta 8<sup>th</sup> grade, Seymour 8<sup>th</sup> grade and Windthorst 8<sup>th</sup> grade and Olney High School Juniors.
- Entering prospective student information into POISE software system.
- Contacting prospective students that have entered information through the website.
- Presented to GED Orientation classes at Region 9.
- Attended a meeting to start the planning process for the next Walk for Warriors event.
- Amanda Raines assisted with hosting the African American Education Coalition/Ministerial Alliance meeting that was held on Saturday, April 23, 2016.

### **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.
- Processing of 2016-2017 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Federally mandated consumer information updated.
- End of semester reminder email sent to all currently enrolled students on suspension.
- Federally mandated Net Price Calculator information updated.
- Federally mandated Shopping Sheet information updated.
- Spring 2016 Financial Aid Newsletter written.
- Loan medians calculated for each gainful employment program.
- 2016-17 student budget assessment activity/report communication form completed.
- IPEDS assessment activity/report communication form completed.
- Adjusting or canceling financial aid for students who did not begin attendance in their spring II classes.
- 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.
- Processing summer Pell Grant review forms and posting remaining eligibility for summer.
- Evaluating military transcripts and posting accepted transfer courses.
- Processing veteran certifications for Summer 2016 and Fall 2016.
- Processing Hazlewood awards for Summer 2016 and Fall 2016.
- Assisted with the financial aid Café Con Leche event on April 25<sup>th</sup>.
- Contacting veteran students via email who have been sent an Early Alert.

## Finance/Administrative Services/Physical Plant – Garry David

### **Business Offices**

- Christie Lehman and Ann Schultz updated tuition and all fees on the website and in the Student Billing module for Summer and Fall.
- Christie also disbursed Spring II Financial Aid money.
- Several of us participated in GenTx Day.



### Bookstores

- Both stores are finishing Spring book returns and ordering Summer books as well as entering Fall book adoptions and receiving merchandise and supplies for Fall.

### Facilities -

#### Wichita Falls

- Maintenance fixed the credit card machine in testing center on the Vernon campus, changed the filters on the roof top units at CCC and Skills, replaced ballast in lights and replaced ceiling tiles from roof leaks.
- They also removed the commode in the staff bathroom by Cosmo and cleaned the sewer line with clean out machine and replaced the commode flange and grouted it in and repaired the dryer and installed new motor in the wig dryer in.
- Grounds crew is busy with weekly lawn and landscaping work.

#### Vernon

- Maintenance completed the retrofit of classroom door locks in Biggs and Sumner Bldgs. and framed up a new bull pen outside the fence on the visitor side at the Baseball field.
- Ray Carr and Paul Frommelt moved the air compressor from the shop to the grounds shed to free up some space and cut down on noise.
- Joey Lama and the custodial crew have been busy setting up for the play, musical and scholarship banquet and various end of the year activities.
- Maintenance, Grounds and Custodial have been doing “spring cleaning” in the shop and warehouse and organizing their inventory.
- Jim Anthony and the grounds crew have been trimming shrubs, trees and mowing between rains.
- Completed an audit of gas demand for ATMOS energy so they can size a new regulator for the campus.
- Guided an energy engineer from CLEAResult/AEP around campus to look at a possible grounds lighting retrofit to LED as an energy saving project.
- Wheat hay has been laid down and waiting to dry for baling.
- Jake Stringer was hired for the grounds crew to replace Paul Frommelt who moved to the maintenance department.

### College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in April was the Key Performance Indicator of Accountability for [Enrollment](#). This is a KPIA contains information that can be used as a marker for the Title III strategies and objectives. Feel free to contact Betsy Harkey with any questions about this and other KPIAs.
- Special thanks to all faculty and staff who contributed information to the **Texas Higher Education Coordinating Board (THECB) Licensure and Certification Report**. Once the report is officially accepted by the THECB the Vernon College related KPIA will be updated.
- Betsy has started running POISE sorts for Applied and Enrolled for Summer and Fall 2016. The information along with comparisons is emailed to the Data Group. If you are not on this list and would like to be included, email [bharkey@vernoncollege.edu](mailto:bharkey@vernoncollege.edu).
- The **College Effectiveness (CE) Committee** and **Student Success by the Numbers (SSBTN) Committee** held electronic meetings this month utilizing Blackboard. The SSBTN Committee reviewed and approved updated KPIAs and all Benchmarks. All information has been uploaded to the [website](#). The CE Committee also reviewed updated KPIAs as well as reports for Student Learning Measures, SACSCOC and QEP, Title III ERP/SIS, and Director of Institutional Effectiveness Update. Electronic meetings are a great way to ensure ongoing communication, especially when schedules cause meeting conflicts.
- Betsy participated in the THECB Accountability meeting in Austin on April 14, 2016. The primary focus of the meeting was to discuss potential accountability measures for the [Texas Higher Education Strategic Plan 2015-2030 60x30TX](#). The plan goals include:
  - Overarching Goal: 60x30 – By 2030, at least 60 percent of Texans ages 25-34 will have a certificate or degree.
  - Second Goal: Completion – By 2030, at least 550,000 students in that year will complete a certificate, associate, bachelor’s, or master’s from an institution of higher education in Texas.
  - Third Goal: Marketable Skills – By 2030, all graduates from Texas public institutions of higher education will have completed programs with identified marketable skills. Note that this definition of marketable skills is different from what community colleges have been asked to report on the CBM 00M (Marketable

Skills Achievement Report) and as identified in the Vernon College catalog. The CBM 00M term for marketable skills will be changing in the near future.

- Fourth Goal: Student Debt – By 2030, undergraduate student load debt will not exceed 60 percent of first-year wages for graduates of Texas public institutions.

Regional meeting will be held over the next few months to further discuss the plan and accountability measures. It goes without saying that the new strategic plan will lead to some changes in reporting requirements for all Texas institutions.

- The Harkeys conducted mock 4-H scholarship interviews for District III candidates on April 20, 2016.
- April was a really busy and exciting month at Vernon College. Thank you to all who spent so much time to showcase and recognize our students, constituents and the high school seniors of our Vernon College family.

### **Institutional Advancement – Michelle Alexander**

- Michelle Alexander, Holly Scheller, Amanda Raines, Jackie Polk and Dr. Johnston participated in a meeting with the Eastside Ministerial Alliance and the African American Education Coalition at Century City Center on April 23. Dr. Johnston, Amanda and Jackie presented information about Vernon College, our programs and admissions process, and our student support services. This is an initiative that we have been working on for several years with the goal of increasing our minority student population.
- Working on the 2016-2017 *Vernon College General Catalog*
- Summer and Fall Registration Guides
- Michelle Alexander attended the Honors Night celebration at Region 9
- Clara attended the Senior Party at Century City Center
- The annual Scholarship Banquet was held Tuesday, April 26, 2016
- Clara attended and took photographs at: Honor Night at Region 9, April 21; the PTK Induction at Skills Training Center April 28; the *You're a Good Man Charlie Brown* Musical on the Vernon campus; and GenTX Day, April 29 at Century City Center
- Clara is working with Crane West to establish the College's new YouTube site <https://www.youtube.com/channel/UC1aBTGGiy-iHH-iqCID4Eng>
- The Wichita Falls TV stations, KFDX and KAUZ, covered the Honors Night event and the Earth Day celebration/ribbon cutting ceremony at the Vernon College Community Garden at Century City Center. The community garden is a project of the Vernon College Science Club; all produce raised will be donated to Faith Refuge the women's shelter in Wichita Falls.

### **Quality Enhancement – Criquett Lehman**

- The QEP Development Task Force and the QEP Planning Committee met in a joint meeting on April 22, 2016 to discuss the project draft. The Task Force has been working in subgroups targeting Reading Strategies/Faculty, Student Support Services/Student Success Pathway, and Data/Evaluation Plan.
  - The Student Support Services team attended the April 9, 2016 Student Success Pathway Task Force meeting to begin listening to those services offered during the "Progress" stage of the Loss and Momentum Frameworks model. Services in this stage of the Pathway should provide the most opportunities to reach students needing assistance as it pertains to the Reading QEP.
  - The tentative name of the Reading QEP is @VCReads and will be promoted as such once approved. The following are the draft strategies of @VCReads:
    - Strategy 1: Increase Vernon College students' reading capability and reading goal orientation.
    - Strategy 2: Assist faculty to better understand benefits of active reading strategies in order to practice them.
    - Strategy 3: Connect our communities through reading for enterprise and discovery.
  - The Reading Strategies QEP Team met on April 28, 2016 to discuss the results of the faculty interviews conducted earlier in April. The team will be revising the faculty questionnaire to be applicable to students and will solicit student feedback beginning the week of May 2nd. Further meetings will be conducted to identify those courses targeted in the QEP and the evaluation plan.
- The Technology Committee met on April 22, 2016 and discussed the following: RunSync – promotion of app; Educational Technology Request Process; the Quality Enhancement Resource Inventory (QERI) – Board Room Video Conferencing Technology, Pexip Video Conferencing vs. Skype, Office Mix vs. Camtasia, Camcorder use, iPad Mounts for video recording, possibility of piloting new clicker technology; the Student Email Instructions posted on the website were reviewed and suggestions for improvement made; the 2015 QERI Survey Results and Comparisons were shared; and two Technology Tool Rubrics were presented (Document Camera, Smart Board).

## Human Resources – Haven David

- April Hire: Jacob Stringer – Grounds Technician
- May Hires: Kevin Holland – Director of Campus Police; Ken Terry – Campus Police, CCC
- August Hire: Justin Blackwell – Math Instructor, Vernon
- May Resignations/Terminations: Sherrie Oseletto – Health Careers, VTC; Jane Callaway – Health Careers, Quannah; Matthew Liberty – Assistant Baseball Coach; Amy Hamm – A D N Instructor, Vernon
- Applications for Head Softball Coach are being screened by the committee.
- Accepting applications for: Coordinator of EMS, Health Career – VTC, Health Careers – Quannah
- We have begun work on getting data ready for migration to Dynamics GP!

## ERP/SIS – Ivy Harris

- A total of 109 Workflow Process Reports have been submitted for review.
  - 77 of those submitted workflows have been reviewed.
  - 32 workflows still need to be reviewed.
- Dynamics DP Kickoff Event has been scheduled for Tuesday, May 3<sup>rd</sup>, 2016.
- Unit 4 Solutions Management Kickoff Event has been scheduled for Thursday, May 5<sup>th</sup>, 2016.
- The Data Dictionary is being compiled for use with the data migration process.
- The SIS/ERP Coordinator was able to observe a data migration on May 18-22, 2016 in Ft. Worth, TX. The observation was able to offer another perspective on the data migration process that Vernon College is about to embark. Key areas of concern during the data migration process were identified and the appropriate remedies and solutions are being discussed and annotated for use in the future.

## DRJ Comments –

- It has been a very enjoyable month with the Honors Ceremony, the Scholarship Banquet, Drama Production, Musical, PTK Induction, Athletic Banquet, and numerous softball and baseball games as well as college rodeos. I hope you enjoyed some of these activities.
- I am looking forward to an outstanding commencement ceremony. Please join me and the students.
- Graduation— Saturday, May 14, 2016 – 10:30 a.m. Wilbarger Auditorium
  - 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
- Please contact me with any input or questions at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office – 940-552-6291 ext. 2200
  - Cell – 940-261-0060