

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

- Fall enrollment on the 12th class day was 2978 students which is a 2.8% increase over the 2895 reported on the 12th class day last fall. This enrollment is similar to the statewide trend, but we need to continue all efforts to increase enrollment at Vernon College. All efforts are appreciated including the Integrated Marketing/Recruiting committee for initiating a number of initiatives.
- Exempt/non-exempt employee update--**Overtime Final Rule and Higher Education**
The Department of Labor’s final overtime rule updates the salary level required for the executive, administrative, and professional (“white collar”) exemption to ensure that the Fair Labor Standards Act’s (FLSA) intended overtime protections are fully implemented. The final rule updates the salary threshold under which most white collar workers are entitled to overtime compensation. This increases the salary threshold from \$455 a week (\$23,660 for a full-year worker) to \$913 a week (\$47,476 for a full-year worker) **effective December 1, 2016.**

In addition to the salary threshold rule, positions must meet the Standard Duties Test. Each position must have the primary duty of managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise; must customarily and regularly direct the work of at least two other full-time employees or their equivalent; and have the authority to hire or fire other employees, or the employee’s suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight. Higher Education exceptions include faculty, coaches, and certain academic administrative positions.

What this means for Vernon College:

Up until this point in time, Vernon College has treated faculty and anyone on the administrative schedule as exempt. Meaning they were not eligible for overtime compensation if they worked over our regular workweek or over 40 hours. All other full-time employees have been considered non-exempt, eligible for this compensation time. Under the new ruling there are several administrative positions that now fall under the non-exempt status. So **IF** employees in those positions work overtime, they will also be eligible for compensation time as per our Vernon College Employee Handbook policy on compensation time. The excerpt below is from the Employee Handbook. Please contact Human Resources for additional information.

COMPENSATORY TIME: Nonexempt employees will receive compensatory time off, rather than overtime pay, for overtime work. Time over the college’s posted scheduled work hours up to 40 hours will be compensated at the employee’s normal hourly rate. Time over 40 hours will be compensated at a time and a half rate. Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee shall be required to use compensatory time or, at the College District’s option, shall receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned and **may be required to use compensatory time before any use of accrued vacation time.** If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay. Compensatory time may be used at either the employee’s or the College District’s option. An employee may use compensatory time in accordance with the College District’s leave policies and if such use does not unduly disrupt the operations of the College District. [See DEC (LOCAL)] The College District may require an employee to use compensatory time when in the best interest of the College District.

- Representatives from the Texas Association of Community College (TACC) and the Community College Association of Texas Trustees (CCATT) made presentations at the legislative budget hearing on community college funding on September 28 in Austin. Additional funding was requested to focus on student success, support core operations, and increase support for instructional programs. The 85th legislative session will convene in January 2017. Most legislators are indicating less funding for all state agencies due to the decrease in state revenues.

Instruction – Dr. Gary Don Harkey

- Development of the Spring 2017 class schedule is underway.
- **Nina Feldman, Katrina Brasuell** and **Shana Drury** recently attended the *North Texas Community College Consortium (NTCCC) Fall Leadership Convocation* hosted by North Central Texas College in Gainesville. Continuing Education Director **Nina Feldman** was recognized as a 2016 graduate of the *Consortium Leadership and Renewal Academy (CLARA)* while Pharmacy Technician Instructor Katrina Brasuell will participate in CLARA during the 2016-2017 year.
- 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, 2016 for all graduates who sit for the CST examination.
- Vernon College was well represented at the *2016 Youth Career Expo* held September 27 at MPEC in Wichita Falls. The event was sponsored by Workforce Solutions and drew approximately 2100 8th grade students from across Northwest Texas who were exposed to career fields and Vernon College programs of study. Representing Vernon College were **Michael Hopper** (Police Academy); **Sherrie Denham, Pam Rotz**, and **Mike Scott** (LVN); **Mary Rivard** (ADN); **Diana Shipley** (Cosmetology); **Mark Holcomb** (Industrial Automation); **Sharon Wallace** (Computer & Information Science); **Erika Colee** and **Paul Kinash** (Culinary); **Melissa Moore** (Early College Start); **Tina Baker** and **Nina Feldman** (Continuing Education Department).
- ADN Director **Mary Rivard** was recently appointed to serve on the *THECB Nursing Field of Study Advisory Committee*. The 24 member committee is composed of representatives from both 2 year and 4 year institutions of higher education and is charged with identifying the block of courses that may be transferred to a general academic teaching institution, which must be substituted for that institution's lower-division requirements for the nursing degree program into which the student transfers, and for which the student must receive full academic credit toward the degree.
- Thanks to **Nancy Smith** and **Paula Whitman** for delivering *Meals on Wheels* on behalf of Instructional Services during the month of September.
- Representing Vernon College at the recent *Petrolia High School Career Fair* were **Diana Shipley** (Cosmetology), **John Hennington** (Business Management), **Sherrie Denham** (LVN), and **Greg Fowler** (Criminal Justice/Police Academy).
- On Saturday, September 24th, members of the **Surgical Technology Student Association** along with Program Coordinator **Jeff Feix** volunteered at McNeil Junior High to coordinate a Zumbathon and 5K run to benefit the two families of the girls from the shooting earlier in September. They made motivational signs and cheered on the runners in the 5K.
- The **VC Cosmetology program** applied and was accepted to be a partner in the *Bridges for the Nontraditional Gender* grant. The grant is fiscally operated by Amarillo College via Perkins funds.
- English Instructor **Cindy Coufal** has had her students participating in a **letter writing project to American military personnel** sponsored by the *National Society of the Daughters of the American Revolution*. The students received recognition by *Guinness World Records* for their contribution to the **new World's Record** for most letters sent to military personnel in one month (100,904). Congratulations!

Student Services – Jim Nordone

- Constitution Day was celebrated on September 15
- Academic Advising Training (*Proactive Advising*) was offered September 16 through the University of Texas at San Antonio
- A Dormitory Fire Drill was conducted September 28
- *Pink-Out the Gym*, in support of Breast Cancer Awareness Month (October 3 @ 6 p.m.)
- Hired new Title III Student Success Specialist, Kelly Peterson (start date, October 6)
- The Next Student Government Association meeting (SGA) is scheduled for October 6 (Vernon)
- The Next Student Forum meeting is scheduled for October 11 (CCC)
- Blood Drive @ CCC is scheduled for October 12 (8 a.m. to 4 p.m., Room 605)
- Dormitory Room Inspections are scheduled for October 13
- *Spirit Night* is scheduled for October 13 (6 p.m., Vernon Gymnasium)
- Visit from External Title III Consultant, Dr. Luzelma Canales (October 24 and 25)
- Halloween Costume Contest at CCC (October 31, Fitness Center, 10 a.m. to 11 a.m.)
- Halloween Dance at Vernon (8 p.m. to midnight, SUB)

- Hired new Student Services Counselor, Amanda Lehman (start date, November 1)
- Completed Student Services Annual Plans
- Completed College Effectiveness Report
- 10 Title III “Mini Grants” are being implemented for the Fall Semester 2016
- Assisted with the Creation of Title III You Tube Video
- Two students were expelled due to flagrant violations of the Vernon College Student Code of Conduct
- Annual Safety/Cleary Act Report was completed
- Jim Nordone was chosen to represent Vernon College for Men of Texoma

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Actively participating in the Title III Grant projects.
- Working on SACSCOC narratives for Compliance Certifications.
- Processing Applications for Admissions and mailing applicable status letters.
- Effective September 1, 2016, Rachel White was named Recruiting Coordinator. Congratulations!
- Amanda Raines assisted with Café con Leche event at Century City Center.
- Rachel White, Kaylee Covey, Julie Lama, Maria Servin, and Karla Wooten assisted with the Coalition for Hispanic Education Parent Engagement Conference held Saturday September 24 at Century City Center.
- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed of important dates and information.
- Amanda Raines is working on Gainful Employment reporting requirements.
- Certified end of Summer I semester Texas Higher Education Coordinating Board reports (00S, 0E1, and 002).
- Working on Fall 2016 THECB (CBM001 & CBM004) contact hour reports.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Opened Campus Connect Online Registration access for Fall II 2016 semester.
- Scheduling individual and group tours at each campus.
- Entering prospective student information into POISE software system.
- Scheduling school visits, classroom presentations, and other events with area high schools.
- Contacting prospective students that have entered information through the website.
- Organizing our second annual Preview Day event on the Vernon Campus.

Financial Aid and Veterans Affairs

- Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
- Processing of 2016-2017 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Completed a self-audit of a sample of 2015-16 financial aid applications.
- Text sent to all students who are enrolled in the Fall 2016 semester but have not been awarded financial aid.
- Processing Return to Title IV’s for students who have withdrawn from the Fall semester.
- Rosa Alaniz and Jeanne Ballard are contacting financial aid students via email who have received an Early Alert for attendance.
- Melissa Elliott is working on Gainful Employment reporting requirements.
- Posting Dual Credit Waiver for area high school students.
- Evaluating military transcripts and posting accepted transfer courses.
- Processing veteran certifications for Fall 2016.
- Processing Hazlewood awards for Fall 2016.
- Contacting veteran students via email who have been sent an Early Alert.
- Submitted summer 2016 Hazlewood report.
- Secured 2 scholarships for veterans/dependents from local Vietnam veterans group and North Texas Veterans Council, \$500 each.
- Reported August graduates to the VA.
- Reported probation/suspension students to the VA.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Margaret Tubbs has successfully updated all employee contracts in POISE for the new fiscal year.
- Christie Lehman has sent out over \$2 million in disbursements to students.
- Shelly Baldwin and Mindi Flynn have been working feverishly to get A/P booked and the 15-16 year closed out.
- Mindi and Margaret continue to work with GP Dynamics and Greenshades as we get closer to our go-live date.
- Rhonda Knox and Christie Lehman delivered meals on wheels on September 21
- Everyone is working on their part of the audit.

Bookstores

- Jana Bohannon, Kathy Barfield, Tami Phillips and Kimbra Malcomb are working on fall book returns, receiving and stocking new merchandise and organizing store after Inventory.
- Kimbra has also been busy making LVN badges and rearranging the bookstore to provide better security camera coverage.
- Kim Bateman is finalizing yearend paperwork, preparing for auditors.

Wichita Falls

- Mowing and landscape work at CCC and Skills.
- Gary Dotson and Chris Horton repaired phones in the maintenance area and the police chief's office at Vernon and installed new data line and installed new Wi-Fi in the LVN area at CCC.
- Jose Nieto and Carl Brinkley repaired broken sprinkler heads and one valve, cleaned three rooms at Skills after the big roof leaks and repaired lights at Skills and CCC.
- Many hours were spent cleaning and insulating A/C grills in the upstairs rooms and hallways at CCC following a flash mold problem.

Vernon

- Jim Anthony, Josh Cook and Jake Stringer trimmed trees in the quad and installed some new irrigation
- Ray Carr and Paul Frommelt: Replaced the Hall clocks in Biggs and Sumner bldgs., installed a new sump pump in the pool pump room, ran an electrical circuit in the automotive shop, changed belts on two treadmills and the pedal assembly on one stationary bike in the weight room, reworked some shelving in the Sub so the soda vendor could install shelves for their product and repaired a bad electrical circuit at the SUB cash register.
- Ray also made repairs to the air conditioning on the Chevy bus, replaced the AC compressor on the International bus and replaced the power steering pump on the Dodge van.
- Steven Kajs has been installing some shims in the door plates on the big dorm in an effort to keep the doors from being jimmed when they are locked.
- Lyle Bonner installed a keyless deadbolt lock on the volleyball locker room to allow team members access.
- The grounds crew has begun preparing the quad for seeding the ryegrass.

College Effectiveness – Betsy Harkey

- **Data update –**
 - Fall and Fall I student and course enrollment data was sorted from POISE the day after count day, September 8, 2016. This information was disaggregated and shared with components of the College as needed.
 - A list of current student Majors along with course enrollments, as of September 8, 2016, was shared with Instructional Services for review and to take action as needed in working with students to ensure documentation of correct majors.
 - The Student Success Data Fact presented to the **Board of Trustees** in September was the [Fall and Fall I 2016 Count Day Snapshot](#).
 - Draft Title III data markers were developed in preparation for the external evaluator visit and the Annual Title III Performance Report.
 - The semiannual process of updating Key Performance Indicators of Accountability (KPIAs) was started in September and should be completed after Fall II registration.
 - Applied and not enrolled in Fall or Fall I 2016 information was gleaned from POISE for the recruiting department.
 - Potential and current Phi Theta Kappa members were gleaned from POISE for the sponsors to use in recruiting and planning meetings/projects.
 - Ten years of student and course enrollment information was sorted and disaggregated from POISE for future projects.

- Grade data and information was provided for Program/Discipline Evaluation. The next project will be to provide completers and majors after CBMs' are certified in October.
- Faculty began collecting information for the CBM 116 Adult Learner Follow-up Report required by the Texas Higher Education Coordinating Board. Information is due to Betsy Harkey by October 21, 2016.
- The **Student Success Data Committee** met on September 23, 2016. The agenda action item was to review and approve the [2016-2017 Assessment/Report Calendar and General Glossary](#). Both documents are located on the Vernon College website at [Assessment Overview](#).
- The **College Effectiveness Committee** met on September 30, 2016. Action items included review and approval of the 2017-2021 Philosophy, Vision, Values, Mission and Long Term Objectives. The documents will be presented to the Board of Trustees for review and to adopt at their October meeting.
- **SACSCOC** –
 - The Compliance Certification Report Responsibility Matrix, Deadlines and Due Dates document was updated with personnel changes and presented to the College Effectiveness Committee/SACSCOC Team for further review. Draft narratives are due by the end of October.
 - The Vernon College **Substantive Change Policy** was reviewed by Academic Council and the College Effectiveness Committee during their September meetings. The policy is included as [Appendix V in the Vernon College Employee Handbook](#).
- **2015-2016 Annual Action Plan and Institutional Effectiveness Plan Summaries** were due at the end of September. The information will be presented to the College Effectiveness Committee in October and to the Board of Trustees in November.
- The **Vernon College Effectiveness Questionnaire** had a total of 372 respondents as compared to 179 respondents in 2012. The questionnaire summary was presented to the Student Success Data and College Effectiveness Committees during their September meetings. Dr. Johnston is in the process of reviewing the individual responses to the open ended questions and will share/discuss with college component leadership. Information from this questionnaire will be used in plan summaries as well as in future Annual Action and Institutional Effectiveness Plans.

Institutional Advancement – Michelle Alexander

- Working on the Voluntary Support for Education national report (VSE) for submission to the Council for Aid to Education by October 1, 2016
- Completing the Title III YouTube Video. Once completed, in addition to posting on the Vernon College YouTube Channel, this video will be submitted to the Department of Education – Office of Post-Secondary Improvement as part of our Title III grant.
- Website maintenance
- Facebook marketing of Texoma Gives, Vernon College Community Garden, Vernon College Rodeo, and Calle Ocho Festival
- Holly Scheller, Michelle Alexander, and Amanda Raines met with Representatives of the African American Education Coalition to continue the dialog about recruiting more African Americans to the College
- Michelle, Holly, Rachel White, Kaylee Covey, Julie Lama, Karla Wooten, Maria Servin, Gabriela Nesbitt, Melissa Moore, Jim Nordone and Dr. Dusty R. Johnston participated in the Coalition for Hispanic Education *Parenting for Success* Conference at Century City Center on Saturday, September 24. Vernon College hosted this conference in partnership with the Coalition for Hispanic Education and the Wichita Falls Independent School District. Thanks also to Carl Brinkley and his staff for set up, Kevin Holland and Ken Terry for arranging security, and Ann Schultz for arranging switchboard coverage. Melissa and Jim gave great presentations at the conference and the College received many complements for its hospitality.
- Photo shoot for the Rodeo Team
- Completing annual Scholarship Report Letters to our donors
- Café con Leche event on Tuesday, September 13, 2016 at Century City Center. The event was hosted by Vernon College. Amanda Raines, Debbie Alexander, Clara Garza, Melissa Moore, Michelle Alexander and Dr. Dusty R. Johnston attended to provide information about our programs, facilitate the event and welcome participants to our facility and the event. Thank you to everyone involved.
- Preparation of the President's Annual Report for 2015-2016

Quality Enhancement – Criquett Lehman

- The @VCReads Logo Contest is rolling out this November! Get those creative juices flowing! Details will be coming soon.
- The QEP Development Task Force has begun meeting to finalize the QEP Logic Model, specifically looking at activities and resources. A draft @VCReads budget will be completed by the end of the Fall semester. Additionally, members of the task force have met with the Integrated Marketing and Recruiting Committee to begin developing a QEP marketing plan. **THANK YOU** to all who helped recruit students to participate in the September meetings!
- Technology Committee Update: The committee is working with the Business Office during the migration to GP Dynamics to include the approved Educational Technology Implementation process. Current technology being monitored as part of the feasibility review process include Skype in the classroom, Pexip video conferencing, Qwizdom clicker upgrade, the need for video recording equipment (e.g., iPad, Camcorder), Office Mix as an alternative to Camtasia, and the Survey Monkey assessment tool.
- We will be administering the CCSSE (Community College Survey of Student Engagement) and CCFSSE (Community College Faculty Survey of Student Engagement) this Spring. As a reminder, these assessment tools help institutions focus on good educational practice and identify areas in which they can improve their programs and services for students.

Human Resources – Haven David

- We continue working on data migration and form building for Dynamics GP/Greenshades and on SACS-COC draft narratives.
- Personnel for September, October & November:
- Rachel White transferred to Recruiting Coordinator in September
Kelly Peterson will rejoin VC as Student Success Specialist in October
Amanda Lehman will become our new Counselor on the Vernon Campus in November
Megan Inman was a term from Health Careers Instructor in Paducah in September
- Interviews for new Coordinator of Marketing and Community Relations held the end of September.

ERP/SIS – Ivy Harris

- A Workflow Process/System Process file is continuing to be refined and catalogued.
- Dynamics GP completed the installation of the system onto the servers. The test environment has been built, although it is not ready for manipulation. An onsite visit was held on September 13-14, 2016. This visit afforded the business office employees an opportunity to see the entire system from start to finish with a sample of employees.
- An ongoing survey of the employees who participated in the onsite visit has been conducted. The available results are included.
- U4SM is continuing to configure the base product for Vernon College's specific needs. U4SM is continuing to review the submitted workflows and processes.

DRJ Comments –

- Holly Scheller has been selected as the new Coordinator of Marketing and Community Relations. The position job description has been revised to emphasize marketing, advertising, and community relations. The position will also now be directly supervised by the president.
- The semester is going fast. We have completed over six weeks of the semester. I appreciate all that you do to create success for the students who choose us for education and training.
- Please contact me with any input or questions at:
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