

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 proposed Vernon College 2016-2017 operating budget was approved by the board on August 17, 2016. The budget was a result of several months of work including input from faculty, staff, administration, and board members. The approved budget totals \$21,841,241 and is an increase of approximately \$151,000 or .07% above the 2015-2016 budget. The budget does include a 1.5% increase in employee compensation in accordance with approved salary schedules.
- The Vernon College board of trustees also approved the upcoming year tax rate at the effective rate at the August 17 meeting. The board conducted a public meeting which included a discussion of tax rates on July 20, 2016. Based upon the WCAD appraisal data, Vernon College published a tax notice on August 5, 2016 stating the effective rate of 22.9652 cents per \$100 of appraised property value. This is a slight increase from the previous year tax rate of 22.0000 cents per \$100 of appraised property value.
- The fall semester kickoff conducted on August 15, 2016 was a very good day. The breakout sessions were informative and general updates included:
 - Title III
 - SACSCOC
 - QEP
 - SENSE
 - Safety/Security
- Fall semester enrollment is currently at 2995 students which is a 3.3% 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. I appreciate the many efforts of everyone including the Integrated Marketing/Recruiting committee for initiating a number of efforts.
- A team has been organized to review registration and on-sited registration for process improvement. A number of ideas and suggestions surfaced at the first meeting. The team will continue to meet to explore the process and make recommendations for improvement.

Instruction – Dr. Gary Don Harkey

- The Fall 2016 semester has officially begun with 2,999 credit students enrolled on the first day of classes! The official census date for the Fall 2016 is September 7.
- Instructional Services welcomes newly hired full-time faculty members **Chase Thornton** (Government); **Justin Blackwell** (Math); **Casey Kolacek** (LVN); **Betha Rutledge** (ADN); **Rachel Hermann** (LVN); Paul Vogt (EMS); **Stacie Blodgett** (CNA – Quanah High School); **Kelli Francis** (CNA- Seymour High School); **Katherine Shannon** (CNA – Haskell VTC); **Deanna Rainwater** Library Assistant – Vernon). Welcome aboard!
- August saw the retirement and departure of long-time VC Faculty members **Rilda Novak** (LVN Instructor - Seymour) and **Karen Gragg** (Math Instructor & Division Chair). We wish them well in all their future endeavors!
- With the retirement of **Karen Gragg**, we welcome **Paula Whitman** to the position of Division Chair for Mathematics & Sciences.
- Welding Instructor **Chaz Tepfer** recently travelled to Waco where he participated in a workshop associated with the *American Welding Society (AWS) D1 Code*. At the end of the workshop participants took the rigorous D1.1 Code Test which Chaz passed with flying colors. Congratulations to Chaz for his **AWS Certified Welding Inspector** credential!
- The Department of Continuing Education recently concluded a very successful run of summer classes as part of the annual Kids College. According to CE Director **Nina Feldman** “Kids College continued to build on the

Instruction – Dr. Gary Don Harkey, continued

success we had last year. We held 50 Kids College classes and hosted 480 children of all ages on our Vernon campus and at the Century City Center.

- Associate Dean of Instructional Service **Shana Drury** recently travelled to Austin to participate in the *Workforce Education Course Manual (WECM) Leadership* meeting.
- The **2016 Vernon College Access Program (VCAP)** meeting was well attended with over 30 high school administrators and counselors representing 22 of our service area high schools in attendance. Kudos to Early College Start Coordinator **Melissa Moore** for her role in coordinating this successful annual event.
- Police Academy Coordinator **Mike Hopper** recently served on the 2016 Hotter’N Hell Steering Committee and was in charge of security.

Student Services – Jim Nordone

- Welcome Back/Intramurals Sign-ups/Ice Cream with the Dean, September 7 (Vernon)
- “Pop-in and Meet the Dean,” September 8 (CCC)
- Initial Student Government Association Meeting September 8
- Initial Student Forum Meeting September 13
- Intramurals “Kicks-off” with Kickball, September 14 to October 12
- Annual Constitution Day, September 15
- Held Mandatory Housing Meeting for Dormitory Residents
- Approved 10 Faculty Title III “Mini Grants” for Fall Semester 2016

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Actively participating in the Title III Grant projects.
- Working with RunBiz on student email processing to facilitate Canvas access.
- Working on SACSCOC narratives for Compliance Certifications.
- Processing Applications for Admissions and mailing applicable status letters.
- Completed IPEDS “Keyholder” registration for the 2016-17 reporting period.
- Completed TACC Fall 2016 Enrollment Snapshot report.
- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed of important dates and information.
- Working on end of Summer I semester Texas Higher Education Coordinating Board reports (00S, 0E1, and 002).
- Certified THECB Summer II (CBM001 & CBM004) contact hour reports.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Held On-Site Registrations on both the Vernon Campus and Century City Center.
- Scheduling individual tours and appointments.
- Entering prospective student information into POISE software system.
- Early planning of recruiting events for the new school year has begun.
- Contacting prospective students that have entered information through the website.
- Working on new recruiting materials, including Viewbook, for the 2016-2017 year.

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 received all F’s or F/W’s for the summer semester.
- Rosa Alaniz and Jeanne Ballard enhanced the email notice sent to financial aid students who receive an Early Alert.
- Awarding of Texas Educational Opportunity Grant.
- August Financial Aid Blog written and posted.

Financial Aid and Veterans Affairs, continued

- Federal Satisfactory Academic Progress (SAP) process completed for the summer 2016 semesters.
- State exemption and waiver SAP process completed for the summer 2016 semesters.
- 2015-16 pass-thru scholarship balances returned to donors.
- 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.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Getting ready for the annual audit.
- Christie Lehman processed Bookstore Buyback refunds and canceled for Non-Payment for Campus Connect Registration, On-Site Registration & Schedule Changes.

Bookstores

- Preparing for year-end inventory.
- Selling Books to Students for fall classes and restocking the stores. Sales have been steady.
- Making badges for students and instructors.

Wichita Falls

- Monthly mowing and landscape work at CCC and Skills.
- Repainted curbs and patched pot holes on west parking lot with 5 tons of asphalt.
- Restripe west and east parking lots.
- Repaired lights in gym area and in hallways at Skills.

Vernon

- Repainted trash receptacles around campus and assisted contractors with replacing the main TV cable into the campus.
- Paul Frommelt repaired the washing machine in the softball field house.
- Replaced one fire alarm panel in the Osborne building and the main HVAC controller for the campus, both apparent victims of the recent lightning strike in the tree on the north side of the building.
- Jake Stringer filled in and prepared the sand volleyball court for use.
- Jim Anthony and his crew are trimming trees and keeping the lawns looking good.
- Ray Carr repaired the clutch in the Rodeo feed pickup.
- Contractors completed the floor in the new volleyball locker room.
- Ray and Paul assembled and installed the lockers in the volleyball locker room.
- Replaced faded street signs and traffic signs around campus.
- Steven Kajs repaired holes in the walls of the baseball batting cage and repainted.
- Joey Lama and his crew cleaned and deodorized the softball field house.
- Mounted a plaque marking the Joe Chat Sumner Rodeo Complex and John Mahoney Arena.

College Effectiveness – Betsy Harkey

- **Data update** – POISE sorts were run frequently by Betsy Harkey for Applied and Enrolled for Fall and Fall I 2016. This information along with comparisons were emailed to the Data Group. The numbers continue to look promising and the next update will be following count day. If you are not on the Data Group list and would like to be included, email bharkey@vernoncollege.edu.
- The Board of Trustees reviewed the **2016-2017 Planning Calendar**, reviewed the **Financial Aid Key Performance Indicator of Accountability** and approved the **Institutional Effectiveness Plans for 2016-2017** during their August meeting. Each document represents hard work and oversight by the College Effectiveness Committee.
- **SACSCOC** – Special thanks to all who have been working on the draft narratives for the Compliance Certification (10 year report). August was August and some writers postponed their deadlines for a bit. Stay tuned for some major writing in September and October.

College Effectiveness – Betsy Harkey, continued

- **Assessment and Report Calendar and Glossary** – Audits were completed in August by Criquett Lehman and Betsy Harkey. Special thanks to all who submitted updates and corrections. Review and approval of the documents was postponed until the September Student Success by the Numbers Committee meeting.

Institutional Advancement – Michelle Alexander

- Fall Registration Advertising
- Holly Scheller is now certified in Raiser's Edge Fundamentals, Congratulations. Raiser's Edge is the Development/Alumni software used in Institutional Advancement
- Holly is overseeing the Title III Student Success Video production with Crane-West. The finished product will be posted on the Vernon College You Tube Channel and a copy will be sent to our Title III Program Officer at the Department of Education.
- Holly, Michelle Alexander and Amanda Raines met with representatives of the African American Education Coalition to plan the next steps in this initiative
- Michelle is serving on the Coalition for Hispanic Education and working on the Parent Conference that will be held at Century City Center, Saturday, September 24

Quality Enhancement – Criquett Lehman

- Metacognition is one's ability to use prior knowledge to plan a strategy for approaching a learning task, take necessary steps to problem solve, reflect on and evaluate results, and modify one's approach as needed. It helps learners choose the right cognitive tool for the task and plays a critical role in successful learning. -- @VCReads (Quality Enhancement Plan)
- Members of the Technology Committee have been working with Region 9 to pilot a video conferencing system called Pexip. The technology has proven successful in a meeting environment. The committee will continue to explore potential uses in the classroom.
- Behind the scenes...our processes for student access to MyVC, Canvas, and Student Email are being reviewed and revised. Additionally, the communication plan for both new students and returning students is being enhanced. Once the processes are in place, we will also communicate to you the faculty and staff! Stay tuned...

Human Resources – Haven David

- We continue working on data migration for Dynamics GP/Greenshades and on SACS-COC draft narratives.
- Personnel for August/September:
(Hires) Katherine Shannon – Health Careers Instructor VTC [Rebecca Clark backed out of the position]; Casey Kolacek – LVN Instructor, Seymour; Fostina Charlery – Director of Housing; Betha Rutledge – ADN Instructor, Vernon; Rachel Herrmann – LVN Instructor, CCC; Stacey Blodgett – Health Careers Instructor, Quanah; Kelli Francis – Health Careers Instructor, Seymour; Spencer Seedig – Rodeo Program Assistant; Paul Vogt – EMS Coordinator; Deana Rainwater – Admin. Assistant, Library; LaSondria Wagner – Custodial Technician, CCC
(Terms) Leann Scharbrough – Recruiting Coordinator; Charity Knight – LVN Instructor; Clara Gregory – Coordinator of Marketing and Alumni Relations; Jesse Dominguez – Admin. Assistant, Library
- Interviews for new Student Services Specialist position scheduled.
- Accepting applications for Counselor, Recruiting Coordinator; and Director of Marketing and Community Relation
- Presentation at Staff Development regarding new reappointment schedule and evaluations.

ERP/SIS – Ivy Harris

- A Workflow Process/System Process file is being refined and catalogued.
- Dynamics GP is continuing to progress with the installation of the system onto the servers and the test environment being built. An onsite visit is scheduled for September 13-15, 2016.
- U4SM is continuing to configure the base product for Vernon College's specific needs. U4SM is continuing to review the submitted workflows and processes.
- Two more Problem Finders have been awarded for the month of August. If you would like to participate in the Problem Finder Program, please report any system problems you run across to one of the Implementation Team Members (Ivy Harris, Criquett Lehman, Amanda Raines, Mindi Flynn, or Melissa Elliott).

ERP/SIS – Ivy Harris, continued

- Two breakout sessions were held during Fall Kickoff 2016 that offered employees a fresh look at the new system to be installed.
- The Student Login Team (Roxie Hill, Criquett Lehman, Amanda Raines, and Ivy Harris) participated in Onsite registration for both campuses to ensure that students had the ability to login into email and Canvas. An additional three sessions were also scheduled during the week of August 22-26, 2016. The team had the opportunity to reach roughly 1,274 students by in-person contact, phone calls, help tickets, and faculty and high school counselor referral.

DRJ Comments –

- I appreciate the 7 employees who have committed time, energy, and effort to meet on several Friday afternoons this fall to participate in the Vernon College Leadership Academy. I take the opportunity very seriously and will be sharing a tremendous amount of information from a variety of sources. I am really looking forward to this opportunity. I encourage others to plan to participate in the future.
- When enrollment increases, it is the tendency of a president to beat his or her chest to proclaim accomplishment. And then when enrollment goes down, they are a little harder to find! I want to just simply say thank you for your efforts to increase enrollment at Vernon College. Increased enrollment during a time of declining state funding and flat tax revenue is essential for our total operations.
- Please contact me with any input or questions at:
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