

**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**

- After several months of discussion, the Board of Trustees made the decision to not approve the abatement request from Lockett Wind Farm/Lincoln Clean Energy at the March 9, 2017 board meeting. The abatement request included a Payment in Lieu of Taxes proposal of an estimated value of \$2,760,000 over ten years. The result is that if and when the wind farm is built and placed into operation, the value of the wind farm (estimated at \$240,000,000) will be fully taxable at the college tax rate at the time. The estimated tax revenue is \$3,174,596 over the same ten year period.
- The reappointment/extension of faculty contracts for 2017-2018 were also approved at the March 9, 2017 meeting. Due to the change in evaluation policy approved by the board last year, administrative and classified personnel will be recommended for reappointment/contract extension at the June meeting.
- In addition to the annual facilities/grounds long term plan the board also charged the president with contacting a consultant to develop a plan to replace a number of trees on the Vernon campus that were lost during the drought. Major considerations are the type of tree, size of tree, and tree location.
- Commencement – Saturday, May 13, 2017 – 10:30 a.m. Wilbarger Auditorium
  - 9:00 am Rehearsal
  - 10:00 am Board members, faculty, staff, and students prepare for entrance
  - 10:30 am Graduation—All students not ADN
  - 11:15 am Reception
  - 12:30 pm ADN Graduation rehearsal
  - 2:00 pm ADN Graduation
  - TBA Pinning immediately following graduation
  - TBA ADN reception immediately following pinning
- Summer hours for 2017 will begin on Monday, May 15 and continue through Thursday, July 27. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, July 31, 2017

**Instruction – Dr. Gary Don Harkey**

- English Instructors **Misti Brock**, **Brandy Lowery**, and **Jon Schreiber** recently travelled to Oklahoma City to attend the *National Association of Developmental Education Conference*.
- **Katrina Brasuell** recently attended a workshop at the Hill College in Cleburne as part of the *North Texas Community College Consortium’s Leadership and Renewal Academy*.
- Attending *Wilbarger County Days at the Capital in Austin* as part of the **2017 Leadership Vernon** class was Instructional Services Administrative Assistant **Michelle Downes**. The group was accompanied by Associate Dean of Instructional Services **Shana Drury**.
- All students enrolled in the **Surgical Technology Program** attended the “*Best Little Workshop in Texas*” which included the *Texas State Assembly of AST, Inc. Annual Business Meeting & Elections* in Fort Worth, TX on March 4<sup>th</sup> and 5<sup>th</sup>. The students attended a special hands on session with surgical instrument/equipment vendors for students only. The STSA sold salsa, chili-seasoning, and t-shirts netting \$1150 to fund attending the event and towards their AST National Conference trip in June. This workshop is the largest in the AST state assembly system with 342 attendees and an all-time high of 68 students from three states attending. The students were accompanied by Program Coordinator **Jeff Feix**.
- During the *Annual Business Meeting of the Texas State Assembly of AST*, Vernon College Program Coordinator **Jeff Feix** was re-elected Treasurer of the Texas State Assembly for another two-year term. He was also elected

as a Delegate to the AST National Conference Business Meeting & Elections and will be part of the Texas delegation for the 15<sup>th</sup> straight year.

- English Instructor **Misti Brock** recently attended the *Conference on College Composition and Communication* in Portland, OR.
- A *Karl Storz Endoscopy Equipment Grant* of \$146,842 has been awarded to the **Surgical Technology Program** with all of the equipment having been delivered. The grant was written by Program Coordinator **Jeff Feix** in the Fall 2016 semester with the equipment being delivered in January and February 2017. The equipment has been used to enhance lab instruction and allow for smaller groups to work with learning the proper use and care of minimally invasive surgical equipment in three specialties.
- Pharmacy Technician Instructor **Katrina Brasuell** attended a two-day training on *Non-sterile Compounding* at Austin Community College on March 31 – April 1.
- Surgical Technology Program Coordinator **Jeff Feix** participated as a Reviewer for the McGraw Hill Education new Certified Surgical Technologists Exam Prep Textbook. The textbook will be published in Summer 2017.
- Participating in the recent STEM (Science, Technology, Engineering and Math) Career Fair sponsored by the Burkburnett ISD were Culinary Instructor **Erica Colee**, LVN Director **Sherri Denham**, and CNA Instructor **Rhonda Fore**.
- Dean of Instructional Services **Gary Don Harkey** served as commencement speaker at the March 31, 2017 Wayland Baptist University Commencement Ceremony in Wichita Falls.
- Work continues on the development of **Summer and Fall class schedules** and faculty are gearing up to assist students via the **Course Schedule Advisor** process.

### Student Services – Jim Nordone

#### **Title III Student Success Initiatives**

- Completed additional statistical information for the 2016 Title III Annual Report and submitted an addendum to the Department of Education via electronic mail.
- Began advertising of faculty mini-grants for the Fall Semester 2017.
- Held two Title III Team Leadership Meetings.
- Held Student Success Pathway Taskforce Committee Meeting (March 31)
- Held Title III Oversight Committee Meeting (March 31)
- Procured and posted in Canvas four new proactive/intrusive academic advising professional development workshops.
- Presenting Title III Student Success update to the Vernon College Foundation during their April 20 meeting.
- The newly developed “Striving to End Academic Probation” (STEPS) program is off to an excellent start.

#### **Student Activities Initiatives**

- Held Student Government meeting, March 2 (Vernon).
- Conducted dormitory room checks, March 8
- Commenced reconciling with business office regarding dormitory accounts, week of March 20.
- Commenced with fall 2017 housing applications, week of March 20.
- Held successful “Intramurals Night,” (Dodgeball), March 21.
- Held meeting with Resident Assistants, March 22.
- Held social gathering, “Girls Night,” (Vernon), March 26.
- Held Student Forum, March 28 (Century City Center).
- Held Fire Drill, March 29, Vernon campus dormitories.
- Attended Texas Junior College Student Government Association State Convention, March 30 – April 2 (Houston).

#### **General Ongoing Initiatives**

- The Honors Program is scheduled for April 20, 6:30 p.m. at the Wilbarger Auditorium. Awards include: Faculty Choice (33 recipients); Scholastic (30 recipients); Non-scholastic (4 recipients); and Student of the Year (3 recipients). A total of 70 awards will be issued, which exceeds last year’s awards.
- Held Student Services Leadership Council, March 27 (Vernon).
- Coordinated “Meals on Wheels” March 29
- Dean of Students and Chief of Police met with President Johnston to further discuss proposed personnel changes to police department/security.
- Prepared monthly Fire and Safety Reports for March.
- Commenced with updating of Emergency Preparedness flipcharts.

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

### **Admissions, Records and Recruiting**

- Processing Applications for Admissions and mailing applicable status letters.
- Held on-site registrations for our Spring II semester (classes begin March 20).
- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed of important dates and information.
- Certified the Texas Higher Education Coordinating Board CBM001, CBM004, CBM00A, and CBM00C Contact Hour Reports.
- Working on the U.S. Department of Education IPEDS Spring Submission Reports.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Running initial degree audits on students applying for May graduation and sending correspondence.
- Working on 2015-2016 Gainful Employment disclosure reporting.
- Working on both Summer and Fall 2017 Advising and Registration Guides.
- Submitting General Catalog changes for 2017-2018.
- 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 requested information through the website.
- Planning and organizing our “Springfest” (recruiting) event at CCC scheduled for April 7, 2017 (Est. students attending up to 400).

### **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.
- Processing of 2017-2018 Free Applications for Federal Student Aid (FAFSA) and began packaging of eligible applicants.
- Received \$44,077 in additional reallocated TEOG funds.
- Identified and posted awards for recipients of additional TEOG funds.
- 2017-18 VC catalog corrections written and submitted.
- Draft FY 2014 cohort default rate reviewed.
- Recertification of our eligibility as a Title IV participating institution approved.
- Student loan delinquency prevention and default aversion services request for proposal written, published and distributed.
- Department of Education draft cohort default rate assessment activity written and submitted.
- THECB State Program Progress report assessment activity written and submitted.
- Annual Code of Conduct notification completed.
- As required by the THECB, 2017-18 cost of attendance posted on website.
- Processing veteran certifications for Spring 2017.
- Processing Hazlewood awards for Spring 2017.
- Sending email follow-ups to veteran students receiving EARLY ALERTS.

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

### **Business Offices**

- We went live on Greenshades and ReqLogic March 1. Implementation is going very well but we still have a lot of processes to perfect.
- Shelly Mason and her grandchildren, Zayn and Zayley delivered meal on wheels during Spring Break.
- Christie Lehman disbursed over \$320,000.00 in semester only loan funds.
- Rhonda Knox and Christie Lehman delivered Meals on Wheels on March 1.

### **Bookstores**

- Both stores are working on returns so we can get the summer books put on the shelf and entering Summer Booklists. Also organizing and getting ready for May graduation (caps, gowns...Nursing pins). Stocking supplies, assisting students and organizing stock room.
- Kim Bateman attended CAMEX (educational sessions & buying show) March 4<sup>th</sup>-7<sup>th</sup>.

### **Wichita Falls**

- Maintenance crew repaired roof top exhaust fan and 1 ½ water line at Skills and repaired the sprinkler control box and replaced damaged sprinkler heads at Century City.
- Ricky Haley and Jose Nieto are busy with mowing and landscape work at Century City and Skills.
- They also cleaned out and hauled trash and rearranged the hanger at Skills.
- Gary Dotson and Chris Horton repaired the cameras in the bookstore at Century City.
- Michael Patterson was selected to replace Dan Sheets as the new Custodial Supervisor for CCC and Skills. Michael brings many years of experience as the custodial supervisor for all WFISD campuses.

### **Vernon**

- Josh Cook, Jake Stringer and Jesse Urquizo continue to make progress on irrigation repairs and spraying.
- Jim Anthony began work improving the flower beds.
- Joey Lama did a lot of cleaning and reorganizing in his area of the warehouse.
- Lyle Bonner completed the property inventory and had front tires replaced on bus 2 and replaced all tires on bus 1.
- Ray Carr and Paul Frommelt replaced fan motors and capacitors on the gym AC and a thermostat for the weight room.
- They also installed additional security lighting at the back of the warehouse, replaced an AC compressor on bus 1, repaired the softball washing machine, replaced batteries in 3 golf carts, serviced two pickups and prepared to retrofit parking lot lights with LEDs.

### **College Effectiveness – Betsy Harkey**

- **Data update** – The Student Success Data Facts presented to the **Board of Trustees** in March were [Non Transfer Completers and Transfer](#).
- The **College Effectiveness Committee** met on March 31, 2017. Agenda action items included review and approval of the 2017-2021 Strategic Plan and the 2017-2018 Annual Action Plan related committee reports (Facilities, Institutional Improvement, Personnel and Technology), committee recommendations and the plan document. The documents will be on the April Board of Trustees agenda.
- The **Student Success Data Committee** March meeting was postponed until data is available to update the Key Performance Indicators of Accountability and related benchmarks.
- The **SACSCOC** Compliance Certification Report process continues with writing the final narratives for each standard.
- Mary King and Betsy Harkey delivered Meals on Wheels on March 22, 2017.

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

- The Vernon College Foundation On-Line Auction was held March 7-9. Thank you so much to all who participated. A total of \$5,142 was raised. This amount will be matched 1:1 by our Vernon College Foundation General Fund and returned to the College in the form of 2017 Departmental Grants this fall.
- The Vernon College Student Scholarship/Financial Aid Committee met on March 31 to begin work on 2017-2018 Scholarship Offers.
- RRVLFE Project Coordinator Monica Wilkinson attended the Texas Certified Farmers Market Association Meeting, March 3-4 in Fredericksburg, TX
- Monica planned April 1<sup>st</sup> Salad Day event at the Wichita Falls Farmers Market. There was a great turnout and thanks to Holly Scheller for orchestrating the press coverage.

### **Marketing – Holly Scheller**

- Completed the annual Presidents Report.
- Began SmartCatalog working timeline for completed catalog by June 2017.
- Editing paper Catalog for a completed catalog by May 2017.
- Working on Program Videos with Shana Drury and Crane/West to highlight six programs.
- Press Release sent for; Salad Day Event, Surgical Tech Garage Sale and All Texas Academic Team.

### **Quality Enhancement/Professional Development – Dr. Donnie Kirk**

#### **Quality Enhancement Update**

- **Center for Community College Student Engagement (CCSSE):** CCSSEE administration is in progress March 27 through April 07. See a copy of the survey instrument [here](#).

- **QEP Logic Model:** The QEP Logic Model (a precursor step to writing the QEP proposal) was presented to and approved by the QEP Task Force on March 24. With a few minor edits, the final version will be presented to the QEP Planning Committee on April 21, 2017.
- **National Institute for Staff and Organizational Development (NISOD): May 27-30 (Austin).** 2016 Dr. William Leroy Estes Excellence and Innovation Award winner Jason Scheller and Director of Quality Enhancement/Professional Development Donnie Kirk registered for attendance in March. See NISOD conference details [here](#).
- **The 2017 Institute on Quality Enhancement and Accreditation: July 16-19 (Austin).** Registered in March, attendees include Brad Beauchamp, Joe Johnston, and Donnie Kirk. See the Summer Institute Conference details [here](#).

### Professional Development Update

- **"How to Supervise People and Lead a Team" featuring Best-selling Author and Speaker Glenn Shepard.** VC staff members Kim Bateman, Debbie Alexander, Amanda Raines, and Crique Lehnman attended this three hour interactive Wichita Falls Chamber of Commerce Event on March 02. All attendees reported that the seminar was lively and engaging with relevant application. Learn more about the presenter [here](#).
- **Networking and Community Relationship Building, BOSS Series Workshop via the Wichita Falls Chamber of Commerce. On March 14** (during Spring Break), Gabriel Vigil, Arwyna Randall-Gay, and Donnie Kirk attended this 2 hour Chamber sponsored event. A variety of panel speakers included MSU's current president, Dr. Suzanne Shipley. Engaging, interactive and applicable, all attendees appreciated the networking opportunity within the session. Access the [WF Chamber of Commerce Events Calendar](#) for more interactive events, the majority being free with our Vernon College membership.
- **Introduction to Signs and Interpreters.** Presented by Vernon College Interpreter Services Coordinator Kathy Peterson on March 22. Well received with 7 attendees, this accessibility related development session received a request by faculty for additional sessions. See a full list of PD opportunities on the [VC PD Calendar](#).
- **Faculty Focus Series.** Researcher and historian Chase Thornton will kick-off the VC Faculty Focus Series on Friday, March 31<sup>st</sup>—presenting his research on desegregation in the American education system. The session is entitled, *"Remembering the Past...Looking to the Future."* This session is opened to all faculty, staff and administrators. Seats still available, sign up for this session [here](#).

### Human Resources – Haven David

- Personnel:  
Hire (March): Michael Patterson – Custodial Supervisor, WF  
Resignation (March): Daniel Sheets – Custodial Supervisor, WF  
Retirement (May): John Hennington – Business/Accounting Instructor
- Deep in Dynamics GP/Greenshades conversion. All in all it has gone pretty smoothly. We are working out some kinks, but in the long run we feel it will be a great product.

### ERP/SIS – Ivy Harris

- The Dynamics GP/ReqLogic/Greenshades go-live date was successfully completed on March 1, 2017.
- All full-time faculty, staff, and administration were trained on the new systems.
- U4SM is continuing to configure the base product for Vernon College's specific needs.
- U4SM has installed the system on our dedicated cloud servers.
- The test environment for U4SM is being configured for Vernon College data.
- Data conversion for U4SM has begun with the first capture of data submitted for review.
- The ERP/SIS Coordinator continued to record training videos for the Dynamics GP and Reqlogic systems for use by all employees.

### DRJ Comments –

- Spring break brought tragedy to Vernon College when the terrible vehicle accident occurred on March 18. We lost three students—Vinita Trevino, Yancie McCuiston, and Jakob Plummer. A fourth student, Drew Hill, is home recovering from injuries. I greatly appreciate the concern, sympathy, and respect shown to all of the impacted

families by Vernon College students, faculty, staff, administration, and board members. I continue to be impressed with the tremendous support for the students and their families exhibited by various communities including Vernon and Wichita Falls. Thank you.

- Please contact me with any input or questions at:
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