

**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 continues to negotiate with Lockett Wind Farm/Lincoln Clean Energy in regard to an abatement proposal called payment in lieu of taxes (PILOT) for a new phase of the windfarm in eastern Wilbarger County. The proposal would reduce the total dollars paid to the College by the company for estimated taxes over the next ten years. The Board of Trustees want to ensure appropriate revenue is generated to the College for the project.
- Vernon College is finalizing a new ten year lease with Wichita County for the facility that houses the Skills Training Center. Cost increased because of recent roof repair costs incurred by Wichita County for the facility.
- In accordance with the Strengthening the Institutions Grant/Title III received by Vernon College, the new ERP/SIS was purchased in order to provide students, faculty, staff, and administration with information needed to make data informed decisions. Vernon College has made substantial progress towards meeting the grant objectives for Year 1. The efforts for Strategy I by Vernon College are classified into three distinct areas in order to achieve maximum efficient impact. These distinctions consisted of the following key areas of accountability: System Software, Process Improvement, and Training and Development. All three area distinctions were accompanied by intentional communication efforts specific to Strategy I. The new ERP/SIS was installed on Vernon College's dedicated cloud servers as of June 2016. The data conversion process of Vernon College's current system to the new ERP system began as of August 2016. The data conversion process is scheduled to continue until September 2017. The conversion process includes three separate data conversions and four testing periods of that data.
- The Concealed Carry on Campus Task Force recommendations were reviewed by the Board of Trustees on January 18. TACC and TASB conducted a legal seminar on the issue in Austin on January 26. Information from that seminar has been forward to task force members for review and possible revision of the recommendations. The Board of Trustees will review the task force recommendation again on February 15. Plans are for the recommended policy to be considered for approval by the Board of Trustees at the March meeting.
- The SB1/HB1 appropriations bills have been introduced in the legislative session. Both bills fund Texas community colleges exactly the same at this time. While there is a small decrease in funding from last biennium for all colleges, the Vernon College appropriation is reduced by approximately 4% or \$220,000 per year primarily due to less contact hours generated in the base year. TACC and TCCTA are still lobbying aggressively for additional funds to all colleges.

### **Instruction – Dr. Gary Don Harkey**

- Thanks to all who pitched in to assist in hosting the representatives from Wichita Falls Business & Industry at the **Skills Training Center** on January 24. 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 program instructors: **Sharon Wallace** – Computer & Information Sciences; **Scott McClure** – Heating, Ventilation, Air Conditioning & Refrigeration; **Chaz Tepfer** – Welding; **Chris Smith** - Machining; **Mark Holcomb** – Industrial Automation.
- Kudos to the faculty and administration in both the **ADN and LVN Departments** for their evolving cooperative partnership in producing competent nursing candidates. Recently, ADN Simulation Coordinator **Jennifer Hatley** coordinated an assigned several RN students to serve as participants in the LVN Basic Skills evaluations prior to LVN clinical assignments with students from both programs benefitting from the experience.
- Thanks to **Judy Ditmore** and **Michelle Downes** who delivered *Meals on Wheels* on January 18 on behalf of Instructional Services!
- **Katrina Brasuell** recently travelled to Tarrant County Community College in Ft. Worth to participate in *Consortium Leadership and Renewal Academy (CLARA)* workshops sponsored by the North Texas Community College Consortium (NTCCC).

- Thanks to all who participated and volunteered for the 4<sup>th</sup> *Annual Hunger Run*, coordinated by Director of Continuing Education **Christina Feldman**, Coordinator of Community & Recreational Services @ CCC **Seth Hughes**, and English Instructor **Misti Brock**. Vernon College was able to donate over 500 pounds of food in addition to raising over \$2500. The funds collected were allocated to *Share our Strength*, a national organization dedicated to ending child hunger. 135 people registered for the event which was held at the Century City Center on January 28<sup>th</sup>.
- First draft of the 2016-2017 **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 26. Those volunteering from Instructional Services included **Mary Jane Batchelor**, **Vicki Bradley**, **Cindy Coufal**, **Sherrie Denham**, **Michelle Downes**, **Gary Don Harkey**, **Jason Jenkins**, **Julie Myers-Kuhn**, **Karla Monson**, **Anne Patterson**, **Debbie Richard**, **Sabre Sharp**, **Nancy Smith**, **Janice Turvaville**, and **Elisha Wehrwein**.
- Work has begun on the development of **Summer and Fall class schedules**.

### **Student Services – Jim Nordone**

- **Title III Student Success Initiatives:**
  - Completed the 2016 Annual Report and Submitted to the Department of Education via electronic database.
  - Approved 12 faculty mini-grants for the Spring Semester 2017.
  - Held two Title III Team Leadership Meetings.
  - “Time Management” workshop during LVN Orientation (Vernon), January 4.
  - Made 32 calls to “double developmental” students to encourage attendance at “Chap Express.”
  - Held “Chap Express” on January 24 (Century City Center).
  - Conducted 10 “Academic Coaching” sessions with “Striving to End Probation Status (STEPS)” students, January 23 – 27.
  - Scheduled 12 new Peer Mentor to Peer Mentee sessions, January 23 – 27.
- **Student Activities Initiatives:**
  - Student Forum (Century City Center) met January 24; discussed “Community College Day at the Capitol,” and the “Annual Blood Drive.”
  - Student Government (Vernon) met January 26; discussed “Community College Day at the Capitol,” and approved Spring 2017 Events Calendar.
  - Held successful “Welcome Back Bingo Night” (75 students in attendance at Vernon Campus) January 26.
  - Held successful “Annual Blood Drive” at Century City Center, January 30 and 31.
  - Hired new Student Success Pathway Director, Criquett Lehman.
- **General Ongoing Initiatives**
  - Completed Student Services’ Annual Plans.
  - Completed SACSCOC Draft Narratives.
  - Commenced planning the 2017 Honors Program. The program will be held at the Wilbarger Auditorium, Thursday, April 20<sup>th</sup> at 6:30 pm.
  - Chief of Police checked emergency phones on all campuses; five were discovered “not working” and they were repaired.
  - Dean of Students and Chief of Police submitted proposal to President Johnston with regard to reworking the current personnel/coverage arrangements.
  - Held mandatory Spring 2017 Dormitory Residents’ meeting (Vernon), January 18.
  - Participated in ERP/SIS purchase training.
  - Interviewed for, and hired new Resident Assistant, Leisel Derbyshire.
  - Commenced with Annual Performance Reviews.
  - Held Student Services Leadership Council, January 23.
  - Conducted “Time Management” Seminar for 90 Student Athletes (Vernon), January 27.

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

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

- 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.

- Working on the Texas Higher Education Coordinating Board CBM0E1, CBM00S, CBM008, and CBM002 End of Fall Semester Reports.
- Working on U.S. Department of Education IPEDS Winter Submission Reports.
- Working on 2017-2018 Annual Plans.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- 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.
- Planning and organizing our “Springfest” (recruiting) event at CCC scheduled for April 7, 2017.

#### **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).
- Student Financial Aid Integrated Postsecondary Education Data System (IPEDS) component competed and locked.
- December mini term satisfactory academic progress review completed.
- January Financial Aid Blog created and posted on the VC homepage.
- Beginning of semester FAQ email sent to all financial aid recipients.
- Beginning of semester encouragement email sent to students on financial aid suspension.
- Recertification for designation as an eligible Title IV participating institution follow up documentation sent to the US Department of Education.
- Processing veteran certifications for Spring 2017.
- Processing Hazlewood awards for Spring 2017.
- Reporting probations and suspensions to the VA.
- Reporting Fall 2016 graduations to the VA.
- Submitted the Fall 2016 Hazlewood Report for the Texas Veterans Commission.
- Sending email follow-ups to veteran students receiving EARLY ALERTS.

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

##### **Business Offices**

- Margaret Tubbs has completed and mailed all W-2’s and 1095-C’s and submitted the W-2 file to the IRS.
- Sandy Odell and Ann Schultz are taking payments for registration, making student ID’s and answering lots of call about 1098t’s.
- Ann is also issuing keys, updating proxy cards, setting up copy codes and phones for new employees’ or staff changes.
- Christie Lehman processed 1098-T’s for all non-foreign students.
- Shelly Baldwin processed and mailed out 1099’s to applicable vendors.
- Margaret Tubbs processed and mailed W-2’s for 577 employees.
- Mindi Flynn completed the IFRS report for the state comptroller as well as a desk audit on our annual grant.
- All employees have continued learning the new software for our Go Live date next month.
- Mindi Flynn has begun department level training for all users who will be using the ReqLogic software for purchase requisitions.
- Mindi Flynn was sworn in as second vice president of the Vernon Chamber of Commerce.

##### **Bookstores**

- Assisting students with their school books and supplies, stocking shelves with books and supplies, taking pics and making badges for numerous classes, organizing stock room, cashiering and returns.

##### **Wichita Falls**

- Repaired lights in Welding lab and Robotics lab at Skills Training Center, turned room 718 into a class room including installing data and tv on the east wall and instructors console and replaced a toilet flange and installed a new faucet in the women’s restroom in 700 hall at CCC.

- Gary Dotson and Chris Horton installed Wi-Fi lines and cable at the press box at the baseball field at Vernon and installed lines for the credit card machine for Cosmetology in Vernon and CCC.
- Contractors repaired broken water line that feeds the building on the south side of building at CCC.

#### **Vernon**

- Ray Carr finished replacing the rack and pinion steering on the Dodge van.
- Ray, Paul Frommelt and Steven Kajs have the project to convert a room at the athletic dorm into a laundry room mostly complete.
- Maintenance mounted masts and made ready for Wi-Fi to be installed at the baseball press box and installed a new freezer in the congregate meals building.
- Jim Anthony and the grounds crew have been doing a lot of tree and shrub trimming around campus.
- Josh Cook and Jake Stringer have done work to upgrade the big yard sprayer.
- Lyle Bonner and Ray replaced wheel bearings and front axle bushing on the John Deere tractor and made repairs to the skid loader.
- Ray and Paul also repaired the freezer in the SUB.

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

- **Data update –**
  - The Student Success Data Fact presented to the **Board of Trustees** in January was a review of the [Placement and Completion Key Performance Indicator of Accountability](#).
  - Betsy Harkey continued Spring and Spring I 2017 applied and enrolled POISE sorts through the removal for nonpayment following schedule changes and the close of Campus Connect. In addition to providing basic counts, Rachel White used the information to continue to reach out to potential students. The next sort will be on February 2, 2017 which is the day after Spring 16 week count day. This information will be utilized for creating the Count Day Snapshot plus data such as MAJORS to determine needed updates/changes, potential Phi Theta Kappa members, student characteristics for New Beginnings, applied not enrolled for recruiting follow-up... Contact Betsy with any potential special data needs.
- The **College Effectiveness Committee** met on January 20, 2017. **2017-2018 Annual Action Plans** due date and requirements as well as the **SACSCOC Compliance Certification** process and report were the primary agenda items. The members also discussed standing committee expectations and ensuring that the website is up to date.
- The **Student Success Data Committee** met on January 27, 2017. In addition to receiving an update for the SACSCOC Compliance Certification process and report, agenda items included discussion of the acronym project, Assessment/Report Calendar and General Glossary process, Student Success Data Facts and Key Performance Indicators of Accountability.
- A special thank you to those who organized and participated in the Faith Meal on January 26<sup>th</sup>.

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

- Michelle A. Alexander is representing Vernon College on the Home and Garden Festival Committee. The Festival is sponsored by the Wichita Falls Area Arts Council (the Kemp Center for the Arts and the Forum) and will be held at MPEC Saturday, February 25 and Sunday, February 26. The College is one of the major sponsors of this event and will have a booth in the exhibit hall.
- Monica Wilkinson, under our USDA Farmer's Marketing grant, in cooperation with Becky Morath, Charlie-Thornberry Farmers Market Association is organizing an indoor Farmer's Market for the Home and Garden Festival also.
- Monica, along with several area farmers, attended the Texas Organic Farmer and Gardner Association Conference January 12 – 14 in Mesquite, TX. The conference focused on sustainable farming. This is one of the activities supported by our USDA Grant.
- Welcome to Sherin Clarke, the new Market Manager for the Wichita Falls Downtown Farmer's Market. The position is also funded by the USDA Grant.
- Michelle was one of the presenters for a Council for Advancement and Support of Education (CASE) Webinar about the 2016 Federal Grant Funding Opportunities for Community Colleges Report prepared by the 2016 Federal Funding Task Force (FFTF). FFTF is a committee of CASE composed of volunteers from community

colleges across the country who meet in Washington with federal agency program officers to learn about federal grant opportunities open to community colleges. The information is published annually in the FFTF report.

- The Vernon College Foundation met on January 19, 2017 and, among the actions taken, approved a new \$25,000 Catching the Future Dual Credit Scholarship grant for 2017-2018. This is a \$5,000 increase over previous grant awards to this program.
- Callee Serrano participated in the Faith Meal.
- The Vernon College On-Line Auction will take place March 7 – 9, 2017. If you have something to donate to the Auction please contact Callee Serrano or Michelle Alexander at the College.
- Callee has already gathered some great Auction items, more are always needed.

### **Marketing – Holly Scheller**

- Trained Callee Serrano on all board reports due for the Board of Trustee meeting and the Board of Director meeting.
- Prepared mail out for the 17<sup>th</sup> Annual Online Auction, soliciting businesses for auction items.
- Researched and Photographed the Chaparral Senior center for the President's Annual report.
- Joined Rachel White in speaking at the Rotary Club in Vernon.
- Press released: The Home and Garden Show, On-site Registration, Dr. J's Legislative Session.
- Worked on Dr. J's Wichita County VC presentation.
- With SheaLeigh Jones created the Vernon College vs MSU Blood Drive Battle, working hand and hand with MSU to create this good natured competition.
- Finished the second Alumni Ad with Stephanie Robles. Began planning the third ad which will include nurses from United Regional.
- Worked with Gonzalo Robles on Road to College advertising for the Vernon College event Feb 4<sup>th</sup>.
- Planned the Spring/Summer ad campaigns with Crane West.
- Researched Smart Catalog and set up a demo for the end of the month.
- Worked with the Vernon Daily Record to let the know all upcoming events in the spring for media coverage.
- Met with the Athletic Department to discuss branding and marketing.
- Attended the Annual Chamber Luncheon and Ladies who Market Lunch networking events.
- Met with the planning committee for the 2017 Home and Garden Festival, Vernon College is title sponsor.

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

- A QEP Logo has been selected! **CONGRATULATIONS** to **Ivy Harris** for submitting the winning logo...drum roll please...[click here to reveal the logo](#). 2<sup>nd</sup> Place design was also submitted by Ivy Harris and 3<sup>rd</sup> Place was submitted by Mindi Flynn. A big thank you to all who submitted designs and to the selection committee for their participation and enthusiasm.
- A QEP promotion plan for the spring semester will be discussed in this month's Integrated Marketing/Recruiting Committee meeting.
- QEP Orientations for staff and/or faculty are being offered this month. The next session is Friday, February 3<sup>rd</sup> at 11:00 AM in rooms V423 & CC717.
- The Technology Committee will be reviewing the Vernon College Technology Annual Action Plan at the February meeting. Recommendations will be forwarded to the College Effectiveness Committee.

### **Human Resources – Haven David**

- We continue to work on data migration and the comprehensive leave program for go live with the new ERP in March. We have begun training employees on the new employee portal.
- Personnel for February:  
Criquett Lehman, Internal Transfer from Director of Quality Enhancement to Student Success Pathway Director
- Completed AAUP Salary Survey
- Attended TACCA conference in Austin, January 26<sup>th</sup> and 27<sup>th</sup>.

### **ERP/SIS – Ivy Harris**

- Data conversion for Dynamics GP has been mostly completed.
- The test environment has been built, and is nearing completion. The business office and human resources have been verifying the test environment for initial manipulation.

- The leave management extension program has been installed. We are continuing to configure that system for use within the test environment.
- 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 been scheduled to begin within the next three weeks.
- A high-level initial training session was conducted for purchasing and acquisitions portal within the Dynamics GP Supplemental system during Spring kickoff on January 9/2017. A total of 68 faculty and staff members attended the breakout sessions.
- Training sessions for the March 1, 2017 go-live date began during the week of January 23<sup>rd</sup>. The Students Services staff were the first to participate in the training sessions. Session will continue until the week of February 13<sup>th</sup>.
- The ERP/SIS Coordinator is currently working on a training manual to be used by all employees for the March 1<sup>st</sup> go-live. The manual is scheduled to be completed by February 23<sup>rd</sup>.

**DRJ Comments** –

- Enrollment is up 69 student headcount this spring and spring I over 2016 spring and spring 1. This will impact final appropriation distributions as the base year contacts hours are recalculated for funding purposes. I appreciate what each of you do on behalf our students and the institution.
- Thank all of you for your participation in the Vernon Boy's and Girl's Club FAITH meal this past month. It was a great success because you were there.
- Please contact me with any input or questions at:
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