

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 Vernon College Board of Trustees discussed draft three of the 2017-2018 budget. In developing draft three of the 2017-2018 Budget two positive things occurred since draft 2. Health insurance cost will be approximately \$40,000 less for 2017-2018 than anticipated and the legislature has increased appropriations to community colleges nearly \$19 million for the biennium. This was not expected and, even though it is not much per college, it will be helpful to Vernon College. Even with the slight decrease in contact hours, Vernon College will get a few more dollars in state appropriations than last biennium. Instead of expecting \$150,000 per year less, we now expect about a \$7000 increase for each year of the biennium. We have also found a few more expenses to decrease as we have gone through the budget very thoroughly. The budget still includes a 3% total salary increase for all employees (total increase to budget of \$303,000). We still need to find approximately \$140,000 to balance the budget before the July meeting, but I am confident we can balance it without considering any tax increase above the effective rate. Based upon the pre-certified appraisal value, the estimated effective rate for 2017-2018 will be 0.2351 compared to this year's rate of 0.2296. An increase of 0.0055 or 2.41%. The fourth draft of the budget will be discussed at the July board retreat. The final budget is approved at the August board meeting.
- The Vernon College Board of Trustees approved the TASB recommended updates and revisions to board policy. The Board policies are found in the Human Resources section of the Vernon College website.
- The Vernon College Board of Trustees approved a new student organization The purpose of the Student Veteran Organization is to provide the veteran population at Vernon College access to a community of fellow veterans; raise awareness of veteran issues in higher education within the non-veteran population at Vernon College and surrounding community; provide information and navigation help through veteran benefits available through the federal/state/local government or agencies; conduct fellowship, counseling, study groups, collegiate advice and tips from course scheduling, student services, tutoring, financial aid options, transferring of credits to other institutions; networking with veteran organizations in the community, hiring managers for job placement after graduation. Steven Underhill is the faculty sponsor.
- Vernon College is working with the Texas A&M Forest Service to develop a new tree plan for the Vernon campus. The Vernon campus lost over 50 mature trees during the five year drought. Discussions include the best type of tree for the area, size of tree to plant, and locations on campus.
- The annual Vernon College Board of Trustees retreat will cover a variety of information. The tentative agenda includes:
 - 8:30 – 9:00 Breakfast, coffee, etc.
 - 9:00 – 9:15 Introduction to the days discussion topics and goals
 - 9:15 – 9:45 USDA Farmer's Market grant update
 - 9:45 – 10:15 USDED Title III grant update
 - 10:15 – 10:30 Break
 - 10:30 – 10:45 LVN Program update
 - 10:45 – 11:00 Facilities/Maintenance update
 - 11:00 – 11:15 Legislative Session Summary/Impact
 - 11:15 – 12:00 Budget /Tax appraisal/Tax Rate discussion
 - 12:00 – 1:00 Lunch
 - 1:00 Regularly Scheduled meeting

Instructional Services

- Summer I finals are taking place June 28 & 29.
- Summer II on-site registration was June 27 & 28 with classes beginning July 3.
- Faculty members continue to serve as **Course Scheduling Advisors** (CSA) and are currently assisting students with their course schedules for the Fall terms.

- Work continues on the development of the 2017-2018 Budget as well as the *SACSCOC 10 year Reaffirmation of Accreditation Report*.
- VC Police Academy Coordinator **Mike Hopper** attended the *TCOLE Quarterly* meeting in Austin.
- **Kathy Peterson**, Interpreter for the Deaf, attended *Texas Society of Interpreters for the Deaf* in San Antonio.
- **Shana Drury**, Associate Dean of Instructional Services, attended the *Summer TACTE Board Meeting* in Dallas.
- Surgical Technology instructor **Jeff Feix** attended the *AST National Conference* in New Orleans, LA. Also in attendance were nine STSA students. The students attended educational sessions, AST business sessions, one day devoted to a student track, toured the Exhibit Hall with surgical vendors and employers, along with attending conference social events. Jeff participated in the AST House of Delegates in business sessions and elections as a Texas Delegate. The final day of the trip, students and Jeff were graciously treated to a Cajun Feast by one of the student's Aunt and Uncle who lived in the New Orleans area. Jeff reports after two hours of the Feast everyone knew the taste of authentic Cajun food.
- ADN Assistant Director/instructor **Beth Arnold** attended the *Annual CNS Conference* in Austin to review the latest updates and practices for clinical situations.
- Culinary instructor/head chef **Erika Colee** attended the *Johnson & Whales Culinary Arts Summer Education Educator* program to enhance teaching strategies in Miami, FL.
- Health Information Management instructor **Ruth Rascon** attended the *TxHIMA Annual Meeting* in Frisco.
- Special thanks to **Michelle Downes and Judy Ditmore** for delivering *Meal on Wheels*.
- Congratulations to the **Dental Assisting** program for their **100% pass rate** on their licensure exam!
- **VC Police Academy** hosted the graduation ceremony for the cadets on June 1.
- **Continuing Education** held the CE Completion Ceremony for their programs on June 7 with 73 students walking the stage. Approximately 500 were in attendance with Dr. Robert Evans, DDS, with the Dental Assisting Program was honored for his 10 years of service with the program.
- **Summer 2017 Recharge**. Fifteen Vernon college employees attended the “Summer 2017 Recharge” professional development sessions held between both the Vernon and Wichita Falls locations in June. Comprised of staff, faculty, and administrators—attendees had the opportunity to share successes from the Spring 2017 term while planning SMART goals for the Fall 2017 term. **Anna Martin, Marian Grona, Deana Lehman, Belinda Alberry, Donnie Kirk, Mary Rivard, and Jennifer Brumley** were in attendance from Instructional Services.
- The **Culinary Academy** Open House was held in Burkburnett on June 22 for people interested in the academy to check out the state of the art facilities and learn more about the program.

Student Services – Jim Nordone

Title III Student Success Initiatives

- Commenced with recruitment of peer mentors for fall 2017.
- Finalized plans for recruitment of faculty mini-grants for fall 2017.
- Continued with reach-out efforts to Early Alert students.
- Continued assisting with “Advising on Demand.”
- Reviewing all Title III Student Success programs and services to identify best practices, and to make improvements, where needed, for Gran Year III.
- Continued with the compiling and analyzing of all Title III cohort data.
- Finalized plans for NACADA Speaker, Kathy Stockwell. The topic is Improvements to Academic Advising. The presentation is scheduled for Friday, September 22, 9:00 a.m. to 12:00 noon, CCC – Room 302.
- Chap Express dates for fall 2017: August 29 (2:30 to 5:30 p.m. and 5:30 to 8:30 p.m.); August 30 (2:30 to 5:30 p.m. and 5:30 to 8:30 p.m.); August 31 (2:30 to 5:30 p.m.); September 1 (9:00 a.m. to 12:00 noon).

Student Activities Initiatives and Housing

- Continued cleaning out dormitories and preparing for fall 2017.
- Continued with the processing of dormitory applications for fall 2017.
- Continued preparing dormitories for Catholic Church Retreat (approximately 100 guests).

General Ongoing Initiatives

- Welcomed “Road to College” students on June 26.
- Completed revisions to Student Handbook.
- Completed revisions to Resident Handbook.
- Date Rape presentation (Katie Koestner) scheduled for August 30 in collaboration with First Step, Midwestern State University, and Sheppard Air Force Base.

- Planning to administer Learning and Study Strategy Inventories (LASSI's) to 100 students (pre-and-post-tests) for fall semester 2017.
- Received approval from Dr. Johnston to order camera systems for both Vernon dormitories.
- 5 New Student Orientations (NSOs) totaling 162 attendees.
- Conducted 125 academic advising sessions.
- Held successful Athletics Advising day, June 15.
- Received outstanding feedback on Counseling Client Survey.

Personnel Updates

- Hired new Director of Housing/Student Activities, Jessie Dominquez; (commencing June 26).
- Hired new Counselor, Lindsey David (commencing July 5).
- Will conduct interviews for the following positions, week of July 10: Police Officer (Vernon), Police Officer (CCC), Security Officers (part-time) (all locations).

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Processing Applications for Admissions and mailing applicable status letters with registration information.
- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to provide students important dates and information.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Mailed diplomas to certified May graduates.
- Registering students for Continuing Education Kids College classes.
- Campus Connect (online registration) open for students registering for Summer II semester.
- Campus Connect (online registration) open for students registering for Fall 2017 semesters.
- Held Summer II on-site Final Registrations on both the Vernon Campus and CCC.
- Completing 2015-2016 Gainful Employment disclosure reporting.
- Prepared for changes to on-site Final Registration processing and flow for Fall semester.
- Preparing end of Spring semester THECB Reports (CBM002, CBM00S, CBM0E1).
- Submitting contact hour funding THECB Reports for Summer I semester (CBM001 & CBM004).
- Working on implementation and data transfer for Unit4 SM.
- Scheduling individual and group tours at each campus.
- Entering prospective student information into POISE software system.
- Contacting prospective students that have requested information through the website.
- Maria and Aletha delivered Meals on Wheels on June 28, 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.
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- SACS-COC Relationship with the Department of Education draft completed.
- SACS-COC Comprehensive Standard 3.10.2 draft completed.
- SACS-COC Federal Requirement 4.7 draft completed.
- 2016-17 Texas Educational Opportunity Grant EOY report submitted and certified.
- Financial Aid Awareness Day on Vernon campus and Century City Center.
- 2015-16 Direct Loan closeout completed.
- June financial aid blog written and posted.
- Beginning of semester encourage email sent to students enrolled and on suspension.
- Beginning of semester FAQ email sent to students enrolled.
- Continued transition to new default aversion services provider.
- 2017-18 athletic scholarships posted to student's accounts.
- 2017-18 academic scholarships posted to student's account.
- Educational Aid exemption end of year (EOY) report submitted
- Satisfactory academic progress review for May mini term completed.

- Processing certifications for Fall enrollments of veterans/dependents to the VA.
- Met with Catholic Charities about additional program for more students.
- Participating in New Student Orientations (NSOs) for summer and fall.
- Submitted materials to the Department of Veterans Affairs for a remote compliance audit.
- Veteran web page updated.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Ann attended the following in-house professional development – Canvas Refresher and Conflict Management for Supervisors and Managers.
- Mindi Flynn and Margaret Tubbs attended the GPUG Quarterly Meeting in Dallas, TX.
- Mindi Flynn and son, Parker, delivered Meals on Wheels.

Bookstores

- Both stores have been busy sending books back (that are not needed or are changing for the Fall semester), organizing and cleaning out file drawers, storing old files etc...dusting, stocking, assisting students, finalizing fall adoptions and preparing to start ordering books.

Wichita Falls

- Ricky Haley and Jose Nieto have been busy with weekly mowing and landscape work at CCC and Skills.
- Contractors repaired three rtu's one at Skills and two at CCC.
- Gary Dotson and Chris Horton moved phone lines and extensions in the library, repaired the phone in room 204 and installed cabling for new cameras in the dorms at Vernon and installed new data lines for the computer lab at Skills.
- Carl Brinkley and Robert Johnson installed new carpet and cove base in Mark Holcomb's office and cleaned the drain lines and pumped the grease trap for the VC café.
- Bobby Bounds Construction has completed the milling portion of the west parking lot work and should start laying a 2" overlay (Wednesday) morning.

Vernon

- Joey Lama and his crew shampooed carpets in all classrooms, stripped and waxed floors including Cosmetology and the dorms.
- Lyle Bonner, Ray Carr, Steven Kajs and Paul Frommelt moved furniture out of all athletic offices in the King Center ahead of flooring and paint contractors. Flooring was replaced in the athletic offices. Offices were painted as well as doors and jambs in the hallway.
- Ray and Paul replaced all the faucets/gas outlets in the chemistry lab, replaced the brakes on the rodeo feed pickup and serviced Bus #2.
- Jesse Urquizo, Josh Cook, Jake Stringer and Brandon Weaver have been making repairs and improvements to the irrigation systems.
- Lyle touched up paint in the baseball field house.
- Steven has been washing out and sanitizing air conditioning units in the dorm.

Institutional Advancement – Michelle Alexander

- Calle Serrano participated in a Blackbaud webinar on data enrichment.
- Assisted with the Police Academy Graduation
- Working on migrating the data in older paper files into Raiser's Edge
- Michelle Alexander and Monica Wilkinson participated in the June 3rd Blackberry Day at the Downtown Farmers' Market in Wichita Falls. It was a big success with over 2,500 in attendance
- Monica attended the Priddy Foundation Institute at Possum Kingdom June 4-6, 2017
- Wichita Falls Farmers' Market "Market to Menu" on June 17th featured appetizers by three local chefs made with local produce.
- Vernon Midweek Market at Wilbarger General Hospital (Tuesdays from 4-6 pm) is growing in popularity. We've had between 60 and 80 attendees regularly with up to 7 vendors.
- Monica participated in Wilbarger General Hospital's Health Fair in Vernon on June 22nd. We made many contacts and handed out recipe cards and market schedules.
- On June 28th we will hold the USDA grant's first workshop – Social Media Training by Katherine Hager at Little h Creative. The workshop is free for market vendors. The training will teach vendors how to better promote their businesses on Facebook, Instagram and Twitter.

- Michelle met with several members of the Grants and Sponsored Programs Office at Montgomery County College (MCC) in Rockville, MD on June 14 to learn about their processes and practices. MCC is a recognized leader in obtaining federal, state, and county grants.

Marketing – Holly Scheller

- Scripts revision and production for commercials.
- Ads for Police Academy, Kids College, Fire Academy, Admin Office Tech
- Research and revised social media policy
- Grew Twitter audience
- Smart Catalog revision
- Image ad for the Chamber of Commerce
- Webinar on Photoshop
- Met with Site Maintenance to discuss issues with current website (broken links, misspellings, ADA compliant)
- Pen drop off around the community

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **QEP.** The research component of the IBL-QEP is completed! Writing of the QEP narrative is in progress using the approved QEP narrative framework. To view a snapshot of the narrative framework, review page 49 of the [SACS-COC Handbook for Institutions Seeking Reaffirmation](#).
- **SENSE.** In Fall 2017, select Vernon College students will participate in the Survey of Entering Student Engagement (*SENSE*)—an initiative through the Center for Community College Student Engagement. The SENSE helps community colleges discover why some entering students persist and succeed while others do not. Initiating the SENSE procedure in June, the Vernon College verification form was submitted to the Center on June 09 and the fall 2017 course file for survey sampling was submitted on June 21. The Center will transmit the finalized Fall 2017 SENSE course survey sample to Donnie Kirk by mid-July 2017. [Read more about the SENSE.](#)

Professional Development Update

- **Summer 2017 Recharge.** Fifteen Vernon college employees attended the “Summer 2017 Recharge” professional development sessions held between both the Vernon and Wichita Falls locations in June. Comprised of staff, faculty, and administrators—attendees had the opportunity to share successes from the Spring 2017 term while planning SMART goals for the Fall 2017 term. See a snapshot of those successes and goals attendees posted on the [Vernon College Quality Enhancement Resource Facebook page!](#)
- **Summer 2017 PD Calendar.** The “2017 Summer Series” Professional Development Calendar is continuously evolving! Refreshing, recharging, and rebooting programs are planned and presented! PD calendar updates are sent to all college employees via e-mail on Thursdays throughout the summer! Watch your Thursday VC e-mail!!!

Human Resources – Haven David

- Personnel: (Hires)
 - Anna Martin – Classified II, Administrative Assistant, College Effectiveness/SACSCOC – started June 19th
 - Jesse Dominguez – Director of Housing – started June 26th
 - Lindsey David – Counselor for Vernon Campus – will begin July 5th
 - Henry Zarate – Assistant Rodeo Coach – will begin August 1st
 - Tammy Majewski – Mathematics Instructor for Vernon Campus – will begin August 1st
 - Stephen Holton – Assistant Softball Coach/Residence Hall Assistant – will begin August 1st
- (Terms/Retirements)
 - Linda Gregg – termed as of June 14th
 - Joni Lockett – retiring as of June 31st
 - Skylar Charlery – resigning as of July 31st
 - Andrew Todd – resigning as of August 31st
 - Paul Vogt – Resigning as of August 31st
- Attended Dallas GPUG (General Dynamics User Group) quarterly meeting on June 15th.
- Working on 2017-2018 Employee Handbook.
- Toni Jones attended the TACCHRP Conference May 31st – June 2nd.

ERP/SIS – Ivy Harris

- The Dynamics GP/ReqLogic/Greenshades go-live date was successfully completed on March 1, 2017. The follow-up set-ups are continuing to be refined and adjusted according to departmental needs.
- All full-time, part-time, and adjunct faculty, staff, and administration were trained on the new systems in either a live group training session, one on one training session, or an online training.
- U4SM is continuing to configure the base product for Vernon College's specific needs.
- Data conversion for U4SM has begun with the first capture of data submitted for review, verification, and cleanup.
- Data is currently being captured from Poise and translated into Excel. Once the data is captured, the data will be scrubbed for inconsistencies and errors. The data will then be validated against the Poise database to ensure accuracy.
- The ERP/SIS Coordinator continued to record training videos for the Dynamics GP and Reqlogic systems for use by all employees.
- The ERP/SIS Coordinator will be attending the annual U4SM Conference during the week of June 4-10, 2017 and anticipates bringing back many updates from the company.

DRJ Comments –

- I know we all are disturbed by the loss of Dr. Gary Don Harkey. He was a great friend to many, including me. We will not be able to replace him because he had such a wonderful combination of skill sets that made him so effective in his role as Dean of Instructional Services and as a leader in the community. We will all take time to grieve individually and collectively and then, at an appropriate time, we will make plans to move forward to look for our next Dean of Instructional Services. In the interim, please contact Shana Drury, your respective Division Chair, or myself with any issues, concerns, or needs.
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