

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

- Everyone had participated in a tremendous amount of work in developing the 2017-2018 budget. Two positive things have happened since draft 2. The estimate for 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. This information is very helpful as we develop draft 3 of the budget. The final draft 4 will be presented as a balance budget at the July board meeting. The annual budget is approved at the August board meeting.
- Commencement exercises created a large amount of positive comments from students, parents, and employees. Nearly 500 students completed certificates or degrees and over 225 walked the stage during the two ceremonies.
- The Board of Trustees approved a proposal to enhance Vernon College police, safety, and security personnel. The proposal included one additional full-time police officer in Wichita Falls and one additional police officer in Vernon. In addition, the proposal included Vernon College employing and training security personnel to work to provide coverage as needed.
- News from athletics as the seasons have come to an end include:
 - LaShaunda Spurgeon has been reassigned to Head Volleyball Coach. LaShaunda has been the assistant coach for three seasons.
 - Hunter Koch (Vernon resident) and Blake Glenn (Walters, OK) qualified for the College National Finals Rodeo in team roping.
 - Chad Smith was voted Rodeo Coach of the Year in the Southwest Region
 - The softball team and the baseball team have completed their seasons. The softball team made a strong run to qualify for the regional tournament, but came up a couple of wins short.

Instruction – Dr. Gary Don Harkey

- Summer and Summer I classes are underway while registration for the Summer II term will continue through June 28.
- Faculty members continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Summer II and Fall terms.
- Work continues on the development of the 2017 -2018 Budget as well as the *SACSCOC 10 year Reaffirmation of Accreditation Report*.
- Congratulations to the **VC Police Academy Class of 2017** and Coordinator of Protective Service **Mike Hopper** for yet another 100% pass rate on the Texas Commission on Law Enforcement (TCOLE) licensure exam!
- ADN Instructor **Beth Arnold** recently travelled to Temple to attend an *Advanced Practice Symposium* and receive updates in the areas of Pharmacology and Medical/Surgical Nursing.
- Pharmacy Technician Program Coordinator **Katrina Brasuell** recently travelled to Austin Community College where she participated in training in Sterile Compounding. This nationally recognized training will enable the VC Pharmacy Technician program to provide an additional certification opportunity for our students.
- Cosmetology Instructors **Angela Ward** and **Elisha Wehrwein** attended the Texas Community College Teachers Assn (TCCTA) sponsored *Roundup for Great Teaching Symposium* in Kerrville.
- Administrative Office Technology Instructor **Arwynna Randall-Gay** recently travelled to Austin where she attended the *Conference for Teachers of Accounting at Two-Year Colleges*.

Student Services – Jim Nordone

Title III Student Success Initiatives

- Under the leadership of Criquett Lehman (Student Success Pathway Director), the Student Success team of Sjhonton Fanner, Kelly Peterson, and Teri Reese continue to do an excellent job outreaching to Vernon College's at-risk students.
- The Student Success team has played an integral part in the division's transition to providing Academic Advising on Demand – In a Faster, Friendlier, and Easier Environment.
- The Title III team looks forward to commencing with the statistical analyses of retention-related numbers since the outset of the Grant. Intuitively, we believe that our efforts are making a significant difference! The quantitative realities will be reported to the Title III Oversight Committee soon.
- Office of Student Success updates NOTE: Inner office program review dates have been scheduled over the summer (noted below) to identify barriers and best practices and to make improvements for the 2017-18 academic year (Title III grant year 3).
- Peer Mentoring Program – the peer mentor final grant report has been submitted to the VC Foundation via Michelle Alexander, Director of Institutional Advancement. Stipend checks, in the amount of \$250 each, were issued to seven peer mentors for the spring 2017 semester. Program review scheduled May 31, 2017.
- Student Success Series – program review scheduled July 11, 2017.
- Academic Coaching – Summer outreach and connections are being tracked including Early Alerts and Advising. Program review scheduled July 19, 2017.
- STEPS Program – Kelly Peterson and Sjhonton Fanner met with probation students during summer on-site registration; the purpose was to advise the students of expectations and to schedule the first STEPS appointment. Program review scheduled July 11, 2017.
- Early Alert Outreach – a May Mini report was run and the Student Success Specialists worked with Mrs. Kalski and Mr. Warren to contact students. Efforts will continue through the summer sessions. Program review scheduled July 19, 2017.
- Mini Grant Program – the deadline for spring 2017 final mini grant reports is June 1, 2017. Program review scheduled June 14, 2017.
- Course Schedule Advising – Kelly Peterson and Criquett Lehman worked in the CSA Center during finals week May 4-12. Both Student Success and the Counseling staff are advising students “on-demand.” The initiative began in May and will continue into the 2017-18 academic year.
- Professional Development – A speaker request form has been submitted to NACADA (the National Advising Association) in an effort to secure a speaker on the topic of proactive and intrusive advising for August or September. Criquett Lehman has also been in contact with Amarillo College about providing a webinar or in-person professional development on Student Success initiatives.

Student Activities Initiatives and Housing

- Continued to clean-out dormitories.
- Continued to process dormitory applications for fall 2017.
- Began preparing dormitories for Catholic Church Retreat (approximately 100 guests).

General Ongoing Initiatives

- Fine-tuning updates to Student Handbook (will be ready for June Board Meeting)
- Fine-tuning updates to Resident Handbook (will be ready for June Board Meeting)
- Will offer Date Rape presentation (Katie Koestner) August 30 in collaboration with First Step, Midwestern State University, and Sheppard Air Force Base.
- Will administer Learning and Study Strategy Inventories (LASSI's) to 100 students (pre-and-post-tests) for fall semester 2017.
- Assisted with all recent Student Registrations.

Personnel Updates

- Will commence with interviews over the course of the next three weeks for the following positions: Police Officer (Vernon), Police Officer (CCC), Security Officers (part-time) (all locations), Director of Housing (Vernon), Counselor (Vernon).

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.

- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Verified grade entry for all Spring and Spring II courses and move to transcript.
- Run academic probation and suspension reports for Spring semester.
- Certifying degree/certificate audits on students for May graduation.
- Campus Connect (online registration) is open for students registering for Fall 2017 semesters.
- Held on-site Final Registrations on both the Vernon Campus and CCC.
- Working on 2015-2016 Gainful Employment disclosure reporting.
- Prepared for changes to on-site Final Registration processing and flow.
- Setup courses in POISE for Fall 2017 semesters prior in online registration.
- 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.

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 packaging of eligible applicants.
- Federally mandated Shopping Sheet updated.
- Spring 2017 satisfactory academic progress review completed.
- Processing Return to Title IV's for students who received all F's or combination of F/W/U/WF's for the spring 2017.
- 2016-17 Supplemental Educational Opportunity Grant reconciled.
- 2016-17 Texas Educational Opportunity Grant reconciled.
- Financial aid webpages updated.
- 2016-17 unused pass-thru scholarships refunded to donors.
- May financial aid blog written and posted.
- Student Loan Delinquency Prevention and Default Aversion Services provider notified.
- Started transition to new default aversion services provider.
- Amanda Raines and Melissa Elliott delivered Meals on Wheels.
- Submitted Spring 2017 Hazlewood Report to the Texas Veterans Commission.
- Processing certifications for Summer enrollments of veterans/dependents to the VA.
- Reported probations/suspensions/dismissals/graduations to the VA for the Spring 2017 semester.
- Hosted the appreciation dinner for graduating military and veterans.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Christie Lehman attended the BUC\$ (Texas Bursars for Universities and Colleges) Conference in Dallas May 7-9. She also processed May Mini Cancellations and Financial Aid Disbursements and cancellations for Summer and Summer I.
- Garry & Haven David delivered Meals on Wheels.
- Margaret Tubbs, Shelly Mason and Mindi Flynn are continuing to learn the new accounting software package for payroll, accounts payable and general ledger use.

Bookstores

- Both stores are assisting students with their school needs...stocking shelves with summer books and supplies, sending back books not needed for Summer classes, filling out DARS, WIA, VA and Catholic Charity Book slip and taking CNA pictures.

Wichita Falls

- Rickey Haley and Jose Nieto are busy with weekly mowing and landscape work at CCC and Skills.
- Robert Johnson cleaned the carpet in three ITV rooms at CCC and change the air filters on all of the hvac units at CCC and Skills
- Gary Dotson and Chris Horton removed all of the old cabling in the ITV rooms at Vernon and at CCC and installed new lines for the new equipment and installed a new power line from the sprinkler control panel to one section water valve.

Vernon

- Contractors completed installation of new boiler and chemical feed system for the pool.
- Ray Carr replaced transmission seals in the John Deere tractor.
- Joey Lama and his crew have been cleaning dorm rooms, waxing classrooms and have refinished the gym floor.
- Contractors have painted the hallways and automotive shop in the Sumner bldg.
- Jim Anthony and his crew have been trimming trees and removing stumps.
- Lyle Bonner built racks to hold folding chairs in the gym and maintenance and grounds assisted the AD in organizing the storage there.
- Contractors replaced damaged door at the Chaparral Center.
- Steven Kajs has been making repairs in both dorms.
- Ray and Paul Frommelt repaired a leak in the walk in freezer.
- Lyle, Jesse Urquizo and Josh Cook removed the softball bull pen in preparation for replacement as we move forward with adding a storage container, creating a small dressing room and replacing the scoreboard.

College Effectiveness – Betsy Harkey

- The Texas Higher Education Coordinating Board (THECB) proposed the Final Measures for the Revised Accountability System. The proposed measures include the institutional data sources. Betsy Harkey emailed the proposed measures to the Data Group. Comments and questions are due to her by June 14th.
- THECB also launched the new/revised [Accountability System](#) website. This site should lend information needed to update Vernon College Key Performance Indicators of Accountability (KPIAs) and related Benchmarks. Once the KPIAs are updated, the **Student Success Data Committee** will meet to review the information. THECB is still reviewing comments regarding the site design and available information. Send your comments to Betsy who will forward to THECB.
- Betsy began in May and will continue to run POISE data sorts for applied and enrolled for Summer and Fall 2017 terms. This information is emailed to the Data Group approximately every two weeks. If you would like to be included on this email list contact Betsy.
- The details for POISE data sort processes continue to be a frequent and an ongoing project. If you have not documented the POISE sort steps for data sources contact Betsy.

SACSCOC –

- The Vernon College SACSCOC Reaffirmation process was reviewed during the May **Board of Trustees** meeting. This review included the list of writing teams along with narrative completion and other deadlines/dates.
- May through August is scheduled to be a primary time for most writing teams to work on the SACSCOC Compliance Certification (10 year report). Betsy has started meeting individually with primary writers in May. SACSCOC will be the primary focus for the **College Effectiveness Committee** during the summer months

Institutional Advancement – Michelle Alexander

- 2017-2018 Scholarship Offers to graduating high seniors are complete and work is beginning on offers to returning students.
- Callee Serrano participated in the Texoma Gives webinar. Texoma Gives is an area-wide Day of Giving sponsored by the Wichita Falls Area Community Foundation and will take place on September 7, 2017. Vernon College will participate to raise funds for the Chaparral Senior Activity Center.
- Callee delivered Meals on Wheels
- Callee is leading the Data Health Project in Raiser's Edge which is a complete update of the data held in the Institutional Advancement Alumni/Development Software.
- Michelle Alexander is the new Chair of the CASE (Council for Advancement and Support of Education) 2017 Federal Funding Task Force.
- Michelle attended the Grant Writing USA *Grants Management* Class in Arlington, TX May 21-23.
- Summer season for area farmers markets is here! Over 1,000 visitors in Wichita Falls attended on opening day May 6, 2017, over 300 at the Vernon Market opening on May 13th and 60 at the Vernon midweek opening market on May 23rd. Markets are operating in Wichita Falls, Vernon, Burkburnett, Archer City, Olney, Newcastle, and Graham.
- NEW Vernon Midweek Market is every Tuesday from 4-6pm on east lawn of Wilbarger General Hospital.
- Monica Wilkinson presented at the Keeping Our Communities Healthy Conference in Houston, Texas May 17-19, 2017. Met market managers from New Orleans, Austin, Waco, and Santa Fe. Made many contacts and learned

about innovative farmers market, voucher incentive, Veggie Rx, WIC, and mobile market programs throughout the southern US. She shared details of the RRVLFEF with attendees in her presentation and the closing plenary.

- The Spring 2017 recipe card featuring the Vernon College Culinary Academy is printed and is being distributed to visitors at the markets.
- Kids educational programs are at 11am on Tuesdays and adult educational programs are at 11 am on Thursdays at the Wichita Falls Farmers Market.

Marketing – Holly Scheller

- Completed the first phase of SmartCatalog change over. All information was turned in and manipulated over the course of several weeks.
- Worked with Crane west on Marketing Blitz and program videos
- Attended, promoted and shared on social media our graduations and athletic night.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **QEP.** The research component of the IBL-QEP is underway! An annotated bibliography is near completion and a working prospectus and training design framework is in progress.
- **SACS-COC Summer Institute Registration.** Brad Beauchamp, Joe Johnston, and Donnie Kirk are registered to attend the SACS-COC Summer Institute on Quality Enhancement and Accreditation in Austin, TX July 16 - 19, 2017. See their names in lights in the 2017 [Participants List](#).
- **SACS-COC Annual Meeting Registration.** Donnie Kirk, along with Dr. Dusty Johnston, Dr. Gary Don Harkey, James Nordone, Bettye Hutchins, and Amanda Raines are registered to attend the 2017 SACS-COC Annual Meeting in Dallas, TX December 2-5, 2017. This year's theme is "Students Are the HEART of Education." See more details about the conference [here](#).

Professional Development Update

- **NISOD 2017.** Donnie Kirk attended the National Institute for Staff and Organizational Development (NISOD) May 27-30. He centered his session attendance around all things professional development related including planning, implementation, advertising and marketing. Look for fun, exciting, impactful and applicable PD offerings in future professional development announcements and calendars! Check out NISOD's free webinars and Weekly Digest [here](#).
- **End-of-term PD/Technology Survey Drawing Winners!** Congratulations to Clara Garza (CCC), Cyndi Danner (VER), and Mike Hopper (STC)...the winners of the PD survey completion drawing! Each winner received a \$25 Amazon.com gift card. Thanks for the feedback!
- **Are you Emotionally Intelligent?** Belinda Alberry, Tina Baker, Justin Blackwell, Katrina Brasuell, Jennifer Brumley, Haven David, Jeff Feix, Mindi Flynn, Kelli Francis, Ivy Harris, Donnie Kirk, Julie Myers-Kuhn, Kathy Peterson, Holly Scheller, Michael Scott, and Linda Thomas attended this interactive workshop on emotional intelligence in the workplace facilitated by Dr. Niyati Kataria, Assistant Professor of Management at Midwestern State University. Sponsored by the Wichita Falls Chamber of Commerce and Industry, attendees earned 2 hours of professional development credit. See more events sponsored by the Chamber [here](#).
- **Summer 2017 PD Calendar.** A "2017 Summer Series" Professional Development Calendar is in the works and will post by June 15. June 2017 PD opportunities will be announced via e-mail until that date.

Human Resources – Haven David

- **Personnel:**
Ryleigh Thompson – Assistant Volleyball Coach will begin August 1st
Lori Arnold – Psychology Instructor will begin August 1st
- Still working through some "kinks" in ERP system.
- Toni Jones will attend the TACCHRP Conference May 31st – June 2nd in Corpus Christi

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 Reqllogic 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 –

- Summer enrollment is up from last summer a small percentage. Indicators show the possibility of a slight increase for fall enrollment. Thank everyone for your support of recruiting, marketing, and meeting the needs of our current and future students.
- Please contact me with any input or questions at:
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