



**February 2015  
Update**

**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 2015 Spring Kick-off on January 12 was a very good day. There were many positive comments made about the various presentations by Paul Vitale. All other meetings were effective as well and gave everyone a great start to the semester.
- Professional reviews and evaluations are currently being conducted. Haven David made an informative presentation to all supervisors on January 12 in an effort to continue improving the evaluation process.
- The legislative session is in full speed. The first draft of the budget included current services funding for community colleges. No increase in the value of the contact hour actually produced less funding for community colleges due to a statewide decrease in contact hours across the state from biennium to biennium. The Texas Higher Education Coordinating Board, Texas Association of Community Colleges, Community College Association of Texas Trustees, and Texas Community College Teachers Association are all recommending increased contact hour funding to offset some of the losses in funding from the 2011 Legislative Session because of lower state revenues. There is very good hope for a compromise that will increase funding from the current draft amount.
- Additional significant legislative issues to keep an eye on include:
  - Guns on campus
  - Property tax reform
  - Tuition regulation
  - Common course numbering system
  - An many others
- Enrollment across the state and especially at Vernon College continues to be monitored and analyzed. Statewide the spring to spring enrollment trend seems to be flat. At this time the Vernon College spring to spring enrollment is down approximately 6% in headcount at 2809 while contact hour production is also down approximately 6%. Economic conditions, regional low unemployment, the trends of decreasing service area population and high school graduates, and competition for dual credit students by other entities may be part of the reason, but we need to continue to explore all possible variables to explain the decline and all possible solutions to reverse the trend.
- The decline in enrollment impacts estimates for tuition and fee revenue in the current 2014-2015 budget and will also have an effect on estimated revenue for the 2015-2016 budget. For the remainder of the 2014-2015 budget year, each component of the College has been encouraged to be diligent in distinguishing between a cost that is essential and one that is nice to have. Please carefully consider the following as purchase decisions are being made:
  - Repairs, remodeling, and capital improvements—can they be done later or do they have to be done now
  - Technology—does it impact instruction or other processes immediately or can it be postponed
  - Supplies—can they be stretched
  - Travel—really essential or not

As has been stated in several meetings the past month, each position that comes open in the next few months will be greatly scrutinized to see if the functions can be reassigned to other positions. And unfortunately, after all the great work with the annual planning process, it will be very hard to invest in any new positions in the next budget. So, how can new ideas be implemented using current levels of human resources is the question to ask ourselves.

Vernon College is in excellent financial condition, our job is to keep it that way. Anything we can do to control current expenses will only help us in the future.

### Instruction – Dr. Gary Don Harkey

- Coordinator of Protective Services **Mike Hopper** attended training sessions in Abilene on *Missing & Exploited Children* – a new course which is now required of all peace officers. Vernon College will be offering this course through Continuing Education. Mike also recently attended a Texas Commission on Law Enforcement (TCOLE) *Instructor Update* in Austin.
- Director of Continuing Education **Christina Feldman** recently travelled to Austin to attend meetings relative to the *Motorcycle Safety* program which VC offers.
- The **VC Culinary Academy** students stayed busy during the month of December, entering a float in the Burkburnett Christmas Parade as well as catering to over 200 people at the Burkburnett City Employees Christmas Party!
- **Beth Arnold** (ADN Instructor) recently attended an *Advanced Practice Symposium* in Temple sponsored by Scott and White Healthcare. The symposium provided CEU's for advanced practice nurses such as nurse practitioners as well as Certified Nurse Specialists (CNS nurses). Beth's specialty is in the area of med-surg nursing.
- Associate Dean of Instructional Services & TACTE Board member **Shana Munson** recently attended board meetings of the *Texas Association of Career & Technical Educators* (TACTE) in Dallas.
- Director of Continuing Education **Christina Feldman** is happy to report that the **Fall 2014 Phlebotomy** class had a 100% pass rate on their certification exam!
- A big THANKS to Biology Instructor **Mike Ruhl**, Chemistry/Physics Instructor **Mark Roberson** and Faculty Assistant **Vicki Bradley** for delivering Meals on Wheels on Behalf of Instructional Services on January 21.
- Thanks to all who volunteered and/or supported the 2<sup>nd</sup> Annual *Hunger Run 5K and 1K Challenge* and the perennial *No Kid Hungry Bake Sale* held Saturday, January 24 at CCC. Canned goods were collected and donated to the Wichita Area Food Bank while proceeds from the *Hunger Run* and the *No Kid Hungry Bake Sale* (over \$1100) were donated to Share Our Strength, a national organization dedicated to ending child hunger. Kudos to **Misti Brock, Nina Feldman, Seth Hughes, Michael Alonzo, and Melissa Moore** for spearheading these worthwhile charitable endeavors as well to the VC Phi Theta Kappa members who helped out and PTK Sponsor **Jason Scheller** who served as Master of Ceremonies for the event. Great Job!
- **Joe Johnston, Karen Gragg and Christina Hoffmaster** recently participated in the AVATAR (Academic Vertical Alignment Training and Renewal) work sessions held at the Region IX Educational Service Center in Wichita Falls. AVATAR is a statewide network, comprised of regional efforts, focused on vertical alignment to support students' college and career readiness and success. The project is funded by the THECB.
- The **Surgical Technology Student Association** has been extremely busy lately with several fundraisers and a Coat Drive to assist needy families. Earnings from the fundraisers will be used to offset costs associated with students attending the state and national conferences while the coats were cleaned and delivered to area shelters. Good job guys!
- Vernon College and the English Department welcome our newest full-time faculty member **Whitney Packer** to the VC family.
- First draft of the 2014-2015 **Annual Plan for Instructional Services** has been completed.
- **Annual Evaluations of Faculty & Staff** are ongoing.
- Work has begun on the development of **Summer and Fall class schedules**.

### Student Services/Athletics – John Hardin, III

- Student Services is working on Institutional Effectiveness Plans and preparing employee evaluations as well as reviewing the college catalog for corrections in the next edition.
- Student Success Specialist is setting appointments to meet with at risk students. All probation and suspension students who enrolled Spring 2015 have been contacted and either attended Chap Express or set academic coaching appointments. Also, met with Jim Binion to streamline the early alert reporting to better sort and contact students.
- Volleyball creating spring workouts and recruiting for Fall 2015.
- Rodeo is recruiting for the Fall 2015 semester and the first spring rodeo is at Odessa on March 19-21, 2015
- Softball is ready for the Spring 2015 season with the first game on January 30, 2015 against Western Texas College and the first conference game on February 25, 2015 against McLennan.
- Baseball is ready for the Spring 2015 season with the first game on February 7, 2015 against Wayland Baptist (JV) and the first conference game on March 4, 2015 against Weatherford

- Security has been distributing parking stickers, heavily patrolling parking lots the first weeks of school, and meeting with specific classes to encourage safety.
- Housing 72 rooms are occupied with 129 students living on campus.
- Counseling is reviewing student files of students seen during walk in registration to assure we met TSI standards of placement and documentation as well as correct any errors.
- Testing is scheduling installation of CLEP software at the Century City Center so that we can begin marketing this opportunity of nontraditional credit to Wichita Falls.
- Student Activities will be escorting the Student Government Association and the Student Forum to Community College Day at the Capital in Austin on February 2<sup>nd</sup> and 3<sup>rd</sup>.

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

- **Admissions and Records:**
  - Our Spring unduplicated enrollment is currently 2803. The Official Count Day is February 4.
  - Certified graduates for our December 13, 2014 graduation. Diplomas are being mailed to each certified graduate.
  - Finalizing 2015-2016 Annual Plans.
  - Conducting annual employee evaluations.
  - Preparing Course Management Module in POISE for use with Summer 2015 and Fall 2015 schedule.
  - Working on Winter IPEDS reports. Graduation Rate 150% and 200% reports due in February.
  - Submitted and working on THECB 00S, 0E1, 002 and 008 end of semester reports for Fall.
  - Processing Applications for Admissions and mailing applicable status letters.
  - Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed.
  - Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- **Financial Aid and Veterans Affairs:**
  - Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
  - Processing of 14-15 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
  - Prepared Power Point presentation for High School Financial Aid Nights.
  - Melissa Elliott, Jeanne Ballard, and Aletha Newman have begun conducting Financial Aid Nights at service area high schools.
  - Working on Winter IPEDS Financial Aid Report.
  - Conducting annual employee evaluations.
  - Evaluating transcripts for compliance with Department of Education 150% max time frame Satisfactory Academic Progress (SAP) requirement.
  - Awarding and certifying Veterans and dependent students for Spring 2015 semester benefits as received.
  - Participating in New Student Orientations (NSOs) to encourage students to apply for financial aid.
  - Submitted FALL 2014 Hazlewood report to the Texas Veterans Commission.
  - Reporting probations, suspensions, graduations to the Veterans Administration.
  - Participating in Café Con Leche FINANCIAL AID SATURDAYS on February 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> at WFHS, Hirschi, and VC CCC.

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

- Everyone is busy with annual employee evaluations
- **Business Offices –**
  - Margaret Tubbs processed and mailed 621 W-2's to current and former employees.
  - Shelly Baldwin processed and mailed 1099's to qualifying vendors.
  - Stacy Lallmann processed 1098T's for qualifying students.
  - Margaret Tubbs and Jana Bohannon delivered Meals on Wheels.
  - Thought we had the phone issues at CCC worked out but they have reared their ugly head again this week. Ann Schultz is working with Run-Biz and Extel trying to figure out the problem.

- **Bookstores** –
  - Both bookstores are busy selling books for spring classes.
- **Facilities**
  - Wichita Falls** –
    - Finished construction of small office for Carl Brinkley in the maintenance area.
    - Carl and Sally Brinkley drove to Oklahoma and picked up an X-Ray machine that was recently donated to the Dental Assisting program. He and his crew have spent the last week installing it and running new data lines to get it operational.
    - They have also installed a new smart board in room 509, cameras in testing room 610 and new canopies over the old staff entrance on the west side of the building and the nursing entrance on the north side.
    - Changing oil and filters on mowers to get ready for spring.
  - Vernon** –
    - The maintenance crew installed a remote temperature sensor in Great Western Dining’s office in the student center that enables the staff to monitor the temperature in the walk-in freezer located outside, replaced a bad damper motor on a RTU on the Osborne building, installed thermostat controlled heaters in two boiler rooms to replace heat lamps used to keep cold water supply lines from freezing and replaced the bearings on an air handle in the bookstore.
    - They also rebuilt, and restored to working condition, a 9”X16” horizontal metal band saw given to Physical Plant by Ray Carr.
    - Had the underground electric line from the transformer at Sumner building to the tennis courts located and recorded on a campus map.
    - Sanitation crews stripped and waxed the floor in the dining area of Colley Student Center.
    - Grounds crew continued to trim trees on campus as well as spraying three trees for mistletoe.

### College Effectiveness – Betsy Harkey

- **Congratulations to all who participated in the SACSCOC Fifth-Year Interim Report** process. The SACSCOC Fifth Year Interim Report response letter arrived late January and the results are great! Of the 17 select standards, we will only be required to provide a Referral Report on
  - CS 3.4.11 (Academic Program Coordination) – We are being asked to go a bit deeper in showing qualifications...
  - CS 3.13 (Policy compliance – “Complaint Procedures against the Commission or Its Accredited Institutions”) – Even though we have not received a complaint against the commission and stated such, we are asked to be even more detailed in our response regarding how we would maintain the records, where the records would be located...
  - The QEP Impact Report was accepted without any recommendations! Whoo Hoo

The Referral Report is due to SACS COC on April 1. Subject matter experts for each of the two standards are working on new narratives and artifacts. Due dates have been set to ensure adequate time for review and enhancement.

I consider this Fifth Year Report result as a huge home run because we do not have to further articulate, or show at least three sets of data, for any of the “really difficult standards” such as Institutional Effectiveness – Educational Programs, Program Curriculum, and others such as distance learning and efforts to measure student learning. Thanks to all for a job well done in representing Vernon College.

- **Data update** –
  - The Student Success Data Fact presented to the Board of Trustees during their January meeting was [Financial Aid](#). The amount of total aid awarded/dispensed and the increases in scholarship applications and awards is really interesting.
  - Betsy Harkey will be freezing the Spring and Spring I data on the day after count day. This information will be used to generate the Count Day Snapshot. If you have specific data requests please contact her.
  - Key Performance Indicators are in the process of being updated with the newest IPEDS and THECB Accountability data. The information will be presented for review to the Student Success by the Numbers Committee beginning their first Spring meeting on February 6.
- **College Effectiveness Committee** met on January 30. The primary agenda items were a discussion of the process that will be followed for the SACSCOC Fifth Year Referral Report and 2015-2016 Annual Action Plans due February 2.

- **Thanks** to those who organized Vernon College staff and faculty to contribute and work at the Boys and Girls Club Faith Meal on January 29<sup>th</sup>. We had a great time and fed a lot of people!

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

- LeAnn Scharbrough made Scholarship presentations and assisted graduating students with their applications at Petrolia HS, Iowa Park HS, Olney HS. During the presentations the students completed their STARS on-line scholarship applications for 2015-2016 Vernon College Scholarships.
- Senior/Junior Presentation at Harrold HS
- Granfield HS brought all of their seniors to the Vernon Campus for a tour
- Vernon College presentation given to the morning and evening GED classes at Region 9
- Michelle Alexander, LeAnn Scharbrough, Jackie Polk, Greg Fowler, and Mike Hopper represented Vernon College at the Martin Luther King Jr. Scholarship/Prayer Breakfast
- Planning has begun for this year's GenTX Day which will be held on Friday, May 1. This program will bring area high school seniors and juniors to CCC to visit with CTE and Academic programs and, for seniors, complete their college application.
- The 2015 Leadership WF visited the Skills Training Center on January 27. Dr. Gary Don Harkey presented information about Vernon College and the class toured the programs housed at STC.
- Olney Christian Academy brought students to tour the Skills Training Center and the Century City Center
- Development and design of a high school senior postcard
- High School senior information was gathered with the help of Debbie Richard to create a mailing list for the postcard that will go to the majority of our service area seniors
- The President's Annual Report is being printed and will be available online soon.
- The Online Auction will be February 25-27, 2015. If you would like to donate an item(s) please contact Christie Lehman
- Working on Baseball and Softball media guides.
- Michelle Alexander and Holly Scheller participated in the Council for Advancement and Support of Education **IRS Update** webinar. This annual session reviews charitable rule and law changes updated during the past year.
- Holly is working with donors and prospective donors for items for the 2015 Vernon College Foundation On-Line Auction.
- Working on the 2015-2016 Vernon College Catalog.
- Working on adding alumni information to Raiser's Edge, the Development/Alumni database. This will aid in the cultivation and solicitation of Vernon College alumni.

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

- QEP Collaboration Sessions will be offered at CCC on February 20<sup>th</sup> and in Vernon February 27<sup>th</sup>. Click here to [RSVP](#). **All employees are asked to attend a session this Spring**. Your input is valued!
- As a reminder, VC will be administering the Community College Survey of Student Engagement (CCSSE) this April. Those instructors whose courses are randomly selected will be notified in March with the exact dates of the survey administration noted.
- All Assessment and Report communication forms submitted each month may be viewed via the [College Effectiveness](#) webpage. Click [Assessment Data](#) then select the year. The reports are organized by the month they are administered. For example, the [Annual Audit](#) communication form lists highlights from the audit and a brief explanation on how the data is used and how it is associated with student success.

### **Human Resources – Haven David**

- Whitney Packer, our new English Instructor, started this semester.
- We are working on a few confidential personnel issues with hopes of resolution on all by the end of the month or early February.
- A new training was presented to all staff who perform performance reviews to enhance skills for clearer more effective reviews.
- We will be implementing a new online training program called SafeColleges within the next month or two to ensure better compliance

**DRJ Comments** –

- I appreciate in advance your time, energy, effort, and understanding as we begin the budgeting process for 2015-2016.
- I appreciate the participation in the Paul Vitale presentations. Personally, there were a number of significant takeaways for me. The most significant and the one that you will hear me repeat over the upcoming days, months, and years is “Are we willing to create great success for our students, our college, and our communities without the expectation of credit or reward”. What a great challenge and goal for our profession.
- Please contact me with any input or questions at:
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