

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

- Tuition and fee rates are always a significant topic when revenue is discussed and as budgets are being prepared. The Vernon College Board of Trustees set the tuition and fee rates for 2015-2016 with a goal of controlling cost to students while at the same time generating some new revenue for College operations. The approved tuition and fee rates for 2015-2016 are:
 - Tuition: Tuition is based upon the residency of the student, not the location of the class
 - In-District \$48/SCH
 - Out-of-District \$95/SCH
 - Out-of-State \$160/SCH
 - Institutional Service Fee (ISF): ISF is based on the campus or location of the class
 - Vernon \$40/SCH
 - CCC/WF \$90/SCH
 - STC/WF \$90/SCH
 - Internet \$90/SCH
 - SAFB \$60/SCH
 - Seymour \$60/SCH
 - Tuition and ISF are lower for Wilbarger County residents and at the Vernon campus because of the tax that Wilbarger County residents pay to support the College.
 - ISF is lower at SAFB and Seymour because the facilities for the classes are provided at no cost to Vernon College.
- In addition to the above tuition and fee rates, the Board of Trustees also approve an exemption to institutional service and special course fees for out of district dual credit high school students. The cost to these students will be \$95/SCH or \$285 for a three credit hour course. This reduced cost was approved to compete with other schools in the dual credit market that are offering courses at a very low cost as well as to enhance and sustain the Vernon College dual credit program.
- In response to changes by the federal government in tuition reimbursement assistance to active duty military, the board is considering providing an exemption to institutional service fees only to active duty military to encourage the active duty military personnel to choose Vernon College for their education and training needs. This will be considered at the April 15 board meeting.
- The legislative session is in full swing with the House and Senate appropriation bills soon to be sent to the conference committee. Community college funding has seen a slight increase in total funding at this point, but has not rebounded to the funding level prior to the 2011 legislative session. Several groups and individuals are still working to make a positive impact on the final appropriations for community colleges.
- I encourage you to attend one of many upcoming events:
 - (1) Vernon College Foundation Board meeting – Thursday, April 16, 2015 – 11:00 a.m. CCC
 - (2) Honors Convocation – Thursday, April 16, 2015 – 6:30 p.m. Empire Room, Wilbarger County Auditorium, Vernon
 - (3) Game Day Promotion – Saturday, April 25, 2015 – 12:00 p.m. Softball, 3:00 p.m. Baseball
 - (4) Scholarship Banquet – Tuesday, April 28, 2015 – 5:30 p.m. Colley Student Center, Vernon Campus
 - (5) Sports Banquet – Monday, May 4, 2015 – 6:30 p.m. Empire Room, Wilbarger Auditorium, Vernon
 - (6) Vernon College Theatre Ensemble Spring production, *Yankee Tavern*, by Steven Dietz – May 7-9, 2015 – 8:00 p.m. Auditorium – Osborne Administration Building
 - (7) Commencement – Saturday, May 16, 2015 – Wilbarger Auditorium
 - All Non-ADN Graduates – 10:30 a.m.
 - All ADN Graduates – 1:30 p.m.
 - (8) RN Pinning – Saturday, May 16, 2015 – 3:45 p.m. – Wilbarger Auditorium
 - (9) Board of Trustees meeting – Wednesday, May 20, 2015 – 11:30 a.m. – Vernon Campus Board Room
 - (10) Police Academy Graduation – Thursday, May 21, 2015 – 6:00 p.m. – CCC

- Congratulations to VC Adjunct Biology Instructor **Dr. Jim Ansley** who was recently named a *Texas A&M Regents Fellow* by the Texas A&M University System Board of Regents. The board established the Regents Fellow Service Awards in 1998 to recognize exceptional service by professionals in the seven Texas A&M University System agencies. Dr. Ansley is a Texas A&M AgriLife Research rangeland ecologist in Vernon and has taught General Biology on the Vernon campus for a number of years. For the full story follow this [link](#).
- Congratulations to ADN Instructor Sharon Cudjo who recently completed her Master of Science degree in Nursing (MSN).
- Thanks to **Vickie Bradley, Janice Turvaville, and Karla Monson** who delivered *Meals on Wheels* on behalf of Instructional Services on March 11 and to Economics Instructor **Nancy Smith** who took the March 18 shift during Spring Break!
- ADN Instructors are holding *Seminar Days* for ADN students in the areas of Mental Health and Maternal-Child.
- English Instructors **Misti Brock, Brandy Lowery, and Wanda Dye** served as judges for the *4A UIL Academic Ready Writing Competition* held at Burkburnett High School on March 24.
- VC **Cosmetology students** recently participated in a hands-on workshop with Nylynn Cosmetics. Students performed facials and were taught how to contour facial features and apply make-up.
- Congratulations to the newest student group on campus – the **Science Club Lab Coats** and their club sponsor **Alexandria “Xandy” Gilmore** for their fun and successful fundraiser – *Duct Tape a Teacher to the Wall*. The club raised over \$700 which will be used to promote STEM fields among both secondary and post-secondary students. A big THANKS to all the faculty who agreed to participate and CONGRATULATIONS to the “winners” of the contest – [Joe Johnston](#), [Donnie Kirk](#), [Elaine Naylor](#) and [Xandy Gilmore](#).
- The **VC Culinary Academy** students recently participated in the Cowboy True Event on March 28 and were also featured this past month in the Wichita Fall Times Record [news](#).
- Coordinator of Community & Recreational Services – Vernon **Anne Patterson** recently attended the *Vernon High School Family Learning Event* and presented information about Kids College 2015 to over 150 VISD students and parents that attended.
- Congratulations to the current **Medical Assisting** class which posted a 100% pass rate on the Phlebotomy certification portion of the class!
- ADN Instructors **Bobbie Graf** and **Sharon Cudjo** and LVN Instructor **Tom Hickey** recently attended the *Excellence in Clinical Instruction in Pre-licensure Nursing Education Workshop* held in Austin March 5-6. The workshop was sponsored by the Texas Board of Nursing.
- 15 members of the **Surgical Technology Students Association** attended the Texas State Assembly of AST Annual Business Meeting and Workshop. The Vernon College ST students were the only student group in attendance at this meeting since most other Texas colleges were on spring break. The students raised \$1200 selling salsa, chips, and t-shirts to the 300 attendees at the workshop. While there, STSA Faculty Advisor **Jeff Feix** was elected Treasurer for the *Texas State Assembly Board of Directors* and as a Delegate to represent the state assembly at the *Association of Surgical Technologists National Business Meeting* in San Antonio during May 2015.
- The **ADN Student Nurses Association** recently held a contract bake sale to raise funds for scholarships for the *HESI Review tests* which are being administered during March and April.
- Cosmetology Instructor **Angela Ward** and several students from the Vernon Campus performed manicures at the *Vernon High School Family Learning Event* held March 12.
- Associate Dean of Instructional Services **Shana Drury** accompanied the 2015 Vernon Leadership class to Austin where they participated in *Wilbarger County Days* at the State Capitol.
- ADN Director **Cathy Bolton** recently participated in the *Great Plains Vo-Tech Nursing Advisory Committee* meetings in Frederick, OK.
- Dean of Instructional Services **Gary Don Harkey** recently participated in the *THECB Academic Course Guide Manual (ACGM) Advisory Committee* meeting in Austin
- Instructional Design & Technology Coordinator **Roxanne Hill**, Speech Instructor **Annette Bever**, and QEP Director **Criquett Lehman** all attended the *South by Southwest Education Conference* held recently in Austin. This premier conference focused on Instructional Strategies, Assessment, Accountability and Leadership and was attended by thousands from the US and abroad.
- ADN Instructor **Bobbie Graf** recently attended a Nursing Educators Workshop in Dallas.
- 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/Athletics – John Hardin, III

- Student Services is working on budgets submissions for 2015-2016, reviewing 2014-2015 Annual Action Plans to verify we are working towards those goals, preparing for the Honors Program April 16, 2015 at Wilbarger Auditorium Empire Room at 6:30pm.
- Student Success Specialist is setting appointments to meet with at risk students, sending emails to all early alert students, attending the UNT Law Conference March 31 and 31, hosting university transfer fairs March 25 at Century City and March 26 at Vernon.
- Volleyball-Spring Tournament this weekend (3-28-15) with Arlington Baptist, Clarendon and Western Texas attending. VC plays at 10, 12 & 3.
- Rodeo-Next Rodeo is at Western Texas on 3-26-15.
- Softball-Plays this weekend against McLennan here at 1/3pm.
- Baseball-Plays this weekend against Ranger there beginning at 1 pm.
- Security conducting normal patrols, monitoring campus cameras.
- Housing is conducted severe weather drills on March 10 with success and great participation also preparing for room inspections on April 7.
- Counseling will be attending the CARE conference in Wichita Falls April 7,8,9 as well as continuing providing New Student Orientations as well as attending Early College Start nights at service area high schools.
- Testing is providing all standard testing services to VC students and continuing advertising new CLEP testing at Century City to high school students
- Student Activities is preparing for the Texas SGA convention on April 9-11 in Dallas as well as continuing regular programing including pool raft races and blood drives.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Working with Jenzabar Tulsa on preparing Course Management Module in POISE for use with Summer 2015 and Fall 2015 schedule.
 - Submitted and working on THECB 00S, 0E1, 002 and 008 end of semester reports for Fall.
 - Certified the THECB 004 and 001 Contact Hour reports for Spring semester.
 - Certified the THECB 00C and 00A Non-Credit Contact Hour reports for quarter 2.
 - Running Degree Audits for May Graduation applicants.
 - Working on Summer and Fall Registration Guides.
 - Reviewing needed 2015-2016 Admissions and Records VC Catalog corrections.
 - 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.
 - Sharon Dennis delivered Meals on Wheels.
- **Financial Aid and Veterans Affairs:**
 - Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
 - Processing of 2014-2015 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
 - Processing of 2015-2016 Free application for Federal Student aid (FAFSA).
 - Started awarding of 2015-2016 financial aid (packaging).
 - Financial Aid Blog composed and posted on webpage.
 - Summer Pell Review Form added to the Financial Aid webpage.
 - Reviewing NSLDS and Summer Pell forms for summer awards.
 - Created end of semester reminder email for students on Financial Aid suspension.
 - Calculated 2015-2016 Cost of Attendance figures.
 - Submitted 2015-2016 Cost of Attendance budgets to the THECB.
 - Annual Code of Conduct notification made to all financial aid employees.
 - Determined SEOG and TPEG award amounts for 2015-2016 aid packaging.
 - Reviewed 2014-2015 SEOG and work study expenditures.
 - Transiting to Texas Guaranty Student Loan Corp. (TGSLC) for default prevention services.

- Updating federally mandated consumer information.
- 17 Follow Up contacts made to financial aid applicants.
- Working Early Alerts, contacting students, and adjusting aid where needed.
- Mary Ann Noah delivered Meals on Wheels.
- Participating in New Student Orientation (NSO) sessions.
- Evaluating military training transcripts.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Mindi got locked up and raised over \$700 for the MDA!
 - We're working on Draft 1 of the 2015/2016 annual operating budget.
- **Bookstores –**
 - Both stores are working on returns and entering Summer Adoptions
 - Kim is working on bookstore website/online ordering.
- **Facilities**
 - Wichita Falls –**
 - Started our weekly mowing and edging at STC and CCC.
 - Reworked the Wi-Fi at the softball field and press box.
 - Installed new data line for the credit card machine at the cafeteria area.
 - Changed the filters on the rtu's at CCC.
 - Repainted some of the hall areas.
 - Repaired the water heater in the gym.
 - Repainting the curb's around the parking lots at CCC.
 - Vernon –**
 - Installed new doors on the loading dock at the kitchen in the Colley Student Center.
 - Conducted state boiler inspection of the boiler at the swimming pool.
 - Replaced a compressor on the a/c system on the Chevrolet bus.
 - Traced an electrical/electronic problem on the Chevrolet bus and replaced the necessary parts and repaired it.
 - Designed and built a hydraulic/electric hay bale hauler on the rodeo feed truck.
 - Conducted the annual fire alarm test.

College Effectiveness – Betsy Harkey

- **SACSCOC Firth-Year Interim Referral Report** has been submitted for SACSCOC Compliance and Review Committee examination which will take place this summer during the SACSCOC Board meeting. Special thanks to all who participated in the Referral Report process. It takes time, effort and a tremendous amount of diligence to complete this type of requirement.
Believe it or not, we will begin preparing for the 10 year review this summer. Due to the far-reaching amount of information and input required for the 10 year self-study, the College Effectiveness Committee will serve as the SACSCOC team for this process.
- **Data update** – The Student Success Data Fact presented to the Board of Trustees during their March meeting was the [Graduation, Persistence and Retention Rate](#) Key Performance Indicator of Accountability. As you review the increases shown by Vernon College, it will be a nice time for reflection and discussion of processes implemented in the areas of advising and retention. Congratulations to all who have been involved in the improvements.
- **Student Success by the Numbers Committee** March meeting was postponed until April 9 due to schedule conflicts of several members. The agenda will include review of updated KPIAs and discussion/approval of benchmarks.
- **College Effectiveness Committee** met on March 27, 2015. The primary agenda items were a review, discussion and approval of the Substantive Change Policy and discussion of the 2014-2015 Institutional Effectiveness Plans pilot process.

Institutional Advancement – Michelle Alexander

- Continuing individual tours and appointments
- Institutional Advancement staff participated in the QEP Brainstorming Sessions
- LeAnn Scharbrough attended the Optimist Club meeting with Dr. Johnston

- Amanda Raines and LeAnn represented Vernon College at the 2015 Sheppard Air Force Base Women's Conference titled "Fully Charged and Connected"
- LeAnn presented to two GED classes where 46 were in attendance
- LeAnn presented four sessions at the Senior Send-off. Senior Send-off is a mini conference for graduating seniors in the WFISD school district. A total of 156 attended the Vernon College sessions
- LeAnn is working with Amanda Raines to learn the prospect module in POISE. This way we are better able to track our prospective students and the contacts we have initiated with them.
- Planning is already taking place for the recruiting events to be held in the 2015-2016 school year.
- Working on Easter Eggstravaganza- April 2 at 5:30 p.m. on the Vernon Campus
- Collecting final payments and pickups for Auction items
- Finishing up Softball Media Guide
- Working with the Marketing Recruiting Sub Committee on Social Media Guidelines
- Christie Lehman attended an Alumni Webinar about best practices in Alumni Relations
- Christie is working on 3 CTE 1 min videos for the ones that didn't have one through Texas Genuine
- Collecting Names and Information for Alumni Success Stories
- Processing 2015-2016 Scholarship offers for graduating high seniors
- Holly Scheller attended the "Bring your own iPad" professional development session
- Michelle Alexander and Holly participated in the STARS webinar in preparation for moving STARS (the College's on-line Scholarship Application) to a new platform this summer
- Working on the 2015 Scholarship Banquet, Tuesday, April 28 at 5:30 pm in the College Student Center
- Michelle is working with Michael Hopper on the Police Academy Graduation, Thursday, May 21 at 6:00 pm Century City Center

Quality Enhancement – Criquett Lehman

- Vernon College has seen improvements in our Community College Survey of Student Engagement (CCSSE) data over time, now take a look at how far students and colleges have progressed nationally.
 - The Center recently looked back on over ten years of CCSSE survey data and reported those findings in [*Engagement Rising*](#).
 - Informed by this analysis of CCSSE data, member college feedback, and cognitive interviews with community college students, we are pleased to announce the Center's newest survey-related project: the CCSSE Refresh. This process of survey review and revision began in 2014 and will culminate in the release of an updated CCSSE survey instrument for the spring 2017 administration.
 - This "refresh" will be available in 2017 which is our next scheduled survey. I will keep you informed as we receive more information.
- The QEP Planning Committee is working to finalize the QEP proposal process. Once final, the process will be communicated to all faculty and staff.
- QEP Collaboration Sessions are being offered to students on the Vernon Campus, Century City Center, and Skills Training Center. An online opportunity for input will be posted on the website this month – this will be communicated through our daily emails.
- Technology Committee Updates:
 - Currently working with Run Business Solutions to update our technology related policies located in the Employee Handbook, Student Handbook, Student Residence Handbook, and Distance Education Manual
 - Working to develop a more formal Technology Request and Implementation process
 - Assessing new technology using the Technology Tool Rubric: BrightLink Pro SmartBoard, Adesso NuScan 500 Document Camera

Human Resources – Haven David

- SafeColleges Training was implemented successfully. Trainings sent to employees to complete thus far have been Sexual Harassment training and Employee Handbook policy training. We have had very positive feedback.
- We will also be implementing a new tool called Airbo soon. This product looks a little like Pinterest and is a social media tool to engage employees and get information out there.
- Staff Job Descriptions have been updated, formatted and reorganized on the HR website to be more user friendly.
- Interviews were held for the Tutoring Center Coordinator in Vernon. Amber Hunsaker from Wichita Falls was selected and will begin employment with Vernon College on April 20th.
- Reappointment letters will be sent out April 1st.

DRJ Comments –

- The budget process is in full gear. I appreciate everyone’s efforts at generating an effective yet efficient budget for 2015-2016. Resources are scarce and needs are many, so the budgeting process will be extremely important.
- I encourage you to attend the Vernon College commencement exercises on May 16.
 - Graduation— Saturday, May 16, 2015 – 10:30 a.m. Wilbarger Auditorium
 - 9:00 am Graduation rehearsal
 - 10:00 am Faculty, staff, and board members lining up for march
 - 10:30 am Graduation—All students not ADN (Registered Nurses)
 - 11:15 am Reception
 - 12:15 pm ADN Graduation rehearsal
 - 1:30 pm Graduation—All ADN completers
 - 2:15 pm ADN Reception
 - 3:15 pm ADN Pictures in the auditorium and line up in Empire room
 - 3:45 pm ADN Pinning ceremony
- Please contact me with any input or questions at:
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