

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 proposed 2015-2016 budget was thoroughly discussed by board members and administrative team members at the Board Retreat on July 15. During the regular board meeting, the board approved employee contracts for 2015-2016 with the 1.5% increase in compensation in accordance with approved salary schedules.
- The board retreat also provided time for updates and discussion of several topics including:
 - Branch campus maintenance tax
 - WFISD Career Technical Center/Vernon College partnership opportunities
 - Skills Training Center/Wichita County jail options
 - Legislative session/appropriations
 - Enrollment trends
 - Guns on campus
 - Vernon campus tree replenishment ideas
- The TACC Annual Presidents Summer Conference in July conducted a number of discussions regarding the recently concluded 84th legislative session and ideas in regard to the next 85th legislative session. A summary of the 84th legislative session as it impacted Texas community colleges and appropriations can be found at: http://www.tacc.org/uploads/tiny_mce/legislative_resources/84th_session_summary.pdf
- The Fall 2015 Kick-Off is scheduled for Monday, August 17. The agenda has been sent to everyone via a separate email. On-site registration will be conducted August 18-21. All efforts to assist students to enroll are encouraged.

Instruction – Dr. Gary Don Harkey

- Classes for the Summer I and Summer II terms are nearing completion with Final Exams scheduled for August 5-6.
- Faculty continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Fall terms.
- Health Information Management Instructor **Ruth Rascon** recently attended the *American Health Information Management Association (AHIMA) Faculty Development/Assembly on Education in Austin*.
- Agricultural Instructor **Michael Schoppa** has had a busy summer making recruiting trips to the *State 4-H Roundup*, the *Texas FFA Convention*, and the *State Ag Teachers Conference*.
- Protective Services Coordinator **Mike Hopper** recently attended a Training Summit in Fort Worth sponsored by the *Texas Department of Transportation*.
- Congratulations to Associate Dean of Instructional Services **Shana Drury** who was recently elected to represent the *Texas Association of College Technical Educators (TACTE)* on the *Workforce Education Course Manual (WECM) Leadership Team*. Shana is also currently serving as Vice President of TACTE.
- Information & Sciences Division Chair **Mark Holcomb** was recently appointed to the newly established Board of Directors for the *Texas Association of Minorities in Engineering (TAME) - Wichita Falls chapter*. A meeting was held at Alcoa Howmet on July 7 and members of the 2015-2016 Leadership Team and Champions Board were introduced. The meeting also provided opportunities for networking with community partners from industry, higher education, and TAME alumni as well as for planning future TAME sponsored events including the TAME Trailblazer, regional and state Math & Science Competitions, and scholarship programs.
- Thanks to **Cindy Coufal** and **Marian Grona** for delivering Meals on Wheels for Instructional Services during the month of July!

Student Services/Athletics – John Hardin, III

- Student Services is preparing for the Fall 2015 semester. Sent all publications to print including the Student Handbook, Housing Handbook, and Athletic Policy and Procedure Manual. Student Services will be hosting “Welcome Week” in an effort to connect with students with a week full of activities highlighting engagement

opportunities. Student Services has also headed a committee to write a comprehensive Vernon College Sexual Assault Policy and Procedure.

- Student Success Specialist is continuing to meet with students on probation or suspension for academic coaching sessions. Scheduling and preparing Chap Express orientation for the Fall 2015 semester.
- Volleyball team will report on campus August 2, 2015 for Fall 2015 workouts
- Baseball has hired a new head coach – Sam Hayden. Coach Hayden is a former Vernon College chap player and is already on campus and recruiting a team.
- Security is helping to prepare a Vernon College Sexual Assault Policy and Procedure.
- Housing processing all new housing applications as well as moving housing records to an electronic format with a new scanning system.
- Counseling will host another athletic advising August 6th. Student Services continues to meet with potential Fall 2015 students to explain TSI, testing, make trial schedules, explain degree plans, explain program requirements and answer all questions. New Student Orientations are filling up quickly and more sessions being scheduled accordingly. Counseling has also recently implemented online orientation for students who meet established criteria.
- Testing is providing all standard testing services to VC students as well as providing our contracted testing services to the North Texas State Hospital.
- Student Activities is providing Vernon Campus tours, planning the SGA meeting schedule for Fall 2015, assisting with Chap Express planning and preparations, and learning the NSO programming. Student Activities has prepared “Who Can Help Me?” bulletin boards for the Wichita Falls centers and Vernon campus.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Fall Campus Connect online registration are open for enrollment.
 - Completed Gainful Employment Reporting and submissions to Dept. of Education.
 - Working on Core Curriculum changes on transcripts in POISE software.
 - THECB Contact Hour Reports for Summer II.
 - Submitted Institutional Effectiveness Assessment reports.
 - Completed writing 2015-16 programs into Degree Audit for counseling and graduation checking.
 - 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 2015-2016 Free Application for Federal Student Aid (FAFSA) and Texas Application for State Financial Aid (TASFA) and packaging of eligible applicants.
 - Text alerts sent to students.
 - Awarding 2015-16 Athletic Scholarships.
 - Awarding 2015-16 Academic Scholarships.
 - Professional judgment applications reviewed and processed.
 - Work-study memo and request sent to supervisors.
 - Completed work on Gainful Employment reporting and submissions to Dept. of Education.
 - Creating Veterans Services webpage
 - Processing Hazlewood and Legacy files for new and returning veteran/dependent students
 - Updating Hazlewood Database for Texas Veterans Commission
 - Processing and certifying enrollments for new and returning veteran/dependent students
 - Met with Apurva Naik, the Texas Workforce Commission project manager for College Credit for Heroes, to explore becoming a partner in this initiative.
 - Evaluating military training transcripts.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Christie Lehman has joined our office as the new Student Billing Accountant. She will be training with Stacy for the next several weeks.
 - Shelly Baldwin and Tami Phillips delivered Meals on Wheels.
 - Stacy and Rhonda have been helping with the Gainful Employment reporting headache.
- **Bookstores**
 - Both stores have been ordering Fall Textbooks and preparing for Summer book buybacks.
 - Kim has been busy finalizing entries in new physical inventory system in preparation for yearend inventory and working on the new bookstore website.
- **Facilities**
 - Wichita Falls –**
 - Gary and Chris moved and reset 3 Wi-Fi units and ran 3 new data lines in the Vernon library.
 - All the dead trees have been dug up and replaced with Live Oak and Red Oak trees. The guys have mulched all the new trees and are working on the sprinkler system and tree bubblers that haven't been used in over two years.
 - Weekly mowing and yard work at CCC and Skills.
 - Restriped the faculty parking on the north side of the building and widen the spaces to 9 ft. and the crosswalk in front of the main entrance at CCC.
 - Vernon –**
 - Maintenance has been busy replacing the electronic accelerator on two golf carts, repairing the engine on two weed eaters and one blower, replacing the feed-water regulator and overhauling the backflow preventer on the boiler in Osborne Building, repairing the boiler that heats the swimming pool water.
 - They also replaced the transmission cable on the 1995 ford van, replaced the on-board computer on maintenances Club Car and the compressor in the RTU serving admissions offices.
 - Grounds crews have also been busy removing several loads of “trash” from the arena area and continuing to remove dead limbs from campus trees.
 - Custodial crews have completed cleaning and finishing floors in the athletic dorm as well as stripping and waxing floors.
 - Mahoney and company assembled and installed the padding on the backstop walls at the baseball and softball fields as required by NJCAA rules.

College Effectiveness – Betsy Harkey

- **Data update** – Betsy will begin running application and registration count updates at least once each week in August. The information is emailed to those who have expressed interest in being included in the Data Group. If you would like to be added to the email list please contact Betsy.
- The **College Effectiveness Committee** and **Student Success by the Numbers Committee** are in the process of reviewing and updating as needed the 2015-2016 Planning Calendar, Glossary and Assessment/Report Calendar. Contact Betsy with any suggestions for enhancement.
- **SACSCOC 5th and Ten Year** processes continue. To ensure that Vernon College represents its accredited status accurately in accordance with SACSCOC requirements (CS 3.14.1, Publication of accreditation status) and federal policy, when reporting/publicizing accreditation status, the following statement must be used in verbatim:

Vernon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Vernon College.

As a reminder, the Integrated/Marketing Committee is charged with reviewing publications prior to publication in order to ensure standardization.

Institutional Advancement – Michelle Alexander

- July Alumni E-Newsletter was sent out to 5,600 Alumni
- The first VC Success Story ad ran in the Times Record News on July 26.
- Preparing for the Volleyball Alumni Game on August 15
- Christie Lehman attended July LVN pinning ceremonies
- LeAnn Scharbrough is participating in meetings for the College Credit for Heroes program
- LeAnn attended the Veterans Community Assistance Programs meeting with Debbie Alexander

- LeAnn and Melissa Moore presented recruiting data at the Vernon College Foundation meeting
- Presented Vernon College information to the new Faith Refuge Academy
- A recruiting email blast was sent to 5,994 emails and a recruiting postcard was sent to 3,221 homes
- Recruiting materials are being updated for the 2015-2016 school year
- Implemented a Prospective Student Calling Project Pilot. We are still making phone calls to students who have applied but have not registered. A HUGE thanks to Kate Kennedy, Jennifer Brumley, the CSA Center at CCC, Greg Fowler, Melissa Moore, Donna Egoavil, and Joe Johnston for all of your help!!
- Michelle Alexander co-presented 2 webinars for the Council for Resource Development.
- Michelle served as a member of the Wichita Falls Martin Luther King Scholarship Committee.

Quality Enhancement – Criquett Lehman

- CCSSE (Community College Survey of Student Engagement) results are in! There will be an overview presentation to all employees during Fall Kickoff. If you would like specific results or information, please contact [Criquett Lehman](#) to schedule a time.
- The 2015-16 [Programs of Study](#) document and corresponding degree plans are now on the website for all to use.
- The SENSE (Survey of Entering Student Engagement) will be administered during the fourth and fifth weeks of class (September 14 – 25). Faculty whose courses have been selected will receive an email from me by the end of this week. They will then be contacted by Janice Turvaville, Katherine Kennedy, or Debbie Richard to schedule a time and date.
- Instructional technology continues to be available through the QERI (Quality Enhancement Resource Inventory). If you are interested in starting or enhancing a project in your classroom or office that is aimed at increasing student learning through improved engagement by fostering an environment of collaboration and connectivity between students, faculty, and support personnel, please contact [Roxie Hill](#) or [Criquett Lehman](#).
- The Professional Development Committee is in the planning stages of developing the Fall 2015 calendar. If you have any suggestions please email [Donnie Kirk](#) or [Roxie Hill](#).
- Criquett Lehman and Marian Grona delivered meals on wheels July 15th on behalf of the President's Office.

Human Resources – Haven David

- Christy Lehman transfers to Student Billing Accountant on August 3rd. Sherrie Oseletto will transfer to Health Careers Instructor at the VTC in August. Mary Rivard will transfer to Director of A D N on September 1st.
- Hires July : Elisha Wehrwein – Cosmetology Instructor; Sam Hayden – Head Baseball Coach; Sabre Sharp – Classified III, A D N; Kasey Humphries – Coordinator of Continuing Education, Allied Health
- Hire August : Cameron Nicholson – Assistant Softball Coach/ Residence Hall Assistant
- Resignations : Sequoia Amey – Classified II, Bookstore Clerk, CCC (July); Wanda Dye – English Instructor, CCC (August)
- Upcoming Retirement – Cathy Bolton in August.
- Interviews: Bookstore Clerk, CCC held July 28th; Another LVN held July 29th
- We are accepting applications for Coordinator of Marketing and Alumni Relations, English Instructor and Health Careers Instructor – Quanah.
- Employee Handbook will go out on the website in August.

DRJ Comments –

- I greatly appreciate everyone involved in summer counseling, advising, and recruiting activities. Your participation in these activities is vital to a sustainable enrollment for Vernon College.
- There is an increasing call for community college leaders to do more to develop future community college leaders. The need and the encouragement to develop programs is well documented in literature. I have designed a 12 hour program of leadership training geared to community college needs. The plan is to offer it to employees for the first time this fall. It will be a very thorough 12 hours. Additional information will be provided to all employees on August 17.
- Please enjoy the rest of your summer and be ready to gear up for another great year at Vernon College as we continue to focus on meeting the needs of our students, communities, business and industry, and employees.
- Please contact me with any input or questions at:
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 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060