

**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 2013-2014 audit was presented to and accepted by the Board of Trustees during the December 17 meeting. The audit represented a very successful and correct financial picture of the College as well as indicating that the College is in compliance with all areas. There are no audit exceptions or management recommendations.
- Dr. Harkey, Betsy Harkey, Betty Hutchins, Criquett Lehman, and Dr. Johnston attended the SACSCOC annual conference December 5-9 in Nashville, Tennessee. There were a number of breakout sessions in regard to accreditation criteria changes, assessment, planning, core curriculum, general education outcomes, and leadership as well as one complete day of seminars for presidents from throughout the region.
- The 2015 legislative session will begin on January 13, 2015. TACC and CCATT have already accomplished a great deal of setting the stage with legislative members in preparation for the session. The main goals are to continue to stress the student success agenda, meet workforce needs, and ensure adequate funding for community college operations. I encourage you to view legislative information at [www.tacc.org](http://www.tacc.org) – once you are at the website click on Texas Success to view information related to the 5-Point Campaign which is the base of the TACC/CCATT legislative agenda.
- The 2015 Spring Kickoff Professional Development scheduled for January 12 has an action packed agenda attempting to focus all employees' attention to moving Vernon College forward in regard to student success, productivity, and effectiveness. You can learn more about Paul's presentations at [www.paulvitale.com](http://www.paulvitale.com)
- The spring semester registration is an important time for Vernon College. Enrollment continues to decline at community colleges in Texas and the nation. All efforts to have a successful spring enrollment at Vernon College are greatly appreciated. As we look at revenue streams for future budgets, enrollment driven revenues are very important with state funding declines and flat tax revenues.

### **Instruction – Dr. Gary Don Harkey**

- **Course Schedule Advising** is ongoing with faculty assisting students with the development of their spring course schedules.
- Cosmetology Director **Diana Shipley** recently participated in a live teleconference with the *Texas Department of Licensing and Regulations* (TDLR) regarding credit hours in Cosmetology programs.
- Government Instructor **Daniel Lowe** recently travelled to Collin College to participate in *Consortium Leadership and Renewal Academy* (CLARA) workshops.
- Cosmetology Instructor **Angela Ward** recently attended PSI meetings in Dallas.
- History Instructor **Bettye Hutchins** and Dean of Instruction **Gary Don Harkey** attended the Pre-Conference Workshops and Annual Meetings of the Southern Association of Colleges & Schools –Commission on Colleges (SACS-COC) held in Nashville, December 5-9.
- Gary Don, Betsy, and Logan Dee Harkey delivered Meals on Wheels on behalf of Instructional Services during the month of December.

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

- Student Services is completing the 15-16 Annual Plans, updating Institutional Effectiveness Plans and preparing for employee evaluations in January and February.
- Student Success Specialist is excited with individual responses and survey results from our first semester of academic coaching. Preparing Spring 2015 Chap Express Orientations.
- 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.
- Softball is ready for the Spring 2015 season with the first game on Jan 30 & 31 against Western TX & Howard College and the first conference game on Feb 25th against McLennan.

- Baseball is ready for the Spring 2015 season with the first game on Feb 7th against Wayland Baptist (JV) and the first conference game on March 4th against Weatherford.
- Security is preparing the Spring 2015 Canned Security Services schedule and will again be publicizing the RunSync emergency notification system at registrations in January.
- Housing has completed the Christmas check out process and move in days for Spring 2015 will begin on January 14<sup>th</sup>.
- Counseling is advising for the Spring 2015 semester and will return to New Student Orientations and more advising after Christmas Break.
- Testing has completed all Fall 2014 instructional testing and continues providing heavy Texas Success Initiative testing.
- Student Activities has wrapped up the Fall 2014 semester with “Donut Stress About Finals” breakfast and is preparing calendars for the Spring 2015 semester.

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

- **Admissions and Records:**
  - Campus Connect (online registration) for the Spring 2015 semester is open for eligible students and 2531 have registered as of January 8, 2015 prior to cancellations for non-payment.
  - Certifying graduates who applied for our December 13, 2014 graduation.
  - Submitted 2015-2016 Annual Plans.
  - Prepared Fall 2014 Academic Probation and Suspension lists and notified students.
  - Prepared Fall 2014 Honor Student lists.
  - Received Fall 2014 grades and moved to transcripts.
  - Submitted and certified THECB 00A and 00C Non-credit Contact Hour Reports for quarter 1.
  - 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 Fall 2014 Satisfactory Academic Progress (SAP) report.
  - Notification sent to 529 students who did not meet SAP minimum requirements.
  - Processing Return to Title IV’s for students who received all F’s for the fall semester.
  - Evaluating transcripts for compliance with Department of Education 150% max time frame 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.
  - Participating in Café Con Leche events at the 3 WFISDs with parents and students for information about colleges.
  - Working on the Fall 2014 Hazlewood database report for submission to the Texas Veterans Commission.

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

- **Business Offices –**
  - The audit report has been finalized and delivered to the Board of Trustees.
  - Stacy Lallmann is still gathering information and submitting to our new debt collection partner.
  - Everyone has been busy collecting Spring tuition and fees, paying bills, paying employees and closing out the year so we can get W-2’s and 1099’s sent out in early January.
- **Bookstores –**
  - The Bookstores were busy receiving and shelving books for the Spring Semester.
  - Fall book buy backs went very well on both campuses.

- **Facilities**

- **Wichita Falls –**

- Carl Brinkley and his crew have been doing a lot of routine maintenance such as replacing filters on all RTU's at CCC and Skills, replacing ballasts in the lights in halls.
- They also built a small office for Carl in the corner of the maintenance shop to free up additional faculty office space.

- **Vernon –**

- Joey Lama again set up the Santa house around the Tower of Knowledge. We had a good turnout of kids to see Mr. and Mrs. Claus.
- The grounds and maintenance crew set up the big Christmas tree east of the Osborne building.
- The large electric panel next to the tennis courts was replaced over the break at the request of AEP. It was very old and outdated.

### **College Effectiveness – Betsy Harkey**

- **Data update –**

- The Student Success Data Fact presented to the Board of Trustees during their December meeting was an overview of the Texas Higher Education Coordinating Board Data site <http://www.txhighereddata.org/>.
- POISE sorts continue for Spring and Spring II application and registration counts. The information is emailed to the Data Group. If you would like to be included in the email list, contact Betsy Harkey.

- **College Effectiveness and Student Success by the Numbers Committees** met with their individual components during December to complete the first draft of their 2015-2016 Annual Action Plans and to review their 2014-2015 Institutional Effectiveness Plans. Final Annual Action Plans are due at the end of January.
- Vernon College was represented at the SACSCOC Annual Meeting by Dr. Johnston, Bettye Hutchins, Criquett Lehman, Dr. Harkey and Betsy. The letter, with any recommendations for our Fifth-Year Report, should be received sometime in January.
- The Harkey family (Gary Don, Betsy and Logan) delivered Meals on Wheels on December 31<sup>st</sup>.

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

- Preparation for the Spring 2015 recruiting email blast and postcard campaign
- Planning for Career Pathways event
- Attended advisory meetings to aid with questions about recruitment, marketing, and scholarships
- Senior Presentation given at Notre Dame HS
- Olney seniors toured CCC
- Approximately 30 fifth graders from Lamar Elementary and Washington Jackson Elementary participating in a program called 'Road to College' visited CCC. Presentations were given by Dr. Dusty Johnston, Melissa Moore and Roxie Hill. After the presentations, the students were taken on a tour of the facility.
- Developed Annual Plan for recruitment
- Presented to Senior Parents at Petrolia HS
- LeAnn Scharbrough represented Vernon College at Café Con Leche held at Wichita Falls High School along with Debbie Alexander and Melissa Moore
- Conducted individual tours and appointments
- LeAnn Scharbrough and Melissa Moore visited every (38) service area high school.
- Finalizing Presidents Reports
- Finalizing PASS Department Marketing Piece
- Spring Advertising is currently running
- Santa and Mrs. Claus visited the Vernon Campus on December 4
- Completed annual Scholarship Report letter

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

- Criquett Lehman attended the 2014 SACSCOC Annual Meeting in December. The sessions participated in addressed all phases of a Quality Enhancement Plan (QEP) including planning, collaboration, writing, implementing, and assessing. The information will be shared with the QEP Planning Committee to aid in the development of the next QEP.
- If you have requests for professional development sessions or would like to organize/present a session this semester, please email Roxie Hill at [rhill@vernoncollege.edu](mailto:rhill@vernoncollege.edu) or Donnie Kirk at [dkirk@vernoncollege.edu](mailto:dkirk@vernoncollege.edu).

- Vernon College will administer the Community College Survey of Student Engagement (CCSSE) during the Spring 2015 semester. Instructors whose classes are selected to be surveyed will be notified by email in late February. As a reminder, the CCSSE asks students about institutional practices and student behaviors that are highly correlated with student learning and retention.

### **Human Resources – Haven David**

- Curtis Baston-Hughes, our new grounds technician, is on board.
- We will be interviewing for the English instructor position on Thursday, January 8<sup>th</sup> to hopefully offer and have the new instructor on board for the beginning of classes.
- All current employee files have now been scanned into our Docubase system. Completing this task should make things run much smoother.
- We hope to have a task force in place sometime this spring for the development of our new onboarding program mentioned in the December update.

### **DRJ Comments –**

- I greatly appreciate the numerous examples of Vernon College employee participation in various charity activities during the holiday season. Thank you for your participation.
- The United Market Street holiday gift card to all employees replacing the annual Christmas dinner was an overwhelming success based upon the comments, e-mails, and notes that the Board of Trustees and I received. I am glad that you were open to the idea and look forward to this becoming a new tradition at Vernon College.
- Please contact me with any input or questions at:
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