

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 Vernon College Board of Trustees approved a tax abatement/payment in lieu of taxes (PILOT) agreement with Electra Wind, LLC. The wind farm will be located in eastern Wilbarger County and is expected to be complete by December. The PILOT agreement will net Vernon College approximately \$2.6 million over a ten year period.
- Once everything was finalized in regard to state funding after the legislative session, Vernon College will receive approximately \$80,000 more in state funding each year of the biennium than in the last biennium. Unfortunately, since the legislature decreased overall funding for community colleges due to enrollment declines, thirty-three of the fifty college districts received less state funding in the next biennium.
- Draft three of the budget was discussed by the board at the June 17 meeting. Draft four will be discussed thoroughly at the July 15 board retreat and meeting. The final budget will be approved at the August 19 board meeting. The proposed budget is approximately \$435,000 less than last year's budget. The primary impact on the budget was the loss of tuition and fee revenue due to the continued decline in enrollment. The proposed budget does include the 1.5% salary schedule step increase for employees.
- The Vernon College Board of Trustees will participate in a board retreat on July 15. Topics for discussion include:
 - Branch Campus Maintenance Tax/Annexations
 - WFISD Career Technical Education Center—Vernon College Partnerships
 - Legislative session/Appropriations
 - Enrollment trends
 - Guns on campus

Instruction – Dr. Gary Don Harkey

- Final Exams for Summer I (5 week term) courses will be held July 1-2 while Summer II (5 week term) and Summer (10 week term) courses continue with Final Exams scheduled for August 5-6.
- 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.
- A BIG THANKS to English Instructor **Cindy Coufal** for delivering *Meals on Wheels* on behalf of Instructional Services during the month of June.
- Associate Dean of Instructional Services (and TACTE Vice President) **Shana Drury** recently attended the summer Board meeting of the Texas Association of College Technical Educators (TACTE) in Dallas.
- The **Skills Training Center** was recently in the spotlight as the host facility for the statewide invitational *4-H GEAR* tournament. Sixty plus youth, ages 8-18, representing 15 teams from around the state participated in the event. Each team designed, built and programmed a robot using Lego Mindstorm kits, and each formed a strategy to try to earn the most points during 2-minute matches. The matches followed GEAR's 2015 Pyromania theme which asked the robots to help set up an automated fireworks display. The tournament consisted of 2 categories - match play and oral presentation/technical interview, designed to help students grow in technical and engineering skills as well as communication, creativity, and problem solving. Special thanks goes to **Mark Holcomb** (event organizer), **Sharon Wallace** (volunteer judge), and **Carl Brinkley** and his maintenance crew for the extra effort necessary to prepare for and successfully pull off the event.
- Health Information Management Instructor **Ruth Rascon** recently attended the Annual Conference of *Texas Health Information Management Association* in San Marcos where focal topics included teaching concepts and current impacts of health payment reform and requirements.
- **Amber Hunsaker**, Vernon College's new Tutoring Center Coordinator, was recently asked to author an article for a special edition of the *Writing Lab Newsletter: A Journal of Writing Center Scholarship*. The article will include how young coordinators learn the theory of tutoring centers and what experienced coordinators can do to teach practical knowledge to supplement theory.

- Kudos to Mathematics Instructor **Christina Hoffmaster** for her volunteer work at *Washington Jackson Elementary* school in Wichita Falls. Last year Christina volunteered to provide fifth grade STAAR tutoring. This year, she agreed to provide curriculum and teaching for the after school *Road to College* program. This program consists of 8 weeks of math and reading enrichment for minority students two days a week in 90 minute sessions. Topics covered included problem-solving, 2 and 3-D drawing, properties of polyhedra, pattern finding, and pre-algebra order of operations.

Student Services/Athletics – John Hardin, III

- Student Services is reviewing Baseball Head Coach applications as well as the Athletic Policy and Procedure manual. Student Services is also studying Vernon College sexual assault policy and procedure to insure that Vernon College meets federal, state, NJCAA, and SACS COC requirements.
- 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 has 12 scholarship athletes as of July 2nd
- Rodeo has 21 scholarship athletes as of July 2nd
- Softball has 22 scholarship athletes as of July 2nd
- Baseball has 19 scholarship athletes as of July 2nd
- Security is preparing fall security schedules and attending mandatory summer TCLOSE training.
- Housing assisted in Athletic Advising Day and is working to make all housing records electronic with a new scanning system.
- Counseling hosted a successful Athletic Advising Day on June 17th with approximately 35 new student athletes on campus. Next athletic advising day will be 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.
- Testing is providing all standard testing services to VC students as well as preparing the Testing Center Policy Manual for VC Board of Trustees approval.
- 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.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Summer and Fall Campus Connect online registrations are open for enrollment.
 - On-site Summer II registrations on July 1 on Vernon Campus and July 2 at Century City Center.
 - Gainful Employment Reporting and submissions to Dept. of Education.
 - THECB Contact Hour Reports for Summer I.
 - THECB End of Semester Reports on students, faculty, and TSI.
 - 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 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) and Texas Application for State Financial Aid (TASFA) and packaging of eligible applicants.
 - Policy and Procedure manual updated.
 - Text alerts sent to students.
 - State Work-Study EOY report submitted and certified.
 - TEXAS Grant EOY report submitted and certified.
 - Top 10% Scholarship EOY report submitted and certified.

- TEOG EOY report submitted and certified.
- Beginning of semester encouragement email sent to Summer 15 enrolled students.
- Beginning of semester FAQ email sent to all Summer 15 financial aid recipients.
- State and Federal work-study programs reconciled.
- 2015-16 Athletic Scholarships awarded.
- 2015-16 Academic Scholarships awarded.
- Professional judgment applications reviewed and processed.
- HigherEDGE Loan Default Servicing email sent to all Summer 2015 student loan recipients.
- Work-study memo and request sent to supervisors.
- Institutional Effectiveness Assessment Reports submitted.
- Working on Gainful Employment reporting.
- Evaluating military training transcripts

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices** – We received notice from Stacy Lallmann that she and Kevin will be moving to Galveston this summer so we are scrambling to re-fill that position. Hate to see her go but we wish them all the best.
- **Bookstores**
 - Both stores are working on returning Summer Books and finalizing Fall booklists.
 - Working on barcoding and adding all inventory into new physical inventory system.
 - Kim, Jana and Kathy attended various training sessions with MBS.
- **Facilities**
 - Wichita Falls** –
 - Weekly mowing and landscape work are in full swing. We have also been removing all the dead trees in west parking lot at CCC. We hope to have all of them replaced by mid-July.
 - Removed Panduit on the walls and ran all data lines inside the walls, patched and repainted room 606.
 - Normal summer cleaning, repainting and maintenance.
 - Vernon** –
 - Maintenance has been busy keeping equipment running including replacing internal O-rings on remote hydraulic controls on the John Deere tractor, removing the front end loader from the John Deere tractor to replace the AC compressor, dryer and expansion valve, replacing hydrostats and motors on a Dixon mower, replacing the accelerator control and installing electronic controllers on a golf carts, overhauling acid pump for the swimming pool and retrofitting Vernon College sign lighting on hwy,70 and two security lights in the quad area w/LED lights. They have also been doing minor repairs and painting doorways in the dorms.
 - The custodial crews have been busy stripping and waxing floors in the dorms and Colley Student Center

College Effectiveness – Betsy Harkey

- **Data update** –
 - Student Success Data Fact presented to the Board of Trustees during their June meeting was the Placement and Completion KPIA. The most up to date copies of KPIAs can be found on the Vernon College website at <http://www.vernoncollege.edu/KPI-Home>
 - Betsy continues POISE sorts for Summer and Fall application and registration counts through the summer. The data is emailed to the Data Group. If you are not on the list and would like to receive these emails, please contact Betsy.
 - Basic POISE sort training was conducted for Melissa Moore and Dr. Brad Beauchamp by Betsy.
- Summer is flying by quickly! During July, the **College Effectiveness Committee** will be reviewing and updating as needed the 2015-2016 Planning Calendar, Glossary and Assessment/Report Calendar.
- **SACSCOC 10 Year Review – Just a reminder** that preparations are underway for the Vernon College self-study for the SACSCOC 10 year review. The self-study process begins this summer. One of the first steps is to assign subject matter experts to each of the SACSCOC criteria. 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 oversight team.

Institutional Advancement – Michelle Alexander

- Christie Lehman and LeAnn Scharbrough attended the Texas Association of Community College Marketers (TACCM) convention in Austin June 7-9.
- Christie Lehman and Dr. Johnston delivered Meal on Wheels
- Working on Student Success Stories that will be featured in the Times Record News once a month
- Christie directed a video shoot for the Pharmacy Technician Program
- Working on the July Ex- Students E-Newsletter
- LeAnn conducted the GenTX Day wrap up meeting
- LeAnn is chairing a sub-committee of the Integrated Marketing/Recruiting Committee met to discuss possibilities of a fall high school senior event
- LeAnn presented a recruiting report to the Board of Trustees at their monthly meeting
- Jackie Polk represented Vernon College at the Juneteenth Celebration in Wichita Falls
- LeAnn presented to CTE teachers at Region 9
- An informational booth was set up at the Wichita Falls Housing Authority Job Fair
- College recruiting materials are undergoing updates in preparation for the 2015-2016 academic year
- A recruiting email blast was sent to 5,758 emails of prospective students
- Information is being gathered for another email blast and postcard to be sent to prospective students later this summer
- Holly Scheller and Michelle Alexander attended the Council for Resource Summer Institute for Fundraising in Dallas, June 25-26.
- Cleaning donor files
- Presidents CRD report
- Holly and Michelle are working with the “Road to College” summer program at Century City Center
- Holly attended the “Fundamentals of Fundraising” Blackbaud Webinar, June 30

Quality Enhancement – Criquett Lehman

- Communication forms summarizing the results of all College Assessment Activities and Reports continue to be collected and can be found on the [College Effectiveness](#) page of the website. For example, the [SIR II](#) (Student Instructional Report - student course evaluation survey) communication form gives an overview of the survey results for Fall 2014 face-to-face courses.
- Instructors whose courses were selected to be surveyed through the SENSE (Survey of Entering Student Engagement) will be notified at the end of July. As a reminder, the survey will be administered during the fourth and fifth weeks of classes.
- 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](#).

Human Resources – Haven David

- Sherrie Denham transferred to Director of Vocational Nursing on July 15th.
- Hires – Linda Gregg became our new Classified II, Financial Aid/Veterans Services in Wichita Falls. Joshua Cook became our new Grounds Technician in Vernon. Luke Garza will begin as Custodial Technician – Vernon July 1st. Marissa Underhill will become our new Sociology Instructor in August. Jennifer Howard will become our new ADN Instructor also in August.
- Resignations – Randy Arnold, Custodial Technician – Vernon (June); Kevin Lallmann, Head Baseball Coach (July); Stacy Lallmann, Student Billing Accountant(Sept); Brittany Lilly, Assistant Softball Coach (August)
- Upcoming Retirements – Paula Brogdon and Constance Schroeder-Sloan in August.
- Interviews: Health Careers – VTC will be held July 7th; Cosmetology Instructor will be held July 8th; LVN Instructor will be held July 8th.
- We are accepting applications for Assistant Softball Coach, Bookstore Clerk/Office Assistant, Coordinator Continuing Education of Allied Health, and Student Billing Accountant. We have stopped accepting applications for Head Baseball Coach and will schedule interviews soon.

- I attended the 2015 TACCHRP Conference June 10-12 (served as President) and training on Dealing with Difficult Employees in Wichita Falls June 24th.
- The Employee Handbook has been updated and approved by the committee. It will be presented at the July Board of Trustees meeting.

DRJ Comments –

- I appreciate everyone's commitment and effort in the development of the proposed 2015-2016 budget. I am confident it will allow us to continue our focus on student success.
- Please contact me with any input or questions at:
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