

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

- Final enrollment data for the Spring 2015 semester indicates a declining trend. Comparing Spring 2015 to Spring 2014, the data indicates a 10% decrease in headcount and a 7% decrease in contact hours generated. The decline in headcount enrollment has a direct effect on tuition and fee revenues that must be considered as we complete the 2014-2015 budget and as we begin to prepare the 2015-2016 college budget. The decrease in contact hours will have a negative impact on state appropriations, but those final numbers will not be available until the legislative session is complete.

College wide recruiting activities and spending for advertising the past two years have both increased. Initial data being reviewed to understand the enrollment decline indicate:

- Continuing decrease in service area population
- Continuing decrease in service area high school graduating seniors
- Low unemployment in the service area
- Competition for high school dual credit students from other educational entities
- The Board of Trustees approved the 2015-2016 academic calendar in the February 18 meeting. Each spring the calendar committee works with faculty, staff, and administration to develop an effective yearly academic calendar. The calendar takes into consideration Texas Higher Education Coordinating Board guidelines and reporting deadlines, area high school calendars, Midwestern State University calendar, program needs/requirements, registration needs, and final exam needs.
- The Board of Trustees will consider an approximate 8% increase in tuition and fees at the March 11 board meeting. The proposed Vernon College tuition and fee rate would be from 30% to 66% of the Texas four year university average cost depending on student residency and campus location. The proposal also recommends exempting out of district dual credit students from all institutional service fees, course fees, and special fees. The additional revenue will be important to offset:
 - Expected increase in institutional cost for health insurance for employees
 - Tuition and fee revenue reduction due to the current enrollment level
 - Potential state funding reduction due to current enrollment level
 - Potential employee salary cost increase for salary schedule step increases
- Graduation is scheduled for Saturday, May 16, 2015, 10:30 a.m. at Wilbarger Auditorium in Vernon.
 - 9:00 am Graduation rehearsal – All students not ADN
 - 10:00 am Faculty prepared and ready to line up for graduation march
 - 10:30 am Graduation – All students not ADN (Registered Nurses)
 - 11:15 am Reception
 - 12:15 pm ADN Graduation rehearsal
 - 1:30 pm ADN Graduation
 - 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
- Mark your calendars for a busy spring of events.
 - Easter Extravaganza – Thursday April 2, 2015 – 5:30 p.m. Vernon Campus
 - Phi Theta Kappa Induction – Thursday, April 9, 2015 – 7:00 pm Skills Training Center
 - Board of Trustees meeting – Wednesday, April 15, 2015 – 11:30 am Vernon Campus
 - Vernon College Foundation Board meeting – Thursday, April 16, 2015 – 10:00 a.m. Vernon Campus
 - Honors Convocation – Thursday, April 16, 2015 – 6:00 p.m. Empire Room, Wilbarger County Auditorium, Vernon

- Scholarship Banquet – Tuesday, April 28, 2015 – 5:30 p.m. Colley Student Center
- Sports Banquet – Monday, May 4, 2015 – 7:00 p.m. Wilbarger Auditorium
- Vernon College Theatre Ensemble Spring production, “Yankee Tavern” May 7-10, 2015 at 8:00 p.m. Auditorium – Osborne Administration Building

Instruction – Dr. Gary Don Harkey

- Government Instructor **Daniel Lowe** recently co-presented with Dr. Steve Garrison of Midwestern State University at the *International Studies Association* conference held February 17-21 in New Orleans. Their presentation was titled *Political Survivability After Natural Disasters: The Effects of Natural Disaster Types*.
- VC faculty **Belinda Alberry, Annette Bever, Misti Brock, Paula Brogdon, Cindy Coufal, Wanda Dye, Rita Lee, Brandy Lowery, Thomas McKneely, Diana Shipley, Nancy Smith, Angela Ward, Jack Williams, and Renee Wooten** recently attended the *Annual Convention of the Texas Community College Teachers Association (TCCTA)* in Dallas.
- ADN Faculty **Mary Rivard** and **Beth Arnold** along with ADN Director **Cathy Bolton** attended meetings of the *Texas Organization for Associate Degree Nursing (TOADN)* which were held in conjunction with the *TCCTA Annual Convention* in Dallas.
- Music instructor **Don Bruns** recently attended the *Texas Music Educators Association* conference in San Antonio.
- VC instructors **Brad Beauchamp** (Mathematics), **Bettye Hutchins** (History), and **Daniel Lowe** (Government) recently attended the *TAMU Assessment Conference* in College Station.
- Mathematics Instructors **Karen Gragg, Christina Hoffmaster, and Ariel Tart** recently attended meetings held in Austin for recipients of the *THECB Scaling & Sustaining Success (S3)* grant.
- **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.
- ADN faculty **Mary Rivard** and **Beth Arnold** recently attended *Associate Degree Nursing – Deans & Directors* meeting in Austin.
- Early College Start Coordinator **Melissa Moore** and Dean of Instructional Services **Gary Don Harkey** recently attended the *North Texas Early College High School Consortium Spring Meeting* held at the Region 11 Educational Service Center in White Settlement.
- **Annual Performance Reviews of Faculty & Staff** are ongoing.
- Work continues on the development of **Summer and Fall class schedules**.

Student Services/Athletics – John Hardin, III

- Student Services is working on budgets submissions for 2015-2016 and reviewing 2014-2015 Annual Action Plans to verify we are working towards those goals.
- Student Success Specialist is setting appointments to meet with at risk students. Sending emails to students receiving early alerts offering academic coaching sessions.
- Volleyball is recruiting and attending signings for Fall 2015.
- Rodeo is recruiting for the Fall 2015 semester and the first spring rodeo is at Odessa College on March 19th.
- Softball first conference game on March 7 against Cisco. Current nonconference record as of 3/3/15 is 4 wins and 17 losses.
- Baseball first conference game on March 3 against Weatherford. Current nonconference record as of 3/3/15 is 4 wins and 6 losses.
- Security conducting normal patrols and assisting with hosting the Court of Appeals on the Vernon Campus.
- Housing is conducting regularly scheduled room inspections (with only minor infractions noted) and safety drills.
- Counseling is studying developmental class restructuring in preparation for summer and fall advising beginning in April and conducting degree audits for athletes and at student requests. Developing Spring Break Safety Awareness Programming for students with TXDOT.
- Testing is advertising new CLEP testing at Century City to high school students.
- Student Activities for March on the Vernon Campus include diversity programming, bingo, water raft races, blood drives and an Easter egg hunt.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Conducted annual employee evaluations.
 - Preparing Course Management Module in POISE for use with Summer 2015 and Fall 2015 schedule.
 - Completed Winter IPEDS reports. Graduation Rate 150% and 200% reports submitted in February.
 - Submitted and working on THECB 00S, 0E1, 002 and 008 end of semester reports for Fall.
 - Submitted and working on THECB 004 and 001 Contact Hour reports for Spring semester.
 - Submitted and working on THECB 00C and 00A Non-Credit Contact Hour reports for quarter 2.
 - Working on Summer Registration Guide.
 - 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.
 - Cyndi Danner 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).
 - Financial Aid Blog posted on webpage.
 - Requested TEXAS Grant and TEOG funds for THECB.
 - Completed Winter IPEDS Financial Aid Report.
 - Conducted annual employee evaluations.
 - Completed the 2014-2015 THECB State Work-Study Progress Report.
 - Created 2015-2016 forms and uploaded to the webpage.
 - Submitted 2015-2016 Financial Aid VC Catalog corrections.
 - Fiscal Year 2012 Draft Cohort Default rate review.
 - Beginning of semester FAQ emailed to all federal and state financial aid recipients.
 - Provided 2015-2016 verification and FAFSA processing training to all financial aid staff.
 - Completed 2015-2016 programming and processing updates in POISE software.
 - 15 Follow Up contacts made to financial aid applicants.
 - Jeanne Ballard delivered Meals on Wheels.
 - Working Early Alerts, contacting students, and adjusting aid where needed.
 - Participated in Café Con Leche FINANCIAL AID SATURDAYS on February 14th, 21st, 28th at WFHS, Hirschi, and VC CCC.
 - Attending the Texas Association of Collegiate Veterans Program Officials annual training conference.
 - Evaluating military training transcripts.

Finance/Administrative Services/Physical Plant – Garry David

- Finished annual employee evaluations.
- **Business Offices –**
 - Business as usual
- **Bookstores –**
 - Both bookstores are busy getting books ready for returns to publishers.
- **Facilities**
 - **Wichita Falls –**
 - Replaced bulbs and ballasts in fixtures at CCC and Skills.
 - Repainted halls at CCC.
 - Servicing mowing equipment to prepare for Spring.
 - Changing bad ceiling tiles at CCC and Skills.

Vernon –

- Ran a new electrical circuit for new alignment machine in automotive.
- Installed new clothes dryer in baseball field house.
- Relocated the antenna for KVWC at the baseball field.
- Removed the frontend loader from the Case 1030 tractor, modified and mounted the loader on the John Deere 4440.
- Assisted in collecting and displaying auction items in the warehouse.
- Applied herbicide to all lawn areas on campus.
- Prepared all flowerbeds for new mulch/colored rock.
- Removed large dead cedar tree from the arena area; cut it up and put it in the roll off.
- Replaced the bearings in the hot water circulation pump in OAB.
- Replaced/repairs shower head and holder in the handicapped shower in the women's locker room.

College Effectiveness – Betsy Harkey

- **Thanks to all** who are participating in the review of the two standards requiring additional information from the SACSCOC Fifth-Year Interim Report. The narratives and sources will be enhanced and in the mail in time to meet the April 1 deadline.
- **Data update** – The Student Success Data Fact presented to the Board of Trustees during their February meeting was [Spring and Spring I 2015 Count Day Snapshot](#).
- **Student Success by the Numbers Committee** met on February 6, 2015. The primary agenda items included discussion of requested data and POISE data trainings conducted since the last committee meeting.
- **College Effectiveness Committee** met on February 27, 2015. The primary agenda items were a review, discussion and approval of the 2015-2016 Facilities, Personnel, Technology and Institutional Improvement Annual Action Plans.
- Criquett Lehman and Betsy Harkey delivered Meals on Wheels on February 4, 2015.

Institutional Advancement – Michelle Alexander

- Updating of the *Vernon College 2015-2016 General Catalog* is in progress
- Holly Scheller attended the “Creating Personal Impact Reports” webinar, about new strategies for prospective and current cultivation practices
- Working on adding alumni information and old gift records to the Raiser's Edge Development/Alumni database
- Holly assisted with the Wichita Falls Boys and Girls Club Art Exhibit that was held at Century City Center the week of February 16
- Working on the Softball and Baseball media guides
- Working on an advertising piece for the Resource Center
- Online Auction ended up with about 400 donations. Thanks to all who donated and participated!
- Easter Eggstravaganza will be April 2 at 5:30 p.m. on the Vernon campus
- Michelle A. Alexander attended the Texas Association of Community College Foundations (TACCF) Annual Conference in Austin February 19-20. She was elected to a two-year term as President of the association during the annual business meeting.
- Michelle participated in the “Proposal Writing: A Deeper Dive” webinar presented by *The Chronicle of Philanthropy*. This session presented in depth studies of Logic Models which is a tool used in grant writing. Several federal agencies require logic models in proposals.
- LeAnn Scharbrough has been making Scholarship Presentations to: Vernon High School, Seymour High School, Chillicothe High School, Hirschi High School
- Junior Presentation given to: Seymour High School
- Senior Presentation given to: Wichita Falls High School, Rider High School, Archer City High School
- Attended Distance Education, Professional Development, and Integrated Marketing/Recruiting Committee Meetings
- Youth Leadership Wichita Falls toured the Century City Center and listened to a presentation about Vernon College. Youth Leadership is comprised of 30 juniors from the each of the WFISD high schools.
- Presentation given to the Wichita Falls Housing Authority
- LeAnn attended Café con Leche at Hirschi High School and Rider High School

- LeAnn presented two sessions at Senior Blast at Region 9. 52 students from surrounding area high schools attended the sessions. Christina Feldman also presented on the Dental and Medical Assisting programs. She had 42 attend her session.
- Melissa Moore presented at the Nocona High School College/Career Day where 35 students attended.
- LeAnn attended the Workforce Solutions North Texas Youth Advisory Meeting
- Sent out 1,506 postcards to service area high school seniors congratulating them on their graduation, upcoming deadline dates, and a checklist of steps to complete.
- A letter was sent to all dual credit graduating seniors congratulating them on their accomplishments and a list of steps to complete to continue their education at Vernon College. 208 of these letters were sent out.
- Preparations beginning for GenTX Day.

Quality Enhancement – Criquett Lehman

- Fifty five (55) courses have been randomly selected to participate in the Community College Survey of Student Engagement (CCSSE). The survey will be administered March 30th through April 10th. Those instructors selected will be notified via email and contacted by a survey administrator (Katherine Kennedy, Debbie Richard, Janice Turvaville)
- Instructors will be sent an email invitation on April 6th to participate in the Community College Faculty Survey of Student Engagement (CCFSSE). The ability to view faculty expectations and perceptions of student engagement (in the aggregate) alongside student responses will not only help us identify areas of strength, but will also enable us to recognize challenges or gaps that may require further consideration.
- QEP Collaboration continues this month with sessions for faculty and staff. Students and community members will be given the opportunity for input in the few weeks following spring break. Thank you to those who have participated in this process!

Human Resources – Haven David

- Two employee grievances were brought to conclusion with satisfactory results.
- Toni and I participated in a few informational sessions regarding Live Forms through Docubase, a system that would enable the college to adapt several forms to live online forms. These forms would then migrate to the Docubase system and be indexed. This could be a time saver for many departments as well as make Vernon College forms more user friendly.
- We are working on several projects with Tanner Clark of Runbiz to make some positive changes to the HR website, including employee pictures on the directory and re-organization of staff job descriptions.
- Implementation of the SafeColleges program began with Sexual Harassment training and Employee Handbook policy training. This is going to be a very useful tool in getting all required training implemented among all staff. Difficulties in the past have presented due to multiple locations and time consuming documentation. This system emails the training to each individual and then tracks completion with reporting abilities for the HR office and the individual.

DRJ Comments –

- We need to all focus on reversing the trend of declining enrollment. The Marketing/Recruiting committee and marketing/recruiting personnel are diligently implementing the thorough Marketing/Recruiting Plan developed over a year ago, but your input into additional and effective ideas is always welcome. Your direct involvement in any marketing/recruiting activities is strongly encouraged and greatly appreciated.
- As WFISD continues to work toward passing a bond to invest in a new career technical center, I can assure you that my consistent comment to WFISD leadership and Wichita Falls community leadership, is that Vernon College is willing to partner in any way possible in future career technical education opportunities.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060