

**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 the proposed 2015-2016 budget at the August 19 meeting. The budget totaled \$21,690,397 which was \$329,551 less than the previous year's budget. The board also approved to propose a tax rate of .2200/\$100 for the upcoming budget year. This rate is slightly more than the effective rate but less than the rollback rate. Public hearings for the proposed tax rate were set for September 1 and September 8. The proposed tax rate will be approved at the September 16 board meeting.
- There has been a tremendous amount of national discussion about college and university sexual assault policies and practices the past two years. In response, a small task force was formed this summer to evaluate current Vernon College policies, procedures, process, and practices specifically developed to handle alleged sexual assaults and/or any other student initiated sexual harassment complaint. John Hardin, with help from all in his department and Haven David, reviewed current policies, procedures, processes, and practices to be sure Vernon College meets current Title IX expectations. The review included:
  - How policy/practice information is disseminated? Is it specifically discussed in NSO, Residence Hall orientation, athletic team meetings? If so, is this documented?
  - What immediate services are made available to an alleged victim of sexual assault?
  - What is the detailed process for follow-up to an alleged assault?
  - What specifically initiates a decision to include local authorities?
  - Where is documentation of complaints, process, and decisions, kept?The group did a very good job and the recommended updated sexual assault policies and procedures were approved by the board on August 19. I encourage you to review the updated policy on the Vernon College website or contact the Dean of Students office for information.
- The fall kick-off for all employees on August 17 was a very good and informational event. A highlight is always the service awards presentation. Vernon College is fortunate to have dedicated and loyal employees.
- Fall semester enrollment is currently at 2922 students which is 2.5% less than the 2995 reported on the 12<sup>th</sup> class day last fall. This enrollment decline continues to be a statewide trend, but we need to continue all efforts to stabilize and/or increase enrollment at Vernon College. I appreciate the many efforts of everyone including the Integrated Marketing/Recruiting committee for initiating a number of efforts.
- I am serving my third and final term as a member of the THECB Funding Formula Advisory Committee. I have been selected as chair of the Community and Technical Colleges sub-committee. We will work via e-mail and telephone as well as participate in four meetings this fall to assist the Coordinating Board in developing its' funding recommendation for the next legislative session. I am open to any ideas you would like to share that might impact the future recommendations.

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

- Students are present, classes have begun, and learning is occurring! The official census date for the Fall 2015 is September 9.
- Instructional Services welcomes newly hired full-time faculty members **Jennifer Howard** (ADN); **Elisha Wehrwein** (Cosmetology); **Jon Schreiber** (English); **Marissa Underhill** (Sociology); **Charity Knight** (LVN); **Arwynna Gay** (Office Technology); **Mary Jane Callaway** (CNA- Quanah ISD). Welcome aboard!
- Both of the VC nursing programs have undergone a change in leadership with the retirements of long-time Directors **Cathy Bolton** (ADN) and **Lynn Kalski** (LVN). Stepping up to assume these leadership positions are **Dr. Mary Rivard** (ADN) and **Sherrie Denham** (LVN).
- A warm welcome also to **Kasey Humphries** who is the newly hired *Coordinator of Continuing Education Allied Health Programs* (Certified Nurse Aid, Phlebotomy, Medical Assisting, Medication Aid, Psychiatric Nurse Assistant, and Dental Assisting).

- The *Department of Continuing Education* recently concluded a very successful run of summer classes as part of the annual **Kids College**. According to CE Director **Nina Feldman** “Kids College had a phenomenal summer 2015! We held over 40 Kids College classes and hosted 508 children of all ages on our Vernon campus and at the Century City Center. Everything from sports camps to science, art, cooking and police academies! It was a GREAT time and we look forward to a bigger 2016!”
- Kudos to newly hired Administrative Assistant (ADN) **Sabre Sharp** who is currently serving as Vice-President of the *Wilbarger County United Fund*!
- Associate Dean of Instructional Service **Shana Drury** recently travelled to Austin to participate in the *Workforce Education Course Manual (WECM) Leadership* meeting where she was elected to the *WECM Leadership Board* for 2015-2017. Shana was also recently appointed to the *Texas Higher Education Coordinating Board Negotiated Rulemaking Committee on Block Scheduling for Certain Programs*.
- The **2014 Vernon College Access Program (VCAP)** meeting was well attended with 31 high school administrators and counselors representing 19 of our service area high schools in attendance. Kudos to Early College Start Coordinator **Melissa Moore** for her role in coordinating this successful annual event.
- Congratulations to the 2015 graduating class of the **VC Surgical Technology Program** for posting a 100% pass rate on the Certified Surgical Technologist (CST) examination. Program Coordinator **Jeff Feix** reports that not only was this the 3<sup>rd</sup> consecutive class to post a 100% pass rate, but that this class posted scores which were well above national norms....“They didn’t just pass – they blew it out of the water”!
- Thanks to **Vickie Bradley** and **Karla Monson** for volunteering on behalf of Instructional Services and delivering Meals on Wheels during the month of August.
- Police Academy Coordinator **Mike Hopper** recently served on the 2015 Hotter’N Hell Steering Committee and also served as the law enforcement liaison.

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

- Student Services is attending all program orientations, dorm orientation and initial team meetings for athletics. Initiating “player of the week” for Athletics to be advertised in the Colley Student Center each week. Preparing mandatory disclosure emails to be sent to current students each week on topics including: Cleary Act, RunSync Notification System, VC Sexual Assault Policy notification, VC Grievance Policy notification, and Voter Rights notification.
- Student Success Specialist is conducting Chap Express Orientations targeting students who are in 2 developmental courses. There are 2 sessions offered on the Vernon Campus and 4 sessions offered at the Century City Center. The Student Right to Know Report was completed and posted to the Vernon College website.
- Volleyball has begun the season with a 4-0 undefeated record after sweeping their Vernon College tournament on August 28 and 29. Please come out and support our team at any of our future games – your cheers help! Volleyball currently has 19 players on the roster.
- Rodeo currently has 23 cowboys and cowgirls on the roster to represent Vernon College. The Vernon College Rodeo will be October 1-3. Sponsorship letters are going out now. If you would like to volunteer to help with this event please contact Rodeo Head Coach Chad Smith.
- Softball currently has 25 athletes on their roster and are playing scrimmages to evaluate new talent. September 26<sup>th</sup> will be the All-star game in Belton and Vernon College is sending Emily Durham as a representative. Cameron Nichols from Dallas has joined Vernon College as the Assistant Softball Coach.
- Baseball new head coach Sam Hayden currently has 48 players on the roster. He is evaluating all players as he determines a starting lineup for his new team. Matt Liberty from Canada has joined Vernon College as the Assistant Baseball Coach.
- Security is scheduling guards to facilitate full coverage of campuses and centers as well as monitoring parking during the first weeks of school. Campus Police are also identifying burned out exterior lights in expectation of the time change and shorter day light hours.
- Housing conducted mandatory orientation with residents on August 25<sup>th</sup>. Vernon College Student Housing was full at the beginning of classes. The VC Housing Director Kelly Eason is also training new Assistant Coaches/RA’s. A welcome back pool party will be held Wednesday, September 2 at 5:30 pm in the King Gym pool.
- Counseling is hosting Welcome Week for all VC students. Monday, August 31<sup>st</sup> – free donuts and waters with information for students about using Career Coach and declaring a major. Tuesday, September 1<sup>st</sup> and Wednesday, September 2<sup>nd</sup> – free student academic planners/calendars with campus safety, RunSync notification system and

SAVE Act information from. Thursday, September 3<sup>rd</sup> – free popcorn and cokes to promote SGA and Student Forum.

- Testing provided record testing during onsite registration and schedule changes. Testing Coordinator Sharron Shelton is currently compiling the Testing End of Year Report.
- Student Activities assisting with Chap Express Orientations at the Vernon Campus and Century City Center. Student Government Association will have interested student sign up on Thursday September 3<sup>rd</sup>. The first Student Government Association meeting will be Tuesday, September 8<sup>th</sup> at noon.

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

- **Admissions and Records:**
  - Fall Campus Connect online registration were open for schedule change periods.
  - Working on Core Curriculum changes on transcripts in POISE software.
  - Certified THECB Contact Hour Reports for Summer II.
  - 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.
  - Awarding Texas Educational Opportunity Grant funds for 15-16.
  - Awarding TEXAS Grant funds for 15-16.
  - Summer 2015 satisfactory academic progress review completed.
  - Working summer Return to Title IV's for students who received all F's or F/W's.
  - Professional judgment applications reviewed and processed.
  - Completing work-study contracts.
  - Financial Aid Blog written and posted.
  - Student Right to Know Financial Aid disclosures completed.
  - Creating Veterans Services webpage.
  - Processing Hazlewood and Legacy files for new and returning veteran/dependent students.
  - Processing and certifying enrollments for new and returning veteran/dependent students.
  - Evaluating military training transcripts.

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

- **Business Offices –**
  - Collecting tuition and fees. Purging those that haven't paid.
  - Getting ready for the audit.
- **Bookstores**
  - Preparing for Inventory.
  - Selling Books to Students for Fall Classes. Sales have been steady.
- **Facilities**
  - **Wichita Falls –**
    - Monthly mowing and landscape work at CCC and Skills.
    - Lots of time spent repairing sprinkler system including three sprinkler lines that were under sidewalks and sawing concrete at bus stop cover to repair water line. Repaired all the tree bubblers and got them on the timer and installed new bubbler line to the new tree on the east side of the building.
    - Painted and installed new phone and data lines in room 704 and checked the data lines and tested the lines on some of the cameras in the hall ways.

**Vernon –**

- Painted accent wall in nursing instructor's office, metal doors on the west side of the library, exterior of the metal exit doors at the gym and the hand rails at the exit doors on gym.
- Repaired a stainless steel table at Congregate Meals and replaced approx. twenty VCT tile in the kitchen.
- Repaired an underground water leak at the arena and replaced the electrical receptacles and face plates for trailer hook ups.
- Replaced the idler pulley on the 1995 rodeo feed truck and serviced the athletic busses.
- Had all pecan trees along hwy. 70 and all Bradford pear trimmed.
- Set up gym lobby for the Vernon Burnin bicycle race.

**College Effectiveness – Betsy Harkey**

- **Data update** – Currently there are about 77 faculty and staff who are members of the Data email group. During the last few weeks, they have been receiving frequent updates about application and registration count for Fall and Fall I 2015. If you would like be part of this group, contact Betsy Harkey.  
Data will be captured for the Fall and Fall I Count Day Snapshot on September 10, 2015 (day after count day). If you have any specific data needs contact Betsy prior to September 10.
- The **College Effectiveness Committee** and **Student Success by the Numbers Committee** reviewed and approved the 2015-2016 Planning Calendar, Glossary and Assessment/Report Calendar. The approved documents will soon be posted on the Vernon College website.
- **Reminders – Annual Action Plan Summaries (2014-2015)** are due by the end of September. **Committee End of Year Reports** for 2014-2015 should be posted on the website as soon as possible.
- **Another reminder - SACSCOC Fifth 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.

The Integrated Marketing/Recruiting Committee is charged with reviewing publications prior to publication in order to ensure standardization.

**Institutional Advancement – Michelle Alexander**

- Melissa Moore and LeAnn Scharbrough represented Vernon College at Project Back to School, August 1. 2,386 people attended the event this year.
- LeAnn presented at the VCAP meeting held at Vernon College on August 5.
- A tour was given to the North Texas Home Builders Association
- Cameron University held a Counselor's Browsing Fair for Oklahoma High School counselors. LeAnn presented highlights about Vernon College to the group and then answered questions at the booth
- Advertising on-going for Fall 16 week, Fall I and Fall II and Police Academy
- Dr. Johnston and Michelle Alexander attended the Road to College graduation banquet
- Plans are underway for the fall Café con Leche event at Century City Center. This year the event will be held on November 12 from 5:30 – 9 p.m.
- Website updates ongoing
- Planning for Coordinator of Marketing and Alumni Relations interviews which will be held September 1 and 2.

**Quality Enhancement – Criquett Lehman**

- Thank you to those who volunteered for the Quality Enhancement Plan (QEP) Task Force! They will begin meeting this month to start writing the Quality Enhancement Plan by completing the sections of the QEP Logic Model. This process will include defining Outcomes (objectives, resources and activities) and the Process (assessment/outputs and learning outcomes/project impact).
- As a reminder, educational technology tools continue to be available through the Quality Enhancement Resource Inventory (QERI) and training provided through the professional development process. New technology opportunities are available with oversight provided by the Technology Committee. Contact Criquett Lehman or Roxie Hill for more information.

- The Survey of Entering Student Engagement (SENSE) will be administered September 14-25. This survey is used along with the CCSSE (Community College Survey of Student Engagement) to help Vernon College focus on good educational practice and identify areas in which we can improve our programs and services for students.

### **Human Resources – Haven David**

- August Hires : Charity Knight – LVN Instructor; Matthew Liberty – Assistant Baseball Coach/Residence Hall Assistant; Arwyna Randall-Gay – Office Technology Instructor; Jon Schreiber – English Instructor; Mary Jane Callaway – Health Career Instructor, Quanaah
- September Hire: Kimbra Malcolm – Classified II, Bookstore Clerk/Office Assistant
- Interviews for Coordinator of Marketing and Alumni Relations will be held Sept. 1<sup>st</sup> & 2<sup>nd</sup>
- Employee Handbook will go out as soon as all the links are made to the new Sexual Assault policy.

### **DRJ Comments –**

- I appreciate the 12 employees who have committed time, energy, and effort to meet on several Friday afternoons this fall to participate in the first Vernon College Leadership Academy. I have taken the opportunity very seriously and will be sharing a tremendous amount of information from a variety of sources. I am really looking forward to this opportunity. I encourage others to plan to participate in the future. I will make sure to get the spring dates out late this fall for people to check their schedules and then sign up in early January 2016.
- I hope everyone is off to a great semester. Are you willing to create great success for others without the expectation of reward or credit?
- Please contact me with any input or questions at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office – 940-552-6291 ext. 2200
  - Cell – 940-261-0060