

**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 conducted an annual retreat on July 20. Topics of discussion included:
  - Vernon College salary schedules
  - TACC statewide salary information
  - Athletic program review/analysis
  - Canvas training
  - Texas/THECB board member training expectations
- The regularly scheduled board meeting was also conducted on July 20. Items of consideration which were approved included:
  - Updates to handbooks and manuals
  - ISD contracts for training
  - Inter-local agreements regarding the sale of tax roll struck off properties
  - Agreements for telecommunication and mutual aid with City of Vernon Police Department
  - Issuance of employee contracts
- Draft 4 of the 2016-2017 Vernon College budget was discussed by the board members. This draft will be presented at the August 17 board meeting for approval for 2016-2017. The budget revenue is based primarily upon conservative estimates of tuition and fee revenue, state appropriations, and effective rate tax levy. The budget includes the 1.5% step increased in salary schedules. The 2016-2017 budget increased \$122,885 or .06% over the current year budget.
- The Vernon College Leadership Academy will be conducted in the fall. The academy will consist of six two hour sessions held 1:00 pm-3:00 pm with three sessions on the Vernon campus and three sessions at Century City Center. Additional information will be sent out this week from the president's office.
- As the semester begins, please encourage students and employees to opt in to participate in the Vernon College emergency notification system. The process is very easy and is on the primary page of the Vernon College website. All students and employees will benefit from this emergency notification system as the College communicates regarding inclement weather or any other serious situation.

**Instruction – Dr. Gary Don Harkey**

- Classes for the Summer I and Summer II terms are nearing completion with Final Exams scheduled for August 3-4.
- Faculty continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Fall terms.
- The **Industrial Automation Program** was once again the beneficiary of a \$10,000 grant from PPG to purchase equipment and enhance program curriculum. Bill Haley, plant manager for PPG, was on hand to present the check to **Mark Holcomb** at a presentation ceremony held at the Skills Training Center on July 27.
- Director of Continuing Education **Nina Feldman** participated in the *Education Summit* held at the Region IX Educational Service Center on July 21.
- Health Information Management Instructor **Ruth Rascon** recently attended the *American Health Information Management Association (AHIMA) Faculty Development/Assembly on Education* in Denver.
- Agricultural Instructor **Michael Schoppa** has had a busy summer making recruiting trips to the *State 4-H Roundup* and the *Texas FFA Convention*. Michael also attended and the *State Professional Improvement Conference for Agricultural Instructors* in Corpus Christie.
- Faculty members **Katrina Brasuell, Bettye Hutchins, Joe Johnston, and Chris Smith** recently attended the *SACSCOC Institute on Quality Enhancement and Accreditation* in Grapevine.

- **Kathy Peterson** recently attended the *Texas Society of Interpreters for the Deaf* Conference in Houston.
- **Beth Arnold** recently travelled to THECB Headquarters in Austin to participate in a meeting of the Uniform Pre-Nursing Curriculum Advisory Committee on which she is serving.
- **Gary Don Harkey** (assisted by Betsy Harkey) delivered Meals on Wheels for Instructional Services during the month of July.

### **Student Services – Jim Nordone**

- Received notification from Department of Education liaison, Ms. Nalini Lamba-Nieves, that VC's Title III Grant has been continued for the 2016 – 2017 fiscal year
- Hired a new Director of Housing, Fostina Charlery, who begins her tenure at VC Monday, August 8
- Hired four new Student Resident Assistants who will commence with their duties August 15. The new R.A.'s are Chauncey Garramone, Joshua Dominguez, Armando Prieto, and Destiny Brown
- Chief of Police, Kevin Holland, has taken over coordination of the Jeanne Cleary Act Disclosure of Campus Security Policy and Campus Crime Statistics duties from Brandi Brannon
- To date, three Title III "mini grants" have been submitted for the Fall Semester 2016
- VC's intramurals program will return Fall Semester 2016, offered in two modules:
  - Module 1: Wednesdays, September 14 through October 5; playoffs Wednesday, October 12
    - Kickball Option (outdoors on the softball field)
    - Wubble Ball Option (indoors on 2 volleyball courts)
  - Module 2: Offered Wednesdays, October 19 through November 9; playoffs Wednesday, November 16
    - 3-on-3 Basketball (on main gymnasium floor, 6 short court games maximum capacity)
- Department of Education liaison, Ms. Nalini Lamba-Nieves, requested that VC create a YouTube Video to highlight the successful Student Success Title III grant initiatives that have taken place over the course of the last eight months. Crane-West Marketing Consultants completed "shooting" responsibilities July 28
- Student Affairs will assist Dean Hite and Amanda Raines with recruiting duties until such time as a new recruiter has been hired
- The first Student Services Annual Staff Retreat is scheduled for Friday, October 28, between the hours of 8:00 a.m. to 12:00 noon. All student services operations will be closed on the aforementioned date, and all Student Affairs team members will be required to attend the retreat
- The next Student Services Leadership Council is scheduled for Monday, August 8, 9 to 10:30 a.m., in the main conference room at CCC leadership meeting may do so, as long as they have approval from their immediate supervisor

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

#### **Admissions, Records and Recruiting**

- Completed update of Student Right to Know information.
- Actively participating in the Title III Grant projects.
- Working with RunBiz on student email processing to facilitate Canvas access.
- Working on SACSCOC narratives for Compliance Certifications.
- Processing Fall 2016 Applications for Admissions and mailing applicable status letters.
- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed of important dates and information.
- Certified end of Spring semester Texas Higher Education Coordinating Board (THECB) reports (00S, 0E1, 008, and 002).
- Certified Non-Credit THECB contact hour (00A student and 00C class) reports.
- Certified THECB Summer I (CBM001 & CBM004) contact hour reports.
- Working on Summer II THECB contact hour reports (CBM001 & CBM004).
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Scheduling individual tours and appointments.
- Entering prospective student information into POISE software system.
- Continuing Fall 2016 telephone recruiting campaign for Fall 2016 applicants who have not yet registered.
- Sent an email blast to prospective students and those who have not registered on July 5, 2016.
- Early planning of recruiting events for the new school year has begun.
- Contacting prospective students that have entered information through the website.
- Working on new recruiting materials for the 2016-2017 year.

**Financial Aid and Veterans Affairs**

- Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
- Processing of 2016-2017 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Encourage email sent to all summer enrolled students who are on financial aid suspension.
- Text sent to all students who are enrolled in the Fall 2016 semester but have not been awarded financial aid.
- Text sent to all students who have been awarded financial aid for the Fall 2016 semester but are not enrolled.
- Posting 2016-17 academic scholarships to individual students.
- Posting 2016-17 athletic scholarships to individual students.
- Processing Return to Title IV's for students who have withdrawn from the summer semester.
- Processing summer Pell Grant review forms and posting remaining eligibility for summer II.
- Posting Dual Credit Waiver for area high school students.
- Jeanne Ballard delivered Meals on Wheels with Joni Lockett.
- Evaluating military transcripts and posting accepted transfer courses.
- Processing veteran certifications for Fall 2016.
- Processing Hazlewood awards for Fall 2016.
- Contacting veteran students via email who have been sent an Early Alert.
- Debbie Alexander attended the Western Association of Veteran Education Specialists Conference in Albuquerque, NM.

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

**Business Offices**

- Christie Lehman disbursed Summer II Financial Aid and updated our ID machine stations to be in compliance with the new federal rules that went into effect July 1<sup>st</sup> for student refunds
- Shelly Baldwin and Rhonda Knox delivered Meals on Wheels.
- Mindi Flynn and Margaret Tubbs continued working with Dynamics GP and GreenShades to work towards our go-live date in early Spring.
- Mindi Flynn and Garry David are supplying preliminary information to EPPFFPC and all staff are preparing for the upcoming audit.

**Bookstores**

- Michael and Kimbra Malcom have been very busy unloading pallets and pallets of books, checking in, counting, pricing and putting on shelf for the Fall semester.
- Also, busy doing price changes where needed, assisting students with their needs, stocking supplies and assisting LVN and Med Surg students with purchase of LVN and Surg Tech Pins for their August 4<sup>th</sup> pinning.
- Jana Bohannon and Tami Phillips have been stocking Fall Books, returning Summer Books and preparing for Summer Buyback.
- Kim Bateman, Jana and Kathy Barfield have been finalizing book orders, pricing Fall textbooks and preparing for yearend inventory.

**Facilities -**

**Wichita Falls**

- Rickey Haley and Jose Nieto have been busy mowing and landscaping at CCC and Skills.
- Hot weather has been hard on A/C units. We've had to replace several controllers, sensors and fan motors.
- Gary Dotson, Chris Horton and Robert Johnson relocated our Sheppard Air Force Base office at the "request" of the Air Force. They also relocated the data lines and removed all excess furniture and repainted and installed new carpet in room 511 at CCC and installed new cable to security camera in the bookstore.
- We have also re-stripped the west parking lot at CCC and plan to do some patch work next week.

**Vernon**

- Ray Carr and Paul Frommelt retrofitted the west parking lot, athletic dorm, and King Center parking area with high output LED fixtures as well as repairing a number of other lights.
- Jim Anthony and Josh Cook reworked the drainage, moved some dirt and put down sod at the corner of the Sumner building to stop erosion and re-establish the grass.
- Josh has also been working on getting the sprinkler system around the quad going again that has been out of use because of the drought.

- The grounds crew have been assisting the baseball and softball coaches putting down sod and addressing some irrigation issues.
- Jake Stringer, Josh and David Garcia have done a lot of tree trimming.
- Ray and Paul replaced the condensing unit on the walk-in freezer.
- Repairs were completed on the dorm rooms that were damaged by water.
- Crack seal and striping were completed on the administration, library, softball and student parking areas.
- Built a baseball bull pen for the home side.
- Joey and his crew refinished the gym floor, cleaned rooms and refinished the floors in the athletic dorm and cleaned the carpets in the Biggs building.
- Jake cleaned out gutters and downspouts on the congregate meals building.

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

- **Data update** – POISE sorts continue to be run by Betsy Harkey for Applied and Enrolled for Fall 2016. The information along with comparisons is emailed to the Data Group. If you are not on this list and would like to be included, email [bharkey@vernoncollege.edu](mailto:bharkey@vernoncollege.edu).
- The **College Effectiveness Committee** met on July 26, 2016. Action items on the agenda were the review and approval of the 2016-2107 Planning Calendar and the 2016-2017 Institutional Effectiveness Plans. Both documents will be presented to the Board of Trustees during their August meeting.
- **SACSCOC** – Special thanks to all who have been working on the draft narratives for the Compliance Certification (10 year report). July saw a number of the drafts completed by the writing teams. Betsy Harkey participated the Vice President session of the SACSCOC Summer Institute in Grapevine.
- **Assessment and Report Calendar and Glossary** – Betsy Harkey and Criquett Lehman conducted an audit of both documents. They will be presented to the College Effectiveness Committee and Student Success by the Numbers Committee for additional updates and approval in August.
- Criquett Lehman and Betsy Harkey delivered Meals on Wheels.

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

- Donor report letters for the 2016-2017 scholarships.
- Michelle Alexander, Holly Scheller and Clara Gregory participated in Canvas training
- Cosmetology Facebook ad campaign
- Alumni Facebook Page and Administrative Office Technology Facebook ads
- Alumni tell your story Facebook ads
- Summer Newsletter for alumni
- Alumni Birthday cards
- Updates and enhancements of the Athletics website
- Clara is working on the Volleyball media guide and Recruiting viewbook with the College's Marketing Firm
- Alumni #selfiewhileyouwork Facebook campaign
- Title III Video with Crane West
- Fall Advertising is underway
- Michelle co-facilitated two webinars for the Federal Funding Task Force which is a national group of volunteers
- Dr. Johnston and Michelle attended the Road to College Graduation celebration on Thursday, July 21. Road to College is a middle school initiative under the auspices of Café con Leche. A year round program, the students spent 6 weeks at Century City Center in classes including reading, math, and physical activities. This is the third year of the summer program at Century City Center.

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

- SENSE results will be shared during Fall Kickoff and will show comparisons of VC scorings over several years. Please familiarize yourself with the Survey of Entering Engagement by reviewing our [2015 Key Findings](#). You will also find other interesting information such as Aspects of Highest (and Lowest) Student Engagement as well as Academic Goal Setting and Planning.
- A CCSSE (Community College Survey of Student Engagement) and SENSE presentation was given to the VC Foundation Board of Directors during the July meeting. The presentation highlighted benchmark data and referenced many examples of how VC uses the data to inform decision making and analyzes the results to make improvements.

- Katrina Brasuell, Bettye Hutchins, Joe Johnston, Criquett Lehman, and Chris Smith attended the SACSCOC Institute on Quality Enhancement and Accreditation July 17 – 20. Several Quality Enhancement Plan sessions were attended to provide further guidance as we enter the final planning stages of @VCReads.
- Technology highlights – in case you haven't heard we have a new LMS and a new ERP/SIS! Canvas trainings have been ongoing all summer and will continue through August as all faculty (and staff led committees) prepare for the first day of classes. A report on the ERP/SIS will be given during Fall Kickoff...stay tuned. The VCIC (Vernon College Innovation Center) continues to have laptops and other educational technology tools available for checkout.
- Online professional development is available in Canvas via the VCIC course. All faculty and staff should have access to this course...if you do not please email [Roxie Hill](#). Available now – Title III Student Success Workshops: Dr. Jennifer Bloom - Appreciative Advising; Kent Seaver - Advising Students on Probation: Helping Students to Persist and Succeed; Dr. Sue Ohrablo - Building Student Resilience - Tools and Strategies for Student Success; and Advising and the Completion Agenda: Strategies for Student Success.

### **Human Resources – Haven David**

- We continue working diligently on data migration for Dynamics GP/Greenshades.
- Working on SACS-COC draft narratives.
- Personnel for July/August:
  - (Hires) Rebecca Clark – Health Careers Instructor VTC; Megan Branam – Assistant Softball Coach;
  - (Terms) Roxanne Hill – Instructional Design & Technology(moving to part-time consulting); Anthony Lewis – Burkburnett ISD Welding Instructor (being hired by BISD); Kelly Eason – Director of Housing; Terri Farabee – A D N Instructor
- Interviews for Director of Housing scheduled.
- Toni has completed contracts for 2016-2017.

### **ERP/SIS – Ivy Harris**

- The workflows that were turned in during previous months are being catalogued and processed. They are now being compared to the high-level discovery documents acquired during the U4SM onsite visits.
- Dynamics GP is continuing to receive data spreadsheets from the Business Office to assist in the conversion and migration process.
- Both Unit 4 Solutions Management and Dynamics GP are configuring their systems to accommodate the business processes of Vernon College.
- The Implementation Team had their monthly update meeting on July 14, 2016.
- The ERP/SIS Coordinator is preparing for a Fall Kickoff presentation.

### **DRJ Comments –**

- I want to thank all employees in all departments for assisting in the development of the proposed 2016-2017 budget. A very small increase but every effort to meet the needs of our students, communities, and employees.
- I look forward to a big day on August 15. I look forward to seeing you.
- 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