

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 purchase of a new ERP/SIS for the College funded primarily by the Department of Education Title III grant. The ERP/SIS task force (participants from across campus) were very diligent in their review, exploration, and attention to detail. Unit 4 and Ellucian both came on campus to demonstrate their product. The task force traveled to McClennan Community College to see the Ellucian product (Colleague) in operation. The overall goal was to determine the proposal that offered the best value to the college. The task force provided me with a detailed matrix of pros and cons for both products. Our new ERP/SIS Coordinator and the Chief IT Officer of Run Business Solutions (our IT team) made a recommendation to me and I recommend the UNIT 4 Education Solutions, Inc. product that incorporates Microsoft Dynamics GP as its business office/human resources module to the board. Costs includes application software, subscription service to host the product in the cloud, implementation, training, and annual maintenance. The negotiated estimated total cost (depending on actual hours of implementation and training) was \$1,489,100 over five years. The grant will provide \$1,221,000 over five years leaving \$268,100 to come from Vernon College funds. The bulk of the cost will be paid in year one and two with annual subscription costs after that.
- The board also approved the proposed increases in tuition and fees for 2016-2017. The proposal for 2016-2017 included an increase of \$10/SCH in the ISF for Century City Center, Skills Training Center, and Internet courses and a \$5/SCH ISF increase at the Vernon campus. The proposal also included a \$2/SCH increase in tuition for the Vernon campus. The additional revenue will be important to offset:
 - Expected increase in institutional cost for health insurance for employees
 - ADN faculty salaries that are currently funded by a nursing shortage grant. The grant has significantly decreased the last few years and will be gone next year.
 - Additional facility and parking lot improvements in the 2016-2017 facility plan
 - Potential 1.5% employee salary cost increase in salary schedule step increases
- The board will discuss, review, and possibly approve two new policies at the April 20 meeting. The draft policy to clarify Non-School Employments was sent out to all employees for review and input. A policy to allow and monitor medically diagnosed Comfort Animals has been drafted and will be reviewed as well.
- The administrative team is working to finalize the first draft of the 2016-2017 budget. All initial budget requests were turned in by April 1. There is no new revenue from taxes or state funds expected and a small increase from tuition and fees. We are taking a very conservative approach to tuition and fee revenue. The initial requests appear to exceed estimated revenue by quite a bit. Significant work will immediately begin to produce the second draft. The administrative team is scrutinizing the expense side of the budget for all possible reductions.
- Graduation will be here before we know it. I encourage you to attend to show support for our students. Graduation – Saturday, May 14, 2016 – 10:30 a.m. Wilbarger Auditorium
 - 9:00 am Graduation rehearsal
 - 10:00 am Faculty, staff, and board members lining up for march
 - 10:30 am Graduation – All students not ADN (Registered Nurses)
 - 11:15 am Reception
 - 12:15 pm ADN Graduation rehearsal
 - 1:30 pm Graduation – All ADN completers
 - 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

Instruction – Dr. Gary Don Harkey

- Thanks to ADN Instructor **Jennifer Hatley** (accompanied by her daughter) who delivered *Meals on Wheels* on behalf of Instructional Services over Spring Break and to Economics Instructor **Nancy Smith** who took the March 23 shift!
- ADN Instructor **Bobbie Graf** recently attended a Nursing Educators Workshop in Austin where the topic of discussion was computerized testing and updates on the NCLEX exam.
- Cosmetology Instructor **Elisha Wehrwein** and six of the Vernon Cosmetology students recently participated in the Family Learning Event sponsored by Vernon ISD. Forty-eight of the attendees received mini manicures provided by the Cosmetology students.
- **Dr. Brad Beauchamp** recently attended the *International Conference of Technology & Mathematics* in Atlanta.
- Speech Instructor **Annette Bever** recently attended the *South by Southwest Education Conference* held recently in Austin. This premier conference focused on Instructional Strategies, Assessment, Accountability and Leadership and was attended by thousands from the US and abroad.
- Participating in the recent STEM (science, technology, engineering and math) Career Fair sponsored by the Burkburnett ISD were Cosmetology Director **Diana Shipley**, Cosmetology Instructor **Angela Ward**, and several faculty from the **LVN program**.
- Students in the **Surgical Technology** program attended the Texas State Assembly of the Association of Surgical Technologists Annual Business Meeting and Workshop in Fort Worth, Texas on March 5th and 6th. The students attended the educational sessions, spent time in a separate student track on Saturday, and attended the business meeting and elections along with selling t-shirts and salsa. Program Director **Jeff Feix** was a featured speaker on Sunday morning and his topic was “*Let’s Talk About Ethics*”. Jeff also serves Treasurer for the Texas State Assembly and assisted in coordinating the event which was attended by 321 students and CST’s from Arkansas, Oklahoma, Louisiana, Arizona, and Texas.
- Work continues on the development of **Summer and Fall class schedules** and faculty are gearing up to assist students via the **Course Schedule Advisor** process.

Student Services – Jim Nordone

- Student Services is working with Academic Affairs on updating the Course Schedule Advisor (CSA) Resource Manual.
- The 2017 Draft Student Services Budget was submitted to Dean David on April 4.
- A new Peer Mentoring program will commence Fall Semester 2016
- Dean Nordone has taken on the Director of Title III duties, effective April 1
- Dean Nordone will begin working on the Title III Interim Performance Report (Due April 30th).
- Three members of Student Services and several students will be attending next week’s Texas Junior College Student Government Association State Convention.
- Honors Day Convocation (Region 9 Education Service Center in Wichita Falls, April 21 at 6:30 p.m.).
- The Student Services Leadership Council is in the process of completing their StrengthsQuest profiles (a personality type indicator that assists with interpersonal communication and leadership strategies).
- Dean Nordone is in the process of reviewing job applications for two positions, Director of Campus Safety and Police Officer. Interviews are scheduled to begin the week of April 18. Project start date for both positions is May 1.

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions and Records

- Running graduate checks and sending status letters for May 2016 graduation applicants.
- Submitted and certified Fall (End of Semester) THECB contact reports (CBM 00A and 00C).
- Prepared Summer 2016 schedule for Campus Connect.
- Updated Summer and Fall Registration Guides as well as 2016-2017 General Catalog.
- Actively participating in the Title III Grant project by preparing all work flows.
- Processing 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.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Continuing to prepare and plan for GenTX Day.
- Continuing to visit high schools to present information about Vernon College and assist with Apply Texas.
- Scheduling individual tours and appointments.

- Conducted tours for school groups.
- Entering prospective student information into POISE software system.
- Contacting prospective students that have entered information through the website.
- Presented to GED Orientation classes at Region 9.
- Attended and presented at Senior Send-off for WFISD.
- Attended and presented at Senior Blast Off for area schools at Region 9.
- Presented to the new Career Academy class at Faith Refuge.
- Attended the Fort Sill Hiring/Education Fair.

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 packaging of eligible applicants.
- Processing of 2016-2017 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- 2016-17 VC catalog corrections submitted.
- Financial aid brochures updated.
- FY 2013 draft of student loans cohort default rate reviewed.
- FY 2013 draft of student loans cohort default rate assessment activity/report communication form completed.
- THECB 2015-16 progress report assessment activity/report communication form completed.
- 2016-17 Cost of attendance calculations completed and submitted to the THECB.
- Federally mandated code of conduct notification distributed to all financial aid employees.
- Summer 2016 registration guide updated.
- Reallocated TEOG funds awarded, reconciled and requested.
- 2016-17 cost of attendance calculations posted on the VC homepage.
- Financial aid blog written and posted.
- Adjusting or canceling financial aid for students who did not begin attendance in their spring II classes.
- Contacting students via email who have been sent an Early Alert to provide them information on the importance of attending class and how it affects their financial aid.
- Updated 150% Maximum Time Frame letter emailed to students who are within 40 hours of reaching time frame limit.
- Processing summer Pell Grant review forms and posting remaining eligibility for summer.
- Evaluating military transcripts.
- Processing veteran certifications for Spring 2016 semester.
- Processing Hazlewood awards for Spring 2016 semester.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Garry David attended the Public Funds Investment Training at Region IX.
- Christie Lehman canceled students for non-pays for Spring II & liquidated over \$300,000 in funds for Spring Only Loans.
- The Vernon College Community Committee Hosted the Vernon College Easter Eggstravaganza on March 24 and the Baseball and Softball Game Days on March 30.

Bookstores

- Both stores working on Spring returns & Summer book adoptions & stocking new items from Camex.

Facilities -

Wichita Falls

- Gary Dotson and Chris Horton Installed new data line in the conference room at Vernon, located the wifi panel in the baseball dorm, Installed new phone line in the dorm manager's room and Installed a new phone card and two new battery backup power strips in the Skills phone room. They also installed a new network line in the conference room at CCC.
- Maintenance cleaned the carpet in the gym upstairs and downstairs and patched and repainted the EMS office.
- Ricky Haley and Jose Nieto are busy with weekly mowing and landscape work.

Vernon

- Lyle Bonner was selected to replace John Mahoney, who retired after 28 years with Vernon College. Ray Carr was selected to replace Lyle and Paul Frommelt was selected to replace Ray. All three are busy learning their new roles.
- Ray Carr Replaced a frozen idler pulley on the Chevy bus and replaced batteries and a start relay on the Rodeo Ford diesel pickup.
- Maintenance painted the bridge handrails in the quad area following the structural repairs, replaced several bulbs and sockets in the Softball scoreboard and replaced the seal and bearings in the swimming pool pump and repaired a step in the pool.
- Grounds did some drainage work on the west side of the baseball field and put out herbicide on the campus and Rodeo area and continues to cut mistletoe out of the trees.

College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in March was the Key Performance Indicator of Accountability for [Course Completion Success](#). The benchmark of *at or above 80% completion with A, B, C, or P* was achieved for the first time in several semesters. This is a KPIA that can be used as a marker for the Title III strategies and objectives. Feel free to contact Betsy Harkey with any questions about this and other KPIAs.
- The **College Effectiveness Committee** meeting on April 1, 2016 served as their March meeting. The committee is comprised of 41 faculty, staff, administrative, and student representatives and is also serving as the **SACSCOC Compliance Certification (10 year report)** team. In addition to the standard agenda items of Student Learning Measures Update, Director of Institutional Effectiveness Update, Title III Update and review of March/April Planning Calendar activities, the majority of the meeting time was spent on review of the process Vernon College is following to complete the Compliance Certification.
- **Student Success by the Numbers Committee (SSBTN)** did not meet in March because the primary agenda item was to be review of updated KPIAs and benchmarks using the newest Texas Higher Education Accountability Report. The final Report should be released soon and updates ready for the April SSBTN Committee meeting.
- **Title III, Strengthening Institutions Program** – The **Title III Oversight Committee** April 1, 2016 meeting served as their March meeting. Standard agenda items include updates by the Project Director, Grant Manager, ERP/SIS Task Force and Student Success Pathway Task Force. Included in the reports:
 - Unit 4 Education Solutions, Inc. ERP/SIS and Microsoft Dynamics GP at an estimated five year cost of \$1,489,100 paid with an estimate of \$1,221,000 of Title III grant funds and an estimate of \$268,100 Vernon College funds was approved by the Board of Trustees on March 9, 2016.
 - Title III Project Director transition from Betsy Harkey to Dean Jim Nordone was approved by Nalini Lamba-Nieves, Department of Education Program Manager, and effective April 1, 2016.
 - Interim Performance Report form should be available to Dean Nordone on April 1 and we anticipate a due date of April 30. He will also be working with Dr. Luzelma Canales, External Evaluator, to ensure her interim report is completed.
- Thank you to all who coordinated and worked at the Annual Easter Egg Hunt on the Vernon Campus! I heard many compliments and expressions of thanks from participating families.

Institutional Advancement – Michelle Alexander

- Update to the 2016-2017 *Vernon College Catalog* in progress
- Working on the 2015-2016 Scholarship Banquet
- Michelle A. Alexander, Holly Scheller, Amanda Raines and Jackie Polk met with members of the African American Education Coalition to plan a meeting with College representatives and community members.
- The 16th Annual Vernon College Foundation On-line Auction was held March 1-3.
- Summer, Fall and special Advertising
- The President's Annual Report for 2014-2015 was completed and posted to the College's website
- Easter Eggstravaganza brought community members to the Vernon campus

Quality Enhancement – Criquett Lehman

- SENSE Results are in! For your first look at the Survey of Entering Student Engagement review the highlights in our [Key Findings for Vernon College](#) document.
- The QEP Development Task Force is conducting interviews with faculty regarding the reading practices and expectations in their classrooms. Task force members are also working with the Student Success Pathway Task Force to identify specific points along the pathway most suitable for QEP related student success interventions. The next meeting will be April 22 and will include the QEP Planning Committee as well.

- The April Professional Development calendar will be out this week and will include Canvas LMS training opportunities for all levels of users as well as sessions on the topic of teamwork and appreciative advising. Also, don't forget the CSA (Course Schedule Advisor) training on April 15th!
- The QERI (Quality Enhancement Resource Inventory) now has 3 new sets of clickers available for check out (75 total). The offices of Financial Aid and Quality Enhancement received a grant from the VC Foundation to purchase the clickers. The QERI has numerous other hardware and software to help meet your educational technology needs. Please contact me if you are interested in checking out a technology resource.

Human Resources – Haven David

- April Internal Transfers: Lyle Bonner to Director of Physical Plant; Ray Carr to Maintenance Supervisor
- August Internal Transfer: Paula Whitman to Division Chair Mathematics and Sciences
- Upcoming Retirement: Rilda Novak – LVN Instructor, Seymour (August)
- Interviewing for Maintenance Specialist – Vernon
- Accepting applications for: Director of Police – Vernon; Campus Police Officer – CCC; Coordinator of EMS
- Reappointment letters have been mailed to employees.

ERP/SIS – Ivy Harris

- The ERP Implementation Team has been appointed. The members include the following: Ivy Harris (Lead), Criquett Lehman, Mindi Flynn, Melissa Elliott, and Amanda Raines. The members of the Implementation Team represent a broad spectrum of the college and will share in the responsibilities during the initial data migration and ERP implementation. The first meeting was held for the Implementation Team on 3/1/2016. This meeting established the parameters and expectations of the group.
- The ERP/SIS Coordinator has conducted 31 total meetings with various employees in order to ascertain the current workflow process. The initial workflow meetings are being held so that the college can have an in depth understanding of their current processes in order to make the transition to the new system as smooth as possible. There are two goals to be achieved with the workflow process discovery phase:
 - Define and refine our processes so that the college is functioning at maximum efficiency.
 - Enable the new SIS to work for the college in a manner that serves Vernon College the best.
- Currently the ERP/SIS Coordinator is working on securing the initial dates for the Unit 4 high level discovery visits.

DRJ Comments –

- I have asked for volunteers to serve on a task force to make recommendations for policy regarding the implementations of state law that permits licensed to carry permit holders to carry concealed weapons on community college campuses. The law goes in to effect on August 1, 2017 for community colleges. Greg Fowler will chair the task force. I encourage you to provide input to task force members once the task force is finalized. I also encourage everyone to read an interesting article on the back page of the April 1, 2016 *The Chronicle of Higher Education* titled “Guns on Your Campus—They are Already There”. I am not agreeing or disagreeing with the article, but as I read it, it certainly gave me some new perspectives to consider.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060