

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 2014-2015 audit was presented to and accepted by the Board of Trustees during the December 16 meeting. The audit represented a very successful and correct financial picture of the College as well as indicating that the College is in compliance with all areas. There are no audit exceptions or management recommendations.
- The Vernon College board also approved an updated list of current and new vendors to provide financial products and services to employees. Contact the HR department for additional information.
- There has been a great deal of activity as we have worked to develop an RFP for the new ERP/SIS and several discussions and demonstrations have been conducted by potential vendors. It appears there are three potential vendors that can provide a good system within our price range. The goal is to make a decision in late January and to begin implementation in late February or early March. The schedule of discussions/exploration included:
 - November 17 – Three Rivers/CAMS on campus for discovery sessions
 - December 7 – Ellucian/Colleague on campus for discovery sessions
 - December 14 – Three Rivers/CAMS on campus for onsite demonstrations
 - December 17 – Jenzabar EX on campus for discovery and onsite demonstrations
 - January 4 – Ellucian/Colleague on campus for onsite demonstrations
 - January 7 – Deadline for RFP submission to Vernon College by interested vendors
- The 2015 Spring Kickoff Professional Development scheduled for January 11 has an action packed agenda attempting to focus all employees' attention to moving Vernon College forward in regard to student success, productivity, and effectiveness.
- The spring semester registration is an important time for Vernon College. Enrollment continues to decline at community colleges in Texas and the nation. All efforts to have a successful spring enrollment at Vernon College are greatly appreciated. As we look at revenue streams for future budgets, enrollment driven revenues are very important with state funding declines and flat tax revenues.
- James Nordone joins us as the new Dean of Students. James has extensive student services experience in the Georgia technical college system. Ivy Harris joins us as the new ERP/SIS Coordinator. Ivy has tremendous relevant experience with the United States Department of Agriculture.

Instruction – Dr. Gary Don Harkey

- **Course Schedule Advising** is ongoing with faculty assisting students with the development of their spring course schedules.
- Industrial Automation Instructor **Mark Holcomb** recently attended professional development training in Houston relative to *Process Control and Instrumentation*.
- Fifteen **LVN students** were accompanied by LVN Instructors **Kim Perkins** and **Tracy Fulton** on a trip to Lubbock to observe autopsies and gain a bird's eye view" of the anatomy of the body. An additional trip is planned for the spring for the remaining members of the LVN class of 2016.
- Thanks to all the departments who participated in the canned food drive held at the Century City Center which benefitted the Wichita Falls Area Food Bank! The drive was coordinated by Coordinator of Community & Recreational Services **Seth Hughes** and over 1,200 pounds of food items were donated with the two biggest contributing departments both coming from Instructional Services! The **Division of Communications** collected 539 pounds and \$100 in cash donations. After meticulous weighing and counting, the WINNER, in a shocking last minute push from students and customers, was the **Cosmetology Department** who collected 551 pounds of food as well as \$110 in cash donations!

Student Services/Athletics –

- Student Services – Vernon College Student Services is pleased to announce Mr. James Nordone as the next Dean of Student Services. Mr. Nordone will begin work at Vernon College on January 4, 2016. All components of Student Services are working on editing and completing the 2016-2017 Annual Action Plans.
- Student Success - The Student Success Pathways Coordinator and Student Success Specialist are busy organizing their work through the Title 3 grant, identifying targeted students, scheduling and preparing for January and February Chap Express sessions, and attending vendor meetings related to the new ERP/SIS.
- Security - Security continues to patrol the Vernon Campus and Century City Center as well as schedule additional security patrols through Cannedy Security. Vernon College Century City campus police helped initiate a campus Crime Stoppers chapter in Fall 2015. Please contact Officer Toney Sharp with any questions.
- Housing – All students completed the Christmas check out process. Housing Director Kelly Eason has tabulated the updated Housing and Food Service surveys.
- Counseling and Testing- Counseling and Testing are very busy seeing appointments, administering entrance exams, advising students for the Spring 2016 semester, completing degree audits and conducting scheduled New Student Orientations. Counseling is also participating in Title 3 meetings as well as ERP/SIS vendor meetings.
- Student Activities – is planning welcome back programming in January for the Spring 2016 semester as well as preparing multicultural programming for February.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Processing and checking applications for December 2015 graduation.
 - Final grades received and posted to students transcripts for Fall 2015 semester.
 - Academic progress reports run and notifications sent to students.
 - Working on Coordinating Board contact hour reports for non-credit courses (CBM 00C & 00A).
 - Online (Campus Connect) Registration is in progress for the Spring 2016 semester.
 - Amanda Raines is working on development of Admissions and Records “Live Forms”.
 - Actively participating in the Title III Grant project including ERP/SIS selection.
 - Draft 2016-17 Annual Action Plan written and submitted.
 - 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.
- **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.
 - KPIA information for 2014-15 submitted.
 - Processing Return to Title IV’s on students who received all F’s or F/W’s for the fall semester.
 - Posting Dual Credit Waivers, College Connections, and Catch the Future funds for our dual credit students.
 - Financial Aid BLOG written and posted.
 - Text messages sent to students who have been awarded financial aid but are not registered
 - Text messages sent to students who are not complete but are registered.
 - Fall 2015 satisfactory academic progress (SAP) review completed for Federal and State aid recipients
 - Fall 2015 satisfactory academic progress review completed for exemption and waiver recipients.
 - End of semester reminder email sent to all students who were Fall 2015 enrolled but on suspension.
 - HigherEDGE email sent to Fall 2015 students who received a student loan.
 - Draft 2016-17 Annual Action Plan written and submitted.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Everyone attended multiple demonstration sessions as we started the process of selecting our next ERP/SIS.
- **Bookstores**
 - Selling Spring Books returning Fall Books and organizing and Stocking Shelves
- **Facilities**
 - Wichita Falls –**
 - Set up rooms for events and helped with office decorations for Christmas contest.
 - Gary Dotson and Chris Horton installed new phone and data lines in the RN suite on Vernon Campus.
 - Vernon –**
 - Maintenance and grounds put up the lighted Christmas tree and street light decorations.
 - They also rebuilt hydraulic controls on the John Deere tractor, built railing for bleachers in the gym, modified a two-wheeled trailer that mulches leaves as they are blown in, and painted the Dean's office in Student Services.
 - Joey Lama and custodial crew put up the Santa House at the Tower of Knowledge and stripped and waxed the floor in the SUB.
 - Hired Edsel Tubbs to replace Angie Niemeyer who retired from our custodial crew.

College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in December was the [Key Performance Indicator of Accountability for Licensure/Certification Rates](#). This document provided the opportunity for important discussion regarding the issues/reasons why licensure and certification rates increase and decrease, such as changes in the testing processes. The various uses of this data was also discussed. Feel free to contact Betsy Harkey with any questions about this and other KPIAs.
- The **Board of Trustees** reviewed and approved the 2015-2016 Institutional Effectiveness Plans during their meeting on December 16, 2015. This is the second year for the Institutional Effectiveness Planning process with the first year (2014-2015) serving as the pilot.
- The **College Effectiveness Committee and Student Success by the Numbers Committee** utilized their monthly meeting time to work on the 2016-2017 Annual Action Plan drafts.
- The **Annual Action Plan process is underway for 2016-2017**. Final plans are to be posted in the shared drive by February 1, 2016.
- **Title III, Strengthening Institutions Program** has continued to move forward at a very fast pace. December was a great and extremely busy month. **Special thanks to all involved in the process!** The Oversight Committee and Student Success Pathway Task Force held their third meetings in December. Members of the ERP/SIS Task Force completed the RFP document and participated in discovery sessions and demonstrations during December. The Student Success Pathway Team met three times (weekly). On December 16, 2015 the Board of Trustees approved the Personnel Working on Federal Grants Policy. And last but certainly not least, Ivy Harris accepted the position as Student Information Software Coordinator on December 18, 2015. Please always feel free to contact Betsy Harkey with any questions about the Title III, Strengthening Institutions Program Grant, strategies, objectives and timeline.
- **SACSCOC** – Betsy Harkey met with the SACSCOC Vice President for Vernon College during the SACSCOC Annual Meeting. Dr. John Hardt reported that the Vernon College Fifth-Year Interim Report had been reviewed and approved with no further recommendations. Hurray!!! The official letter will be mailed to Dr. Johnston in January 2016.

Activity is underway for completion of the Compliance Certification (10 year report). The College Effectiveness Committee is serving as the SACSCOC Committee/Team. Subject matter experts have been assigned along with volunteers to be the primary writers of each criteria. This academic year (2015-2016) is the second year of the three year cycle that will be used for reporting/evidence for many of the SACSCOC standards.
- **Website Administrators Training** – Betsy Harkey was one of the participants in the training on December 2, 2015. Thank you to Institutional Advancement for scheduling the day.

Institutional Advancement – Michelle Alexander

- Clara Gregory coordinated a workshop with RunBiz for our website content providers in December.
- Spring advertising in various media outlets
- Baseball and Softball media guides in production
- Clara Gregory delivered Meals on Wheels with Haven David
- Holiday annual fund mailing
- Working with Continuing Education preparing for the Hunger Run in January
- Working on the President's Report

Quality Enhancement – Criquett Lehman

- A big THANK YOU to all who completed the Educational Technology Survey! **Mike Ruhl** and **Jackie Polk** won the Best Buy gift card drawings...whoop! This information will be used by the Technology Committee to make decisions regarding planning, professional development, and budgeting.
- The ERP/SIS Task Force has attended 3 on-site demonstrations which included Ellucian (Colleague), Jenzabar EX, and Unit 4/Three Rivers Systems (CAMS). The Request for Proposals (RFP) deadline for all vendors is Thursday, January 7th. The task force will meet on January 12th and 22nd to review the RFP's and discuss the comparison of each.
- The QEP Development Task Force met in December to determine a target population of students and discuss the draft project outline. An update will be given during Spring Kickoff Staff Development.
- Reminder: professional development calendars are posted on the [website](#) for your reference as you begin completing your employee evaluations.
- Results for the Survey of Entering Student Engagement (SENSE), which was administered in September 2015, will be received in March. Results will be made available later this semester.
- Data from past administrations of the CCSSE (Community College Survey of Student Engagement), CCFSSSE (Community College Faculty Survey of Student Engagement), and SENSE are available to all departments as you start planning and budgeting for 2016-17.

Human Resources – Haven David

- January Hires: James Nordone – Dean of Student Services; Ivy Harris – ERP/SIS Coordinator; Edsel Tubbs – Custodial Technician, Vernon
- January Retirement: Latricia Fitzwater – LVN Instructor, CCC
- January Resignation: Jessie Dickerson – Financial Aid Clerk, Vernon
- We will be interviewing for the Financial Aid position on Wednesday, January 6th.

DRJ Comments –

- I greatly appreciate the numerous examples of Vernon College employee participation in various charity activities during the holiday season. Thank you for your participation.
- The activities provided to Vernon College by the Title III grant are wonderful, but also creating a great deal of work. I appreciate the time, energy, and effort devoted to the new ERP/SIS and implementation of the Student Success Pathway project.
- Please contact me with any input or questions at:
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