

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

- ERP/SIS - The Request for Proposals for the ERP/SIS ended up being over 100 pages. The College received completed RFPs from three vendors by the deadline of January 7, 2016. The responses varied from 140 to over 200 pages. The task force met on January 12 to begin review of the proposals. The vendors were narrowed down to two. It was a very difficult task because each company provides different solutions and functions as well as differing pricing structures. The 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 Dr. Johnston with a detailed matrix of pros and cons for both products. Vernon College ERP/SIS Coordinator and the Chief IT Officer of Run Business Solutions (our IT team) made a recommendation to Dr. Johnston and Dr. Johnston will 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. This will be a March 9 agenda action item.
- Academic Calendar—the Board of Trustees approved the proposed academic calendar for 2016-2017. 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.
- Enrollment – the spring 2016 report indicates that enrollment has seemed to stabilize. Enrollment is up less than 1% with 2801 students compared to 2783 last spring. As has been discussed previously, Vernon College has increased marketing and recruiting efforts the past two years, but we face a decrease in service area population, a decrease in graduating high school seniors in the service area, low unemployment in the service area, and competition for high school dual credit enrollments.
- Tuition and Fees for 2016-2017 – Enrollment seems to have stabilized so we do not anticipate any additional revenue from enrollment increases. State funding for 2016-2017 is set the same as the current year. The current budget is very lean, so any additional cost for instruction, student services, employee benefits, or modest step increases will need to be supported by tuition and fee increase. There is also concern about possible reductions in state funding during the second year of the biennium (2016-2017) as well as future appropriations due to the slowdown in state revenues, primarily sales taxes and oil related revenues. The proposal for 2016-2017 which includes 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 includes 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
- Guns on Campus – there is a lot of news around the state as the universities continue to try to develop policies to address the legislation passed last session to allow citizens and/or students with concealed carry license to carry guns on campus. Universities must have policies in place by August 1, 2016 and community colleges by August 1, 2017. Many of the “gun free zones” detailed in proposed university polices, including residence halls, have been deemed unacceptable by the Texas Attorney General. At this time, it appears the only “gun free” zones Vernon College may be able to have will be sporting facilities while a sporting event is taking place. A task force to review this issue and assist in developing a policy will be announced after spring break.

Instruction – Dr. Gary Don Harkey

- VC faculty **Annette Bever, Arwyna Randall-Gay, Christina Hoffmaster, Dean Johnston, Thomas McKneely, Diana Shipley, Angela Ward, Elisha Wehrwein, and Renee Wooten** recently attended the *Annual Convention of the Texas Community College Teachers Association (TCCTA)* in Houston.
- ADN Faculty members **Beth Arnold, Sharon Cudjo, Amy Hamm, and Jennifer Hatley** along with ADN Director **Mary Rivard** attended meetings of the *Texas Organization for Associate Degree Nursing (TOADN)* which were held in conjunction with the *TCCTA Annual Convention* in Houston.
- Surgical Technology Program Coordinator/Instructor **Jeff Feix** recently attended the *AST Instructor's Forum for Surgical Technology Instructors of CAAHEP Programs* in Houston.
- Music instructor **Don Bruns** recently attended the *Texas Music Educators Association* conference in San Antonio.
- Associate Dean of Instructional Services **Shana Drury** recently attended a meeting of the *THECB Workforce Education Course Manual (WECM)* leadership team in Austin.
- ADN Program Director **Mary Rivard** recently attended an *Associate Degree Nursing – Deans & Directors* meeting in Austin.
- On Presidents Day, students in **Cindy Coufal's** English classes participated in a patriotic letter writing campaign to active duty military members sponsored by DAR. The students produced 78 letters to active duty military members stationed in 4 different locations around the globe expressing their interest and gratitude.
- **Gary Don Harkey** and **Shana Drury** recently travelled to Austin to attend the *THECB Block Scheduling Workshop*.
- Kudos to the **Iowa Park Certified Nurse Aide students** and their Instructor **Christi Knight!** At the recent Skills USA competition in Waco, the students placed 1st and 2nd in Nurse Assisting; 1st in the Healthcare Knowledge Bowl; 2nd and 3rd in Basic Nursing; and 1st, 2nd, and 3rd in Medical Terminology and Medical Math. The students will be moving on to compete at the State competition in March.
- On Thursday, February 4, the **Surgical Technology students** and Program Coordinator **Jeff Feix** participated as patients in a drill at the new United Regional Emergency Room. The drill was to train and orient staff to the new layout and processes in preparation for the opening of the new ER on February 15, 2016.
- ADN Assistant Director **Beth Arnold** recently attended a meeting of the *THECB Uniform Pre-Nursing Curriculum Advisory Committee* in Austin.
- **Annual Performance Reviews of Faculty** are ongoing.
- Work continues on the development of **Summer and Fall class schedules**.

Student Services – Jim Nordone

- To date, 19 “Mini Grants” have been submitted by faculty and approved by the Title III “Mini Grant” subcommittee
- Two workshops on “Working with Challenging Behaviors and Personalities” were offered, one in Vernon, and the other in Wichita Falls
- “Ice Cream Social with the Dean of Students” is scheduled on the Vernon Campus for Monday, March 7th, in the SUB, 7:00 – 8:00 p.m.
- “Donuts with the Dean of Students” is scheduled for the Century City Center, Wednesday, March 9th, 8:00 – 9:00 a.m. (tentative)
- Vernon College Spring Break is March 14 – March 18 (no classes scheduled)
- Chief Chris Bell's Retirement Party scheduled for April 15th at noon, Student Services Suite (Vernon Campus)
- Resignation accepted from CCC Police Officer Toney Sharp, effective April 28, 2016
- Student Affairs Academic Advising meeting scheduled for Monday, March 7th, 10:30 a.m. to noon
- Draft of “Comfort Animal” housing policy coming soon

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 THECB contact hour reports for Spring credit courses (CBM 001 & 004).
 - Submitted and certified Fall (End of Semester) THECB reports (CBM 00S, 0E1, 008, and 002).
 - Online (Campus Connect) Registration is in process for the Spring II 2016 semester.
 - Actively participated in the Title III Grant project including ERP/SIS selection.

- 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.
- Preparation and planning has begun for GenTX Day.
- Continuing to visit high schools to present information about Vernon College, assist with the VC scholarship application, and assist with Apply Texas.
- Attending Café con Leche sessions to represent Vernon College.
- 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.
- **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).
 - Programming for 2016-17 Free Applications for Federal Student Aid (FAFSA) processing.
 - 2016-17 financial aid forms updated and posted.
 - 2015-16 TEXAS Grant and TEOG funds request submitted and approved.
 - 2015-16 request for reallocated TEOG funds submitted to THECB.
 - Institutional Effectiveness Assessment Activity report/communication form for the THECB Financial Aid Database completed and submitted.
 - Institutional Effectiveness Assessment Activity report/communication form for the THECB progress report completed and submitted.
 - Institutional Effectiveness Assessment Activity report/communication form for the audit completed and submitted.
 - THECB State work-study progress report completed.
 - Completed Financial Aid High School night presentations.
 - 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.
 - Finished adjusting or canceling financial aid for students who did not begin attendance in all their spring classes.
 - Processing Return to Title IV's on students who have totally withdrawn from the spring semester.
 - Attending Café con Leche Saturday financial aid sessions to assist prospective students.
 - 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 –**
 - Shelly Baldwin and Tami Phillips delivered Meals on Wheels.
 - Christie Lehman disbursed excess financial aid to students.
- **Bookstores**
 - Both stores are working on returns and ordering supplies and finalizing returns for Spring books.
 - Jana and Kim attended MBS WebEx training for new software and web design.
- **Facilities**
 - **Wichita Falls –**
 - Installed new phone lines to the baseball field press box in Vernon.
 - Installed new data lines for the credit card machine in the testing center at Vernon and in the testing center at CCC.

- Repainted some of the hallways, rewired two welding outlets and installed a new 12.5 ton rooftop unit at Skills.
- Replaced solenoid valve on the irrigation system at CCC.

Vernon –

- Replaced a control board on the west warehouse roll up door.
- Ray replaced the power steering pump on the Chevy bus and a leaking head gasket on the International bus.
- Retrofitted a floodlight on the west side of the gym with LED.
- Replaced battery cables and batteries on the John Deere.
- Refurbishing softball scoreboard wiring, light sockets and bulbs.
- Started work replacing rusted out handrails on bridges in quad.
- Grounds has started cutting mistletoe out of trees on west side of campus.

College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in February was the Key Performance Indicator of Accountability for [Spring and Spring I 2016 Count Day Snapshot](#). Feel free to contact Betsy Harkey with any questions about this and other KIPIAs.
- The **College Effectiveness Committee** met on February 26, 2016. They approved the 2016-2017 Annual Action Plan following review of Institutional Improvement and reports from the Facilities, Personnel and Technology Committees.
- **Student Success by the Numbers Committee** met on February 19, 2016. Major agenda items included Key Performance Indicators of Accountability updates and discussion of the upcoming audit for the Assessment and Report Calendar, Communication forms and Glossary.
- **Title III, Strengthening Institutions Program – The Student Success Pathway Task Force and Title III Oversight Committee** met on February 26, 2016. The **ERP/SIS Task Force** participated in discovery and debriefing meetings during February. The **Student Success Pathways Team** (Brandi Brannon and Sjhonton Fanner) held weekly meetings, participated in trainings and continued to meet with students for Academic Coaching. A tremendous amount of time continues to be devoted to identify current and potential data to use as markers to track movement in retention, completion and transfer. Progress continues in the Title III project at a sprinter's pace.
- **Aspen Prize** – Numerous hours were spent working on data for the Aspen Prize Round Two Application. The requested data provided excellent insight into strengths and weaknesses that will be necessary to address as we move forward with the new ERP/SIS. Thank you to all who provided assistance in this process!
- **SACSCOC Reminder** - The next few months will include members of the College Effectiveness Committee/SACSCOC Team reviewing standards included in the Compliance Certification (10 year report), updating and ensuring that policies are followed, collecting assessment/evidence, and drafting narratives.

Institutional Advancement – Michelle Alexander

- Holly Scheller and Clara Gregory attended the Professional Development Session “Dealing with Difficult Personalities” presented by Dean Jim Nordone.
- Coordinated Vernon College's presence at the annual Home and Garden Festival, February 27 and 28, 2016 at the MPEC in Wichita Falls. Thank you to Vernon College faculty and staff: Daniel Lowe, Bettye Hutchins, Jeanne Ballard, Jeff Feix, Donnie Kirk, Nina Feldman, Misti Brock, Annette Bever, Ruth Rascon, Angela Ward, Debra Kennedy, Kasey Humphries, Diana Shipley, Terrie Reece, Renee Ritchie, Gabriela Nesbitt and Xandy Gilmore and members of the Vernon College Science Club who volunteered at the College's table throughout the event. It was great exposure for Vernon College.
- Planning for the annual Scholarship Banquet is underway. The banquet will be held on Tuesday, April 22, 2016 at 5:30 p.m. in the Colley Student Center on the Vernon campus.
- Editing continues on the 2016-2017 *Vernon College General Catalog*.
- Holly and Clara are working on the final touches for the 2016 Vernon College Foundation On-Line Auction, March 1 – 3. Special thank you to Judy Ditmore for all of her help preparing the auction pages.
- Michelle A. Alexander attended the annual Texas Association of Community College Foundations Annual Meeting, February 24 – 26, 2016 in Austin, TX. Michelle is serving a two-year term as president of the organization and chaired the 2016 conference.

- Michelle, Holly, Clara and a representative from our marketing firm, Crane West, met with a Marketing Representative from Sheppard Air Force Base to discuss marketing/sponsorship opportunities on the base.
- Finalizing the President’s Annual Report.

Quality Enhancement – Criquett Lehman

- The Center for Community College Student Engagement released its newest report, *Expectations Meet Reality: The Underprepared Student and Community Colleges*. The report, with findings collected from more than 70,000 community college students across 150 institutions, explores the typical community college student experience in the areas of assessment, placement, and developmental education—and it also highlights innovative practices in work with underprepared students. Download the report, news release, and additional supporting materials at www.ccsse.org/nr2016.
- The Technology Committee reviewed the technology portion of the college Annual Action Plan and presented recommendations to the College Effectiveness Committee on February 26, 2016. Other items of discussion in the February meeting were Canvas training timeline, ITV alternatives, Run Biz Chat, Student Email errors, Clicker replacements, and the transition to a new ERP/SIS.
- The QEP Development Task Force will be meeting Friday, March 4, 2016.
- Professional Development offerings are posted on the [website](#). Note the variety of topics and instructors! A big THANK YOU to those who have volunteered to share their knowledge! If you are interested in teaching a session or have a suggestion, please contact Donnie Kirk or Roxie Hill.

Human Resources – Haven David

- March Hire: Sherrice Hall – Evening/Saturday PBX Operator, CCC
- February Resignation: Erica Michaud – Evening/Saturday PBX Operator, CCC;
- March Resignation: Robyn Wike, Coordinator of EMS – CCC
- April Resignation: Toney Sharp, Campus Police Officer - CCC
- Upcoming Retirements: John Mahoney – Director of Physical Plant (March); Chris Bell – Director of Campus Police (April); Karen Gragg – Division Chair, Math & Sciences (August)
- Staff Evaluations were completed in February.
- Human Resources IPEDS report has been completed.

DRJ Comments –

- My vision for the ERP/SIS Implementation Team is to provide broad, but direct input and leadership to the ERP/SIS implementation. This core group, led by Ivy Harris, will work directly with UNIT 4 reps, will help make many initial decisions, as well as provide leadership to all departments as we move through the implementation process and personnel training. I am finalizing a detailed job description that will help provide information to all as to the vision, scope, and functions of this implementation team. I will provide that as soon as it is complete. The basic structure of the team is:

Ivy Harris	Team leader/broad scope for the institution
Criquett Lehman	President’s component/Instructional Services component
Melissa Elliott	Financial Aid/Student Services component
Amanda Raines	Admissions/Registrar/Student Services component
Mindi Flynn	Business office/Administrative Services component/Human Resources

This is an outstanding opportunity for Vernon College students and employees. The implementation will take several months and we are in the process of finalizing an implementation timeline that will be shared with all. The current plan is to have the new system functional and personnel trained to cutover to the new system in June of 2017.

A major function for the team and for me is to provide consistent and timely information to all employees and students as the process begins, continues, and is completed. I appreciate your efforts to assist in the success of this undertaking.

- Please contact me with any input or questions at:
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