

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

- As we move to a new information software system, it is to the institution’s benefit to consolidate and simplify payrolls. These process improvements will help facilitate a smoother workflow and a streamlined process for Business Office payroll functions.
 - **Vernon College will only process two payrolls per month.** All contracted employees (classified, administrative & faculty) will continue to be paid once a month, on the last working day of the month. At-will employees, work studies and hourly employees will continue to be paid semi-monthly, on the 15th of the month and the last working day on the month.
 - **Faculty overload, summer pay, extra service pay, etc.** will be paid on the next regular payroll date after the end of the specific summer semester—either the 15th or the last day of the month.
 - The new system will allow faculty overload, summer pay, and/or extra service pay to be flagged as “supplemental” pay which means the withholding of federal income taxes will be calculated separately on the extra pay and will NOT increase the overall withholding on the employee for that specific pay period.
 - **Adjunct pay** will continue according to current practice being paid at the end of each month, with the exception of the final payment for each specific academic semester being made on the next regular payroll date following the specific semester end.
 - The proposal also includes that Vernon College go to an **all-electronic payroll method.** Employees can choose either **direct deposit** to an existing bank account or they can be issued a **staff ID** in the VC Business Office and funds will be deposited onto the Herring Bank debit card associated with the ID card. This will eliminate the printing of paper checks for payroll. Currently, only six full-time employees do not participate in direct deposit.
 - These process improvements are planned to be initiated September 1, 2016 with the beginning of the 2016-2017 fiscal year.
- The VC board of trustees approved a new student organization. Katrina Watson (adjunct faculty) approached Kristin Harris, Associate Dean of Student Services, this spring about beginning a new club at Century City named Faith Factor Christian Fellowship. Ms. Watson is to be commended for her efforts to begin a club at Vernon College and make an impact on student engagement. Her interest and efforts at student engagement can serve as a model for all of us. Together, Ms. Watson and Kristin Harris reviewed pages 30 and 31 of the Student Handbook which outlined what was required to begin the club. She has met, documented and submitted all the requirements for recognition. Submitted for review were:
 - A constitution (modeled after Chaparral Christian Fellowship on the Vernon Campus)
 - A request for recognition including a full time VC employee sponsor (Christina Hoffmaster), founding student members, and information on meeting times and proposed activities
 - A list of interested students and founding members
- The VC board of trustees also approved:
 - Revision to TASB DCS (LOCAL) Employee Contracts—Reappointment
 - 2016-2017 College Catalog
 - 2016-2017 Distance Learning Handbook
 - 2016-2017 Student Handbook
 - Fall 2016 Continuing Education schedule, tuition, and fees
 - TASB Update 31 of board (LOCAL) policies
- The VC board of trustees also review draft 3 of the budget which is becoming closer to a balanced budget. Proposed expenditures currently exceed revenue projections by approximately \$100,000. Decisions will be made to present draft 4 as a balanced budget at the 1:00 pm July 20 board meeting.

- The VC board of trustee retreat is also scheduled for July 20. The tentative agenda includes:
 - 8:30 – 8:45 Breakfast, coffee, etc.
 - 8:45 – 9:30 Salary schedules/TACC salary information
 - 9:30 – 10:00 Athletic scholarship/program cost update
 - 10:00 – 10:15 Break
 - 10:15 – 10:45 Canvass training (replaces Blackboard)
 - 10:45 – 11:15 Texas/THECB Board Training expectations update
 - 11:15 – 12:00 Open discussion/brainstorming (list of topics that are submitted)

Instruction – Dr. Gary Don Harkey

- Final Exams for Summer I (5 ½ week term) courses were administered June 29-30 while Summer II (5 ½ week term) and Summer (11 week term) courses continue with Final Exams scheduled for August 3-4.
- Faculty members continue to serve as **Course Scheduling Advisors** (CSA) and are currently assisting students with their course schedules for the Summer II and Fall terms.
- **Ruth Rascon**, Program Coordinator for Health Information Management, recently attended the annual conference of the *Texas Health Information Management Association* (TxHIMA) in Galveston.
- Protective Services Coordinator **Mike Hopper** recently attended the *Texas Commission on Law Enforcement (TCOLE) Annual Training Summit* in Austin.
- On May 31st, members of the **Surgical Technology Student Association** (STSA) and Program Coordinator **Jeff Feix** traveled to San Diego for the *47th Annual Association of Surgical Technologists National Conference*. The students attended a special student track while Jeff attended the education and business sessions for AST. The conference drew 1500 Surgical Technologists from across the country with 300 student members in attendance.
- ADN Instructor and Assistant Director **Beth Arnold** attended the *Annual Clinical Nurse Conference* in Austin June 9-11.
- Industrial Automation Instructor **Mark Holcomb** attended *specialized Automation Training* in Irving June 29-30.
- A BIG THANKS to Administrative Assistant **Michelle Downes** for delivering *Meals on Wheels* on behalf of Instructional Services during the month of June.
- Congratulations to Protective Services Coordinator **Mike Hopper** and the twenty (20) **May 2016 Graduates of the VC Police Academy** who posted a 100% pass rate on the State Licensure Exam!
- On June 15th, eleven **Cosmetology students** from the Vernon Campus performed manicures for eighty-one children attending the Boy's and Girl's Club in Vernon.
- Congratulations to Vernon College Surgical Technology student, **Vanessa Johnston** who recently received a \$1000 *Dr. Bob Caruthers Scholarship* from the *Texas State Assembly of AST*.
- ADN Program Director **Mary Rivard** recently travelled to Grapevine where she attended *workshops for Maternal/Newborn Nursing*.
- Associate Dean of Instructional Services (and TACTE Vice President) **Shana Drury** recently attended the summer Board meeting of the Texas Association of College Technical Educators (TACTE) in Dallas.
- Dean of Instructional Services **Gary Don Harkey** recently attended the *Texas Community College Instructional Administrators (TCCIA) Summer Conference* in San Antonio.

Student Services – Jim Nordone

- Finalized July 13 – 17 facility rental contract with Holy Family Catholic Church for annual Youth Retreat.
- Continued with the recruitment of four student dormitory assistant positions (students will receive room and board only) to help Director of Student Housing commencing fall 2016.
- 2016 – 2017 Student Handbooks to be delivered June 30.
- Continued with the recruitment of Peer Mentors for newly developed Peer Mentoring program as an integral part of Title III initiatives. Interviews scheduled for July 11 – 14. Selection process to transpire July 18 – 22. Training sessions scheduled for July 25 – 28.
- Prepared for July 14 Title III Oversight Committee Meeting.
- Continued working on the revitalization of the VC intramurals program. To date, a survey has been created in Survey Monkey, which will be disseminated to all students commencing fall semester 2016. The projected start date for fall intramurals is September 26.

- Began working on Institutional Effectiveness Plans for 2016 – 2017.
- Continued to fine-tune newly developed Student Success Series (as part of Title III initiatives); this program will be offered as an Extended Orientation opportunity to all students.
- Revised Student Resident Handbook.
- New student organization, Faith Factor Christian Fellowship approved.
- Held successful Athletics Advising Day (Vernon Campus) June 22; Approximately 30 athletes were served.
- Updated New Student Orientation (NSO) Booklet for 2016 – 2017.
- Scheduled two consultants from the University of Texas at San Antonio to present workshop, September 16, on “Proactive Advisement.”

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Working on Student Right to Know information.
- Finished 2016-17 Degree Audit Catalog for advising purposes and student degree shopping through portal.
- Actively participating in the Title III Grant project by preparing all work flows.
- 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.
- Working on end of Spring semester Texas Higher Education Coordinating Board (THECB) reports (00S, 0E1, 008, and 002).
- Working on Non-Credit THECB Non-Credit contact hour (00A student and 00C class) reports.
- 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.
- Began Fall 2016 telephone recruiting campaign for applicants who have not yet registered.
- 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 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.
- Draft SACS 10 year compliance certification narrative and supporting documentation for Federal Requirement 4.7 written and uploaded.
- Draft SACS compliance certification narrative and supporting documentation for Institutional Summary Relationship to the Department of Education written and uploaded.
- Texas work-study end of year report completed and certified.
- TEXAS Grant reconciled and end of year report completed and certified.
- Texas Educational Opportunity Grant end of year report completed and certified.
- Gainful employment completers list reviewed.
- Financial aid blog written and posted on VC website.
- Beginning of semester FAQ email sent to all summer financial aid recipients.
- 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.
- Federal work-study reconciled.
- 2016-17 academic scholarships posted.
- 2016-17 athletic scholarship posted.
- THECB updated Memorandum of Understanding completed and submitted.
- 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.

- Evaluating military transcripts and posting accepted transfer courses.
- Processing veteran certifications for Summer 2016 and Fall 2016.
- Processing Hazlewood awards for Summer 2016 and Fall 2016.
- Submitted Spring 2016 Hazlewood/Legacy report to the Texas Veterans Commission.
- Contacting veteran students via email who have been sent an Early Alert.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Ann Schultz and Christie Lehman attended the NELNET conference in San Antonio June 6-8
- Christie disbursed over \$120,000 in Summer and Summer I Financial Aid
- Margaret Tubbs attended a TRS Workshop on June 7 detailing the new reporting requirements.
- Mindi Flynn attended the TACCBO Conference in Marble Falls on June 21-24.
- Mindi Flynn & Margaret Tubbs have had weekly meetings with both Green Shades and GP Dynamics to work on implementing the new software.
- Rhonda Knox & Kim Bateman delivered Meals on Wheels.

Bookstores

- Returning books and preparing to place Fall orders
- Organizing the bookstores and setting up discount racks.
- Finalizing Fall Adoptions, so Fall Textbooks can be ordered.
- Working on input and programming for setting up a Bookstore Website

Facilities -

Wichita Falls

- Rickey Haley and Jose Nieto have been bust with mowing and landscape work at CCC and Skills.
- Repainted hallways at CCC.
- Completed annual state inspection for the elevator.
- Gary Dotson and Chris Horton repaired two phone lines in the maintenance building, installed data line for time clock in the dining hall and changed out bad Meraki switch and reinstalled all fiber and cables in Vernon.
- Reimage the computers in room 2308 at CCC.
- Gary, Chris and Robert Johnson removed furniture and filling cabinets from Sheppard office and moved Linda Thomas to a new office at the “request” of the Air Force.

Vernon

- Completed the fence at the maintenance warehouse.
- Replaced the night lights on the back of the congregate meals bldg. with LED floodlights.
- Ray Carr and Paul Frommelt raised the softball back stop, painted the poles and replaced the netting and replaced the door to the softball press box that had rusted out.
- Joey Lama and his crew have refinished the floors and cleaned the rooms in the big dorm.
- Steven Kajs is making repairs and painting in the big dorm.
- Ray and Paul retrofitted the globe lights in the quad with higher wattage LEDs to provide more light in that area.
- Remodeling the laundry/storage in the gym into a volleyball locker room, took up tile, moved the washer and dryer and painted and replaced the ceiling tile.
- Ray replaced the wiring harness on the 2012 rodeo pickup and the clutch cylinder and brake master cylinder on the '95 pickup.
- Joey and his crew have stripped and waxed the SUB.
- A water leak at the big dorm caused quite a bit of damage to two rooms, repairs are under way.
- Steven replaced all the toilet supply lines to prevent future leaks.
- The awning over the information board in the quad was re-shingled and painted.

College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Facts presented to the Board of Trustees in June were the [Key Performance Indicators of Accountability](#) for Percent of Contact Hours Taught and FTE Student/FTE Faculty. Title III measures were added to related KPIAs for Enrollment, and Graduation, Persistence and Retention. KPIA markers were also identified to track at risk student success. The data will be updated on the KPIAs and shared as it becomes available.

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.

- The **College Effectiveness Committee** met on June 28, 2016. The primary focus of the meeting was to continue review and discussion of the **SACSCOC** Compliance Certification completion process for Vernon College. Draft narratives for each of the SACSCOC criteria are being completed by the writing teams. Please refer to the [Responsibility, Deadline and Due Date Matrix](#) for more details. Another primary agenda item was to begin review of the Planning Calendar for additions and changes to be approved at the July meeting.
- Components of the College are in process of completing 2016-2017 Institutional Effectiveness Plans to meet the due date of July 20, 2016.

Institutional Advancement – Michelle Alexander

- Holly Scheller attended Raiser's Edge software certification training in Austin, TX, June 20 - 24.
- Clara Gregory attended the Texas Association of Community College Marketers (TACCM) Conference in Corpus Christi, TX, June 12 – 14
- Summer and Fall Advertising continues
- Planning for the 2015-2016 President's Annual Report is underway
- Major ground moved for the athletic website (all design work has been finalized)
- Michelle Alexander, Holly, Amanda Rains and Ivy Harris participated in a webinar with AcademicWorks. This will be the College's new on-line scholarship application platform.

Quality Enhancement – Criquett Lehman

- Please remember that students who are enrolling in the Fall semester will not be added to Canvas until **August 19, 2016** – this means that until that date they will not be able to login to Canvas no matter how many times they click Forgot Password. Also, students will not have access to their courses in Canvas until the first day of classes on August 22, 2016.
- Katrina Brasuell, Bettye Hutchins, Joe Johnston, Criquett Lehman, and Chris Smith will be attending the 2016 Institute on Quality Enhancement and Accreditation July 17th -20th in Grapevine, TX. They will be gathering information on QEP requirements, best practices, and assessment.
- There have been multiple discussions and meetings recently regarding our QEP, @VCReads, as we prepare our requirements narrative and QEP document for SACSCOC Compliance Certification.
- Assessment and Report Communication Forms should continue to be submitted throughout the summer if you have a May, June, July or August submission date. A reminder email will be going out this month. Once processed all forms can be found on the [Assessment Data](#) page on our website.
- As you begin preparing for the Fall semester remember that educational technology continues to be available through the QERI (Quality Enhancement Resource Inventory). If you are interested in using a specific technology, please contact [Roxie Hill](#) or [Criquett Lehman](#).

Human Resources – Haven David

- We continue working diligently on data migration for Dynamics GP/Greenshades.
- Personnel for July/August:
 - Brittanie Talley – Head Softball Coach to begin July 1
 - Jakob Cunningham – Assistant Baseball Coach to begin August 1
 - Michael “Chase” Thornton – Government Instructor, Vernon to begin August 1
- Interviews for Health Careers Instructor in Seymour and VTC have been held with offers pending.
- Attended TACCHRP Conference in Austin June 8-10.
- Toni Bell and Mary King delivered Meals on Wheels on June 22.

ERP/SIS – Ivy Harris

- A total of 149 Workflow Process Reports have been submitted for review.
 - 100% of those submitted workflows have been reviewed, logged, and cataloged.
- Dynamics GP high level discovery was held on Tuesday, May 17th, 2016.
 - Dynamics GP is continuing to progress with the installation of the system onto the servers and the test environment being built.

- The initial U4SM high level discovery was held on June 21-22, 2016.
 - U4SM will now take that information back to their programmers and developers to begin the configuration for Vernon College. The next step is for U4SM to review the submitted workflows and processes.
- The Data Dictionary is being compiled for use with the data migration process.
- Two Problem Finders were awarded for the month of June. They were Linda Haney and Margaret Tubbs.
 - If you would like to participate in the Problem Finder Program, please report any system problems you run across to one of the Implementation Team Members (Ivy Harris, Criquett Lehman, Amanda Raines, Mindi Flynn, or Melissa Elliott).

DRJ Comments –

- I am very excited about the ERP/SIS process that is being led by the ERP/SIS Implementation Team which includes Ivy Harris, Criquett Lehman, Melissa Elliott, Amanda Raines, and Mindy Flynn.
- Congratulations to the first two ERP/SIS Problem Finders – Margaret Tubbs and Linda Haney.
- I hope everyone is enjoying the summer and preparing to gear up for an exciting fall semester.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060