

**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**

- Todd Smith and Vicki Pennington were both reelected on May 7 for new six year terms as Vernon College Board of Trustees. At the May 18 meeting, the current officers were nominated for another two year term. Todd Smith as Chairperson, Norman Brints as Vice-Chairperson, and Vicki Pennington as Secretary.
- Several meetings have taken place in the past few months with Allen Patterson and Terry Busey from the Wichita Falls Community Health Care Center in regard to the possibility of establishing an additional Community Health Care Center site at CCC. The Community Health Care Centers are to be established all over the country as an alternative to traditional health care delivery systems. While it does assist uninsured and underinsured individuals, it is also open to all citizens for lower cost health care. There are currently three locations in Wichita Falls, but they really want to partner with us because of our location and to help meet the needs of our students. The positive for Vernon College would be access for our students to a lower cost health care option on campus, discounts to employees who access the system, and positive public relations in the community. The Community Health Care Center would also provide a discount to services to Vernon College employees. Allen Patterson made a presentation to the Vernon College Board of Trustees on May 18. There are many additional details to consider as the College considers to partner with this concept.
- The administrative team has worked hard on draft two of the 2016-2017 budget. Several expenses have been reduced or eliminated and other changes have been implemented. Draft two still has approximately \$240,000 more of expenses than revenue at this time. Draft two includes the 1.5% salary schedule step increase for employees as well as a 5% holdback of estimated tuition and fee revenue. Draft two was reviewed by the board on May 18. Draft three will be presented for review on June 15 and a nearly final version will be reviewed at the July 20 board retreat.
- Commencement exercises and the ADN pinning ceremonies on May 7 were very well attended by students, family, and friends.
- Marketing and advertising is in high gear this summer to hopefully influence an increase in fall enrollment. All aspects of regular media and social media are being utilized. The Vernon College Foundation contributed financially to the summer media blitz to support college efforts.

### **Instruction – Dr. Gary Don Harkey**

- Summer I and Summer 11 classes are underway while registration for the Summer II term will continue through June 30.
- 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.
- Sociology Instructor **Marissa Underhill** recently attended the *Great Teaching Roundup* which was sponsored by the *Texas Community College Teachers Association (TCCTA)* in Kerrville.
- Computer & Information Sciences Instructor **Sharon Wallace** was selected and recently served as an Instructional Specialist for the *Workforce Education Course Manual (WECM) Maintenance & Review Project*. The selected team members met on the campus of San Jacinto College May 23-26.
- Coordinator of Protective Service **Mike Hopper** recently attended training sponsored by Texas Commission on Law Enforcement in Austin where attendees were updated on Jail standards and changes to Jailer courses.
- Administrative Office Technology Instructor **Arwyna Randall-Gay** recently travelled to Denver, CO where she attended the conference for Teachers of Accounting at Two-Year Colleges. Funds for the professional development activity was provided through the Annual Perkins grant.
- ADN Instructor and Simulation Lab Coordinator Jennifer Hatley recently attended the Annual Simulation Users Network training in Atlantic City, NJ. Funds for the professional development activity was provided through the Annual Perkins grant.

- Dean of Instructional Services **Gary Don Harkey** attended the *THECB Academic Course Guide Manual (ACGM) Advisory Committee* meeting in Austin May 2-3.

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

- Revitalized full-time Vernon College police department through hiring of two new staff members: Chief Kevin Holland and Officer James (Ken) Terry.
- Instituted new “walkie-talkie” system to establish daily communications between Vernon College police officers, security personnel, and campus deans.
- In the process of contracting with Holy Family Catholic Church for 1-week rental of several buildings/areas on the Vernon Campus for annual Youth Retreat.
- In the process of advertising four student dormitory assistant positions (students will receive room and board only) to help Director of Student Housing commencing fall 2016.
- Completing final edits to 2016 – 2017 Student Handbook.
- Began recruiting student workers for newly developed Peer Mentoring program as an integral part of Title III initiatives.
- Many student services employees have trained on the new Canvas course room.
- 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.
- Assisted with newly developed online event, “Start Here...Go Anywhere!”
- Converted all course-related information from Blackboard to Canvas.
- Communicated with Ms. Harkey regarding upcoming SACSCOC narrative responsibilities.
- Held meeting with Dr. Keith Lamb, Vice President for Student Affairs, Midwestern State University, for collaborative purposes.
- 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 Testing Center Manual.
- Attended presentations from Ms. Packer’s students with regard to possible improvements to student activities programming.
- Assisted with Commencement.

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

#### **Admissions and Records**

- Completed graduate checks and mailing diplomas to May 2016 graduates.
- Prepared Fall 2016 schedule for Campus Connect.
- 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.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Scheduling individual tours and appointments.
- Conducted tours for Holliday 5<sup>th</sup> grade, GED students, and Fowler Elementary 1<sup>st</sup> grade.
- Entering prospective student information into POISE software system.
- Contacting prospective students that have entered information through the website.
- LeAnn, Rachel and Kaylee have been making high school visits for any last minute assistance.
- Met with Catholic Charities to tour our facility and to learn about their new assistance program that will help students wanting to attend Vernon College.
- Attended the EMS/Fire Advisory meeting.
- Sent out an email blast to 1,964 prospective or applied but not registered students with information for the summer semesters.
- 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.
- Financial aid blog written and posted on VC website.
- Spring 2016 satisfactory academic progress review completed.
- Participated in the District 3 4-H Roundup.
- Supplemental Educational Opportunity Grant reconciliation completed.
- TEXAS Grant reconciliation completed.
- Texas Educational Opportunity Grant reconciliation completed.
- SB 1210 satisfactory academic progress review completed.
- Processing Return to Title IV's for students who received all F's for Spring semester.
- VC student handbook financial aid information updated.
- Financial Aid webpages updated.
- Notified the THECB of our intent to participate in the Educational Aide Exemption program.
- Processing summer Pell Grant review forms and posting remaining eligibility for summer.
- 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.
- Contacting veteran students via email who have been sent an Early Alert.
- Met with Catholic Charities to have preliminary discussions about processes and procedures for implementing their program for Century City Center students in the Fall 2016.
- Reporting graduations/probations/suspensions to the VA for the spring semester.
- Recognized graduating veterans and military graduates with a luncheon at Century City Center.

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

#### **Business Offices**

- Christie Lehman updated our student portal and direct disbursement systems to reflect new Department of Education Student Refund Choice Regulations that must be in effect by July 1. Refunded Spring Bookstore Buybacks and canceled Non-Pays for Summer and Summer I Registration.
- Margaret Tubbs and Jana Bohannon delivered Meals on Wheels.
- Mindi Flynn & Margaret Tubbs have been working diligently with Dynamics GP on the conversion to our new system.

#### **Bookstores**

- All summer books were put out and ready to go and were working on getting new items in and on shelves.
- We made it through book buy back and graduation ☐ Busy checking in, pricing and putting books on shelf for the Summer...stocking shelves with school supplies, assisting students with books and supply needs, organizing here and there.

#### **Facilities -**

##### **Wichita Falls**

- Weekly mowing and landscape work at Skills and CCC.
- Gary Dotson and Chris Horton worked on fax in the testing room and on phone lines in the library at Vernon.
- Repaired lights at Skills painted the walls and cabinets and re-glued cove base in the cosmetology dept. at CCC.
- Replaced two valves in the sprinkler system in west parking lot.

##### **Vernon**

- Wheat was cut and baled, bales hauled out and fields plowed.
- Ray Carr and Paul Frommelt installed the new burner in the pool boiler and got it up and running.

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

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in May was the Key Performance Indicator of Accountability [Benchmarks](#) as approved by the Student Success by the Numbers Committee in April. Additional KPIA data related to Title III will be added in the future.

The KPIA for Licensure and Certification has been updated and posted on the [website](#). Thank you to all who participated in the gathering and reporting of the data.

POISE sorts continue to be run by Betsy Harkey for Applied and Enrolled for Summer and 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 Board of Trustees approved the [2016-2017 Annual Action Plan](#) on May 18, 2016. The plan plays a primary role helping to make data informed decisions regarding the 2016-2017 budget.
- The **College Effectiveness Committee** met on May 31, 2016. The primary focus of the meeting was to review and discuss the SACSCOC Compliance Certification completion process for Vernon College. Draft narratives for each of the SACSCOC criteria are to be completed by the end of October. Please refer to the [Responsibility, Deadline and Due Date Matrix](#) for more details.  
Note that the May College Effectiveness Committee utilized Canvas and the Student Success by the Numbers Committee will soon be set up in Canvas. Canvas Lite trainings are being held for end user staff and administration. Be sure to sign up and participate in one of the trainings.
- Mary King and Betsy Harkey delivered Meals on Wheels on May 25, 2016.

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

- Assisted with the planning and execution of Police Academy graduation at CCC on May 26
- Holly Scheller and Clara Gregory participated in the training meeting for the Day of Giving Event in September
- The *2016-2017 Vernon College General Catalog* is at the printers
- Santa Rosa Roundup Parade
- Advertising for Fall semester underway
- Clara is producing weekly Snap videos
- Vernon College 2016-2017 Scholarship Offers are being sent out
- Michelle Alexander worked with two Vernon community members to prepare and submit a grant to the U.S. Department of Agriculture

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

- The individuals responsible for writing the Quality Enhancement Plan are working to meet the first draft deadline of June 28<sup>th</sup>. The draft will be reviewed by the College Effectiveness Committee.
- Canvas training will continue throughout the summer with sessions being offered on both the Vernon campus and at Century City Center.
- Both the Board Room in Vernon and the Conference Room at CCC are now equipped with video conferencing hardware/software. If you would like to utilize these rooms contact either Mary King or Linda Haney to reserve the rooms.
- The following are highlights of the Educational Technology Survey conducted at the end of 2015. As a reminder both faculty and staff completed the survey which consists of questions regarding technology tools available through the QERI (Quality Enhancement Resource Inventory). **Top 10 / On the Rise**

### **Human Resources – Haven David**

- We are working diligently on gathering data for the Dynamics GP migration.
- No personnel changes to report.
- Interviews for Head Softball Coach completed

### **ERP/SIS – Ivy Harris**

- A total of 149 Workflow Process Reports have been submitted for review.
  - 127 of those submitted workflows have been reviewed.
  - 22 workflows still need to be reviewed.
- Dynamics GP high level discovery was held on Tuesday, May 17<sup>th</sup>, 2016.
- The initial U4SM high level discovery is scheduled for June 21-22, 2016.
- The Data Dictionary is being compiled for use with the data migration process.
- The SIS/ERP Coordinator and another member of the Implementation Team attended the U4SM Annual Conference in New Orleans, LA on May 23-May 27, 2016.

**DRJ Comments** –

- Ivy Harris and Criquett Lehman attended a week long training and conference conducted by our new ERP/SIS vendor, UNIT 4. I attended for a day and a half to participate as an invited member of the UNIT 4 Industry Advisory Council. Ivy and Criquett will share more news, but I am certainly impressed with the company and with what I think our new ERP/SIS is going to assist Vernon College to accomplish.
- As always, I appreciate everyone's diligent efforts on behalf of Vernon College as we work to meet the needs of our students, communities, and employees. I encourage you to take a little time this summer to recharge and get ready for a busy, but outstanding 2016-2017 school year.
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