

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 2015-2016 audit prepared by *Edgin, Parkman, Fleming, and Fleming, PC* of Wichita Falls was presented to the Board of Trustees and approved at the December 14, 2016 meeting. The audit was a clean and unqualified opinion indicating the College is compliant in all areas and in stable financial condition. There were no audit exceptions or management letter recommendations.
- Lincoln Clean Energy is proposing an additional windfarm in the Oklaunion area and has made a request for a tax abatement through a Payment in Lieu of Taxes (PILOT) plan. Discussion was conducted on November 16 and December 14 by the Board of Trustees. The item will be an item for consideration at the January 18 meeting.
- The Board of Trustees also reviewed and discussed the recommendations from the Campus Carry Task Force. These recommendations have been provided to all employees. The recommendations will be a discussion item at the January 18 meeting.
- Vernon College conducted a large scope input College Effectiveness questionnaire this fall thru survey monkey to provide constituents opportunity for input. The opportunity to participate was marketing to students, faculty, business and industry, and community members. There were over three hundred respondents. A summary primary topics of input were provided to the Board of Trustees for discussion.
- The Texas legislative session will open on January 10, 2017. There has already been tremendous work conducted in an effort to improve community college funding. TACC, CCATT, and TACCTA will all be working hard during the session.

Instruction – Dr. Gary Don Harkey

- **Course Schedule Advising** is ongoing with faculty assisting students with the development of their spring course schedules.
- A BIG Thanks to **Vicki Bradley, Karla Monson, and Sabre Sharp** for delivering *Meals on Wheels* on behalf of Instructional Services on November 30 and to **Sabre Sharp** and her kids (**Corbyn & Emma**) who delivered on December 28.
- The first draft of the **2017-2018 Annual Plan** for Instructional Services was developed by Instructional Services Division Chairs, Directors and Coordinators after a very full day on December 16.
- Faculty Senate President and SACSCOC Leadership Team member **Bettye Hutchins** attended the *SACSCOC Pre-Conference Workshops and Annual Conference* in Atlanta December 2-6. Also attending from Instructional Services was Dean **Gary Don Harkey**.
- Congratulations to the **December 2016 graduating Phlebotomy class** who collectively posted 93% pass rate on the licensure exam!
- **Continuing Education personnel** participated in the Angel Tree project sponsored by Texoma Credit Union.
- The **Surgical Technology Student Association** matched the \$130 raised by the **CCC Employees Forum** through their Christmas Wreath raffle and a \$260 donation was made to the Children's Home in Wichita Falls.
- VC was recently allotted reallocation money from the **Carl Perkins Grant** bringing the total grant allocation for 2016-17 to \$250,157. VC met the following 3 core indicators in order to receive the reallocation money: Core Indicator 2P1 – Credential, Certificate or Diploma Awards; Core Indicator 3P1 – Student Retention & Transfer; Core Indicator 4P1 – Student Placement. Administrator for the grant is Associate Dean of Instructional Services **Shana Drury**.
- **Cosmetology Students** raised over \$3350 during their *Scholarship Days* held in December on both the CCC and Vernon campus. These funds will be added to the endowed scholarships which will benefit future Cosmetology students.

Student Services – Jim Nordone

- ***Title III Initiatives:***
 - Conducted Student Success Pathway Task Force meeting (December 9)
 - Conducted Title III Oversight Committee Meeting (December 9)
 - Working on completing the 2016 Annual Report (Due Date: January 31)
 - Met “mini-grant” quota for Spring Semester 2017 (needed 5, approved 7)
- ***Student Activities Initiatives:***
 - Commenced with the planning of Spring Semester 2017 Student Activities Calendar
- ***General Ongoing Initiatives***
 - Completed SACS-COC initial narrative drafts
 - Completed Institutional Effectiveness Plans
 - Collaborated with Athletics division to create new athletics advising program
 - Finalized Chaps Express sessions for Spring Semester 2017
 - Finalized New Student Orientations (NSO’s) through January 2017
 - Collaborated with Athletics to tweak current Athletics Advising offerings
- ***Campus Safety and Security:***
 - Completed Fire, Safety, and Clery Reports for 2016
 - Met with Dr. Johnson and other members of the Leadership team about the Emergency Notification System
 - Began exploring and discussing possible tweaks to Campus Safety and Security with regard to security guards/police officers

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Participating in the Title III Grant projects.
- Completing SACSCOC narratives for Compliance Certifications.
- 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.
- Certified the Texas Higher Education Coordinating Board CBM00A and CBM00C Contact Hour Reports for Quarter 1.
- Opened online registration for Associate Degree Nursing Program students.
- Ran Suspension, Probation, and Dean’s, President’s lists for Fall 2016 semester.
- Certified December 2016 Graduates after grades were posted.
- Working on 2017-2018 Annual Plans.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Opened up Campus Connect (online) registration for the Spring 2017 semester.
- Scheduling individual and group tours at each campus.
- Entering prospective student information into POISE software system.
- Scheduling school visits, classroom presentations, and other events with area high schools.
- 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 2016-2017 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
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- Melissa Elliott, Aletha Newman and Crystal Wells attended the Federal Student Aid Conference in Atlanta, Georgia.
- Provided financial aid training for counselors in the Region 9 service area.
- December Financial Aid Blog created and posted on the VC homepage.
- Texts sent to students who are registered for the Spring semester, but not complete in financial aid
- Texts sent to students who are complete in financial aid, but not registered for the Spring semester.
- Fall 2016 satisfactory academic progress review completed.
- SB 1220 satisfactory academic progress review for state exemption and waiver recipients.

- Recertification application for designation as an eligible Title IV participating institution submitted to the US Department of Education.
- End of Fall semester reminder letter sent to students enrolled but on financial aid suspension.
- Processing Return to Title IV's for students who failed to earn a passing grade (all F's, F/W's, F/U's) for the Fall 2016 semester.
- Loan Science introduction email sent to loan recipients.
- Processing veteran certifications for Spring 2017.
- Processing Hazlewood awards for Spring 2017.
- Working on the Fall 2016 Hazlewood Report for the Texas Veterans Commission.
- Reporting probations and suspensions to the VA.
- Reporting Fall 2016 graduations to the VA.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Shelly Mason and her grandson Zayn Horn delivered Meals on Wheels.
- We again received a clean audit report. Kudo's to all business office, bookstore and financial aid personnel.
- Mindi Flynn and Margaret Tubbs have continued learning and training in the new system that will go live on March 1, 2017.
- The Vernon College sponsored 1st grade boys' basketball team, was awarded the Sportsmanship Award at the Boys & Girls Club, coached by Mindi Flynn.

Bookstores

- Both stores are very busy stocking, shelves with books and supplies to ensure the needs of our students and assisting students to ensure they are receiving the proper books.
- Also filling out DARS, WIA and Catholic Charity slips for students.

Wichita Falls

- Gary Dotson and Chris Horton relocated phone and data lines in Holly Scheller's office, repaired phone line in police chief's office and repaired the credit card machine line in the bookstore at Vernon.
- Robert Johnson and Carl Brinkley painted transformer panels at CCC, repaired lights at STC, repaired the touch bar on the outside door of the north entrance at CCC and repaired the switch on one of the scrubbers at CCC.
- Jose Nieto and Ricky Haley have been cleaning flower beds and helping with general clean up.
- Dan Sheets and custodial staff have kept all of the buildings looking good.
- All maintenance staff assisted with hanging Christmas decorations and set up three trees in the west and east lobby and student lounge.

Vernon

- Contractors installed the deadbolt locks on the big dorm with Steven Kajs assisting.
- Ray Carr and Paul Frommelt installed a new washing machine in cosmetology and also made repairs to the heaters in the gym and pool area.
- Had repairs/service performed on both athletic buses
- Ray began work replacing the rack and pinion steering on the Dodge van.
- Joey Lama and his crew have been busy stripping and waxing floors.
- Jim Anthony and the grounds crew have been gathering leaves and trimming trees.

College Effectiveness – Betsy Harkey

- **Data update –**
 - The Student Success Data Fact presented to the **Board of Trustees** in December was a review of the [Vernon College Effectiveness Questionnaire Summary](#).
 - Betsy Harkey began Spring and Spring I 2017 applied and enrolled POISE sorts. The information was shared in December via email with the Data Group. The process will continue through on-site registration. If you are not part of the email list and would like to be included, contact bharkey@vernoncollege.edu.
- The **Board of Trustees** also reviewed the [Institutional Effectiveness Plan Final Summaries 2015-2016](#) and the [History of Vernon College Focus on Student Success](#).

- The **Student Success Data Committee** and the **College Effectiveness Committee** members spent their time in December working on initial draft narratives for the **2017-2018 Annual Action Plans** and the **SACSCOC Compliance Certification**.
- The Vernon College **SACSCOC Leadership Team** (Dr. Dusty Johnston, Dr. Gary Don Harkey, Garry David, Jim Nordone, Bettye Hutchins, Criquett Lehman and Betsy Harkey) participated in the SACSCOC Annual Meeting and Orientation for the Class of 2019 in Atlanta, Georgia during the first week in December. The on-site Reaffirmation Committee visit to Vernon College is scheduled for October 23-25, 2018.

Institutional Advancement – Michelle Alexander

- Michelle A. Alexander met with Crowell ISD regarding their College Connections Scholarship at Vernon College. They plan to continue to participate.
- Welcome to Callee Bradley who has joined Institutional Advancement as the new Advancement Services Specialist.
- Farmer's Market Grant Project Coordinator, Monica Wilkinson, is meeting with area farmers regarding training opportunities available through the grant.

Marketing – Holly Scheller

- Created mini leadership presentation for Dr. Johnston to present to CLARA
- Worked with Shana Drury on the design of a poster for area High Schools and a Banner to hang in our SUB
- Laid out the marketing plan for the January – September with Crane West
- Graphic for Cosmo Scholarship Days Thank You
- Board Report for the Foundation
- Holiday letter non Vernon
- Worked with Betsy Harkey on Annual Plan
- Took pictures at Santa Events
- Took pictures at LVN pinning
- Design graphic for Hunger Run
- Researched Smart Catalog
- Created the Autism Scholarship Application

Quality Enhancement – Criquett Lehman

- The VC³ student login initiative is underway. **Student login assistance will be available during onsite registration in Vernon January 11 from 9:30 AM – 6:00 PM and at CCC January 12 from 9:30 AM – 6:00 PM.** As a reminder all new students beginning Spring semester will have one password for all 3 student platforms: Email, MyVC, and Canvas. The password is the word Chaps followed by their 4 digit PIN number. Example: Chaps1234
- Congrats to Jeanne Ballard and Melody Bell for winning the Educational Technology Survey gift card drawing! THANK YOU to all who gave input! The results of the survey help determine usage and satisfaction with the current QERI (Quality Enhancement Resource Inventory) and other classroom technologies.
- Linda Haney and I will be preparing the Course Master Data File to be sent to the Center for Community College Student Engagement to determine our random sample for the CCSSE survey. The survey will be conducted later this Spring semester.
- The Quality Enhancement Plan will be presented to the faculty during Spring Kickoff week. Additional informative sessions will be conducted in late January and will be open to all employees.

Human Resources – Haven David

- We continue to work on data migration and the comprehensive leave program for go live with the new ERP in March.
- Personnel for January:
 - Tatiana Booth, Head Volleyball Coach, is resigning effective January 6th.
 - Brandi Brannon, Student Success Pathway Coordinator, is resigning effective January 13th.

ERP/SIS – Ivy Harris

- Data conversion for Dynamics GP has been mostly completed.
- Dynamics GP completed the installation of the system onto the servers. The test environment has been built, and is nearing completion for initial manipulation.
- The leave management extension program has been installed. We are continuing to configure that system for use within the test environment.
- U4SM is continuing to configure the base product for Vernon College's specific needs.
- U4SM has installed the system on our dedicated cloud servers.
- The test environment for U4SM is being configured for Vernon College data.
- Data conversion for U4SM should begin within the next 1-3 months.
- There was a training on December 13, 2016 for the Implementation Team. This training consisted of a deeper dive into our specific modules that have been purchased within the Dynamics GP supplemental systems.
- A high-level initial training session has been scheduled for purchasing and acquisitions portal within the Dynamics GP Supplemental system during Spring kickoff on January 9, 2017.

DRJ Comments –

- Professional reviews and employee evaluations will be conducted over the next several weeks. I encourage everyone to be diligent in these review sessions as we encourage each other to strive for continuous improvement of ourselves and the institution.
- I look forward to seeing everyone on January 9, 2017.
- Please contact me with any input or questions at:
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