

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 spring 2017 report indicates a slight increase in enrollment. Enrollment is up approximately 2.5% with 2869 students compared to 2801 last spring. The 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. This increase is an encouraging sign that enrollment is stabilizing, but does not indicate any significant increases in the near future.

- The Board of Trustees approved the following room and board rates for the 2017-2018 school year:

- Fall \$500 room \$1530 meal plan \$2030 total room and board
- Spring \$500 room \$1550 meal plan \$2050 total room and board
- Summer \$200 room no meal plan

- The Board of Trustees approved the following proposed tuition and institutional service fee rates for 2017-2018 :

○ Tuition	Current \$/SCH	Proposed
In- district	50	No Change
Out of district	95	No change
Out of state	160	No Change

○ ISF	Current \$/SCH	Proposed	\$ increase
Vernon	45	50	\$ 5
CCC/WF	100	110	\$10
STC/WF	100	110	\$10
SAFB	60	65	\$ 5
Seymour	60	65	\$ 5
Internet	100	110	\$10

○ Total T&F	Current \$/SCH	Proposed	\$ increase	% increase
Vernon	95	100	5	5.2%
CCC/WF	195	205	10	5.1%
STC/WF	195	205	10	5.1%
SAFB	155	160	5	3.2%
Seymour	155	160	5	3.2%
Internet	195	205	10	5.1%

- The Board of Trustees continue to conduct discussion regarding a tax abatement request by Lockett Windfarm, LLC/Lincoln Clean Energy, LLC to ensure the best long term financial decision for the College. The request is for a ten year Payment in Lieu of Taxes (PILOT) for an estimated generation of 184 Megawatts by the windfarm. Negotiations are continuing and this will be a discussion and possible action item at the March 9 meeting.
- There is a tremendous amount of activity in regard to community college funding taking place in Austin during the legislative session. The current Senate and House appropriations bill reflect a small decrease for community colleges in total and currently an approximately 4% decrease for Vernon College. There is a significant effort to influence legislative leaders to increase the appropriations before the process is complete.

Instruction – Dr. Gary Don Harkey

- VC faculty **Annette Bever, Cindy Coufal, Arwyna Randall-Gay, Christina Hoffmaster, Dean Johnston, Thomas McKneely, Ariel Tart, Angela Ward, Elisha Wehrwein, Paula Whitman, and Renee Wooten** recently attended the *Annual Convention of the Texas Community College Teachers Association (TCCTA)* in Austin.

- ADN Director **Mary Rivard** along with faculty members **Jennifer Hatley** and **Sharon Cudjo** attended meetings of the *Texas Organization for Associate Degree Nursing (TOADN)* which were held in conjunction with the *TCCTA Annual Convention* in Austin.
- LVN Director **Sherrie Denham** along with faculty members **Mary Jane Batchelor**, **Zela Haney**, **Pam Rotz**, **Cassie Shaw**, and **Mike Scott** attended the *Texas Association of Vocational Nurse Educators (TAVNE)* meetings which were held in conjunction with the *TCCTA Annual Convention* in Austin.
- Congratulations to the **students from the Health Careers program at Iowa Park High School** and instructor **Christi Knight** for their recent success at the *Skills USA* competition held at TSTC - Waco. The students placed 1st in Nurse Assisting and 1st, 2nd, and 3rd in Basic Nursing. They will be moving on to the state competition in Corpus Christi April 5th – 10th.
- Many thanks to faculty members **Melanie Milner** and **Nancy Smith** who delivered *Meals on Wheels* on behalf of Instructional Services this past month!
- **Jason Jenkins** recently attended the *Athletic Training Educators Conference* in Grapevine.
- Surgical Technology Program Coordinator/Instructor **Jeff Feix** recently attended the *AST Instructor's Forum for Surgical Technology Instructors of CAAHEP Programs* in Orlando. Also, Jeff is listed as a contributor/editor for the General Surgical Procedures, Urological Surgical Procedures, and co-contributor editor for Orthopedic Surgical Procedures chapters of the textbook *Surgical Technology for the Surgical Technologists, 5th Edition* which was released by Cengage Publishers in February.
- Coordinator of Protective Services, **Mike Hopper** recently travelled to Austin to participate in Coordinator Training provided by the Texas Commission on Law Enforcement (TCOLE).
- Music instructor **Don Bruns** recently attended the *Texas Music Educators Association Conference* in San Antonio.
- ADN Program Director **Mary Rivard** and Assistant Director **Beth Arnold** recently attended the *Texas Organization for Associate Degree Nursing – Deans & Directors* meeting in Austin. **Dr. Rivard** also attended *Texas Nurse Day* at the Capitol and the *Challenges Ahead for Texas Nurses Symposium* in Dallas this past month.
- Surgical Technology Program Coordinator **Jeff Feix**, who is currently serving as Treasurer for the *Texas State Assembly of the Association of Surgical Technologists*, recently attended the *Texas Council of Perioperative Registered Nurses Annual Meeting* on February 11th in Austin. While there, Jeff participated on a panel discussion of representatives of the perioperative team in an effort to begin a state wide collaborative effort to achieve safe surgical patient outcomes. This resulted in the surgical technologists and nurses agreeing to support the current legislative agenda for both groups and collaborate in the future for safe surgical patient outcomes.
- The **Vernon College Faculty Senate** is sponsoring a drive to collect classroom supplies for *Central Elementary* in Vernon and *Fowler Elementary* in Wichita Falls and are asking all departments at the college to participate in collecting supplies.
- **Annual Performance Reviews of Faculty** are ongoing.
- Work continues on the development of **Summer and Fall class schedules**.

Student Services – Jim Nordone

Title III Student Success Initiatives

- Continued offering customized “Student Success Series,” study skills workshops to different classes, upon request of instructors (to date, met with 6 classes totaling 100 students).
- Beginning to make progress with the Peer Mentoring Program. Currently, 8 peer mentors are working with a total of 50 student mentees.
- Instructors, working in collaboration with Student Success Staff, have provided outreach services to 831 students (unduplicated), who have received “Early Alerts” for various academic inadequacies.
- Implementing 12 faculty mini-grants for the Spring Semester 2017.
- Held three Title III Team Leadership Meetings.

Student Activities Initiatives

- Held successful “Ice Cream Social with the Dean of Student Services,” February 1st (Vernon Campus).
- Held successful “Pop-in and Meet the Dean of Student Services,” February 2nd (Wichita Falls, Century City Center).
- Attended “Community College Day” at the Capitol, February 7th; Students met with Representatives Drew Springer and James Frank, and also with a member of Senator Craig Este’s staff.

- Students participated in “Make Your Own Valentine,” week of February 14th, (Vernon).
- Held “Movie Night” on February 20th.
- Held “Diversity Day,” February 23rd.
- Next Student Government meeting (Vernon), March 2nd @ Noon, Faculty Staff Lounge.
- Planning “Health and Safety Fair”; March 6th (CCC) and March 7th (Vernon).
- Planning “Intramural Night,” March 21st (Vernon), 6:00 – 8:00 p.m. @ The King Center.
- Next Student Forum meeting (Wichita Falls, Century City Center), March 28th @ 12:30 p.m., Conference Room.
- Student Government and Student Forum officers plan to attend the Texas Junior College Student Government Association State Convention, Houston, Texas, March 30th – April 2nd.
- “Annual Art Contest” commenced; now accepting submissions for the contest at Century City Center, Wichita Falls, until March 27th. Voting will take place March 28th – April 25th. Winner to be announced at the Campus Pizza Party.

General Ongoing Initiatives

- Continued planning the 2017 Honors Program. The program will be held at the Wilbarger Auditorium, Thursday, April 20th at 6:30 pm.
- Assisted with five dual enrollment high school visits: Burkburnett, Christ Academy, Henrietta, Iowa Park, and Woodson.
- Completed Annual Performance Reviews.

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Processing Applications for Admissions and mailing applicable status letters.
- Opened Campus Connect on-line registration for our Spring II semester (classes begin March 20).
- 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 (THECB) CBM0E1, CBM00S, CBM008, and CBM002 End of Fall Semester Reports.
- Working on the Texas Higher Education Coordinating Board CBM001, CBM004, CBM00A, and CBM00C Contact Hour Reports.
- Completed and “Locked” the U.S. Department of Education IPEDS Winter Submission Reports.
- Completed work on 2017-2018 Annual Plans.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- 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 requested information through the website.
- Planning and organizing our “Springfest” (recruiting) event at CCC scheduled for April 7, 2017.

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.
- Processing of 2017-2018 Free Applications for Federal Student Aid (FAFSA) and began packaging of eligible applicants.
- Assessment activities completed for the THECB Financial Aid Database and annual independent audit.
- 2017-18 final Annual Action Plans written and submitted.
- Identified additional eligible TEOG students and submitted a request for \$108,947 in reallocated funds.
- State work-study progress report completed and submitted to the THECB.
- HB 1403 Texas Application for State Financial Aid applications processed.
- 2017-18 VC Cost of Attendance calculations completed and submitted to the THECB.
- 2016-17 TEOG funds request submitted and approved by the THECB.
- February Financial Aid Blog created and posted on the VC homepage.
- Loan Science (VC Loan Servicer) introductory email sent to Spring 2017 loan recipients.
- Student Right To Know financial aid statistics completed.

- Recertification for designation as an eligible Title IV participating institution follow up documentation sent to the US Department of Education.
- Processing veteran certifications for Spring 2017.
- Processing Hazlewood awards for Spring 2017.
- Sending email follow-ups to veteran students receiving EARLY ALERTS.
- Debbie Alexander participated in Financial Aid Saturday event with Zavala/Café' Con Leche

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Christie Lehman disbursed \$2.1 Million Dollars in Financial Aid money for the spring semester and is preparing for Spring II registration.
- Everyone is busy testing and training on the new ERP.

Bookstores

- Kimbra Malcomb and Tami Phillips are busy assisting students as always with a smile and a helping hand. Counting books on shelf...boxing and sending books back to publishers. Stocking supplies...dusting and cleaning storage room and front part of store...taking pics for badges and creating badges for the Continuing Ed department students (dental assistant, medical assistant, phlebotomy, CNA) Keeping up with inventory and notifying of what we are preparing to return Spring Textbooks.
- Kim Bateman, Kathy Barfield and Jana Bohannon have been busy completing yearly evaluations

Wichita Falls

- Contractors ran new water supply lines for the new tank-less water heaters for the cosmetology department re-plumbed the entire holding tank system and removed the old boiler system.
- Robert Johnson, Ricky Haley and Jose Nieto serviced the mowers and sharpened blades to get ready for mowing season and cleaned and hauled trash and junk from the hanger at skills.
- Carl Brinkley, Gary Dotson and Chris Horton replaced lighting in the yoga room and other lighting in the gym, dug up the shorted electrical in the front of skills and capped the lines and replaced the pool pump and housing with new one.

Vernon

- Ray Carr and Paul Frommelt did a lot of rearranging in the shop to make better use of space and installed an automotive lift to better facilitate servicing of college vehicles.
- Jim Anthony, Josh Cook, Jake Stringer and Jesse Urquizo have organized the grounds parts inventory to make it more usable.
- Jim and his crew have also been spraying and doing spring prep work as well as new planting to bring some color to the campus.
- Jesse, Jake and Josh have been busy repairing leaks in the irrigation system.
- Ray, Paul and Steven Kajs finished up the athletic dorm laundry room project and Lyle Bonner built a folding table for it.
- Steven installed the new locksets in the athletic dorm to allow the room keys to access the front door. He also installed the knobs so that the big dorm lobby doors can be locked from the inside.

College Effectiveness – Betsy Harkey

- **Data update –**
 - The Student Success Data Facts presented to the **Board of Trustees** in February were reviews of the [Assessment/Report Calendar](#), [General Glossary](#) and [Acronym Project](#). The Board also reviewed the [Spring and Spring I 2017 Count Day Snapshot](#).
 - Data was provided for the Annual President's Report.
 - POISE sorting steps continue to be tested and documented e.g. potential Who's Who candidates and a new sort for Early Alert review. Tasks related to this process are increasing as we prepare for U4SM reporting and dashboards. Contact Betsy Harkey with questions and/or for help to ensure your POISE sorts are documented and checked for correct data.
- In lieu of a February group meeting, the **College Effectiveness Committee** spent time reviewing drafts of the 2017-2018 Annual Action Plan and the 2017-2021 Strategic Plan. The plans will be action items at the March meeting. Committee members are in the process of scheduling deadlines for completion and writing SACSCOC Compliance Certification narratives. Special thanks to all for their diligence.

- The **Student Success Data Committee** met on February 17, 2017. Some of the agenda items included updates/data discussions about Title III (ERP/SIS and Student Success Pathway) and the Inquiry Based Learning QEP.
- Betsy Harkey began duties as a member of a SACSCOC Off-site Reaffirmation Committee review. The process will continue through the end of April.
- Betsy participated in the Texas Association of Institutional Research Annual Meeting.

Institutional Advancement – Michelle Alexander

- Monica Wilkinson reviewed bid packets submitted by 2 marketing firms for services under the USDA Farmer's Market grant. After meeting with the Selection Committee, Crane West was selected to handle the advertising and promotion for the Red River Valley Local Food Expansion Project.
- Monica spoke at the Downtown Wichita Falls Development Strategic Planning Meeting about the Red River Valley Local Food Expansion Project.
- Monica coordinated the collaboration with the Kemp Center for the Arts, Wichita Falls Downtown Development and local producers to plan the "farmers market" room at the Arts Alive Home and Garden Festival, Feb. 25-26, 2017. The room featured thirteen local food producers from the region including live baby goats, angora rabbits with a spinning wheel demonstration, local honey, local cut flowers, local honey, herbalists, coffee roaster, local vegetable producers, local bakers, a farm to table restaurant and two area farmers markets. The room won the "Best Themed" award for the show.
- Callee Serrano is preparing for the Vernon College Foundation On-Line Auction, March 7 – 9. There are many great items to bid on this year.
- Michelle Alexander and Callee attended the Texas Association of Community College Foundations Annual Conference in Austin February 14 - 17. At the Annual Meeting, Michelle completed her two year term as President of TACCF.
- Thanks to Vernon College volunteers who helped staff the College's Booth at the Home and Garden Festival, February 25 and 26: Kathy Barfield, Vicki Bradley, Carl Brinkley, Skyler Charley, Caylee Covey, Nina Feldman, Greg Fowler, Mike Hopper, Xandy Gilmore and some students of the Lab Coat Posse (Science Club), Mark Holcomb, Debra Kennedy, Dr. Donnie Kirk, Julie Lama, Gabriela Nesbitt, Jackie Polk, Amanda Raines, Teri Reese, Renee Ritchie, Holly Scheller, Callee Serrano, Teresa Wallace, and Rachel White.

Marketing – Holly Scheller

- Catalog Editing
- Negotiated Smart Catalog contract
- Began scripting and meeting with everyone on the program videos for Perkins
- Pictures of Baseball and Softball games
- Press Release of Jeff Feix Grant... finally able to submit to media
- Annual Report pieces: Dr. J Letter, Dr. Smith Letter, Instructor Profile, Employee Profile, Honor Roll of Donors and Data Facts all complete.
- Created Ad for NISOD program
- Prof Development – Star Links “Understanding and Communicating with Millennials”
- Worked with Melissa Elliott on Financial Aid Awareness Day

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement

- **Center for Community College Student Engagement (CCSSE):** Surveys have arrived via UPS from The Center. Announcements and scheduling for classroom survey sessions begin the 1st week of March. Surveys will be distributed as per the sample in classes March 27-April 07. View a copy of the 2017 CCSSE survey instrument [here](#).
- **Community College Faculty Survey of Student Engagement (CCFSSE):** Launches April 03, 2017 to all Vernon faculty via VC e-mail from the survey center. Announcements regarding the CCFSSE will commence the 3rd week of March (week after Spring Break). The suggested deadline for survey completion is April 14. View a copy of the 2017 CCFSSE [here](#).
- **Quality Enhancement Resource Inventory (QERI):** For all future reservation/check-out of hardware/software within the QERI, please refer to [Donnie Kirk](#).

- **Technology Committee:** The Technology Committee is no longer chaired by the Director of Quality Enhancement. Chairing of the Technology Committee is now under the direction of the ERP/SIS Coordinator, [Ivy Harris](#).
- **QEP Logic Model:** A working logic model for the upcoming Quality Enhancement Plan (QEP) initiative is in the final stages of production. The QEP Development Task Force will meet on Friday, March 24 for approval of the finalized model.
- **National Institute for Staff and Organizational Development (NISOD):** Calls for attendees begin in March. First dibs for attendance goes to 2016 Dr. William Leroy Estes Excellence and Innovation Award winners which include Jeff Feix, Roxie Hill, and Jason Scheller. Registration for NISOD is in April 2017. See NISOD conference details [here](#).

Professional Development

- **Professional Development (PD) Calendar:** A term inclusive, or global, PD calendar is now being implemented. The calendar will be updated weekly/biweekly with instructional/non-instructional sessions most closely aligned with assessment objectives, technology training, new system training, intrusive advising initiatives, community service opportunities, as well as online training via Starlink™ and SafeColleges™. Please send suggestions/requests for PD event calendar postings to [Donnie Kirk](#). See the current Spring 2017 Professional Development Calendar [here](#).
- **Wichita Falls Chamber of Commerce PD Event:** On Thursday, March 02, Vernon College staff including Debbie Alexander, Kim Bateman, Criquett Lehman, and Amanda Raines attended a Chamber event entitled "How to Supervise People and Lead a Team." The event featured best-selling author and speaker [Glenn Shepard](#).

Human Resources – Haven David

- Personnel for March:
Lailani Maile – Head Volleyball Coach
- Deep in Dynamics GP/Greenshades conversion.

ERP/SIS – Ivy Harris

- Data conversion for Dynamics GP has been completed.
- The test environment has been built and is completed. The business office and human resources have been verifying the test environment for continual manipulation.
- The leave management extension program has been installed. The system has been configured for use within the live 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 has begun with the first capture of data submitted for review.
- Training sessions for the March 1, 2017 go-live date began during the week of January 23rd. A total of 56 training sessions were conducted during the month of February for the Dynamics GP system.
- The ERP/SIS Coordinator completed the training manual to be used by all employees for the March 1st go-live. The manual was sent to all employees on February 24th.
- The ERP/SIS Coordinator completed the training videos for the Dynamics GP and Reqllogic systems for use by all employees.

DRJ Comments –

- I appreciate all of the effort to keep the wheels of progress turning at Vernon College this semester. Enjoy the upcoming spring break. Come back ready for a busy end of the semester. I encourage you to attend as many student events as possible.
- Please contact me with any input or questions at:
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 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060