

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

- All initial 2017-2018 budget requests were turned in by April 1. The administrative team worked hard to prepare the first draft of the budget. It appears, at this time, that state appropriations for the next biennium will decrease approximately \$200,000 each year. We are taking a very conservative approach to estimated tuition and fee revenue and expect there will be increases in health insurance cost of approximately \$100,000. The 1.5% step increase in salary schedules will impact the budget approximately \$150,000. Expenses exceed revenue in draft 1 of the 2017-2018 budget by over \$500,000 so there are still numerous decisions to be made over the next few months to balance the budget.
- The board of trustees approved the updated Strategic Plan and the Annual Action Plan as well as the Concealed Carry on Campus policy. All are available on the Vernon College website.
- There has been considerable discussion regarding enhancing police/security/safety at Vernon College locations. The proposal includes increasing licensed police officer positions as well as hiring security personnel as college employees to be trained and supervised by Vernon College personnel. This should enhance scheduling of positions at various locations and ensure consistency of training and understanding of job duties and functions.
- As the semester nears end, several sports teams have concluded their seasons. Hunter Koch (Vernon resident) and Blake Glenn (Walters, OK) qualified for the College National Finals Rodeo in team roping. Chad Smith was voted Rodeo Coach of the Year in the Southwest Region. The softball team and the baseball team have completed their seasons. The softball team made a strong run to qualify for the regional tournament, but came up a couple of wins short. LaShaunda Spurgeon has been named the Vernon College head volleyball coach.

Instruction – Dr. Gary Don Harkey

- Faculty are currently assisting students with the development of their summer and fall class schedules via the **Course Schedule Advisor** process.
- Development of the 2016-2017 budget continues.
- Congratulations to HVAC Instructor **Scott McClure** on the recent reaccreditation of the HVAC program by the *Partnership for Air-Conditioning, Heating, and Refrigeration Accreditation* (PAHRA). The Vernon College program met the standards for instruction, curriculum, students, and faculty as set forth by the accrediting body which visited the program on-site in January.
- Kudos to Director **Jack Williams** and the **VC Theatre Ensemble** for their outstanding spring production of "*Murder at the Prop Table*" which ran April 27 – 29. The fast-paced comedy kept the audience on the edge of their seats and was thoroughly enjoyed by all!
- Thanks to all the faculty who nominated students and congratulations to all the student honorees (over 70) who were honored at the annual **Vernon College Honors Convocation**, held April 20th at the Wilbarger memorial Auditorium in Vernon. Students of the Year included **Teri Thompson** (CCC), **Juan Trejo** (STC), and **Kaylee Smith** (Vernon).
- Approximately 40 new members joined the ranks of the **VC Omega Kappa Chapter of Phi Theta Kappa** - the international honor society for students at 2 year colleges. An induction ceremony was held April 27th at the Century City Center and was well attended. Thanks to **Jason Scheller**, **Marissa Underhill**, and **Amanda Raines** who serve as chapter sponsors.
- Approximately 265 high school juniors and seniors from the VC 12-county service area attended the **Vernon College SpringFest** held April 7 at the Century City Center. Thanks to the many VC instructors who assisted with the event and congratulations to the Surgical Technology program who was voted "Best Booth".
- Congratulations to Instructional Services Administrative Assistant **Michelle Downes** on her recent graduation from the *Leadership Vernon* class of 2017!

- Dean of Instructional Services **Gary Don Harkey** and Early College Start Coordinator **Melissa Moore** recently attended the annual spring meeting of the *Region 2 Higher Education Regional Council (HERC)* which was held this year on the campus of Ranger College in Ranger.
- **Shana Drury** and **Mark Holcomb** recently attended the *Texas Association of College Technical Educators (TACTE)* Conference in Austin. While there, Shana was elected to a two (2) year term as **President of TACTE**. Congratulations Shana!
- **Agriculture/Farm and Ranch Management** students, under the direction of Instructor **Michael Schoppa** and assisted by Rodeo Coach **Chad Smith**, had a busy April as they assisted with hosting both the *District 3 4-H Horse Judging Contest* on April 4th and the *District 3 4-H Livestock Judging Contest* on April 20th. Both events were held at the Wilbarger County Event Center with over 120 area 4-H'ers participating in the events.
- Continuing Education Director **Nina Feldman** recently attended the *Annual Conference of the Texas Association of Continuing Education (TACE)* in Austin.
- Associate Degree Nursing Director **Mary Rivard** attended the *Texas Team Conference* held April 26-28 in Lubbock. The conference brought together Texas educational institutions, healthcare institutions, and the public to address current issues and improve healthcare.
- **Christi Knight** (Health Careers Instructor at Iowa Park HS) recently attended the state competition for *Skills USA* in Corpus Christi with her students. **Ashley Lucas** won 1st place in nurse assisting and **Christina Morgan** placed 2nd in Basic Health Care. Ashley will advance to the *Skills USA National competition* in Louisville, KY June 18-23. Congratulations!
- On April 10th, the first *Coffee with a Cop* was held at CCC. The **Vernon College Police Academy** reached about 60 students and 15 staff and employees in an effort to raise awareness of the Police Academy!
- The *Program & Discipline Evaluation Subcommittees* have completed their review and assessment of the 2016-17 scheduled programs and disciplines and will bring their recommendations forth to the Academic Council on May 5. Thanks to program subcommittee members **Mark Holcomb** (Chair), **Clara Garza**, **Scott McClure**, and **Arwyna Randall – Gay** as well as to discipline subcommittee members **Greg Fowler** (Chair), **Kristin Harris**, **Michael Schoppa**, and **Jack Williams** for all their efforts.
- Continuing Education personnel **Nina Feldman** and **Tina Baker** recently attended the Continuing Education Training Institute in San Antonio.
- PASS Department Director **Deana Lehman** recently attended the *Texas Association on Higher Education and Disabilities (AHEAD) Annual Conference* in San Angelo.
- Director of Library Services **Marian Grona** and CCC Librarian **Stephen Stafford** recently attended the *Texas Library Association Annual Conference* in San Antonio.
- LVN Instructors **Pam Rotz** and **Zela Haney** recently attended the *Leardal Spring Simulation User Network Conference* in San Diego, CA. Funds for the professional development activity were provided by the Carl Perkins grant.
- The **Surgical Technology Student Association** held their *Annual Garage Sale* on Saturday, April 8th and netted over \$1800 to help defray expenses associated with their travel to the National Conference in June. Additionally, they raised another \$205 through their Chipotles Fundraiser which was held on April 11th from 5:00 to 9:00 pm with the STSA receiving 50% of all sales when the customer mentioned Vernon College. Thanks to all who supported their fundraising efforts!
- EMS Program Coordinator **Paul Vogt** recently attended the *Texas EMS Educators Summit* in Galveston.
- **Seymour LVN students** along with LVN Instructor **Casey Kolacek**, LVN Program Director **Sherrie Denham** and volunteer **Trudy McMorris** recently attended the *Baylor County Ag Appreciation Day*. The students took blood pressures and had a bake sale to help defray the costs of their trip to the autopsy in Lubbock. They raised \$455.87!
- Pharmacy Technician Program Coordinator **Katrina Brasuell** recently participated in a *Consortium Leadership and Renewal Academy (CLARA)* workshop at Weatherford College.
- Communications Division Chair and English Instructor **Joe Johnston** recently attended the *Annual Developmental Education Regional Forum* hosted by the North Texas Community College Consortium (NTCCC) at Mountain View College in Dallas. Keynote speakers included *Suzanne Morales-Vale*, THECB Director of Developmental and Adult Education and *Anson Green*, Texas Workforce Commission Director for Adult Education and Literacy.
- Program Coordinator of Protective Services **Mike Hopper** recently attended a “Train the Trainer” *Training for a Bomb Making Awareness Program* in Anniston, AL sponsored by the Federal Emergency Management Agency

- (FEMA) and the Department of Homeland Security. Vernon College will be one of the four colleges in Texas who will be making this training available to Texas Peace Officers. Additionally Mike also attended *ALICE (Alert, Lockdown, Inform, Counter, and Evacuate)* training and will be able to make this training available to local peace officers and citizens.
- On Friday, April 12, **Surgical Technology Students** and Program Coordinator **Jeff Feix** were invited to attend and participate in a *Cadaver Lab at United Regional*. Local surgeons provided instruction in human anatomy and a full hands-on experience for the students. The lab was reserved by United Regional for the Surgical Technology students with time afforded for questions from the students. The students expressed appreciation for the incredible learning opportunity.
- Pharmacy Technician Program Coordinator **Katrina Brasuell** recently attended the *Texas Society of Health System Pharmacists Conference* in Galveston.
- The annual *4-H Robotics competition* was hosted by Vernon College at the **Skills Training Center** on April 22nd. This competition was divided into 2 categories (Junior and Senior competitors) with 18 teams and over 100 students competing to earn a spot in the regional competition. STC Instructor **Sharon Wallace** served as judge for the competition while **Mark Holcomb** assisted with the coordination of the events.
- VC **Culinary students** recently participated in the *United Way Chili Cook-off* and took 3rd place with their peach cobbler. Culinary students also submitted vegetable recipes to the *Farmers Market*, showcasing the spring vegetables that will be available when the market opens. One of their recipes will be available on a printed recipe card at the Farmers Market in Wichita Falls and in Vernon.
- **Gary Don Harkey** (assisted by Betsy Harkey) delivered Meals on Wheels on behalf of Instructional Services for the month of April.

Student Services – Jim Nordone

Title III Student Success Initiatives

- Continued advertising faculty mini-grants for the Fall Semester 2017.
- Held two Title III Team Leadership Meetings.
- The Course Schedule Advising guide has been updated for 2017-18. CSA's participated in a training on April 21.
- Held Student Success Pathway Taskforce Committee Meeting (April 28).
- Held Title III Oversight Committee Meeting (Electronic) (April 28).
- Student Success Pathway Task Force used the Completion by Design Guided Pathways diagram as a guide to report best practices, barriers and proposed improvements in each department.
- Student Success is conducting qualitative assessments of its programs such as Student Success Series, Academic Coaching, STEPS and Peer Mentor.
- Student Success will be working on end of semester data (e.g., GPA, full-time enrollment, retention, completion) to be used to report on Title III objectives for grant year two.

Student Activities Initiatives and Housing

- Conducted Severe Weather Drill (April 5)
- Assisted with GenTx Day (April 7)
- Held Student Game, "Cops and Robbers" (April 10)
- Held Easter Egg Hunt (April 11)
- Conducted Health and Safety Inspections (April 13)
- Assisted with Honors Night (April 20)
- Held Student Forum Meeting (April 25)
- Held Student Forum Meeting (April 25)
- Held "Boy's Night," (April 30)

General Ongoing Initiatives

- Held Student Services Leadership Council, (April 10 - CCC).
- Held Successful Honors Program (April 20).
- Continued with updating of Emergency Preparedness flipcharts.
- High Schools Visited: WF Rider, Wichita Falls, Petrolia, Crowell, Northside, Vernon.
- Completed Vernon College Catalog Edits.
- Began Reviewing Vernon College Student Handbook.

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- 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.
- Completed U.S. Department of Education IPEDS Spring Submission Reports.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Reviewing initial degree audits on students applying for May graduation and sending correspondence.
- Prepare Graduation Program for May commencement ceremony.
- Opened Campus Connect (online registration) for students with 30 or more credit hours for both Summer and Fall 2017 semesters.
- Working on 2015-2016 Gainful Employment disclosure reporting.
- Completed our sections of both Summer and Fall 2017 Advising and Registration Guides.
- Setup courses in POISE for both Summer and Fall 2017 semesters prior in online registration.
- Submitted General Catalog changes for 2017-2018.
- 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.
- “Springfest” event held at CCC on April 7, 2017 had nearly 300 students with school sponsors in attendance.
- Participating in Senior Send Off Celebrations for both WFISD and Region 9.

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 packaging of eligible applicants.
- Federally mandated institutional consumer information updated.
- Consumer information letter updated.
- End of semester reminder email sent to all currently enrolled students that are on financial aid suspension.
- Federally mandated Net Price Calculator awards updated.
- Held first ever Financial Aid Awareness Day at the Vernon and Century Center locations.
- Monitored federal and state work-study allocations.
- IPEDS and 17-18 cost of education assessment activities written and submitted.
- April financial aid blog written and posted.
- 2017-18 TASFA applications processed.
- Participated in the District 3 4-H Rounup.
- Sending email follow-ups to veteran students receiving EARLY ALERTS.
- Jeanne Ballard and Karla Wooten delivered Meals on Wheels.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Shelly Mason and Margaret Tubbs helped the employee forum with honors convocation.
- Rhonda Knox and Kim Bateman delivered Meals on Wheels.
- The entire office worked feverishly on the new system to keep everything running as we learn.
- The Vernon College Community Interaction Committee hosted Softball and Baseball Game Days with free popcorn and drinks on Saturday, April 8 and the Easter Eggstravaganza on Thursday, April 13
- Margaret Tubbs and Christie Lehman had a Business Office booth at Spring Fest on April 7th
- Summer and Fall billing information and fee changes were updated for the opening of the registration period.

Bookstores

- Both stores are busy sending books back and processing new books in for the summer semester. Assisting students with their graduation needs as well as their everyday college needs. Stocking shelves, organizing and cleaning.

- Finishing up Spring book returns, entering Fall Textbook adoptions, receiving and pricing new merchandise purchased for upcoming Fall semester and returning Spring Textbooks

Wichita Falls

- Weekly mowing and landscape work at CCC and Skills.
- Removed and replaced dead shrubs in front flower beds at CCC.
- Replaced the sprinkler control box that lighting knocked out and reprogrammed the system.
- Repaired three broken sprinkler lines and replaced several heads.
- Repaired two backflow preventers and did the city inspections on all valves.
- Removed a wall mounted toilet in the lady's locker room in the gym and replaced a 3 in. nipple that was leaking inside the wall.
- Repaired electrical outlets at Skills.

Vernon

- Jim Anthony and his crew have been spraying weeds, working flower beds and mowing.
- Ray Carr and Paul Frommelt repaired a leak in the auditorium HVAC unit, repaired a faulty fire alarm in the gym and made repairs to the Energy Management System in the Osborne Bldg.
- Lyle Bonner built an enclosure for the pool's acid barrel.
- Ray had the wheat cut and baled and has serviced several vehicles.
- Sought bids and accepted one to replace the pool heater. Target for completion is mid-May.
- Making arrangements with contractors to do painting and refurbishing in several areas during the summer break.
- Completed the annual fire alarm inspection.
- Joey Lama and his crew have been setting up and taking down for various activities as the year ends.

College Effectiveness – Betsy Harkey

- **Data update** – The Student Success Data Fact presented to the **Board of Trustees** in April was the [Percent of 12 County Service Area High School Graduates who go to College](#) (Enrolled in Texas Public or Independent Higher Education).
- The Board of Trustees approved the [2017-2021 Strategic Plan](#) and the [2017-2018 Annual Action Plan](#) during their April meeting. Thank you to the College Effectiveness Committee for your diligence in developing these plans.
- The **College Effectiveness Committee** met on April 28, 2017. Agenda action items included updates by Student Success Pathway, ERP/SIS, and Quality Enhancement Plan. The SACSCOC Compliance Certification Report process was also discussed.
- The **Student Success Data Committee** April meeting was moved to an April/May electronic meeting. The agenda will include a report of the timeline for updating Key Performance Indicators of Accountability and related benchmarks.
- The **SACSCOC** Compliance Certification Report process continues with writing the final narratives for each standard.
- Betsy Harkey participated in an SACSCOC Off-site Reaffirmation Review. Gary Don and Betsy delivered Meals on Wheels in April.

Institutional Advancement – Michelle Alexander

- Callee Serrano and Michelle Alexander attended the Title III mini grant showcase
- The Scholarship Banquet was held on April 25 and was a great success. Thanks to all who assisted with the event.
- Callee delivered meals on wheels and helped serve lunch to the family of Bob Bolton.
- 2017-2018 Vernon College/Vernon College Foundation Scholarship offers are being sent out
- Michelle worked with a donor to establish a new scholarship fund
- Monica Wilkinson, RRVLFEF (USDA Grant) Project Coordinator:
 - Planned April 1, 2017 'Salad Days' at the WF Downtown Farmers Market. Three salads were served: roasted beet and greens, spinach strawberry, and citrus kale. The event had a wonderful turnout and was a lot of fun. Vendors saw a large increase in sales for the day.

- Planned April 15, 2017 ‘Easter Market’ at the WF Downtown Farmers Market featuring live bunnies from Tarah Nyberg for ‘bunny therapy’ and photos, hot cross buns, fresh asparagus, spring onions and local strawberries.
- Attended training seminar for the Senior and WIC Nutrition voucher programs administered by the Wichita Falls Area Food Bank to be redeemed at area farmers markets.
- Farm tours of Young Orchard’s strawberry patch, Morath Orchard in Charlie, TX, Morath Vegetables in Scotland, TX, and gardens at FoxHill.
- Met with local chefs Patrick Street and Benjimen Barker.
- Bi-weekly meetings with Crane-West on project advertising campaigns.
- Presented project overview to the Vernon College Foundation board
- Completed recipe selection and photography for first recipe card

Marketing – Holly Scheller

- Worked on video production and scripts for six program recruitment videos.
- Helped with Springfest
- Attended and took pictures of the community Easter Bunny visit
- Presented at the Foundation Board Meeting
- Took pictures of Honors Night Award recipients
- Attended and photographed the Scholarship Banquet and PTK induction
- Promoted Financial Aid Awareness Day
- Press Released the Salad Day promotion as well as the Summer Market hours
- Press Released the Head Coach change in Volleyball
- Attended the Zavala Banquet
- Photographed the Pink Out game
- Catalog Edit

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **CCSSE.** The Community College Survey of Student Engagement (CCSSE) was completed by students in selected courses March 27-April 07. Surveys were collectively return to the Center for Community College Engagement on April 19. Survey results should be available by July 31.
- **CCFSSE.** The Community College Faculty Survey of Student Engagement (CCFSSE) launched from the Center via e-mail to 100 selected faculty on April 03. The deadline for survey completion is May 10, 2017. As of 4-27-2017, the survey has a 69% completion rate. 100% completion is expected.
- **QEP Logic Model:** The QEP-IBL Logic Model was approved by the QEP Task Force on March 24 and by the QEP Planning Committee on April 21.

Professional Development Update

- **End-of-term PD/Technology Survey.** A PD survey will be disseminated at the end of the Spring 2017 term to all faculty and staff assessing perceptions of prior training applications and determining interest in future types of training. The survey will also gauge usage of technology application in both office and classroom contexts. The “End-of-term PD/Technology Survey” will launch via e-mail invitation by May 03.
- **Fall 2017 PD Calendar Building.** In order to provide a complete range of professional development opportunities for VC staff and faculty, a comprehensive PD calendar is in the works for a Fall 2017 launch. Events fall into two categories (instructional and non-instructional) and will be offered in a variety of formats (face-to-face, online, recorded, etc.). Projected PD event opportunities include:

Instructional	Non-instructional
Assessment Related	New System Procedures
Instructional Technology Applications	Office/Administrative Technology Applications
Online Teaching/Learning Initiatives	Communication Related (Conflict, Diversity, Teamwork)
Student Success/KPIAs	Advising (CSA) related
Faculty Research Roundtable	Compliance training

Human Resources – Haven David

- Personnel:
Interviewed for Psychology Instructor CCC. Re-posting Classified II, Administrative Assistant Institutional Effectiveness/SACSCOC
- IPEDS Report complete.
- Still working through some “kinks” in ERP system.

ERP/SIS – Ivy Harris

- The Dynamics GP/ReqLogic/Greenshades go-live date was successfully completed on March 1, 2017. The initial set-ups are continuing to be refined and adjusted according to departmental needs.
- All full-time, part-time, and adjunct faculty, staff, and administration were trained on the new systems in either a live group training session, one on one training session, or an online training.
- U4SM is continuing to configure the base product for Vernon College’s specific needs.
- Data conversion for U4SM has begun with the first capture of data submitted for review.
- Data is currently being captured from Poise and translated into Excel. Once the data is captured, the data will be scrubbed for inconsistencies and errors. The data will then be validated against the Poise database to ensure accuracy.
- The ERP/SIS Coordinator continued to record training videos for the Dynamics GP and Reqlogic systems for use by all employees.

DRJ Comments –

- I sincerely appreciate everyone’s time, energy, and effort to ensure that Vernon College continues to meet the needs of our students, communities, and employees. Please take some time this summer to rest, refresh, reflect, and prepare for another great year of service.
- Summer hours-- Vernon College summer hours for **2017** will begin on Monday, May 15 and continue through Thursday July 27 working Monday through Thursday 8:00 am to 5:30 pm. The regular Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 noon schedule will begin on Monday, July 31, 2017. Deans will provide leadership for developing flex schedules to keep offices open until 6:00 pm beginning Monday, July 31.
- Please contact me with any input or questions at:
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