

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, President

- The Vernon College Board of Trustees conducted a very informative and productive retreat on July 10. Topics included:
 - Review items from Board Self-Reflection survey
 - Board policy – DRJ
 - Participation in National Associations/Conferences – DRJ
 - Student Success—Criquett Lehman, Dr. Nordone
 - Guided Pathways—Dr. Crandall
 - Vernon College enrollment data Fall 2009 thru Spring 2019 –Betsy Harkey
 - THECB Financial Conditions Analysis—Garry David
 - Revenue/expense by location review—DRJ/DRJ
 - Facilities—Garry David/DRJ
 - Role of the board in planning and goal setting—Betsy Harkey
 - Tour of VC Nursing Simulation Lab—Dr. Crandall/Dr. Rivard
- There has been significant progress to develop a steering committee to support the branch campus maintenance tax for Vernon College in Wichita County initiative. The initial step in the process is a letter of application/request to the Texas Higher Education Board. The Vernon College Board of Trustees approved the application/request to the Texas Higher Education Coordinating Board (THECB) from Vernon College and the Wichita County Branch Campus Maintenance Tax (WCBCMT) steering committee for approval:
 - To hold an election to levy a branch campus maintenance tax in Wichita County to support Vernon College operations (Texas Education Code 130.087)
 - To establish a branch campus in Wichita County (Texas Education Code 130.003 (e) and 130.086)
- The Branch Campus Maintenance Tax (BCMT) steering committee, comprised of Wichita County residents, and members of the administrative team have worked diligently for the past two months to develop the BCMT self-study/feasibility study to submit to the THECB. The BCMT steering committee will review the document on August 5 prior to submission. THECB should consider the request and self-study/feasibility study at the October 24 meeting. If approved, the request would go the Wichita County Commissioner’s Court for consideration to place on a ballot.
- The 2019-2020 budget has undergone tremendous scrutiny the past several months. Draft 4 is a balanced budget based on state revenue, tuition/fee revenue, and tax revenue based on the effective rate. The budget includes a very conservative estimate of tuition and fee revenue based on the 18-19 actual enrollment numbers. The budget includes a 1.5% salary schedule step increase plus an additional 1.5% salary increase for a total 3.0% increase in employee compensation. The total budget decreased approximately \$1 million in reflection of the outsourcing of the bookstore operations. After reductions and reallocations, the unrestricted portion of the budget increased approximately \$300,000 primarily due to:
 - 3% total salary increase for employees—approximately \$290,000
 - Increase management tools for Cyber-Security and Disaster Recovery—approximately \$45,000
 - The draft 4 of the proposed budget totals \$21,333,894
 - The Vernon College Board of Trustees will approve the 2019-2020 budget and the 2019 tax rate at the August 14 board meeting.
- The Vernon College Leadership Academy will be offered again this fall. There is an increasing call for community college leaders to do more to develop future community college leaders. The need and the encouragement to develop programs is well documented in literature. The academy is designed as a 12-hour program of leadership training geared to community college needs. This will be the fifth offering of the academy. The class meets for 6 Fridays from 1:00 pm to 3:00 pm alternating between the Vernon campus and CCC. The course is supplemented in Canvas. It will be a very thorough 12 hours.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- Vernon College Century City Center partnered with TWC to host the 2019 Christmas in July Job Fair on Thursday July 25th. There were 97 employers in attendance with 468 job seekers. All employers that attended were asked to bring non-perishable food items as a donation for the Wichita Falls Area Food Bank, we were able to donate 486 pounds of food.
- **Katrina Gundling** attended the Pharmacy Technician Educator Council’s annual meeting in San Antonio, Texas on July 9th to July 12th.
- **Ruth Rascon** attended HIM AOE AHIMA in Atlanta Georgia from July 26th to August 1st. To learn strategies to effectively teach online courses and emerging healthcare topics. Research presentations to enhance approaches to teaching and improve student outcomes. Workforce engagement strategies to align curriculum with the needs of the healthcare industry and session for CAHIIM accreditation preparation.
- **Michael Schoppa** attended the Professional Improvement Conference for Ag Teachers in Corpus Christi, Texas on July 28th to August 2nd.
- **Michelle Downes** delivered Meals on Wheels for Instructional Services on July 10th.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Title III Grant funding approved by Department OF Education for Grant Year 5 (final year).
 - Interviewed Peer Mentor applicants; selected 13 Peer Mentors for the Fall 2019 semester.
 - Chap Express Workshops scheduled for the first two weeks of Fall Semester 2019; an online Chap Express option is also available in Canvas.
 - Accepting applications for Faculty Mini-Grants for Fall Semester 2019.
- **Student Activities/Housing/Student Government Initiatives**
 - Student Government Association Meetings: (7/8 & 7/22 – Century City Center).
 - Finished preparing dormitory rooms for July Catholic Summer Youth Retreat.
- **Career Services Initiatives**
 - National Society of Leadership and Success Trainer Orientation (7/1).
 - Met with Deborah Boland regarding North Texas State Hospital Job Fair (7/2).
 - Conducted Career Counseling Appointments (7/3).
 - Met with North Texas State Hospital staff regarding Job Fair (7/8).
 - Attended New Student Orientation to present Career Services exploration (Vernon) (7/9).
 - Attended New Student Orientation to present Career Services exploration – Century City Center (7/10).
 - West Central Texas Career Consortium Meeting at Abilene Christian University (7/11).
 - Met with North Texas State Hospital staff regarding Job Fair (7/15).
 - Conducted Career Counseling Appointment(s) (4) (7/16).
 - Resume Building and Interview Skills Presentations to Cosmetology Department-Vernon & Century City Campus (7/17).
 - Athletic Advising (7/18).
 - Attended meeting for Catholic Retreat (7/18).
 - Attended meeting with Jesse Heuszel, representing Texas Prison System (7/22).
 - Preparations for Texas Workforce Commission Job Fair (7-22).
 - Attended New Student Orientation to present Career Services exploration at Century City Center (7/22).
 - Preparations for Texas Workforce Commission Job Fair (7/24).
 - Finalize and submit Institutional Effectiveness Plan (7/24).
 - “Christmas in July” Texas Workforce Solutions Job Fair (7/24):
 - 97 employers attended
 - 468 jobseekers attended
 - 486 pounds of food donated to Wichita Falls Area Food Bank
 - Build Career Services page for Vernon College website (7-31).
 - Build Career Services video for Chap Express (7/31).
- **General Student Services Initiatives**
 - Continued with “Advising on Demand.”
 - Held second Athletic Advising Day for Fall 2019 semester (7/18).
 - Conducted New Student Orientations at Century City Center location: 7/1, 7/10, 7/16, and 7/23.

- Hosted successful Catholic Rebirth Retreat (July 22 – July 28).
- Conducted New Student Orientations at Vernon campus: 7/9, 7/24.
- Jackie Polk attended the African American Coalition meeting at the Wichita Falls YMCA (7/23).
- Held meeting for all Vernon College Counselors (7/31).
- Hired Police Officer Mike Little for second shift coverage at Century City Center.
- Emergency telephones, AEDS, and Fire Alarms have been checked and tested for all Vernon College locations.
- Participated in College Effectiveness Committee meeting (7/31).
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Priority VA and Dual Credit Onsite Registration was held in Vernon & Wichita Falls.
 - Assisted multiple athletes during Athletic Advising Day.
 - Campus Connect (online registration) remains open for students registering for Fall 2019.
 - Finalized 2018-2019 Institutional Effectiveness Plans and submitted 2019-2020 Institutional Effectiveness Plans.
 - Successful submission of the Texas Workforce Commissions WIOA Eligible Training Provider Report.
 - Continued processing applications for admissions, as well as the mailing of applicable admissions' status letters.
 - Conducting an e-mail campaign targeting students who have applied for Fall 2019, but have not yet enrolled and registered.
 - Scheduling Fall 2019 Recruitment Activities (college fairs, on-campus & community events, etc.).
 - Processing degree audits for August 2019 graduates/completers.
 - Continuing to process and submit enrollment certifications for Fall 2019 to the VA for eligible students.
 - Continuing to process Hazlewood awards for Fall 2019 for eligible students.
 - Assisted with the Texas Veterans Commission Job Fair.
 - Rachel White, Marco Torres, and Dr. Nordone attended the 2019 ACT Enrollment Management Summit.
 - Debbie Alexander attended the 2019 Western Association of Veterans Education Specialists conference.
- **Financial Aid Initiatives**
 - Continued with the submission of Pell, Direct Loan, and Title IV program disbursements to the Department of Education for allocation purposes.
 - Continued with the processing of 2018 - 2019 and 2019 - 2020 Free Application for Federal Student Aid (FAFSA).
 - Closed-out 2017-2018 Federal Direct Loan program.
 - Validated 2018-2019 Financial Aid Database Report 2.
 - July Financial Aid Blog written and posted.
 - Text and email alerts sent to financial aid applicants for 2019-2020.
 - Institutional Effectiveness Plan submitted for 2019-2020.
 - Awarded Texas Educational Opportunity Grant for 2019-2020.

Finance/Administrative Services/Physical Plant – Garry David, Vice President

- **Business Offices**
 - Shelly Mason and Margaret Kincaid delivered Meals on Wheels.
 - Mindi Flynn attended a Federal Grants Management workshop in Waco.
- **Bookstores**
 - Bookstore operations have been transferred to Texas Book Company.
- **Facilities**
 - Wichita Falls
 - Weekly mowing and landscaping at CCC and STC.
 - Repaired lights at STC and CCC and changed filters on RTU at CCC and STC.
 - Replaced sprinkler heads at CCC and repaired the sloan valve on two toilets.
 - Remodeling the storage room for lab in 204.
 - Repaired the hydraulic freight lift and 3 RTU's at CCC.
 - Painting the floor of the machine lab at STC.
 - Vernon
 - Ray Carr and Paul Frommelt modified the indoor batting cage, hung new nets, retrofitted LED lights and replaced broken lights.
 - Ray, Paul and Steven Kajs replaced a compressor on the administration building.
 - Ray serviced and repaired the Rodeo feed truck and serviced two vans.
 - Jimmy Dennis mowed the entrance to the rodeo farm, Lyle did some shredding.
 - The gym, library restrooms were painted.

- The restroom building, press box doors and stairs were painted at Softball.
- Hay was cut and baled.
- Ceilings are being replaced in labs 304, 305 and 307.

College Effectiveness – Betsy Harkey

- **SACSCOC –Substantive Changes**
 - Approved through Vernon College process and waiting on SACSCOC response:
 - ✓ Paramedic Program Certificate reactivation
 - ✓ Wichita Falls ISD Career Education Center as a dual credit site offering 25-49% of a program
 - ✓ Closure of Administrative Office Technology program
 - ✓ Barber, Level 1 Certificate
 - ✓ Dental Assisting, Level 1 Certificate
 - ✓ Medical Assisting, Level 1 Certificate
 - More SACSCOC information...believe it or not, it is time to begin planning for the next SACSCOC Fifth-Year Interim Report. The timeline and responsibility matrix was shared with the College Effectiveness Committee during their July 31, 2019 meeting. The goal is to continue with the established process so when it is time to write the document and provide evidence/artifacts, all necessary information and policies are in place.
- **Data Update –**
 - The [Licensure/Certification](#) and [Financial Aid](#) Key Performance Indicators of Accountability are updated and available on the Vernon College website. July was another busy month for data including ten years of enrollment history.
- The **College Effectiveness Committee** met on July 31, 2019. Primary agenda items included review and approval of the [2019-2020 Annual Planning Calendar](#). The calendar will be shared with the Board of Trustees as a review item on August 14, 2019. The Committee also review and approved the 2019-2020 Institutional Effectiveness Plans. This document will be an action item at the August Board meeting.

Institutional Advancement – Michelle Alexander

- Callee Serrano Delivered meals on wheels
- Callee attended the Raiser's Edge *Data Segmentation with Query* webinar.
- Old giving records continue to be scanned into Raiser's Edge NXT
- The Wichita Falls Fall 2019 Long Table event confirmed with Chef Erik Scott with The Highlander Public House is scheduled for Monday, August 26th at 6pm at the Wichita Falls Farmers' Market Pavilion
- Summer programming and family events at the Wichita Falls Farmers' Market are in full swing. Family programs are every Tuesday and Thursday at the market at 11am.
- Peach Day at the Wichita Falls Farmers' Market was July 6th. Attendance numbers were high with over 3,000 there due to the bountiful local peach crop this year.
- July 13th Vernon Peach Day was also very well attended.
- WIC and Sr. Nutrition voucher and Veggie Rx programs are in full swing for the summer and going well.
- The July 27th Wichita Falls Watermelon Fest was very well attended. Free watermelon slices were given out to several thousand in attendance.

Marketing – Holly Scheller

- Marketing switch to target potential students who already have their FAFSA filled out but need a more affordable choice.
- Highlight the quality of our education in advertising
- The redesign of the website continues to run through the Taskforce, the homepage is completed, the landing pages at about 50% completed.
- Met with Coach Barberee to discuss increased media attention on the upcoming season. Making changes to the athletics site and social media.
- Working on the upcoming Presidents Report to be released in the fall.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement**
 - **QEP Executive Summary Posting.** With the receipt of the accreditation reaffirmation confirmation, Dr. John Hardt requested that the QEP Director submit a one-page QEP executive summary for posting to the [SACSCOC website](#) as a resource for other institutions undergoing the reaffirmation process. QEP Director Donnie Kirk submitted the requested executive summary to Dr. Hardt via Betsy Harkey in July 2019.
 - **IBL-QEP 101 Leadership Training.** With the receipt of the accreditation reaffirmation confirmation, implementation of the “Success through Inquiry” QEP initiative finally launches in Fall 2019! To prepare for the launch, members of the instructional leadership team piloted the IBL-QEP 101 course—the “Success through Inquiry” Faculty Development course. Enrollees include Dr. Elizabeth Crandall, Joe Johnston, Greg Fowler, Paula Whitman, Mark Holcomb, and Mary Rivard. Successful completers will have an inquiry-based learning implementation plan (IBLIP) ready to apply in their Fall 2019 courses. With the completion of their training, this group will be ready to mentor and assist faculty in QEP implementation efforts 2019-2024. Course facilitators are Dr. Brad Beauchamp, Dr. Donnie Kirk, and Roxie Hill.
 - **QEP Institutional Effectiveness Planning Documents.** Year-end QEP related Institutional Effectiveness Planning documents were submitted for review and approval in July 2019. The documents included the 2018-2019 QEP IED summary as well as the 2019-2020 QEP IEP Plan.
 - **SENSE Fall 2019 Update.** The [Survey of Entering Student Engagement](#) (SENSE) will be administered in select “first-year” courses between September 16-26 during the Fall 2019 term. Upon receiving the sample list of courses to be surveyed, Donnie Kirk notified selected faculty as so they can prepare accordingly. Access the [SENSE](#) for more information about the survey!
 - **SACSCOC 2019 Institute on Quality Enhancement and Accreditation.** Donnie Kirk, Brad Beauchamp, Steven Underhill, and Amber Hunsaker attended the SACSCOC 2019 Institute on Quality Enhancement and Accreditation in Dallas July 21-24, 2019 at the Hilton Anatole. Presentations of note for the attendees included the “Accreditation 101” seminar, “[Making Relationship-Rich Experiences the Heart of Higher Education](#)” plenary and subsequent [breakout session](#), “[Communicating Our Work Through Evidence-Based Storytelling](#),” “[Using Accreditation Processes for Institutional Improvement](#),” and “[QEP Impact Report: Planning, Organizing, and Telling Your Story](#).”
- **Vernon College Professional Development**
 - **PD Institutional Effectiveness Planning Documents.** Year-end PD related Institutional Effectiveness Planning documents were submitted for review and approval in July 2019. The documents included the 2018-2019 PD IED summary as well as the 2019-2020 PD IEP Plan.
 - **Fall 2019 PD Calendar.** The Fall 2019 Professional Development calendar is under construction. Many staff, faculty, and administrator PD opportunities are in the works. The Fall 2019 PD Calendar will launch August 23.

Human Resources – Haven David

- Personnel
 - Hires:
 - Michael Little – Campus Police, CCC (July)
 - Amy Costello – ADN Instructor (August)
 - Brent Braswell – LVN Instructor (August)
 - Jodi Hilbers – Health Occupations Instructor, City View (August)
 - Nicholas Long – EMS Coordinator (August)
 - Mitchell Huckabay – Assist. Baseball Coach/Residence Hall Assist. (August)
 - Resignations:
 - Sonny Seyler – Faculty Assist. LVN, CCC (July)
 - Roxanne Hill – Director of Distance Education and Learning Tech. (August)
 - Larissa Parkey – Admin. Assist. Library, CCC (August)
 - Retirements:
 - Cassie Shaw – LVN Instructor, CCC (August)
 - Bonnie Waterhouse – Health Occupations Instructor, Holliday (August)
 - Pam Rotz – LVN Instructor, CCC (August)
 - Kimberly Bateman – Director of Bookstore (August)
 - Kathy Barfield – Manager of Bookstore, CCC (August)
- Interviewing for LVN Instructor, ADN Instructor and Health Occupations Instructor – Holliday.
- Accepting applications for Lab Assist. ADN, Faculty Assistant LVN – CCC, Admin. Assistant Library – CCC, and Director of Distance Education and Learning Technologies.

- Open Enrollment for benefits completed.
- 19-20 contracts being prepared for distribution.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Continued configuration discussion with U4SM
 - Attended the update meeting with Howard College with U4SM representatives
 - Advised the Implementation Team of updates throughout the month
- **Cybersecurity**
 - Continued screen visibility audits in the Osborne Administration Building
 - Distributed the “Stay Smart, Be Safe” campaign graphics on the Vernon Campus and Century City Campus
 - Continued to educate the faculty and staff on new email procedures
 - Coordinated cybersecurity measure for email security
 - Attended the monthly Cybersecurity meeting to ensure Title IV compliance

DRJ Comments

- I am looking forward to the Fall Kick off events on Monday, August 19. I think it will be very informative and productive. Please dress casually and comfortable for several team building exercises.
- I appreciate all of the preparation to begin another great semester at Vernon College.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060