

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

- In support of a consistent and continuous planning process, the Vernon College Board of Trustees reviewed and approved the proposed 2017-2021 Primary Goals and the proposed 2017-2018 Priority Initiative for the College. Each year these are reviewed thoroughly by the College Effectiveness committee prior to submission for the board to approve.
- The revised Vernon College-Vernon College Foundation Memorandum of Agreement was also approved by the Vernon College Board of Trustees. The College and the Foundation are two separate entities and there has always been a memorandum of agreement that details responsibilities and the relationship between the two entities. Based on new SACSCOC expectations that have been observed as other schools have gone through reaffirmation, the Executive Director of the Vernon College Foundation updated and revised the memorandum to meet those expectations. The Foundation Board approved the revision at their October 20 annual meeting.
- Vernon College has been approached by Lincoln Clean Energy regarding their plans for a phase two of the windfarm in the Oklaunion area. Discussion has centered on an additional abatement opportunity. The company representative gave a presentation to the board on November 16. The Vernon College Board of Trustees will continue the discussion during the December 14 meeting and tentatively will have additional discussions with the Lincoln Clean energy representative in the January 18 meeting.
- Four separate coffee input sessions were facilitated on the Vernon campus and the Century City Center during November to provide faculty and staff and opportunity for informal discussion and input. An email summarizing the topics of discussion was provided to all employees.
- The Campus Carry Task Force has submitted final recommendations, after several months of discussion and meetings, to the administrative team. The recommendations have been provided to the Vernon College Board of Trustees and will be a discussion item at the December 14 meeting. Final approval of a campus policy is tentatively scheduled for February to provide opportunity for dissemination of the policy prior to it going into effect on August 1, 2017.

Instruction – Dr. Gary Don Harkey

- Faculty continue to assist students with Course Schedule Advising for the spring 2017 semester. Online registration for the spring semester is open and will continue through January 3.
- Kudos to the **VC Theatre Ensemble** under the direction of Drama Instructor **Jack Williams**, who recently completed a successful three performance run of their fall production *A Sleeping Country* by Melanie Marnich. Additionally, the group requested and accepted donations of nonperishable food items which they donated to the United Samaritan Services of Vernon (USSV).
- Kudos also to the **VC Vocal Ensemble** under the direction of Music Instructor **Don Bruns**, for the outstanding Winter Concert – *In What We Do* presented on November 29.
- Congratulations to Justin Sanders, VC Health Careers Instructor at Vernon High School, who recently received his Masters' degree in Psychology.
- November saw Vernon College host two very successful *Sophomore Roundups* to showcase VC Career & Technical Education (CTE) programs. On November 4, 295 area high school sophomores from 9 different high schools toured the programs at the Century City Center. On November 18, 158 area high school sophomores from 6 different high schools toured the programs at the Skills Training Center. Hats off to **Melissa Moore** and **Rachel White** for coordinating these events and to the faculty who did a fantastic job of representing their programs.
- Vernon College recently hosted the *Wichita District FFA Leadership Contests* at the Vernon campus with over 250 area high school students representing 19 area high schools participating in the event. Kudos to Agricultural Instructor **Michael Schoppa** and the **VC agricultural students** for coordinating and working this event.

- **Katrina Brasuell** recently travelled to Richland College in Dallas to participate in a *Consortium Leadership and Renewal Academy (CLARA)* workshop sponsored by the North Texas Community College Consortium.
- Director of Cosmetology **Diana Shipley** and Cosmetology Instructor **Angela Ward** recently travelled to Dallas to participate in trainings sponsored by the *Texas Department of Licensing & Regulations (TDLR)*.
- **Dr. Mary Rivard** recently participated in the *Nursing Field of Study Advisory Committee* meeting at the Texas Higher Education Coordinating Board (THECB) headquarters in Austin.
- Spanish Instructor **Renee Wooten** recently attended the *National Foreign Language Conference* in Boston, MA. The annual event is sponsored by the *American Council on the teaching of Foreign Languages*.
- English Instructor Brandy Lowery recently travelled to Dallas to attend the *South Central Modern Language Association Conference*.
- Workforce Solutions recently awarded funds to the **Certified Nurse Aide (CNA) and Medical Assisting** programs which were used to purchase an EKG machine, an electric bed, thermometers, pulse oximeters, and a fax machine for their labs.
- Vernon College **Culinary Academy students** and Chef **Paul Kinash** recently catered and served at the *Heart Gallery Fundraiser* event hosted by Wichita Christian School.
- **Dr. Mary Rivard** and **Beth Arnold** attended the *Organization of Associate Degree Nursing National Convention* in Dallas and participated in seminars related to ADN program success.
- ADN Director **Dr. Mary Rivard** reports that the official 2016 pass rate for Vernon College graduates of the ADN program is **91.25%**! Thanks to all the **ADN Faculty** for their efforts!
- Emergency Medical Services (EMS) Instructor **Brian Deason** recently attended the *Texas EMS Conference* in Dallas.
- Emergency Medical Services (EMS) Program Coordinator **Paul Vogt** recently attended a *National Association of EMS Educators* regional workshop in Fort Worth and a *Commission on Accreditation of Allied Health Education Programs (CAAHEP)* accreditation workshop in Grapevine.
- The **Vernon College Law Enforcement Academy**, under the direction of Coordinator of Protective Services **Mike Hopper**, recently participated in the *City Lights Parade* in downtown Wichita Falls.
- A big THANKS to **Vicki Bradley, Sabre Sharp, and Karla Monson** for delivering Meals on Wheels on behalf of Instructional Services during the month of November!
- The *Wichita Adult Literacy Council* presented its annual spelling bee on November 04—and Vernon College was a proud participant and sponsor!!! Our spelling team this year—the Chaparral Stingers—consisted of **Tom McNeely, Brad Beauchamp, and Amber Hunsaker**. VC cheerleaders at the bee included Michelle Alexander and Donnie Kirk. Donations were accepted college wide for the "anti-venom" fund (when a team gets disqualified, they can buy back in with a \$100 anti-venom donation). VC staff and faculty contributed \$250.00 in total! Thank you!!! Thanks to all who attended, supported and participated in this annual event
- **Gary Don Harkey** recently attended a meeting of the *Academic Course Guide Manual (ACGM) Advisory Committee* at THECB headquarters in Austin and was elected to serve as 2016-2017 Co-Chair of that committee.

Student Services – Jim Nordone

- **Title III Initiatives:**
 - o Working on completing the 2016 Annual Report
 - o Continued advertising “mini-grants” for Spring Semester 2017 (need 2 more grants to reach annual goal)
- **Student Activities Initiatives:**
 - o Held successful Blood Drive (Vernon) November 8 (53 participants)
 - o Held successful Bingo event (Vernon) November 9 (70 attendees)
 - o Student Government (Vernon) met November 10
 - o Student Forum (Century City Center) met November 15
 - o Held successful Turkey Trot November 16 (Vernon) (well attended by students, faculty, and staff)
 - o Held dodgeball night November 30 (Vernon) (40 students participated)
- **General Ongoing Initiatives**
 - o Student Services Leadership Council (SSLC) met November 28
 - o Two Professional Staff Development opportunities (Team Work, Leadership) were offered weeks of November 18 and November 25
 - o Conducted Chaps Express focus groups
 - o Scheduled Chaps Express sessions for Spring Semester 2017
 - o Conducted first meeting of the internal Student Services Communications Committee

- o Conducted first meeting of the internal Student Services Targeting Improvements for Programs and Services (Student Affairs) Committee
- o Conducted first meeting of the internal Student Services Employee Morale Committee
- o Set New Student Orientations (NSO's) through January 2017
- o Collaborated with Athletics to tweak current Athletics Advising offerings
- o Held successful High School Counselor's Luncheon November 17 (30 participants)
- o Completed SACSCOC draft narratives
- o Working on revised version of Active Shooter Response Guide for SACSCOC

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.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Amanda Raines, Rachel White, Maria Servin, and Joe Hite attended the annual Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) conference in Marble Falls.
- Amanda Raines and Joe Hite participated in the Veteran Customer Service Training provided at Century City Center.
- Opened up Campus Connect (online) registration for the Spring 2017 semester.
- Scheduling individual and group tours at each campus.
- Participated in Sophomore Roundup at Century City Center.
- 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.
- Processing of 2017-2018 Free Applications for Federal Student Aid (FAFSA).
- Compiled reports for the 2015-16 independent audit.
- Completed and certified THECB Financial Aid Data Base Report.
- Provided financial aid high school nights at various high schools in the VC service area.
- November Financial Aid Blog created and posted on the VC homepage.
- Rosa Alaniz is contacting financial aid students via email who have received an Early Alert for attendance.
- Evaluating students who are approaching 150% Max Time Frame and 600% Lifetime Eligibility Used (LEU) for Pell Grant.
- Contacting veteran students via email who have been sent an Early Alert.
- Participating in NSOs.
- Processing veteran certifications for Spring 2017.
- Processing Hazlewood awards for Spring 2017.
- Honored and celebrated our military and veterans with the WALK FOR WARRIORS 2016 event.
- Created the MEMORIAL FLAG GARDEN in honor of military and veterans.
- Hosted training provided by Elliot Bonner, Texas Military Veteran Peer Network Office, to enable us to provide better service to our veteran students.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Christie Lehman liquidated Fall II Disbursements, set up billing for the Spring 2016 Semester and helped prepare for the 2016 Santa Visit on the Vernon Campus- December 6.
- Ann Schultz was on the committee and assisted the Walk for Warriors event.

- Ann, Sandy Odell and Garry David attended the conflict resolution professional development with Dean Nordone.

Bookstores

- Both stores are ordering and receiving Spring textbooks and getting prepared for Book Buybacks.

Wichita Falls

- Jose Nieto and Ricky Haley mowed skills and CCC lawns and cleaned flower beds getting ready for winter.
- Repaired lights in automation lab and machine shop lab at Skills.
- Gary Dotson and Chris Horton Installed new data lines for two new cameras and installed the cameras in the bookstore at CCC and replaced one solenoid valve on the sprinkler system. Gary also repaired damaged data jacks in room 404 at the Vernon campus and repaired the credit card machine in the cafeteria.
- Carl Brinkley and Robert Johnson cleaned stains in the carpet in several rooms, scraped and sanded transformer housings and repainted, repaired holes in the block walls in the welding shop at Skills and wired three new welding machines in the welding shop at Skills.

Vernon

- Contractors poured a slab in front of the automotive shop where trash truck activity was causing a large pothole.
- Ray Carr and Paul Frommelt replaced the rusted out boiler flue at the pool and replaced wheel seals and brakes on the forklift.
- Lyle Bonner completed a set of site maps, building floor plans and list of potentially hazardous materials on campus and gave them to the Vernon fire department.
- Paul also completed a two day course to become a certified aquatics facilities operator.
- Jim Anthony and the grounds crew have the winter grass up and looking good in the quad area.
- Joey Lama refurbished the Santa House and set it up.
- Maintenance and grounds crews have been putting up Christmas decorations.
- Repairs are essentially complete on the energy management system.

College Effectiveness – Betsy Harkey

- **Data update –**
 - o The Student Success Data Fact presented to the **Board of Trustees** in November was a review of the [Texas Higher Education Coordinating Board Strategic Plan 60x30TX 2015-2030](#). The plan includes four goals:
 - ✓ The overarching goal: 60x30 – At least 60% of Texans ages 25-34 will have a certificate or degree. Note that this goal is targeting current youth currently about 8 to 17 years of age.
 - ✓ The second goal: Completion – At least 550,000 students in 2030 will complete a certificate, associate, bachelor's, or master's from an institution of higher education in Texas.
 - ✓ The third goal: Marketable Skills – All graduates from Texas public institutions of higher education will have completed programs with identified marketable skills. Note that this is a “new definition” for marketable skills.
 - ✓ The fourth goal: Student Debt – Undergraduate student loan debt will not exceed 60 percent of first-year wages for graduates of Texas public institutions.

The Texas Higher Education Coordinating Board (THECB) has been holding regional meetings to identify best practices and develop strategies for achieving each of the four goals. Sometime during the next few months this information should be made available through a 60x30TX website that is also under development. For more information, contact Betsy Harkey.

- The **Student Success Data Committee** and the **College Effectiveness Committee** members spent their time in November working on draft narratives for the **SACSCOC** Compliance Certification and the first drafts of the 2017-2018 Annual Action Plans and Institutional Effectiveness Plans. We will continue this process in December.
- The **Board of Trustees** approved the [2017-2021 Primary Goals](#) and the [2017-2018 Priority Initiatives](#) during their November 16, 2016 meeting. They also reviewed the 2015-2016 Annual Action Plan Final Summaries. Approved documents will be uploaded to the Vernon College website in December.
- Betsy Harkey participated in the **THECB Liaison meeting** in Austin on November 7-8th. Highlights of the meeting along with presentations were forwarded to the appropriate Vernon College components. The agenda along with the presentations are posted on the [THECB website](#). It is worth your time to take a glance at the presentations and save anything that may be of interest or used as a reference in the future because the presentations are generally removed after a few weeks.

Institutional Advancement – Michelle Alexander

- The Vernon College On-Line Scholarship Application moved to a new software platform and is now open for the 2017-2018 Academic Year
- Michelle A. Alexander, Melissa Moore, Kaylee Covey and Dr. Johnston hosted 45 Road to College Middle School students at Century City, Wednesday, November 30. Following presentations by College personnel, the students were taken on a tour of the facility and then participated in a question and answer session about College, Careers, and beginning now to get ready for College. Road to College is an initiative of Café con Leche aimed at creating a college-going culture beginning in middle school.
- Michelle participated in the USDA webinar covering the Terms and Conditions of the Farmer's Market Grant.
- Monica Wilkinson was hired as the USDA grant project coordinator and has begun meeting with the grant partners.
- Michelle participated in a National Science Foundation webinar about the updates to the Agency's proposal guidelines and award policies and procedures.
- Michelle attended the U.S. Department of Education Upward Bound and Upward Bound Math and Science Technical Workshop in Dallas on November 2.

Marketing – Holly Scheller

- Working with the College's Marketing Firm, Crain West on the following projects: Image Campaign Commercial creation and placement (We add value to WF); Alumni ad, Image ad branding, program ads and enrollment; Alumni Ad commercial shoot and edit
- Prepared Press Releases for November events USDA grant, Walk for Warriors, FFA event, Volleyball playoffs
- Creation of graphics for volleyball, cosmetology, scholarship application opening for FB and website
- Softball photo shoot and edit for website update
- Met with Rachel Toy to discuss Athletic Website updating with stats and scores
- Mannequin challenge videos from departments

Quality Enhancement – Criquett Lehman

- The annual [Educational Technology Survey](#) is being administered this month. The Technology Committee thanks YOU in advance for your input. As you know, the results of the survey help determine usage and satisfaction with the current QERI (Quality Enhancement Resource Inventory) and other classroom technologies.
- The Technology Committee met in November and is in the process of reviewing all technology related items in our Employee Handbook, Student Handbook, Student Residence Handbook, and the General Catalog.
- The QEP Development Task Force and QEP Planning Committee will have a joint meeting in December to discuss the details of the QEP, including student learning outcomes. Also in attendance will be the Division Chairs, Directors and Coordinators from Instructional Services and members of the President's Team. A faculty meeting will be held during Spring Kickoff week.
- I will be attending the 2016 SACSCOC Annual Meeting December 2 – 6 in Atlanta. Quality Enhancement Plan information from this meeting will be communicated as appropriate this Spring.
- The VC³ student login initiative is underway. 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 Login assistance will be available to students during on-site registration again this semester. Stay tuned for more information.

Human Resources – Haven David

- We will be meeting on the new leave program with Dynamics to begin working on the new process.
- Personnel for November & December:
- Amanda Lehman began as our new Vernon Counselor.
- Monica Wilkinson began as the new Project Coordinator – Red River Valley Local Food Expansion Project.
- Callee Serrano will begin as the new Advancement Services Specialist in December.
- A reminder that JoAnn Marquart(Vernon Counselor) will be retiring the end of December.
- Working through the new Department of Labor Overtime Rule and now the injunction.
- Attended Greenshades and OptumRX webinars.

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 November 15, 2016 for the Implementation Team with U4SM. This training consisted of a deeper dive into our specific modules that have been purchased.
- The Implementation Team will have another system-specific training on December 8, 2016 to practice on the Dynamics GP system and the various extensions.

DRJ Comments –

- Several Vernon College employees will be attending the SACSCOC annual conference to participate in orientation sessions designed for institutions which will have re-accreditation processes conducted in 2018. I appreciate everyone's past, current, and future efforts to ensure a successful SACSCOC re-accreditation.
- Susie and I wish each of you a safe and enjoyable Christmas holiday.
- Please contact me with any input or questions at:
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