

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 Vernon College Board of Trustees approved the proposed Vernon College 2017-2018 operating budget after several months of work including input from faculty, staff, administration, and board members. The Board of Trustees has been informed of the budget progress in the past four regular board meetings. The proposed budget totaled \$22,052,055 and is approximately \$15,000 higher than draft four after Garry David and I scrutinized it one more time to ensure all estimated expenses were included. The budget is an increase of approximately \$210,000 or 1% above the 2016-2017 budget. The budget does include a 1.5% increase step increase in accordance with approved salary schedules plus a 1.5% raise for a 3% total increase in compensation for all employees.
- The Vernon College Board of Trustees conducted a public meeting which included a discussion of tax rates on July 19, 2017. Based upon the WCAD certified appraisal data, Vernon College published a tax notice on August 1, 2017 stating the effective rate of 23.2367 cents per \$100 of appraised property value. This is a slight increase from the previous year tax rate of 22.9652 cents per \$100 of appraised property value. The board approved the tax rate resolution at the August 9 meeting.
- The Fall Kick off for all employees was conducted on August 14. The agenda was very informative and the afternoon breakout sessions provided specific and pertinent information for groups of employees.
- The Vernon College Leadership Academy for employees has seven participants for the fall 2017 semester. The academy meets for six two hour sessions on Friday afternoons during the fall. The academy covers a wide range of topics to provide leadership development as well as specific information about Texas community colleges.
- Dr. Johnston is serving on a thirty member steering committee initiated by the Wichita Falls Chamber of Commerce to develop the next strategic plan for Wichita Falls. The workshops have gone very well with tremendous discussion about the value of the educational and health care providers in the community.

Instructional Services

- Classes have started and we are excited that we have over 3000 students!!
- Had a great Faculty Development Day at the Kemp Center for the Arts on Aug. 18.
- Held 2 successful Adjunct/New Faculty Orientations on Aug. 15 and 16.
- Special thanks to **Vicki Bradley and Karla Monson** for delivering *Meal on Wheels*.
- Congrats to **Melanie Milner and Kim Platt** who completed their Master's Degrees this past summer.
- Several VC personnel attended the ribbon cutting ceremony and toured the Wichita Falls ISD Career Education Center.
- **Casey Kolacek** participated in the Seymour Hospital disaster drill.
- A Mental Health First Aide Training, conducted by NTSH, was held on Aug. 15 and attended by: **Mike Scott, Tracie Fulton, Cassie Shaw, Pam Rotz, Casey Kolacek, Trudy McMorris, Lori Page, Reisa Johnston, Zela Haney, Sherrie Denham, Melanie Milner, Kim Platt, Shelli Pendleton, Justin Sanders**
- **Tina Baker** attended the Texas Workforce Commission Financial Conference 8-7-17 to 8-9-17 in Austin.
- **Mike Hopper** participated in the steering committee for security for the Hotter-N-Hell.
- **Katrina Brasuell** was selected to present "Creating and Maintaining a Pharmacy Technician Program Handbook" at the 12th Annual Outcomes & Assessment Conference in October.
- Many efforts are being spearheaded to help those affected by Hurricane Harvey. **LVN Class 65** in Wichita Falls graciously donated a multitude of items to the efforts.

Student Services – Jim Nordone

Title III Student Success Initiatives

- Finalized Peer Mentoring team for fall 2017.
- Approved 10 "faculty mini grants" for fall semester 2017.
- Hosted 1.5 day visit with Title III External Evaluator, Dr. Luzelma Canales.

- Delivered successful Chap Express/Learning and Study Strategies Inventory (LASSI) sessions to more than 150 students for the fall 2017: August 29 (2:30 to 5:30 p.m. and 5:30 to 8:30 p.m.); August 30 (2:30 to 5:30 p.m. and 5:30 to 8:30 p.m.); August 31 (2:30 to 5:30 p.m.); September 1 (9:00 a.m. to 12:00 noon), and September 6 (2:30 to 5:30 p.m.)

Student Activities Initiatives and Housing

- Reached maximum capacity on both dormitories for fall semester 2017.
- Hosted “Welcome Back Pool Party,” (Vernon) August 21.
- Hosted successful “Pizza, Wings, and Fight Night,” (Vernon) August 26.
- Held “Get the Scoop with the Dean,” Ice Cream Social Night, (Vernon) August 29.
- Held “Donuts with the Dean,” at Century City Center Campus, August 31.
- Held fun-filled “Bingo Night,” September 5.
- Began evening intramurals; started-off with “Wiffle Ball Night,” September 7.
- Planned initial fire drill for Vernon dormitories, September 11 at 6:30 p.m.

General Ongoing Initiatives

- Instituted newly developed Student Leadership Program in collaboration with the National Society of Leadership and Success.
- Assisted with the “building” of maximum student enrollment for fall semester 2017.
- Continued with “Customer Service Perceptions” feedback/follow-up program for select internal and external customers receiving assistance from the division of Student Services.
- Coordinated “Yes/No” Date Rape presentation (Katie Koestner) August 30 in collaboration with First Step, Midwestern State University, and Sheppard Air Force Base.
- Completed installing of camera systems for both Vernon dormitories.
- Completed planning for 1st Annual “Faculty Appreciation Day (FAD)” sponsored by the Division of Student Services. Events are scheduled for Vernon, Century City Center, and the Skills Training Center, September 12.
- Continued working on SACSCOC duties, as well as College Effectiveness chores.

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Processing Applications for Admissions and mailing applicable status letters with registration information.
- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to provide students important dates and information.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Working with POISE staff on TSI writing score change for Fall registration.
- Working on end of Summer semester THECB Reports (CBM002, CBM00S, CBM0E1).
- Certified contact hour funding THECB Reports for Summer II semester (CBM001 & CBM004).
- Completed Texas Workforce Commission Eligible Training Providers Report.
- Working on implementation and data transfer for Unit4 SM.
- Scheduling individual and group tours at each campus.
- Conducted an e-mail campaign targeting students who applied for Fall 2017 but had yet enrolled.
- Scheduling Fall 2017 Recruitment Activities (college fairs, on-campus & community events, etc.).
- Entering prospective student information into POISE software system.
- Contacting prospective students that have requested 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) and packaging of eligible applicants.
- Record number of students (2,152) awarded by the last day of registration.
- Internal financial aid audit completed.
- August financial aid blog written and posted.
- Beginning of semester financial aid blog posted.

- Summer 2017 satisfactory academic progress review completed.
- Working Return to Title IV's on students who received all F's or combination of F/W/U's for the summer semester.
- 2017-18 athletic scholarships posted to student's accounts.
- 2017-18 academic scholarships posted to student's account.
- Processing certifications for Fall enrollments of veterans/dependents to the VA.
- Participating in New Student Orientations (NSOs) for summer and fall.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- In addition to fall registration the CCC business office issued out 294 student ID's and 128 Chaparral cards.
- Ann Schultz also had multiple proxy card, key, copier, and phone request.

Bookstores

- Helping students with the correct textbooks.
- Preparing for yearly Inventory.

Facilities -

Wichita Falls

- Ricky Haley and Jose Nieto have been mowing and landscaping at Skills and at CCC.
- Gary Dotson and Chris Horton have been working on the camera system at Vernon and installed new data lines in the computer lab at Skills
- Carl Brinkley and Robert Johnson have been striping the parking lots at CCC and repainting the handicap parking spots and repaired one door operator at CCC.

Vernon

- Ray Carr and Paul Frommelt retrofitted the student parking lot and 12 street lights with LEDs.
- Jake Stringer, Brandon Weaver and Josh Cook removed dead trees and trimmed several trees.
- Joey Lama and the custodial crew were busy wrapping up preparing dorms and classrooms for use as well as setting up for fall kickoff, ADN orientation, volleyball tournament and various activities associated with school year start up.
- Slabs were poured for new softball home bull pen and Lyle Bonner, Jesse Urquizo and Josh Cook built a new visitors bull pen.
- Ray and Paul have been patching roofs and servicing vehicles and equipment.

Institutional Advancement – Michelle Alexander

- Callee Serrano was elected Secretary of the Administrative Staff Association
- Callee participated in the Countdown to Texoma Gives Webinar. Texoma Giving Day is Thursday, September 7 and Vernon College will be raising funds through that event to benefit the Chaparral Senior Activity Center. For information about how you can participate, contact Michelle Alexander
- Work is wrapping up on 2017-2018 Vernon College Scholarship offers and awards.
- Thursday, Aug. 3 - Wichita Falls Farmers Market Little Chef's Camp - over 15 kids in attendance
- Saturday, Aug. 5 - Vernon Watermelon Day - over 300 in attendance
- Monica Wilkinson met with city leaders in Graham, TX to plan a downtown farmers market in Graham in 2018 on Monday, August 7.
- Monica attended The Priddy Foundation grant training session. She is coordinating with Wilbarger General Hospital to apply for a grant to fund a pilot fruit and vegetable prescription program in summer 2018.
- Celebrated National Farmers Market Week Aug. 6-12 by distributing 'I love Farmers Markets' tattoos at markets and Instagram contest
- Monica continues to meet with stakeholders to plan first farm-to-table dinner scheduled for Tuesday, September 26th in Wichita Falls.
- Saturday, August 19th - Salsa Day at WF market - coordinated with Texoma Community Credit Union on sponsored event - over 4,000 in attendance
- Monica met with Texas Agrilife about 'Back to Basics' fair in conjunction with Oct. 21st Vernon Farmers Fall Festival at Orbison Park
- Monica is coordinating with Texas AgriLife to sponsor best-themed awards for participants in 2017 District 3 4-H Food Show. Theme is 'Fresh from the Farm'.

Marketing – Holly Scheller

- Lots of print pieces created and printed. Checklists, viewbooks, PASS center brochures, etc....
- Team photos taken and edited for Volleyball added to the website; media guide design has begun.
- Creation of Points of Interest for the leadership of WF.
- Smart Catalog edit completed, ready for publishing first week of September.
- Began Handbook implementation into Smart Catalog.
- Press release: Texoma Gives, Service Award, Enrollment increase, Grant Fund Announcement, Grant Fund Cancelled.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **QEP.** Writing of the Inquiry-based Learning Quality Enhancement (IBL-QEP) narrative continues using a 9-point approved narrative framework. Dr. Donnie Kirk and Dr. Brad Beauchamp are principle writers on this project. To view a snapshot of the narrative framework, review page 49 of the [SACS-COC Handbook for Institutions Seeking Reaffirmation](#).
- **IBL-QEP Short Courses.** The implementation of the IBL-QEP requires employee training. The development of an online course (one-week duration) for staff and administrators and an online/hybrid course for faculty (four-week duration) began in August 2017. Completion is set for October 2017. Roxie Hill and Brad Beauchamp are principle course designers.
- **QEP Promotional Sessions.** During the Fall 2017 Staff Development Week (August 14-18), Director of Quality Enhancement Donnie Kirk delivered a QEP promotional session entitled “You, Me, and the QEP!” In this interactive session, attendees gained awareness on how the Inquiry-based Learning Quality Enhancement Plan (IBL-QEP) is an ‘all-hands on deck’ accreditation reaffirmation effort on the part of all Vernon College personnel. Such aspects as QEP development/progress, implementation, and assessment were presented. Additional sessions are offered on the [Fall 2017 Professional Development Calendar](#).
- **SACS-COC Quality Enhancement Narrative Draft.** As a part of ongoing accountability and accreditation, the QE team is completing the SACS-COC C.S. 3.3.2 portion of the draft narrative. 3.3.2 asserts the following, “*The institution has developed a Quality Enhancement Plan that (1) demonstrates institutional capability for the initiation, implementation, and completion of the QEP; (2) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and (3) identifies goals and a plan to assess their achievement.*” The finalized draft will be submitted to the Director of Institutional Effectiveness, Betsy Harkey, by September 15.
- **SENSE.** In Fall 2017, new Vernon College students will participate in the Survey of Entering Student Engagement (*SENSE*)—an initiative through the Center for Community College Student Engagement. The SENSE helps community colleges discover why some entering students persist and succeed while others do not. Donnie Kirk distributed notice on August 24 to all instructors whose courses are included in the survey sample. The SENSE survey will be administered between September 11-21. [Read more about the SENSE](#).

Professional Development Update

- **SACS-COC Professional Development Narrative Draft.** As a part of ongoing accountability and accreditation, the Professional Development Team is completing the SACS-COC 3.7.3 portion of the draft narrative. 3.7.3 asserts the following, “*3.7.3 - The institution provides ongoing professional development of faculty as teachers, scholars, and practitioners. (Faculty development)*” The finalized draft will be submitted to the Director of Institutional Effectiveness, Betsy Harkey, on or before September 15.
- **Fall 2017 PD Calendar.** The [Fall 2017 Professional Development Calendar](#) launched on August 14. Many staff, faculty, and administrator PD opportunities are scheduled including a Grant Writing Workshop, a session by the National Alliance for Mental Illness in relation to campus mental health issues, office technology workshops, QEP sessions, instructional support sessions, as well as outside PD opportunities from the Wichita Falls Chamber of Commerce and the Non-profit Center of Texoma.

Human Resources – Haven David

- Personnel: (Hires)
 - Clinton Wagoner – Tutoring Center Coordinator- VC
 - Cory Nava– EMS Coordinator
 - Marty Eakin– Rodeo Coach
 - Jean Castle Wade - Classified III, Instructional Services - Assoc. Dean – CCC
 - TiSierra White - Classified III, Bookstore Clerk – VC
- (Terms)
 - Kaylee Covey – Classified II, Admissions - CCC
- Have audited leave for March through July and made several corrections.
- Contracts were distributed.
- Working on ERS Salary report and benefit changes in the new system.

ERP/SIS – Ivy Harris

- The Dynamics GP/ReqLogic/Greenshades go-live date was successfully completed on March 1, 2017. The follow-up 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 continued with the first capture of data submitted for review, verification, and cleanup.
- Data from years 2015 and 2014 have been captured from Poise and translated into Excel. Data is continuing to be captured and scrubbed for inconsistencies and errors. The data will then be validated against the Poise database to ensure accuracy.
- Data from financial aid and the business office will be the next phase of the data capture process.
- The ERP/SIS Coordinator continued to record training videos for the Dynamics GP and Reqlogic systems for use by all employees.
- U4SM Representatives met with the ERP/SIS Director to discuss next steps.
- U4SM is reviewing the conducted gap analysis of the data collected from the initial discovery sessions in 2016.
- An outside Poise Data Consultant was onsite to assist with the data extraction of Poise data during the week of July 31, 2017-August 2, 2017.

DRJ Comments –

- The magic 12th day enrollment is at 3016 students which is a 1.45% increase over the 2973 reported on the 12th class day last fall. This enrollment is similar to the statewide trend, but we need to continue all efforts to increase enrollment at Vernon College. I believe our attention to retention, recruiting, marketing, and advertising is paying off. I appreciate the many efforts of everyone including the Integrated Marketing/Recruiting committee for initiating a number of efforts.
- I encourage you to attend the Vernon College NIRA Rodeo at the Wilbarger County Events Center September 28-30.
- Please contact me with any input or questions at:
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