

**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**

- There were no contested elections for the Board of Trustees this cycle. When there is an unopposed election, the governing board must meet, accept a *Certification of Unopposed Candidates* and issue an *Order of Cancellation* declaring the election cancelled and the unopposed candidates elected. The *Order of Cancellation* must then be posted on Election Day at each polling place. The board took this action at the March 21 meeting.
- Vernon College utilizes a total of seven ITV classrooms—three on the Vernon campus and four at CCC. These classrooms are heavily used to deliver classes between campuses as well as to deliver classes to high schools through the Region 9 Service Center system. The equipment is outdated and expensive. We were able to budget to update two of the classrooms last summer. We anticipated updating two this summer. We are experiencing technical difficulty with all five that have not been updated. The budget has been scrutinized to reallocate funds to update all five this summer. This project does not have to be sent out for bids because the vendor has the approved state contract for these systems. This will greatly increase the quality and effectiveness of courses delivered by ITV.
- Cybersecurity has become a significant issue the last few years. As a participating Title IV (federal financial aid) institution we are required to comply with the Gramm-Leach-Bliley Act (GLBA), and as per the Federal Student Aid (FSA) Program Participation Agreement (PPA) and the Student Aid Internet Gateway (SAIG) Agreement, post-secondary institutions must have GLBA safeguards in place. Institutions without GLBA safeguards may be found administratively incapable (unable to properly administer Title IV funds). Starting in FY 2018 institutions will be audited on securing student information. The draft audit language currently reads as follows: Audit Objectives – Determine whether the institution of higher education (IHE) designated an individual to coordinate the information security program; performed a risk assessment that addresses the three areas noted in 16 CFR 314.4 (b) and documented safeguards for identified risks. Suggested Audit Procedures a. Verify that the IHE has designated an individual to coordinate the information security program. b. Obtain the IHE risk assessment and verify that it addresses the three required areas noted in 16 CFR 314.4 (b). c. Obtain the documentation created by the IHE that aligns each safeguard with each risk identified from step b above, verifying that the IHE has identified a safeguard for each risk. Ivy Harris will work with Run Business Solutions and to take the lead on ensuring that Vernon College is in compliance in addition to her current duties as Coordinator of ERP/SIS. She is currently working to develop a draft Cybersecurity Policy and beginning to develop training for employees and students in regard to cybersecurity issues.
- A new opportunity to serve our students is coming to fruition from a recommendation that the administrative assistant to the Dean of Students position that became vacant due to a resignation be revised to a Career Services Coordinator. The position will work with graduates as well as regional business and industry to identify employment opportunities, assist students with applications, coordinate job fairs, and assist Vernon College graduates to gain employment. This is a great opportunity to improve organized job placement services for our students. Dona Crow will provide administrative assistant to all Student Services personnel on the Vernon campus.

### **Instructional Services**

- Instructional Services is working on the Summer and Fall schedules plus registration guides.
- **Nina Feldman** traveled to Dallas to attend the TWC Commissioners Regional Stakeholder meeting, March 28-29.
- **Misti Brock** and **Brandy Lowery** presented at the Conference of College Teachers of English in Stephenville, Texas March 3.
- **Paula Whitman** attended CLARA at NCTC in Gainesville, Texas on March 6.
- **Roxie Hill** attended TXDLA Conference in Austin March 19-23.
- **Cory Nava** and **Brian Deason** attended NAEMSE Level 2 Instructor Course in Baton Rouge, Louisiana March 16-19.
- **Jeff Feix**, ST Program Coordinator and all members of the **Surgical Technology Student Association** attended the “Best Little Workshop” in Texas the weekend of March 3rd & 4th. The workshop included a Texas State

Assembly Business Meeting and special Student Breakout Session. The meeting was the largest state assembly meeting setting a record with 400 attendees that included 70 ST students. Jeff Feix, Treasurer for the state assembly was elected to serve as a delegate in the AST House of Delegates at the 2018 AST Conference and Business Meeting. The students raised \$1975.00 selling t-shirts and salsa covering the expenses of attending the meeting.

- The **STSA Annual Garage Sale** was conducted March 24th in the front parking lot of CCC. The sale raised \$2344 with all items donated, grilled hot dogs and water were sold along with a gift card raffle added this year. Many items donated this year were from employees of VC. The STSA and Faculty Advisor, Jeff Feix thank everyone at the college for their continued support with donations and all the help promoting event.
- Special thanks to **Vicki Bradley and Karla Monson** delivered Meals on Wheels on March 7 for Instructional Services.

## **Student Services – Jim Nordone**

### **Title III Student Success Initiatives**

- The next Title III Oversight Committee meeting is scheduled for Friday, April 13, 8:00 – 8:30 a.m., Vernon 204 and CCC 712.
- Conducted Peer Mentor meeting (April 9).
- Offered Spring Semester 2018 Professional Development Series: “Student Success Pathway Student Experience.” The aforementioned featured student groups which focused on changing financial aid/academic probationary status to good standing, career exploration, and veterans’ assistance (April 17 and April 18).
- Continued working on Title III Annual Report which focuses on student success initiatives and their collective effects on transfers to four-year colleges and universities, grade point averages, credit hours completed, and retention at Vernon College (Projected Due Date July 2018).
- Informed via email that the Department of Education has assigned a new Program Officer to Vernon College, Karen Epps. Ms. Epps replaces Ms. Nalini Lamba-Nieves.

### **Student Activities Initiatives and Housing**

- Intramural Dodgeball (March 5) (15 students).
- Intramural Kickball (March 19) (30 students).
- “Nighttime Easter Egg Hunt” (March 27) (45 students).
- Dormitory Inspections (March 29; No problems found).

### **General Student Services Initiatives**

- Conducted Student Government Meetings at Century City Center (March 1 and March 29).
- Conducted Student Government Meeting in Vernon (March 19).
- Conducted two interviews on Monday, April 2 for Career Services Coordinator. Committee decided to re-open search effective Wednesday, April 4.
- Associate Dean of Students collaborated with Mathematics/Science Department Chairperson and Student Success Pathway Director to develop Course Schedule Advisor training sessions for April 13.
- Continued with the planning of Honors Night 2018. The event is scheduled for Thursday, April 19, 6:30 p.m., at the Region 9 Conference Center, Wichita Falls (Bestowing 75 individual awards to Vernon College students).
- Continued attending weekly teleconference meetings with the national office of the National Society of Leadership and Success.
- Continued trainings for Spring Semester 2018 for Vernon College students with regard to the National Society of Leadership and Success (NSLS), Vernon/Wichita Falls Chapter (40 students/Vernon and Century City Center). Induction Ceremonies scheduled as follows: April 26 (Century City Center at 5:00 p.m., Room 310; April 27 (Vernon Campus at 9:00 a.m., Auditorium).
- Chief of Police scheduled initial meeting of the newly formed Crisis Management Team (April 27 at 9:00 a.m., Room 423 (Vernon) and 717 (Century City Center).
- Associate Dean of Student Services Dual Credit High School Visits:
  - Midway and Henrietta (3/1)
  - Christ Academy (3/7)
  - Iowa Park (3/19)
  - Archer City and Windthorst (3/26)
  - Petrolia (3/28)
- Continued offering New Student Orientation (NSO) meetings.
- Completed Consumer Information requirements for Title IV Financial Aid.

- Chief of Police began process of updating Fire and Safety, as well as Clery report forms.
- Completed 2018-2019 General Catalog edits.
- Chief of Police working with other divisions/department to complete annual Safety and Security Audit.
- Tested Vernon College Anonymous Crime Reporting system; test was successful.

### **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.
- Held On-Site registrations for Spring II (8 week) semester.
- Certified Spring 2018 Coordinating Board Contact Hour Reports (CBM001 and CBM004).
- Working on IPEDS Federal Reports (Fall Enrollment).
- Working on 2018-2019 Annual Budget.
- Working on General Catalog edits for 2018-2019.
- Completed Consumer Information compliance.
- Scheduling individual and group tours at each campus.
- Scheduling Spring 2018 Recruitment Activities (college fairs, on-campus & community events, etc.).
- Planning and Organizing Preview Day to be held April 6, 2018 (Century City Center Recruiting Event).
- 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 2017-2018 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Processing of 2018-19 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- March financial aid blog written and posted.
- Annual financial aid code of conduct notice distributed.
- 2018-19 Cost of Attendance posted.
- Processing of 2018-19 Texas Application for State Financial Aid (TASFA) and packaging of eligible applicants.
- 2018-19 Shopping Sheet updated.
- Consumer information reviewed and updated.
- IPEDS assessment activity/report communication form completed and submitted.
- FY 14 Cohort Default Rate assessment activity/report communication form completed and submitted.
- Participated in Financial Aid events with Café Con Leche partners to help prospective students complete the FAFSA.
- Processing certifications for Spring enrollments of veterans/dependents to the VA.
- Processing Hazlewood awards for Spring enrollments of veterans/dependents.
- Submitted the Fall 2017 Hazlewood Report to the Texas Veterans Commission.

### **Finance/Administrative Services/Physical Plant – Garry David**

#### **Business Offices**

- Rhonda Knox and Tisierra White delivered Meals on Wheels.

#### **Bookstores**

- We are busy with book counts, pulling and boxing books for return, stocking shelves, CNA and Dental Assisting pics for badges, graduation cap/gown count, getting items ready for May graduation, ADN nursing pins, assisting students with Spring 2 books and their college needs.
- Entering Summer Adoptions, returning Spring Books, working on Summer Booklist and paying Invoices.

## Facilities -

### Wichita Falls

- Gary Dotson, Chris Horton and Robert Johnson painted some of the hall ways at CCC, painted new entrance and installed cove base at Skills, repaired lights in classrooms and hall ways at CCC and Skills, repaired some of the sprinkler heads on the irrigation system and repaired the entry canopy lights at all four entries.
- Carl Brinkley, Jose Nieto and Rick Haley cleaned and serviced the mowers to get ready for mowing.
- Gary and Chris also installed new data lines in the TDCJ office at Skills and in the new nursing lab in Vernon.

### Vernon

- Ray Carr replaced the starter on the baseball gator and made repairs to the air conditioner on bus #2.
- Jim Anthony's grounds crew has been spraying yards.
- Ray, Paul Frommelt and Steven Kajs repaired a leak in the 6 inch water main to the big dorm.
- Lyle Bonner replaced the gas tank and distributor on the Ford tractor.
- Maintenance and grounds removed all the kitchen equipment from the Chaparral Center for floor replacement and reinstalled it.
- The nursing lab remodel is essentially complete, only a few small items remain, Joey Lama is refinishing the floor.
- Ray and Paul made repairs to the serving line in the SUB and installed new ovens.

## College Effectiveness – Betsy Harkey

- **Data update** – The Student Success Data Fact presented to the Board of Trustees during their March meeting was [Placement and Completion](#). This data fact continued with the series of facts presented to the Board that are noted as Student Achievement Measures for the SACSCOC Federal Requirement.
- **Annual Action Plans for 2018-2019** were reviewed by committees (Facilities, Institutional Improvement (College Effectiveness), Personnel, and Technology) during early March. The committee chairs presented their findings to the **College Effectiveness Committee (CE)**, on March 23<sup>rd</sup>. The CE Committee voted to approve and recommend to the Board of Trustees for their approval in April.
- **SACSCOC update** – Preparation for the SACSCOC On-site Review Committee visit and interviews will continue until October. One example is the Vernon College Planning Process review conducted with the **Student Success Data Committee** during their meeting on March 23<sup>rd</sup>. The planning process discussion included a review of data information such as of statements of need and assessment methods.  
-Betsy Harkey participated in a SACSCOC training in Lubbock on March 1<sup>st</sup>. The training included a review and discussion of the new standards. Her responsibilities as a member of a SACSCOC Off-site Review Committee continue through the end of April.

## Institutional Advancement – Michelle Alexander

- Callee Serrano managed the successful 18<sup>th</sup> Vernon College Foundation On-Line Auction
- Callee attended CASE District 4 Conference in Fort Worth March 24 - 28
- Callee helped with the Easter Eggstravaganza
- Monica Wilkinson organized March 17<sup>th</sup> 'Lucky Day' giveaways and Fb promotional at the Wichita Falls Farmers Market. We had 22 vendors and above average attendance for the winter market season.
- The Wichita Falls Farmers Market Association met March 19<sup>th</sup>, elected officers, and adopted bylaws for the new market vendor association.
- Monica met with the Vernon Farmers Market Association to plan the Spring farm to table dinner in Vernon and plan for the Summer 2018 market season.
- Melissa Prigmore is the new Wichita Falls Farmers Market manager. .
- Helped organize the Farm and Ranch Freedom Alliance 'Raise Your Voice' and cottage law training at Fox Hill in Wichita Falls on May 2<sup>nd</sup> from 10 – 3pm for local vendors and growers. <https://grownorthtexas-farfa-wichitafalls.eventbrite.com>
- Monica met with Lynda Cannedy, Assistant Director of the Wichita Falls Small Business Development Center to discuss possible collaboration on a regional USDA Rural Development grant.
- Planning continues for the May 1 Spring Farm to Table Dinner at the Wichita Falls Farmers' Market. Monica continues to meet with chefs Tagan Couch and Erika Collee to plan the event
- Meeting with Crane West to develop summer market season promotional campaigns, Vernon Farmers' Market website development, Vernon print and radio ads, and farm to table dinner promotion.



- Organized and promoted the March 31 Easter market at the Wichita Falls Farmers market complete with spring veggies, hot cross buns, fresh baked pies and free bunny hugs and photos!
- Michelle Alexander taught a Grants 101 Class as part of the College's Professional Development Series on Friday, March 2. In addition to Vernon College employees attending, about 10 individuals representing area organizations and Midwestern State University also attended.
- Attended the Phased In Gala on Saturday, March 3 in Wichita Falls

### Marketing – Holly Scheller

- Marketed the Online Auction
- Shot the EMS and Fire portion of our EMS, Fire and Police academy Ad. Edited and wrote the script, for the commercial that will air in April.
- Turned in my Annual Action Plan and budget
- Updated the 2018-2019 catalog
- Drove up engagement on our college FaceBook page through a scavenger hunt
- Organized a lot of moving parts for the community event
- Began to storyboard the Medical Assisting commercial shoot
- Promoted the Surgical Tech garage sale, as well as being on site that morning to Go Live.
- Took pics at both softball and baseball games
- Developed a Kids College Official Logo and worked on cover art
- Assisted Haven with Smart Catalog training
- Updated VC adds value PowerPoint for Dr. J.

### Quality Enhancement/Professional Development – Dr. Donnie Kirk

#### **Quality Enhancement Update**

- **“*Success through Inquiry*” QEP Implementation Team Sessions.** Throughout March 2018, the QEP Implementation Team developed ideas for the promotion of the “*Success through Inquiry*” QEP initiative set to launch in Fall 2018. Integrative idea formulation, development and promotion are three-prong, consisting of faculty integrative methods, student integrative methods, and institution-wide integrative methods. An all-college “*Success through Inquiry*” launch party event is scheduled for April 20 at 11:00AM in VER204/CCC712 allowing for the preview of the integrative endeavors of the committee. Sign-up to attend at <http://signupschedule.com/dkirk>
- **“*Success through Inquiry*” Scholarly Article Submission Contest Winner:** English faculty member Misti Brock is the winner of the “*Success through Inquiry*” scholarly article submission contest that launched in March! Misti summarized Ron Oliver’s “Exploring an Inquiry-Based Learning Approach with First-Year Students in a Large Undergraduate Class” an article that appears in *Innovations in Education & Teaching International* (2007). By winning this faculty-based QEP contest, Misti receives a \$50 gift certificate from Target! Additionally, as Misti accurately summarized the article, described how inquiry-based learning (IBL) fits into her current course delivery, and thoroughly described how she will enhance her courses via IBL strategies as per our “*Success through Inquiry*” QEP initiative, Misti has all the components necessary to begin the “*Success through Inquiry*” QEP Faculty Development Course in Summer 2018! Congratulations Misti!
- **2017 SENSE Results.** In March, the VC QEP director received 2017 SENSE results from the Center of Community College Engagement and distributed those results to all appropriate offices on campus. [The Survey of Entering Student Engagement \(SENSE\)](#) a product and service of the Center for Community College Student Engagement, helps community colleges discover why some entering students persist and succeed and others do not. Contact [Donnie Kirk](#) for details regarding the 2017 Vernon College SENSE Report.

#### **Professional Development Update**

- **March 2018 Professional Development Events.** The updated Spring 2018 Professional Development Calendar launched directly to campus employees via e-mail in March 2018. Notable PD events VC employees participated in during March include the following:
  - Faculty Roundtable Series** featuring Division Chair/CTE Instructor Mark Holcomb presenting his dissertation research on motivation styles of the veteran student demographic.
  - Student Success Pathway Student Experience Series, Career Coach Edition** held at both Vernon and Wichita Falls featuring Vernon College students who have benefited from using [Career Coach](#).
  - Wichita Falls Chamber of Commerce Quarterly BOSS Program:** *Work/Life Balance* featured guest panelists Darron Leiker, Wichita Falls City Manager; Kaycee Ryan, Owner of SERVPRO

Wichita Falls; Scott Poenitzsch, Owner of Horseshoe Bend Cellars; and Phyllis Cowling, CEO of United Regional Health Care System.

-**Signing 101 Workshop** facilitated by Vernon College Interpreter Services Coordinator, Kathy Peterson.

### Human Resources – Haven David

#### **Personnel:**

- March Hires: Sonny Seyler – Faculty Assistant – LVN, CCC  
Mollie Williams – Administrative Assistant to Associate Dean of Instruction, CCC
- March Termination: Jean Castle-Wade - Administrative Assistant to Associate Dean of Instruction, CCC
- April Retirement: Vincent Chavez – Custodial Technician, Vernon
- May Retirements: Joe Hite – Dean of Financial Aid and Admissions/Registrar  
Nancy Smith – Economics Instructor
- Interviewing for second round of Vice-President of Instructional Services.
- Accepting applications for Career Services Coordinator.
- Annual Evaluation process complete.
- Faculty Reappointment letters sent.

### ERP/SIS – Ivy Harris

- The Dynamics GP/ReqLogic/Greenshades 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 are continuing to be trained as needed 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 2009-2016 have been captured from Poise and translated into Excel. Data is continuing to be captured and scrubbed for inconsistencies and errors. The data will be scheduled for validation against the Poise database to ensure accuracy.
- U4SM Representatives will continue to meet 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.
- U4SM conducted an onsite visit on March 6-8, 2018. During this meeting, the Implementation Team identified gaps and holes in the uploaded data within the new system. U4SM annotated the changes to be made and discussion on those changes have begun to take place.

### DRJ Comments –

- The semester is flying by very fast. Please take the time to attend one of many student functions scheduled in the coming weeks.
  - (1) Preview Day for high school students—Friday, April 6—9:30 am—CCC
  - (2) Honors Convocation – Thursday, April 19, 2018 – 6:30 p.m. – Region 9, Wichita Falls
  - (3) Scholarship Banquet – Tuesday, April 24, 2018 – 5:30 p.m. Colley Student Center
  - (4) Softball and Baseball Community Game Day – April 25, 2018 – Vernon College
  - (5) Sports Banquet – Thursday, April 26, 2018 – 6:00 p.m. Wilbarger Auditorium
  - (6) Spring drama production—*The Receptionist*—April 26-28—8:00 pm Osborne Auditorium
  - (7) Choral Production – George Frederick Handel’s “Messiah” – Tuesday, May 1, 2018 at 7:00 p.m. – First United Methodist Church
  - (8) Commencement – Saturday, May 12, 2018 – 10:30 a.m. Wilbarger Auditorium
    - 9:00 a.m. Rehearsal
    - 10:00 a.m. Board members, faculty, staff, and students prepare for entrance
    - 10:30 a.m. Graduation – All students not ADN
    - 11:15 a.m. Reception
    - 1:15 p.m. ADN students assemble at Wilbarger Auditorium
    - 2:00 p.m. ADN Graduation
    - TBA ADN Pinning immediately following graduation
    - TBA ADN reception immediately following pinning

- Please contact me with any input or questions at:
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