

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 conducted the annual board retreat on July 11, 2018. Topics of discussion included:
 - Introduction Dr. Elizabeth Crandall the new Vice President of Instructional Services
 - Community college safety and security issues
 - Review and analysis of current monthly financial statement format for unrestricted and restricted funds
 - Update on current Vernon College alcohol and drug policies
 - Vernon College promotion ideas discussion
 - Campus facilities/maintenance update
 - Prominent challenges discussion
 - 2018-2019 budget/tax appraisal/tax rate discussion
- The 2018-2019 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 17-18 actual enrollment numbers. The budget also 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 budget and tax rate will be approved at the August 8, 2018 board meeting. The increase in the total 2018-2019 budget compared to the total 2017-2018 budget is primarily due to:
 - 3% total salary increase for employees—approximately \$290,000
 - Proactive plan for roof repair costing—approximately \$100,000
 - College van replacement—approximately \$25,000
 - Increase management tools for Cyber-Security—approximately \$20,000
- The Vernon College Board of Trustees also approved the following at the July 11 regular meeting:
 - 2018-2019 Handbook/Manual Updates and Revisions
 1. Employee Handbook
 2. Athletic Policy Manual
 3. Library Policy Manual
 4. Testing Center Manual
 5. Workforce Program Handbooks
 - Associate Degree Nursing
 - Basic Law Enforcement
 - Cosmetology
 - EMS Training
 - Health Information Management
 - Licensed Vocational Nursing
 - Pharmacy Technician
 - Surgical Technology
 - Basic Firefighter
 - Medical Assisting
 - Dental Assisting
 - 2018-2019 I.S.D. Contract Agreements
 - Burkburnett I.S.D. – Health Occupations, Culinary Arts
 - City View I.S.D. – Health Occupations
 - Electra I.S.D. – Health Occupation
 - Haskell I.S.D. – Health Occupations
 - Holliday I.S.D. – Health Occupations
 - Iowa Park I.S.D. – Health Occupations
 - Petrolia I.S.D. – Health Occupations
 - Vernon I.S.D. – Health Occupations

- Issuance of 2018-2019 employee contracts
- The detailed agenda and breakout session information for the 2018 Fall Kickoff event for all employees on Monday, August 20, 2018 will be emailed to all employees on August 6. The agenda includes the highly regarded motivational speaker, Brooks Harper.
- The administrative team, as well as other program and departmental leaders worked hard for several months to identify a wide variety of significant challenges that Vernon College faces the next 1-5 years. The goal has been to identify these challenges and to provide leadership to develop proactive plans to meet them. This was a significant discussion item at the July 11 board retreat. The document will be shared with all employees by email on August 6 and will be the basis for my comments on August 20. The document is intended to assist with future planning for improvement as well as further discussion and input to develop strategies to meet the challenges.

Instructional Services

- Summer I concluded with finals and we started the Summer II semester.
- CSAs are busy with Fall advising.
- During the month of July Vernon College **Cosmetology** offered free haircuts to veterans. Fourteen veterans came in and received a free haircut.
- On July 24th Vernon College **Cosmetology** went to the Boys and Girls Club of Vernon. They enjoy some time with the youth of our community and shared their talents by giving mini-manicures. They had a total of sixty-two girls spend time with them and get a little pampering.
- **Michael Schoppa** attended the State Professional Development conference for Agriculture Teachers in Abilene, TX July 23-27.

Student Services – Jim Nordone

Student Success/Title III Initiatives

- Submitted Annual Performance Report (2017) to the Department of Education.
- Interviewed Potential Peer Mentors for Fall Semester 2018.
- Conducted Conference Call with Title III External Evaluator, Dr. Luzelma Canales.
- Attended the Texas Community College Teachers Association (TCCTA) *Leading from the Middle* Conference, San Antonio

Student Activities/Housing Initiatives

- Completed cleaning and maintenance of both dormitories.
- Replaced all mattress covers in both dormitories.
- Installed shower curtains in both dormitories.
- Printed Student Residence Handbook for 2018-2019.
- Completed Student Activities Calendar for Fall Semester 2018.

Career Services Initiatives

- Assisting Summer Semester students with the creation and tweaking of resumes.
- Hosted the Texas Workforce Commission (July 11).
- Met with Leslie Watson, LPC, Texas Workforce Solutions Vocational Rehabilitation for general information session (July 11).
- Posted three jobs on the Vernon College Electronic Job Board: Daybreak Community Services (Registered Nurse (1), Licensed Vocational Nurse (1), Residential Support Staff (1) (July 17).
- Met with Ray Roberts, Owner, Chantex Manufacturing, to discuss welding positions for Vernon College graduates. Completed tour of facility with Eric Williams, Shop Foreman (July 25).
- Met with Dan Alley, Maintenance Operations Superintendent and Christopher Venegas, Electrical Engineer, Cryovac at Iowa Park (July 25).
- Met with Manufacturers Group through Wichita Falls Chamber of Commerce, for the purpose of touring Sealed Air Corp of Wichita Falls. Tour provided by Kyle Tevlin, Plant Manager (July 26).

General Student Services Initiatives

- Continued Advising and Information Sessions for Non-TSI Clear Students for Summer and Fall Semesters 2018: Advising-on-Demand (530); Advising by Pre-arranged Appointment (108); Degree Audits (198).
- Continued working on all SACSCOC initiatives, with current emphasis on Focus Report.
- Hosted 3rd Annual Catholic Youth Rebirth Retreat (July 23-26).
- Finalized Institutional Effectiveness Plans (2017-2018) and Created Institutional Effectiveness Plans (2018-2019).
- Chief of Police commenced working on the Clery/Campus Crime Statistics Report for 2017-2018.

- Chief of Police attended Law Enforcement Support Office (LESO) training in Austin Texas. This initiative assists police departments with military surplus tools normally utilized for protection purposes.
- Hired Police Officer, Kenneth Boatman, for 2nd shift, Vernon Campus (tenure at Vernon College to begin August 13).
- Finalized and signed National Society of Leadership and Success (NSLS) contract for 2018-2019. Due to being deemed a model program, received automatic 50 percent discount on annual membership fee (original annual membership fee is \$2,800; with automatic discount, we will only pay \$1,400).
- Negotiated and finalized 3-year contract with EMSI (Career Coach). Currently being charged \$9,500 annually. Agreed to graduated, three-year contract as follows: Year 1 (\$5,000); Year 2 (\$5,500); and Year 3 (\$6,000). This was a substantial negotiation as it translates to a three-year savings of \$12,000 over the aforementioned 3-year period.

Admissions, Records and Recruiting

- Campus Connect (online registration) remains open for students registering for Fall Semester 2018.
- Continued sending “Student Success” communication emails for purposes of keeping students apprised of important upcoming dates for enrollment purposes.
- Continued evaluating transfer students’ transcripts.
- Continued processing Applications for Admissions, as well as the mailing of applicable Admissions’ Status Letters.
- Processing degree audits for August 2018 completers/graduates.
- Commenced with validation of the Texas Higher Education Coordinating Board reports for Academic Year ending Summer 2018.

Financial Aid and Veterans Affairs

- Continued to provide follow-up with regard to the completion of financial aid files.
- Awarded 1,465 financial aid files as of July 24.
- Text messages/E-mails sent to students whose files are complete, but who have not yet enrolled (4,059).
- Text messages/E-mails sent to students who are enrolled, but who have not yet completed their financial aid files (536).
- Commenced with Work Study approvals for Fall Semester 2018 and Spring Semester 2019.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Margaret Kincaid and Shelly Mason delivered Meals on Wheels.
- Christie Lehman liquidated Summer II Financial Aid.
- Rhonda Knox has uploaded over 150 new students to our collections agency this summer.

Bookstores

- We are busy unloading, pricing and stocking shelves with books and supplies for the upcoming Fall semester. Working on LVN day class and Surgical Tech graduating class pin sales. Organizing and rearranging back storage room to be more prepared for Inventory in September. Kathy Barfield is finalizing Fall book prices and Fall book orders. We are answering student’s questions and concerns regarding Fall semester. Returning Summer Books.

Facilities -

Wichita Falls

- Jose Nieto and Ricky Haley are busy with weekly mowing and landscaping.
- Chris Horton repaired lights in the TDC classrooms and in the office area at Skills.
- Robert Johnson worked on the irrigation system and replaced some broken heads.
- Contractors resurfaced the west parking lot.
- Carl Brinkley and Chris Horton restriped the west parking lot.
- Painted the upper roof that we sprayed with the foam.

Vernon

- Ray Carr and Paul Frommelt replaced a condensing unit at the Athletic Dorm as well as a compressor over the Admissions area and fan assembly over the Athletic offices, hung the new baseball backstop net and moved furniture out of Admissions ahead of the cubicle install. Lyle Bonner and Ray provided necessary wiring for cubicles.

- Ray made wiring repairs to the Administration condensing unit and Paul and Steven Kajs replaced a fan motor.
- Joey Lama stripped and acid stained the restroom floors at softball field.
- Joey and his crew and Steven have been getting all dorm rooms ready ahead of the Catholic church camp.
- Ray replaced brakes and wheel bearings on van #7.
- Lyle and Jimmy Dennis replaced a sprinkler valve and installed a controller to get Softball sprinklers working.
- Lyle painted doors on the pool pump room.

College Effectiveness – Betsy Harkey

- **SACSCOC** – July was a busy month finalizing information for the SACSCOC Focused Report. Thank you to all who worked so hard to meet the August 1st deadline. Also, Betsy Harkey presented a SACSCOC process update to the Board of Trustees on July 11, 2018.
- **College Effectiveness Committee** – The 2018-2019 Planning Calendar, 2018-2019 Institutional Effectiveness Plans Summary, and the 2017-2018 Institutional Effectiveness Plans Final Summary was approved by the College Effectiveness Committee on July 25th. A tremendous amount of work went in to this process. Thank you to all for your diligence.

Institutional Advancement – Michelle Alexander

- Callee Serrano participated in the TACCF Presents: Are Promise Programs our Future? Webinar. This presentation Explored the lessons learned, program structures, funding models, successes and status of the promise scholarship programs at Dallas County Community College District and Tyler Junior College.
- Monica Wilkinson and the USDA Grant had a very busy July:
 - Released Summer recipe card featuring chimichurri sauce by Chris & Tagan Couch of Gypsy Kit
 - July 7-- Peach Day at the Vernon and Wichita Falls markets. Each was well attended.
 - July 10 -- Little Chef's Camp at the Wichita Falls Farmers' Market (WFFM). Over 40 kids attended.
 - July 12 -- Canning & Fermenting Class at WFFM with Tarah Nyberg
 - July 17 -- Build Your Own Grilled Cheese at WFFM with Sweet 1020 onions. Over 115 sandwiches served!
 - July 18 -- Met with the Vernon Farmers Market Association to plan remainder of summer events and October Fall Festival set for October 20th from 10 - 2 pm.
 - July 19 -- Fiber Arts with Tarah Nyberg and Tumblebus at the WFFM
 - July 21 -- Salsa Day at the Vernon Farmers Market. Chris Mujica prepared a fresh salsa, hot salsa, tomatillo sauce, and watermelon salsa to sample from 9-11 am.
 - July 24 -- Felted Soap with Tracy of Mesquite Tree Hill at the WFFM. Over 30 kids attended. The event was featured on the front page of the Times Record News!
 - July 26 -- Wine Tasting with 6th Street Winery and Tumblebus at the WFFM
 - July 28 -- Black-eyed Pea Day at the Vernon Farmers Market. Chef Chris Mujica served black-eyed pea hummus from 9-11 am.
 - July 28 -- Watermelon Festival with Downtown Development at the WFFM. Very large turnout and record number of vendors attended.
 - July 31 -- Veggie head craft with Cathy at the WFFM
 - The Vernon midweek market continues to go well with between 50-80 attendees.
 - We've had several meetings with WF Downtown Development in efforts to produce vendor leases and vendor agreement forms. The market is growing and there is large demand for the limited spots which has created the need for more formal agreements between vendors and WF Downtown Development.
 - Monica continues to work with Crane West to promote area markets.
 - The Wichita Falls Fall Farm to Table dinner has been set for Tuesday, September 25th. Chef Kyle Dalka with The Karat Bistro will be doing the dinner.

Marketing – Holly Scheller

- Digital media conference
- President report design
- Logo designs for allied health
- CTE brochure design
- Viewbook redesign

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

“Success through Inquiry” Quality Enhancement Initiatives

- **“Success through Inquiry” Quality Enhancement Plan Proposal.** The preliminary “Success through Inquiry” Quality Enhancement Plan Proposal is uploaded in the Vernon College SACS-COC Share Drive for all interested parties to view and thus offer edit/addition/deletion suggestions. The proposal is a “living” document that will be formally submitted in August 2018 for the October 2018 SACS-COC visiting team to review. While the proposal will be formally submitted for review in August 2018, an expectation prevails that improvements will be made to the document up until the SAC-COC visit.
- **“Success through Inquiry” Quality Enhancement Plan Promotional Items.** In July 2018, promotional posters with original QEP art designed by Brian Havins of F5 Designs arrived. Dissemination and installation of poster art will commence in August 2018. In addition, QEP Team polo shirts displaying the QEP logo arrived in time to sport at the SAC-COC QEP 2018 Summer Institute. See all promotional items on the [VC-QEP Facebook Page](#).
- **SAC-COC QEP 2018 Summer Institute.** Dr. Donnie Kirk, Director of Quality Enhancement, Dr. Brad Beauchamp, Coordinator of Instructional Assessment, and Marissa Underhill, Instructor of Sociology/QEP Faculty Peer Mentor attended the *2018 Institute on Quality Enhancement and Accreditation* July 22 - 25, 2018 in Atlanta, Georgia. Topics covered at this annual event included updated accreditation principles, QEP topic selection, role of the QEP lead evaluator, navigating a QEP initiative, writing of the QEP Fifth-Year Interim Report, as well as tips for the SACS-COC site visit. The Summer Institute is always an outstanding opportunity to network with other college and university personnel who are at various stages of the QEP/accreditation reaffirmation process. For more on the *2018 Institute on Quality Enhancement and Accreditation*, [click here](#).
- **“Success through Inquiry” QEP Decorating Contest.** Vernon College staff and faculty are supported the “Success through Inquiry” QEP initiative by participating in the ‘Office Wall/Bulletin Board’ Decorating Contest! Completed by Fall 2018 for the October SACS-COC accreditation reaffirmation site-visit, the deadline for entry/decoration completion was July 26. Ten offices across all locations have offered entries for consideration. Currently, installations will be evaluated by the QEP team based on neatness, creativity, and use of the QEP theme. First prize is a catered office party! See submitted entries on the [VC-QEP Facebook Page](#). Winners will be announced soon!
- **2016-2017 QEP Institutional Effectiveness Plan Summary/2018-2019 QEP Institutional Effectiveness Plan.** In mid-July, the 2016-2017 Institutional Effectiveness Plan Summary for Quality Enhancement was submitted to Institutional Effectiveness Director Betsy Harkey. Along with the summary, the 2018-2018 Quality Enhancement Institutional Effectiveness Plan was submitted.

Professional Development Update

- **2016-2017 Professional Development Institutional Effectiveness Summary/2018-2019 Professional Development Institutional Effectiveness Plan.** In mid-July, the 2016-2017 PD Institutional Effectiveness Plan Summary was submitted to Institutional Effectiveness Director Betsy Harkey. Along with the summary, the 2018-2018 PD Institutional Effectiveness Plan was submitted.
- **Summer 2018 Professional Development.** Summer PD offerings are often slim in nature. With this, campus employees have the opportunity to accumulate PD hours via [SafeColleges Training](#). Safe College Training provides safety and compliance programs specifically for higher education administrators that are affordable and easy to use. Topic categories include Emergency management, Environmental, Health, Human Resources, Information Technology, Nutrition, Policy, Security, Social and Behavioral, and Transportation. Certificates are available after successful completion. Campus employees use their Vernon College e-mail to login into [SafeColleges Training](#)
- **Vernon College Fall 2018 Semester Kickoff Breakout Session Guest Speakers.** All guest speakers for the Fall 2018 Semester Kickoff Breakout Sessions are scheduled and have confirmed through the Office of the PD Coordinator. Outside guest speakers include: Michael Olaya, CEO of Dexter Learning (21st Century Learners); Phyllis Cowling, CEO of United Regional Healthcare System (Personal Resilience in Times of Workplace Change); Joe Guidry, Instructional Technologist, WFISD (Google Practices in Our College Classrooms); Todd Hopkins, Southwest Regional Sales Manager, Link-Systems International (NetTutor Support); and Jessica Cartwright, national Alliance on Mental Illness Representative (Ending the Silence). In addition to outside guest speakers, in-house speakers for breakout sessions include: Debbie Alexander, Coordinator of Veterans

- Affairs/Financial Aid (Military Veterans Student Spotlight); Roxie Hill, Instructional Design and Technology Consultant/Canvas Administrator, (facilitating a faculty panel discussion on “Incorporating Innovative Design into the 21st Century College Classroom”); Ivy Harris, ERP/SIS Director (Cyber Security Training); and Donnie Kirk, Director of Quality Enhancement (You, Me, and the QEP 3.0).
- **Fall 2018 PD Calendar.** The Fall 2018 Professional Development calendar is under construction. Many staff, faculty, and administrator PD opportunities are in the works. The Fall 2018 PD Calendar will launch August 24.

Human Resources – Haven David

Personnel

- July Resignations: Jakob Cunningham, Assistant Baseball Coach/Residence Hall Assistant
Alyssa Fontillas, Assistant Softball Coach/Residence Hall Assistant
- August Hires: Allan Sanchez, Assistant Baseball Coach/Residence Hall Assistant
David Teague, Maintenance Supervisor/Manager – WF
Kenneth Boatman, Campus Police - Vernon
- Open Enrollment was run through Greenshades this year.
- Contracts and Notices of Employment have been mailed to full-time employees.

ERP/SIS/Cyber Security – Ivy Harris

ERP/SIS

- 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 2008-2016 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 continues to review submitted data and will plan another onsite validation training in the near future.
- U4SM is scheduled to be onsite September 17-21, 2018 and October 1-5, 2018 to meet with the Implementation Team.

Cyber Security

- Cyber Security 1-page information sheet was distributed to all students via email
- All employees were enrolled in the Cyber Security Awareness course in Safe Colleges
- Cyber Security Director continues to work with Run Biz on web copy for the Cyber Security website materials.
- Cyber Security Desk Visibility Audits are now being conducted for all offices.
- The “Stay Safe, Be Smart” Campaign is scheduled to launch at the start of the Fall 2018 semester.

DRJ Comments –

- I am very happy that Roxie Hill will return to full-time status this fall, as the Director of Distance Learning and Instructional Technologies, to assist faculty in ensuring the rigor and quality of all online courses delivered by Vernon College as well as the implementation of new technology in all classroom instruction. Please go to the revised webpage she has been developing on the Vernon College website for more information.
- Regular campus office hours began Monday, July 30. Primary offices will be open Monday thru Thursday from 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 noon. Faculty return and the all-employee professional development day is Monday, August 20.
- Onsite registration is August 21 on the Vernon campus and at Century City Center August 22-23. Classes begin Monday, August 27.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060