

**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

- Many documents are updated on an annual basis as part of the thorough planning process implemented at Vernon College. One document is an updated Vernon College History of Focus on Student Success. I am adding this document as an attachment so all can use it as resource information.
- Dr. Crandall has worked with several employees and departments to develop a Community Resource Information guide. In many instances, students come to Vernon College with individual concerns and situations that need to be addressed in order for the student to be successful in school. Vernon College recognizes that these concerns, situations, and needs are wide-ranging. This Community Resource Information guide was created to assist our students and employees to find those needed resources for our students and their families. The Community Resource Information guide is also attached.
- The Wichita Falls Community Health Care system has finalized construction plans for the clinic at Century City Center. The bids for the project will be received in December and construction/renovation should begin in late January.
- The athletic department is conducting the search process for a new volleyball coach. Interviews are scheduled for the week of December 10 with four experience coaches to be interviewed. The goal is to have a new coach hired to begin the spring semester.
- A few days prior to Thanksgiving, there was extensive water damage to Skills Training Center due to a plug blow out in a main waterline that went through the ceiling space. Since Wichita County owns the building all insurance and rebuilding will be accomplished under the county's supervision. Carl Brinkley and others are working in cooperation with the county judge and commissioners to restore the facility to original condition as soon as possible.

### Instructional Services – Dr. Elizabeth Crandall

- **Travel**
  - **Lori Arnold** went to Dallas, Texas to a Texas Counseling Association Professional Growth Conference on November 14<sup>th</sup> to the 16<sup>th</sup>
  - **Shana Drury** attending the TACTE Board meeting in Dallas November 1-2
  - **Angela Ward, Diana Shipley, and Elisha Wehrwein** attended a Cosmetology Camp for instructor training and TDLR updates, November 1-4 in San Antonio, Texas.
  - **Mark Holcomb** was in Dallas, Texas on November 11-16 for a training course for Thermography in camera operations.
  - **Cory Nava and Brian Deason** attended the EMS Texas Annual Conference for continuing education courses to learn about new products and practices in SMS and CADS certification in Fort Worth, Texas on November 16-21
  - **Paula Whitman and Dr. Elizabeth Crandall** attended the Texas Pathways Institute #5 in Dallas, Texas on November 14-16
- **Continuing Education**
  - CE Allied Health started an adult remote class for CNA in Haskell, Texas
  - Congratulations to Tina Baker in CE who got married in the month of November and is now Tina Duke!
- Teresa Wallace was chosen as the representative on the THECB AAT Advisory Committee
- A special thank you to Vicki Bradley and Karla Monson who delivered meals on wheels for Instructional Services on October 17<sup>th</sup>.

### Student Services – Dr. Jim Nordone

- **Student Success/Title III Initiatives**
  - Presented “Student Success Pathway: Student Experience Series,” with a focus on Vernon College’s Chapter of the National Society of Leadership and Success (November 27 & 28).
  - Conducted Peer Mentor Program exit interviews.
  - Continued recruiting, reading, and accepting “Faculty Mini Grants” for spring semester 2019.

- **Student Activities/Housing Initiatives**
  - Commenced with the accepting of applications for Resident Assistants for spring semester 2019.
  - Planned for end-of-semester move-outs, which will start week of December 10.
- **Career Services Initiatives**
  - Continued with resume critiquing for students.
  - Met with Hollie Scheller and Dr. Nordone for purposes of tweaking website to be more employer friendly.
- **General Student Services Initiatives**
  - Held High School Counselor Luncheon for 26 high school service area individuals (November 7).
  - Updates Student Services section of the Vernon College website (November 8).
  - Participated in annual “Turkey Trot” (November 13).
  - Attended the Texas Pathway Institute Conference in Dallas (November 14-16).
  - Attended Helen Farabee Center/Dr. Del Rio’s professional development on Autism (November 16).
  - Continued Offering “Advising on Demand” for spring semester 2019.
  - The Student Government Association (Century City Center) held one meeting (November 15).
  - The Student Government Association (Vernon) held one meeting (November 26).
  - The Student Government Association (Vernon) volunteered for two separate Salvation Army Bell Ringing events (United Supermarket – November 26 and Walmart – November 28).
  - Continued offering New Student Orientations.
  - Participated in the suicide prevention training presented by Charlie Martin/Helen Farabee Center (November 29).
  - Began planning induction ceremonies for Vernon College’s Chapter of the National Society of Leadership and Success (December 6 at Century City Center, Room 302, 5:00 p.m.; December 7 at Vernon, Auditorium, 9:00 a.m.).
- **Admissions, Records and Recruiting**
  - Processed 451 new applications for spring 2019.
  - Processed 248 new applications for fall 2019.
  - Opened “Campus Connect” (online registration portal) for spring 2019. To date, 1,420 registrations have been completed.
  - Continued with the evaluation of transfer student transcripts.
  - Completed Administrative Withdrawals due to absenteeism.
  - Finalizing the December 2018 graduation list (no ceremony).
  - Attended the Texas Association of Collegiate Registrars and Admission Officers (TACRAO) Conference, Fort Worth.
  - Continued with tours and college fairs.
  - Attended Café Con Leche program.
  - Processed 50 transcript requests.
  - Continued working on U4SM duties.
  - Contacted 400 + students that have yet to enroll for spring 2019
- **Financial Aid and Veterans Affairs**
  - 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 Free Application for Federal Student Aid (FAFSA).
  - Commenced with the processing of 2019-2020 Free Application for Federal Student Aid (FAFSA).
  - 2019-2020 POISE programming completed.
  - Financial Aid Awareness Days offered at both the Vernon and Wichita Falls locations.
  - Partnered with Communities in Schools and Wells Fargo Bank with regard to “Making Good Financial Choices to Attend College.”
  - Celebrated successful “Walk for Warriors 2018.” Raised in excess of \$2,000 for Base Camp Lindsey.
  - Commenced with applications for the Texas Association of Vietnam Veterans’ Scholarships.

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

- **Business Offices**
  - Christie Lehman set up billing information for Spring and liquidated Fall II Financial Aid
  - Sandy Odell completed the Presidents Leadership Academy. She thoroughly enjoyed the course and got better acquainted with 12 other colleagues.
  - Mindi Flynn completed the Integrated Fiscal Report with THECB.

- **Bookstores**
  - We have been busy with Fall returns and processing Spring books and supplies to prepare for the upcoming Spring semester.
  - We processed CNA badges for the Continuing Ed program.
  - We are getting ready for our Fall buyback in December and processing LVN pins for the December LVN graduates.
  - We are decorating our display window (in our free time)...its Christmas time in the City.
  - We are assisting students with their college needs.
  - Kathy Barfield is working with Jana Bohannon to finalize the booklist for Spring.
- **Wichita Falls**
  - Due to the flood at STC we have spent many hours moving people and furniture around to be able to keep operating.
  - We have had ongoing lighting repairs at STC and CCC.
  - Installed desk in room 718 to be used as a TDCJ classroom as well as the police academy.
  - Removed the round tables in 605 and installed 6 ft. tables for another TDCJ class.
  - Remove cove base in the pool area and patch and repaint the walls at the east end of the pool.
  - Put out the Christmas trees and decorations.
- **Vernon**
  - Ray Carr and Paul Frommelt:
    - Installed additional lighting at the back of the Residence Center.
    - Repaired overhead doors at the warehouse.
    - Rebuilt the pool chlorine pump.
    - Installed a photocell on the lights for the student parking lot.
    - Repaired the boiler at the SUB.
    - Made repairs to the SUB walk in cooler and made repairs to the walk in cooler.
  - Ray also:
    - Replaced the starter on the Rodeo feed pickup.
    - Serviced two vans.
    - Rebuilt the hydraulic remotes on the John Deere tractor.
  - Jim Anthony and the grounds crew:
    - Continued seeding rye grass and fertilizing.
  - Josh Cook:
    - Repaired an edger.
  - Jimmy Dennis:
    - Replaced hydrants at Rodeo.
  - Joey Lama:
    - Put up the Santa Claus house.
  - A dedicated circuit was run for a treadmill in the weight room to relieve the load on the existing circuit.
  - Hay was swathed and baled.
  - Maintenance and Grounds put up Christmas decorations.

### **College Effectiveness – Betsy Harkey**

- **Data Update** – [\*The History of Vernon College Focus on Student Success\*](#) was reviewed with the Board of Trustees as the Student Success Data Fact for November.
- **SACSCOC** – Wrap up is underway. We are making notes for “next time” and closing files. Thank you to all who have provided input. Also, thank you to Drs. Donnie Kirk and Lisa Crandall for providing leadership for the Quality Enhancement Program response to standard 7.2.e.
- **Board of Trustees** reviewed and approved Strategic Plan components [\*2019-2023 Philosophy, Vision, Values, and Mission\*](#) and [\*2019-2023 Long Term Objectives\*](#) during their October 10, 2018 meeting.
- **College Effectiveness Committee** met on November 30, 2018. Following great discussion, *2019-2023 Primary Goals* and *2019-2020 Priority Initiatives* were enhanced from previous years and approved to submit to the Board of Trustees for final approval at their December meeting.

### **Institutional Advancement – Michelle Alexander**

- Michelle Alexander participated in the CASE Federal Funding Task Force in Washington, DC November 11 – 15 and presented in three sessions at the subsequent Conference for Community College Grants Professionals Conference November 16 and 17.

- Callee Serrano delivered Meals on Wheels for the President's Office and Student Services in November.
- Callee helped decorate the Christmas Tree in the Sub.
- Callee participated in Walk for Warriors.
- Monica Wilkinson prepared the third USDA reimbursement request and is completing the Year 2 Annual Report for submission in December.
- Meredith Buckley was hired as the new Wichita Falls Downtown Farmers' Market Manager.
- Monica coordinated the successful Wichita Falls Downtown Farmers' Market Thanksgiving Market on November 17 featuring free samples of homemade fall breads and apple cider, paper bag turkey craft, and live music by Levi Muller.
- Planning is underway for the December 15 Christmas Market.
- Monica is coordinating with Texas Agrilife and the Noble Foundation for the Agriculture Rooms for the 2019 Wichita Falls Home and Garden Festival in February.

### **Marketing – Holly Scheller**

- Created short videos of student interviews for Facebook.
- **Attending Advisory Meetings:**
  - ADN
  - Fire
  - Surgical Tech
  - Cosmetology
  - Police
  - HVAC
  - Welding
  - AOT
  - EMS
- **Shoot Program Videos**
  - Surgical
  - ADN
- **Press Release and Photo op for:**
  - Atmos Energy Scholarship
  - Walk for Warriors
  - Scotland Park Earbud donation (250 earbuds were donated to the students of Scotland Park Elementary)
- Held Mock interviews for four students in Steven Underhill's Business Management class, as part of a school project.

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

- **“Success through Inquiry” Quality Enhancement**
  - **“Success through Inquiry” QEP Plan SACS-COC Accreditation Reaffirmation Recommendation Response.** The *Success through Inquiry* QEP plan was presented to the SACS-COC visiting team during the Accreditation Reaffirmation visit on Wednesday, October 24. The *Success through Inquiry* QEP is a “best practices” inquiry-based learning initiative aligned with the institutional mission of enhancing teaching and learning while providing rigor and quality for student success. Inquiry as pedagogy encourages students to 1) develop questions/curiosity regarding course content, 2) investigate that curiosity through research, 3) evaluate the soundness of their findings, 4) and subsequently share their newly constructed knowledge in a visible manner (group discussion, project, presentation, paper). The SACS-COC committee concluded that the QEP assessment plan “represents a multi-faceted approach to evaluate the success of the QEP through the triangulation of data sources across students and faculty, across multiple academic disciplines, and across periodic timeframes to capture data collection.” However, the committee recommended that the institution (Vernon College) clarify the plan to directly assess identified student learning outcomes (noted above). The written response to the recommendation, which includes a focus report and amended QEP narrative, is due March 01.
  - **Community College Survey of Student Engagement (CCSSE): Spring 2019.** Vernon College is registered to administer the Community College Survey of Student Engagement (CCSSE) in Spring 2019. The CCSSE is a product of the Center for Community College Student Engagement, a tool that helps institutions focus on effective educational practice and identify areas in which they can improve their programs and services for students. The survey asks about institutional practices and student behaviors that are highly correlated with

- student learning and retention. This year and subsequent years, Vernon College will receive an additional 20 items on [Guided Pathways](#), free of charge. See more about the CCSSE instrument [here](#).
- **Community College Faculty Survey of Student Engagement (CCFSSE): Spring 2019.** Vernon College is registered to administer the Community College Survey of Student Engagement (CCSSE) in Spring 2019. The Community College Faculty Survey of Student Engagement (CCFSSE) elicits information from faculty about their perceptions regarding students' educational experiences, their teaching practices, and the ways they spend their professional time—both in and out of the classroom. See more about the CCFSSE [here](#).
- **Vernon College Professional Development**
  - **November 2018 PD Highlights.** In November **Mindi Flynn**, Vernon College Business Office Manager, offered [ReQlogic](#) training sessions for employees on both the Vernon Campus and Century City Campus. **Mike Hopper**, Vernon College's Coordinator of Protective Services, presented awareness sessions centered on [disturbing trends in alcohol and drug abuse](#) for employees at both the Vernon Campus and Century City Campus. Student Services sponsored a session entitled, "[Understanding Students with Autism](#)" presented by **Dr. Frank Del Rio** from the [Helen Farabee Center](#). The Student Success Pathways Student Experience Series featured the [National Society of Leadership and Success](#) in November. Presenters included Counselor Lindsey David and Dean of Student Services Dr. James Nordone.

### **Human Resources – Haven David**

- Personnel
  - Hires: Delilah Fowler, Classified II Counseling – CCC (November 2018)  
Geneva (Tori) Smith, Assistant Softball Coach/Residence Hall Assistant (January 2019)
- Working on implementing Onboarding module in Greenshades.

### **ERP/SIS/Cyber Security – Ivy Harris**

- **ERP/SIS**
  - Successfully retrieved 2005 and 2006 financial aid data
  - Submitted additional demographic data to U4SM
  - Continued configuration discussion with U4SM
  - Attended U4SM discussion with Howard College on 10/11/2018
  - Attended the Dynamics GP Annual Summit in Phoenix, AZ on 10/14-19/2018
  - Will have an U4SM onsite training session during the week of the following: 12/3 and 12/10
- **Cyber Security**
  - Continued screen visibility audits in the Osborne Administration Building
  - Distributed the "Stay Smart, Be Safe" campaign graphics on the Vernon Campus
  - Continued to educate the faculty and staff on new email procedures
  - Coordinated cybersecurity measure for email security

### **DRJ Comments –**

- Each Vernon College full-time employee will be receiving a gift card to United Marketplace as an expression of appreciation from the Vernon College Board of Trustees. The cards will be sent out early next week.
- Susie and I wish each of you peace, health, and contentment as you enjoy Christmas with your families.
- Please contact me with any input or questions at:
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