

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 2016-2017 audit prepared by *Edgin, Parkman, Fleming, and Fleming, PC* of Wichita Falls was presented to the Board of Trustees and approved at the December 13, 2018 meeting. The audit was a clean and unqualified opinion indicating the College is compliant in all areas and in stable financial condition. There were no audit exceptions or management letter recommendations.
- An Order of Election was approved by the Vernon College Board of Trustees at the December 14, 2017 meeting for the purpose of electing one trustee each for Place #5 (Joanie Rogers), Place #6 (Bob Ferguson), and Place #7 (Irl Holt) for full six (6) year terms. A requirement directing the posting of the filing period was met by posting the filing period in the Osborne building. The election will be Saturday, May 5, 2018. The first date to file was January 17, 2018 and the deadline to file is February 16, 2018 at 12:00 noon.
- The Vernon College ADN program received a grant for \$192,481 for a skills lab renovation project and equipment. Recent research has shown that providing students the opportunity to complete as much as 50% of their clinical hours in a simulated setting is equal to utilizing real-life/traditional clinical experiences. Simulation provides students with the opportunity to experience many situations they may not encounter in their traditional clinical and allows them to practice and make decisions without putting a “live” person at risk. The ADN program submitted a grant request to the Texas Higher Education Coordinating Board thru the Nursing Innovation Grant Program. The plan is to renovate the nursing lab in Vernon (room 406) to create a hospital-like atmosphere with separate patient rooms (3) and a central nurse’s station. This plan also includes purchase of two high-fidelity manikins and other equipment (two hospital beds, a Pyxis Medication Station, preprogrammed simulation scenarios, two portable patient vital sign monitors, and a stretcher) to add to our current lab and enhance the illusion of working in a hospital with “live” patients.
- The Vernon College Board of Trustees approved a MOU with Wichita County Community Health which basically states Vernon College will permit the Center to establish and operate a primary care clinic on the Vernon College Century City Campus for the benefit of College's students and personnel, as well as for other residents of the general community. The Center will be located in the currently undeveloped movie screen area on the east side of CCC. The Center will pay for the renovations.
- The Vernon College Board of Trustees approved to purchase the Bi-Fork Baptist Association building and acreage on Augusta Street across from the baseball dormitory. The building is 1792 sq. ft. located on one acre. The facility will provide space for future program development on the Vernon campus.
- The Vernon College Board of Trustees have completed a self-reflection survey which assists in meeting a new SACSCOC principle designed to ensure that boards regularly evaluate their duties and responsibilities. The results of the survey will assist in developing the agenda for the board annual retreat in July.

Instructional Services

- **Paula Whitman** attended the North Texas Community College Consortium and CLARA meeting in Tyler, TX Jan. 26.
- **Mike Hopper** attended TCOLE Annual Commission meeting in Austin, TX Dec. 6-7.
- Four practicum students in **Culinary** attended the Texas ProStart Invitational® 2018 Regional Competition Culinary & Management on January 12, 2018.
- Kylie Shawn and Colton De Celles scored \$500 each in scholarship money from Escoffier School of Culinary Arts from the competition. Congrats!!
- **Instructional Services** took part in Spring Registration and Staff Development activities the week of Jan. 8.
- **Jennifer Hatley** and **Dr. Mary Rivard** attended a meeting for NIGP grant in Austin, Texas Jan 10-11.
- Coordinators from Continuing Education took part in a CE annual planning meeting on January 4th, 2018. Attending were **Tina Baker, Michael Hopper, Seth Hughes, Anne Patterson, Erika Colee, Jon Reese, Nina Feldman**

- **Beth Arnold** and **Mary Anderson** attended the Advanced Practice Conference to network with peers and keep updated on the latest changes in Temple, Texas Jan. 26-27.
- **Bettye Hutchins** attended the annual SACSCOC conference in Dallas, TX Dec. 5-7. Bettye serves as the SACSCOC Faculty representative for VC.
- **Cory Nava** and **Brian Deason** attended NAEMSE Level I Instructor course in Shawnee, OK Dec. 1-3.
- **Shana Drury** attended the winter TACTE board meeting in Dallas, TX Jan. 19.
- The Wichita Falls Housing Authority and Café con Leche offered an opportunity on Martin Luther King Jr. Day for college going students to complete Community Foundation scholarship applications and FAFSA on-site. Vernon College English instructors, **Jon Schreiber, Dean Johnston, and Joe Johnston** donated proofreading and editing help to students writing scholarship essays. Ms. Paris Ward, ROSS Grant Coordinator, said that nearly thirty students received help and information from AmeriCorps and Catholic Charities. Additionally, two scholarships were awarded to a Vernon College student and a Midwestern State University student.
- Special thanks to Nancy Smith for delivering Meals on Wheels for December and **Michelle Downes** (and her Mom) for delivering in January.
- Bell ringing took place with the Community Interaction Committee during December. Special thanks to **Michelle Downes, Melanie Milner, Vicki Bradley, and Mary Jane Batchelor** for volunteering.

Student Services – Jim Nordone

Title III Student Success Initiatives

- The next Title III Oversight Committee meetings is scheduled for February 9th, 9:00 – 10:00 a.m., 204 (V) and 712 (CCC).
- Title III Oversight Committee working to identify best practices/barriers with regard to the Student Success Pathway.
- Continued working on Title III Annual Report (Projected Due Date May 2018).
- Student Success Specialists are meeting with “Striving to End Probationary Status (STEPS)” students in an effort to assist them in getting back on the proper academic track.
- The Peer Mentoring program has kicked off for the spring 2018 semester; mentors are reaching out to mentees to schedule regular appointments. In addition, “Meet Your Mentor” nights are planned for Vernon (February 6th, 5:30 to 7:00 p.m.) and Century City Center (February 8th, 5:30 to 7:00 p.m.).
- Student Success Series workshops continued to be schedule for faculty classes upon request.
- Eleven Faculty Mini-Grants have been approved for the spring semester 2018. Faculty who have been awarded grants are: Whitney Adkins, Justin Blackwell, Greg Fowler, Xandy Gilmore, Mark Holcomb, Adrian Ivan, Casey Kolacek, Jason Scheller, Angela Ward, Elisha Wehrwein, and Renee Wooten.
- Chap Express/Learning and Study Strategies (LASSI) workshops were conducted the second week of spring semester 2018 classes.
- Bettye Hutchings, Criquett Lehman, Jim Nordone, and Paula Whitman plan to attend the National Academic Advising Association (NACADA) 2018 Annual Region 7 – Southcentral Conference, Little Rock, Arkansas, February 20th, 21st, 22nd.

Student Activities Initiatives and Housing

- “Hot Chocolate and Donuts with the Dean” (Vernon) – January 22nd (60 students participated).
- “Donuts with the Dean” – Century City Center – January 25th (200 students, faculty, and staff participated).
- Intramural Basketball – (Vernon) - January 29th (20 students participated).
- Super Bowl Get-Together (Vernon) – February 4th (70 students participated).

General Student Services Initiatives

- Commenced recruitment process for National Society of Leadership and Success (NSLS), Vernon Chapter, for spring semester 2018, Deadline for sign-ups is February 14.
- Continued to work on SACSCOC narratives and associated artifacts, Institutional Effectiveness Plans, and Annual Action Plans. Attended SACSCOC Ten-Year Advisory Visit with Dr. Hardt.
- Attended webinar, “Think First” presented by Katie Koestner (Sexual Assault Awareness Training). This module will be available to all Vernon College students (beginning spring 2018 semester) through a grant provided by the Vernon College Foundation.
- Participated/assisted with Vernon College open registrations and associated advising offerings.
- Attended Martin Luther King Prayer Breakfast, January 20th.

- Participated in the Vernon College Wichita Falls Independent School District (ISD) Go College informational meeting, January 25th.
- Attended Business Management Advisory Committee Meeting, January 29th.
- Held Student Forum Meeting (Century City Center) on January 30th.
- Held two meetings last week of January to plan Black History Month/Diversity Month celebrations and events.
- Held Student Government Meeting (Vernon) on February 5th.
- Hired Lance Brumley, new full-time police officer for Vernon Campus, 2nd shift.
- Accepted donated police vehicle from City of Vernon Police Department.
- Commenced with the posting of Evacuation Maps in all necessary locations.

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.
- Opened Campus Connect online registration for Spring semesters.
- Held on-site registrations on Vernon Campus and 2 days at Century City Center.
- Posted Fall 2017 grades and ran academic progress standards reports.
- Certified Fall semester Continuing Education contact hour THECB Reports (CBM00A, CBM00C).
- Working on end of semester Coordinating Board Reports (CBM00S, CBM0E1, CBM008, CBM002)
- Working on Winter IPEDS Federal Reports (Graduation Rates, Financial Aid, Admissions, Outcome Measures).
- Completed narratives for SACSCOC Compliance Report.
- Scheduling individual and group tours at each campus.
- Scheduling Spring 2018 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 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).
- January financial aid blog written and posted.
- Beginning of semester FAQ email sent to all financial aid recipients.
- Beginning of semester encouragement email sent to currently enrolled students on financial aid suspension.
- Fall 2017 satisfactory academic progress evaluation completed.
- SACSCOC FR 4.7 written, approved, and uploaded into Compliance Assist.
- SACSCOC Relationship with the US Department of Education written, approved, and uploaded into Compliance Assist.
- SACSCOC R 12.6 written, approved, and uploaded into Compliance Assist.
- Fall 2016 Integrated Postsecondary Education Data System financial aid survey completed.
- Federal Return to Title 4 calculations completed.
- Participated in Financial Aid Saturday events with Café Con Leche partners.
- Processing certifications for Spring enrollments of veterans/dependents to the VA.
- Processing Hazlewood awards for Spring enrollments of veterans/dependents.
- Completed approval packet for submission to Texas Veterans Commission.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- We again received a clean audit report. The Board and the President expressed their appreciation for all of the hard work by everyone involved.

- Mindi Flynn completed the IFRS report for THECB.
- Christie Lehman completed 1098T's for all students.
- Margaret Tubbs completed W2's for all employees.
- Shelly Mason completed 1099's for eligible vendors.
- Mindi Flynn delivered Meals on Wheels, with sons Parker and Karter.

Bookstores

- Both stores are very busy stocking shelves with books and supplies to ensure the needs of our students and assisting students to ensure they are receiving the proper books.
- Also filling out DARS, WIA and Catholic Charity slips for students and receiving Spring Books.
- Distributed Scholarship Books to Rodeo, Baseball, Softball and Volleyball.
- Working on January summaries.
- Receiving and stocking additional books orders for Spring classes.
- Selling books and supplies.
- Making name tags for nursing students and various other classes.
- Reordering merchandise and supplies.
- In the Bookstore we have been training our new work study and showing him different things in the bookstore. Rearranging the store and putting our new items out. Also have been cleaning the store and making sure that everything is out for our students to purchase.

Facilities -

Wichita Falls

- Maintenance staff have been busy cleaning storage area and getting rid of excess junk and removing all Christmas trees and ornaments from the lobby at Century City.
- Chris Horton and Gary Dotson painted lab walls in Mark Holcomb's lab at Skills.
- Carl Brinkley and Robert Johnson repaired some lights in the halls at CCC.
- Carl, Chris and Gary have been building a new office at Skills.
- Gary and Chris moved two network lines in Sharon's lab at Skills and installed new data lines and four new wifi access points at CCC.
- Delivered one hospital bed to the Seymour location.
- Repaired and replaced lights at Skills and CCC.
- Replaced one exit light and fixed others at skills.
- Painted Chaz's office at Skills and cleaned the carpet.
- Replaced lock sets at CCC and at Skills updated to new cores.

Vernon

- Josh Cook and Jake Stringer replaced a main irrigation valve and are looking for the irrigation feed to the quad to possibly install an automatic sprinkler system in that area.
- Ray Carr and Paul Frommelt have connected water to the softball fieldhouse, run the plumbing inside, installed the drinking fountain and air conditioning and are finishing the interior walls.
- The softball scoreboard was installed and will be connected to power as soon as time permits.
- Steven Kajs and Joey Lama have been cleaning dorms and buildings in advance of the Christmas break.
- Ray and Paul replaced a fire stat in the air handler in the Osborne bldg., worked on boilers, replaced bearings in the SUB air handler and repaired the icemaker.
- Ray replaced the starter on the Rodeo feed pickup and serviced it and the 2011 Rodeo pickup.
- Ray, Paul and Steven are finishing up on the ceiling and hanging light fixtures in the softball locker room and assembling the lockers.
- Joey has been setting up for spring kickoff, registration and ADN orientation.
- Quotes were received for the nursing lab remodel; Josh, Jake and Joey have moved the furniture out of the lab ahead of construction.
- Steven has replaced elements in the dorm water heater and has been making repairs to air conditioners.
- Lyle began posting building evacuation maps, repaired a water leak at Rodeo and painted the Student Services conference room.

College Effectiveness – Betsy Harkey

- **Data update** – [Key Performance Indicators of Accountability](#) related to SACSCOC Federal Requirement 4.1, Student Achievement, were reviewed and updated with available data.
The information was shared with the **Student Success Data Committee** during their meeting on January 19, 2018.
 - Course Completion Success
 - Graduation, Persistence, and Retention (Student Success Data Fact for Board of Trustees on January 10, 2018)
 - Licensure-Certification
 - Non-Transfer Completers and Transfer
 - Placement and Completion
- **SACSCOC** –
 - Thank you to all who helped coordinate, host, and who participated in the **SACSCOC Advisory Visit** meetings with Dr. John Hardt (SACSCOC Vice-President assigned to Vernon College) on January 23-25, 2018. It was a successful and helpful visit. Vernon College is fortunate because not all institutions are provided the opportunity for advisory visits prior to report submissions and that provide as much detail as was shared by Dr. Hardt.
 - **College Effectiveness Committee/SACSCOC Team** members worked hard to meet SACSCOC Compliance Certification Reaffirmation Report deadlines. Please be sure to thank the members for their diligence and care to ensure that Vernon College information (narratives and evidence) is presented in a correct, easy to understand, and complete report.
 - The College Effectiveness Committee/SACSCOC Team met on January 26, 2018. One of the agenda items was to review the **Vernon College Substantive Change Policy and Process**. The Committee approved to recommend the policy to the Employee Handbook Committee and Board of Trustees with one update.
 - **Anna Martin, Michelle Downes, and Amber Hunsaker** deserve special shout-outs for report input and review. At last count, the complete Compliance Certification Reaffirmation Report, minus evidence/artifact documents, is close to 500 pages.
 - **Special Alert** – There is a 100% chance that SACSCOC review (off-site and on-site) committees will look for information on the Vernon College website. Please be sure to **set a schedule to consistently review and update the website as needed**.
- **Annual Action Plans for 2018-2019** are due no later than March 1st. This date was postponed from February 1st in order to focus on SACSCOC.

Institutional Advancement – Michelle Alexander

- Callee Serrano decorated the Chamber Banquet table
- Callee delivered meals on wheels.
- Callee is serving as a member of the host committee for the SASCOC visit.
- Monica Wilkinson and Michelle Alexander are attending the monthly Home and Garden meetings at the Kemp Center to prepare for the Feb. 24-25, 2018 show. As part of the College' USDA grant activities there will be a farmers market room again and have 14 confirmed vendors and will hopefully have up to 20 by the end of February. Coordinating with Texas AgriLife on the farm-to-market area of rooms 8, 9, and 10.
- Monica is working with Crane West on websites for the Wichita Falls Farmers Market and Vernon Farmers market, rack cards for Vernon, completed WF rack cards, fostering and assisting Graham with the new Graham market to open in May 2018, designing a new logo for Vernon market, designing Spring 2018 recipe card featuring chef team from Fox Hill, and preparing handouts for the home and garden show.
- Monica is working with Chartwells, WFISD's Food Service Provider, on the Feb. 17 *Love your Farmer Day* at the Wichita Falls Farmers Market. Additionally, Chartwells will be featuring Morath Orchard produce on Booker T. Washington School's menu on Feb. 8th to educate elementary students on where their food comes from.
- Monica is working with area restaurants on campaign to identify those that serve dishes featuring local ingredients; those that do will receive a plaque with the new Homegrown Logo to display
- Working with the Wichita Falls Farmers Market Manager and vendors to officially form the Wichita Falls Farmers Market Association and to become a Texas Certified farmers market.
- Monica met with Tagan Couch of Gypsy Kit and Erika Collee with Vernon College to begin planning spring farm to table dinners. The Wichita Falls dinner is scheduled for Tuesday, May 1, 2018. The Vernon dinner is being scheduled as well.

- Michelle attended the Texas Higher Education Coordinator Board NIGP grant meeting with Dr. Mary Rivard and Jennifer Hatley in Austin on January 11. Michelle is serving as grant manager for the grant.
- Michelle is serving as Chairman of the 2018 CASE Federal Funding Task Force (FFTF). FFTF will meet in Washington, DC November 11-17, 2018.

Marketing – Holly Scheller

- Presidents report
- Advisory committee meetings for Cosmo and Business
- Commercial shoot for Skills Training Center
- Program shoot for Police Academy
- Reshot program video for Cosmo
- Logo design for Diversity
- NSO booklet edit and design
- June 9th planning with food truck and departments
- Researched a movie about agriculture that will be released, tied in Monica from the Ag grant and Michael Schoppa to buy the film rights in order to create a community event. Schoppa can use the film in his classroom. <https://www.leaveitbetter.com/farmers-for-america/> you can see the trailer here.
- Lots and lots of SACS reading

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **SACS-COC Compliance.** The QEP writing team submitted CR 2.12 and CS 3.3.2 to the VC Director of Institutional Effectiveness in January 2018 for SAC-COC reaffirmation compliance. However, the Vernon College current QEP timeline renders these two principles non-applicable.
- **SACS-COC New Principle.** SACS-COC officials voted in December 2017 to amend CR 2.12 and CS 3.3.2, replacing these components of the accreditation process with the new Principle 7.2, which combines aspects of both CR 2.12 and CS 3.3.2. The new QEP Principle 7.2 reads as follows: *“The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement and complete the QEP; and (e) includes a plan to assess achievement.”*
- **SACS-COC Advisory Visit.** The QEP Planning Committee met with Dr. John Hardt during the SACS-COC Advisory visit on Wednesday, January 24. Dr. Hardt reviewed the preliminary QEP proposal *“Success through Inquiry!”* submitted by the writing team and subsequently offered general recommendations for momentous QEP implementation.
- **QEP Implementation Team Established.** The QEP Planning Committee established the QEP Implementation Team in January 2018, a sub-committee of the Planning Committee. Comprised of a diverse constituency across the institution, the charge of the Implementation Team is to assist with the successful integration of the *“Success through Inquiry!”* QEP initiative within the faculty, student, and campus employee populations.
- **QEP Implementation Team Session.** The QEP Implementation Team met on Friday, February 02. The team divided into task force groups to assist with integration of the *“Success through Inquiry!”* QEP throughout Vernon College. Based on distributed assignments, the teams will present collective ideas for QEP integration and marketing for faculty, students, and campus employees during the March 02, 2018 scheduled session.

Professional Development Update

- **Spring 2018 Professional Development Calendar.** The Spring 2018 Professional Development Calendar launched directly to employees via e-mail in January 2018. Offerings include training webinars and sessions from [NISOD](#), [STARLINK](#), and [SafeColleges](#). All subsequent Spring 2018 PD calendar updates will be available through the [VC Professional Development Webpage](#). Updates will occur mid-month during the academic term

Human Resources – Haven David

- Personnel:
- January Hire: Lance Brumley – Campus Police, Vernon Campus
- January Resignations: Stephen Holton – Assistant Softball Coach/Residence Hall Assistant
 - Daniel Brown – Campus Police, Vernon Campus

- Jacqueline Bone – Classified III, Administrative Assistant to Dean of Student Services
- Christy Beauchamp – Classified II, Administrative Assistant ADN, CCC
- Completion of SACSCOC narratives and documentation.
- AAUP Salary Survey
- Assistant Softball Coach/Residence Hall Assistant posting has closed and interviews will be held soon.
- Accepting applications for second round of Vice-President of Instructional Services.

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.
- The next scheduled onsite U4SM visit is March 6-8, 2018. During this meeting, the Implementation Team will facilitate data validation training.

DRJ Comments –

- I greatly appreciate Donnie Kirk’s efforts, as well as professional development committee members, in organizing an excellent Spring Kick-off day on January 9, 2018.
- As we come close to the end of phase one of our SACSCOC reaffirmation journey, the submission of the reaffirmation report, I must express my appreciation to the primary writers and narrative readers/editors for the excellent effort. I must also express tremendous appreciation to Betsy Harkey for her leadership as well as to Anna Martin and Michelle Downes for their diligence in preparing the final reaffirmation report.
- Please contact me with any input or questions at:
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