

**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 Board of Trustees discussed the 2018-2019 Budget draft three at the June 13 meeting. Two positive things have happened since draft 2. Health insurance cost for 2018-2019 was projected less than anticipated and the administrative team also found a few more expenses to decrease as the budget continued to be scrutinized. The budget draft 3 includes a 3% total salary increase for all employees which consists of the 1.5% salary schedule step increase and a 1.5% salary increase (total increase to budget of \$295,000). Draft 3 was based upon a very conservative estimate of tuition and fee revenue as enrollment is hard to predict. Due to position reductions and reallocations, the total draft budget is slightly higher than the 2017-2018 budget. In addition to compensation increases, draft three also includes funds for a proactive approach to roof replacements on the Vernon campus, college van replacement, and increased management tools for Cyber-Security. Based upon the pre-certified appraisal value, the estimated effective rate for 2018-2019 would be 0.2388 compared to current year's rate of 0.2323. An increase of 0.0065 or 2.72% or just over 6 tenths of one cent.
- The Board of Trustees were also updated on ADA Accessibility to Electronic Information. The federal law that ensures that all electronic information is accessible to those with disabilities (such as hearing and sight) is very important to Vernon College. Vernon College has been working on this to ensure compliance. One requirement is the College appoint a Coordinator for Electronic Information Accessibility. Ivy Harris will also take on this role. Vernon College has an appropriate general policy in place, but will be working to strengthen our processes and practices.

Like the original 508 Standards, the updated 508 Standards apply to a federal agency's full range of public-facing content, including websites, documents and media, blog posts, and social media sites. The final rule also specifically lists the types of non-public-facing content that must comply. This includes electronic content used by a federal agency for official business to communicate: emergency notifications, initial or final decisions adjudicating administrative claims or proceedings, internal or external program or policy announcements, notices of benefits, program eligibility, employment opportunities or personnel actions, formal acknowledgements or receipts, questionnaires or surveys, templates or forms, educational or training materials, and web-based intranets. The current primary concerns for Vernon College will be to ensure compliance by all facets of the Website and formats of online classes.

- A number of handbooks require the board to approve the revisions each year. These are fairly routine but all revisions are important and should be noted. The following were approved on June 13 and more will be reviewed at the July 11 board meeting.
  - College Catalog-the new Smart Catalog Digital Version
  - Distance Learning Handbook
  - Residence Hall Handbook
  - Student Handbook
- Vernon College personnel, led by Holly Scheller, worked very hard for several months to produce a significant marketing/recruiting event for non-traditional age students. The event at CCC in Wichita Falls was conducted Saturday, June 9 from 10 am to 1 pm. Several community agencies were on hand to provide relevant information to potential students and families. Vernon College programs were represented to provide information regarding curriculum and career opportunities. Pilgrim Bank cooked and hot dogs for everyone. I appreciate the great turnout and assistance by Vernon College faculty and staff. It was a great event.
- The annual Vernon College Board of Trustees retreat is schedule for July 11. Several topics were generated by January 2018 Board of Trustees self-reflection exercise. The agenda is:
  - 8:30 – 9:00 Breakfast, coffee, etc.
  - 9:00 – 9:15 Introduction to Dr. Elizabeth Crandall
  - 9:15 – 9:25 Safety handout from CCATT conference
  - 9:25 – 9:45 Unrestricted and restricted financial statement review
  - 9:45 – 10:00 Requested Vernon College policy updates

- 10:00 – 10:15 Discussion of promotion ideas to increase community traffic on the Vernon campus and attendance at Vernon Campus events
- 10:15 – 10:30 Break
- 10:30 – 10:45 Facilities/Maintenance update
- 10:45 – 11:30 Prominent Challenges discussion
- 11:30 – 12:00 Budget/Tax appraisal/Tax Rate discussion
- 12:00 – 1:00 Lunch
- 1:00 Regular Scheduled meeting

## Instructional Services

- Thank you to all of **Instructional Services** who participated in the 1<sup>st</sup> Annual Community Event on June 9! Your time, energy, and effort are greatly appreciated!
- The **EMT** Basic students from the Spring 2018 semester all passed their National Certification Exam on the first attempt. This is the first time ever that the Vernon College EMS Program has achieved a 100% First Time Pass Rate on this exam! Awesome Job!
- The **Surgical Technology** Program received the Galaxy Star Program award for the 16<sup>th</sup> year in a row from the Association of Surgical Technologists. The program was recognized for encouraging and supporting student membership in the professional organization. In addition to the certificate awarded, the program was recognized in monthly AST Journal with other Galaxy Star Programs. Congrats!
- Members of the **Surgical Technology Student Association (STSA)** and faculty advisor **Jeff Feix** attended the AST Surgical Technology Conference in Orlando, Florida from May 31<sup>st</sup> to June 2<sup>nd</sup>. The students attended educational sessions, spent time in the Exhibit Hall with vendors/employers, and attended the Student Forum. Jeff represented the Texas State Assembly as a delegate in the AST House of Delegates and Texas received a State Assembly Leadership Award during opening ceremony. Jeff is the current Treasurer for the Texas State Assembly of AST. One lucky STSA member also won a two in one laptop computer during the Student Forum that was donated by the Texas State Assembly.
- **Police Academy** held graduation at the new WFISD Career Center on June 6<sup>th</sup>, 2018 with the 40<sup>th</sup> class. 100% pass rate for the 30 students.
- **CE Celebration** held June 7<sup>th</sup> at Notre Dame H.S. with over 350 in attendance. Celebrated completers in Phlebotomy, Certified Nurse Aide, Child Development Associate, Culinary Academy, Medical Assisting, Dental Assisting, and Medication Aide.
- **Mike Hopper**, attended TCOLE Training Summit and committee meeting in Austin, TX June 12-14.
- **Jeff Feix** traveled to Orlando, Florida for the AST Surgical Technology Conference designed to provide surgical technology and practice specific continuing education that is required by CAAHEP accreditation May 30-June 3.
- **Sharon Wallace and adjunct Jeff Griner** attended the Region 11 Education Service Center for internet of things instructor training and hands on activities. Course materials will be used in various CIS courses in Fort Worth, Texas from June 19-21.
- **Shana Drury** attended the Summer TACTE Board Meeting in Dallas June 20-22.
- **Ruth Rascon** attended the TxHIMA to gather information for new certificate requirements in Austin, Texas June 23-28.
- Special thanks to **Paula Whitman and Belinda Alberry** for delivering meals on wheels on June 27<sup>th</sup> for Instructional Services.

## Student Services – Jim Nordone

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

- Finalizing Title III 2017 Annual Performance Report (Due Date: July 25, 2018).
- Interviewing and selecting Peer Mentors for the Fall Semester 2018 (4 Vernon; 6 Century City Center; 2 Skills Training Center).
- Scheduled “Chap Express” workshops for the 1<sup>st</sup> and 2<sup>nd</sup> weeks of Fall Semester 2018.
- Commenced with the creation of “Academic Success” videos to be used Fall Semester 2018.
- Collaborated with Tutoring Center to pilot a course in Canvas referred to as “VC Student Toolbox.” The purpose is to provide students with resources regarding academic support services.

**Student Activities/Housing Initiatives**

- Commenced with the cleaning and maintenance of both dormitories.
- Coordinated the installation of new air conditioning unit in Baseball Dormitory.
- Continued with the processing of applications, as well as the reserving of dormitories for the upcoming Fall Semester 2018.

**Career Services Initiatives**

- Attended Successful Business Owners Supervisory Seminar (BOSS) at Wichita Falls Country Club (6/6).
- Attended 60 X 30 Texas Seminar at Midwestern State University for purposes of networking with local area business and industry personnel (6/7).
- Attended and participated in Vernon College Community Day at the Century City Center location for purposes of networking with local area community members (6/9).
- Met with Mark Holcomb at the Skills Training Center with regard to familiarization with the aforementioned site, and for learning about key employers from the vocational/technical areas (6/13).
- Met with Travis Haggard, Vice President of Business Retention and Expansion, Wichita Falls Chamber of Commerce (6/18).
- Met with Toni Alonzo, Executive Director of Communities in Schools (6/19).
- Served “Meals-On-Wheels (6/20).
- Met with Sherry Burshell, Coordinator of Career Services at Cisco College (6/21).
- Attended the West Central Texas Career Consortium in Abilene (6/21).
- Participated in “Career Coach” and “Career Concourse” demonstration meetings (6/25).
- Met with Kitty Howard, Deputy Director and Crystal Ojeda, Program Supervisor, Workforce Solutions (6/26).
- Planned “Career Services Seminars” for the Fall Semester 2018.

**General Student Services Initiatives**

- Revised 2018 – 2019 Student Handbook.
- Revised 2018 – 2019 Student Resident Handbook.
- Revised 2018 – 2019 Testing Center Manual.
- Completed 2018-2019 General Catalog Edits with regard to Division of Student Services.
- Continued Advising Non-TSI Clear Students for Summer and Fall Semesters 2018.
- Participated in the Century City Center Community Event, June 9.
- Conducted special “Athletics Advising” June 15.
- Chief of Police Continued Searching for a Vernon Campus Police Officer, 2<sup>nd</sup> Shift.
- Worked with service area Dual Credit Coordinators with regard to the collection and posting of TSI scores.
- Continued working on all SACSCOC initiatives.
- Continued working on Institutional Effectiveness Plans, especially with regard to Testing, Counseling, Housing, Student Activities, and Safety and Security.

**Admissions, Records and Recruiting**

- Campus Connect (online registration) remains open for students registering for Summer II and Fall Semesters 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.
- Attended the U.S. Army Recruiting Battalion Educator’s Tour.
- Assisted with the “Café Con Leche Road to College Boot Camp.”

**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 2017 – 2018 Free Application for Federal Student Aid (FAFSA) and Packaging of Eligible Applicants.
- Continued with the processing of 2018 – 2019 Free Application for Federal Student Aid (FAFSA) and Packaging of Eligible Applicants.
- Continued with the processing of Return to Title IV (R2T4) for Students Receiving: F/W/U/WF for the Spring Semester 2018.

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

### Business Offices

- Christie Lehman disbursed summer and summer I Financial Aid
- Christie, Margaret Kincaid and Sandy O'Dell participated in the Community Event on June 9<sup>th</sup>.

### Bookstores

- Pricing and stocking new merchandise, entering fall book adoptions.
- We are busy stocking shelves with supplies, assisting students with their summer II books, assisting students with their LVN (day and night class) and Surgical Tech graduating pin sales, processing CNA badges, processing summer book returns, answering student's questions and directing them when needed. Kathy Barfield is in the process of ordering fall books for the upcoming fall semester and sending summer books back that are no longer needed in the fall.

### Facilities -

#### Wichita Falls

- Jose Nieto and Ricky Haley have been busy with weekly mowing and landscaping at CCC and Skills.
- Robert Johnson has been painting and remodeling rooms 701 and 702.
- Gary Dotson and Chris Horton stalled new data lines in rooms 701 and 702 for the new layout of the computers and worked on cameras in Vernon.
- Robert and Carl Brinkley repaired ceiling tiles at CCC and Skills.
- Sprayed industrial foam on the upper dome of the main lobby at CCC to eliminate leaks and improve insulation.

#### Vernon

- Ray Carr and Paul Frommelt reinforced loose handrails on the bridges in the quad, replaced an AC compressor on the Biggs bldg. and made repairs to streetlights and the pool heater.
- Paul has taken down the backstop netting at baseball and painted the poles.
- Joey Lama and his crew continue to clean dorm rooms and refinished the SUB floor.
- Steven Kajs has been painting and making repairs to dorm rooms.
- Lyle Bonner has touched up paint in some offices.
- The grounds crew have distributed left over sod from the baseball re-sod project to areas in need of cover.

## College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees at their June 13, 2018 meeting was [Benchmarks](#) related to the Vernon College Key Performance Indicators of Accountability.
- June was a busy month for strategic planning as well as SACSCOC related activities. Thank you to all who are working on the **2017-2018 Institutional Effectiveness Plan Final Summaries, 2018-2019 Institutional Effectiveness Plans**, and the **SACSCOC related Clarification Document**. Also thank you to all who are working on **Step 2 of the Reaffirmation Process**.

## Institutional Advancement – Michelle Alexander

- Callee Serrano completed the QEP bulletin board for the President's office
- Monica Wilkinson planned and implemented June 16th farm to table dinner in Vernon.
- Planned and executed June special event days such as blackberry day, market to menu, and black-eyed pea day in Vernon and Wichita Falls.
- The scholarship process for 2018-2019 is ongoing.

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

### Quality Enhancement Update

#### *“Success through Inquiry”* Quality Enhancement Initiatives

- **SAC-COC QEP 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 are attending the *2018 Institute on Quality Enhancement and Accreditation* July 22 - 25, 2018 in Atlanta, Georgia. Topics covered at this annual event include accreditation principles, QEP topic selection, role of the QEP lead evaluator, navigating a QEP initiative, writing of the QEP Fifth-Year Interim Report, and many others. The Summer Institute is also an excellent opportunity to network with other colleges and universities that are at various stages of the QEP process. For more on the *2018 Institute on Quality Enhancement and Accreditation*, [click here](#).

- **“Success through Inquiry” QEP Faculty Development Course Completers.** Two faculty members completed the second offering of the QEP pilot training course entitled “IBL-QEP 101.” Misti Brock, English Instructor and Ariel Tart, Mathematics Instructor both completed the training process the first week of July 2018. The IBL-QEP training process is an interactive, online, 4-week series that introduces participants to inquiry-based learning concepts and strategies. During the series, completers construct an inquiry-based learning implementation plan (IBLIP) to apply to their chosen course(s) in the following term. Brad Beauchamp, Roxie Hill, and Donnie Kirk are principle course designers/facilitators. Contact [Donnie Kirk](#) if you would like a tour of the course.
- **“Success through Inquiry” QEP Decorating Contest.** Vernon College staff and faculty are continuing to support the “Success through Inquiry” QEP initiative by participating in the ‘Office Wall/Bulletin Board’ Decorating Contest! To be completed by Fall 2018 for the October SACS-COC accreditation reaffirmation site visit, the deadline for entry/decoration completion July 26. 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](#). Contact [Donnie Kirk](#) for more details.

### **Professional Development Update**

- **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](#).
- **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:**

- June Hire: Ramon Amador – Custodial Technician, Vernon
- June Resignations: Nick Gregory – Campus Police, CCC  
Gary Dotson, Jr. – Maintenance Supervisor, CCC
- August Hire: Jena Cecil – Health Careers Instructor, Vernon
- New Employee Orientation has begun twice monthly for full-time employees and is available online for part-time employees.
- Employee Handbook updates finalized for Board approval in July.
- Prepared benefits in the Employee Portal for Open Enrollment through Greenshades this year.
- Updated salary lists for July Board meeting.

### **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 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 continues to review submitted data and will plan another onsite validation training in the near future.

**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.

**DRJ Comments** –

- I am very pleased to have Dr. Elizabeth Crandall join us as the Vice President of Instructional Services. Please take the time to meet her and welcome her to Vernon College.
- With input from the administrative team, as well as other program and departmental leaders, I have worked for several months to identify a wide variety of significant challenges that Vernon College faces the next 1-5 years. My goal has been to identify these challenges and provide leadership to develop proactive plans to meet them. This will be a significant discussion item at the July 11 board retreat. After the Board of Trustee's review and discussion of this document, the document will be shared with all employees to assist with future planning for improvement as well as further discussion and input to develop strategies to meet the challenges.
- Please contact me with any input or questions at:
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