

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 review draft two of the 2018-2019 budget. Since draft one several expenses have been reduced or eliminated and other changes have been implemented. Draft two still had over \$225,000 more of expenses than revenue at this time. We are continuing to look for additional expenditure reductions. Draft two includes the 1.5% salary schedule step increase as well a conservative estimate of tuition and fee revenue.
- The Vernon College Board of Trustees approved a new Cybersecurity Policy. Vernon College's cyber security policy outlines Vernon College guidelines and provisions for preserving the security of Vernon College's data and technology infrastructure. The more Vernon College relies on digital technology to collect, store and manage information, the more vulnerable Vernon College will become to severe security breaches. Human errors, hacker attacks and system malfunctions could cause great financial damage and may jeopardize Vernon College's reputation. For this reason, Vernon College has implemented a number of security measures. Vernon College has also prepared instructions that may help mitigate security risks. Both provisions are outlined in this policy
- Reorganization initiated by the retirement of Joe Hite, Dean of Admissions and Financial Aid/Registrar includes:
 - Amanda Raines, currently the Director of Admissions and Records will be reassigned to Director of Enrollment Management/Registrar. Amanda will supervise all admissions, registration, and recruiting staff and functions at all locations. She will continue to office on the Vernon campus and at CCC. The position will report to Jim Nordone, Dean of Student Services.
 - Melissa Elliott, Director of Financial Aid, will continue supervise all financial aid staff and functions at all locations including Veteran's benefits and financial aid. She will be spending more time each month providing leadership to the CCC campus. The position will report to Jim Nordone, Dean of Student Services.
- Another change in organizational structure is the elimination of the Director of Licensed Vocational Nursing position. Dr. Mary Rivard will serve as the Director of Nursing while Beth Arnold will continue to serve as Assistant Director of Associate Degree Nursing/Instructor and Pam Rotz will continue as Assistant Director of Licensed Vocational Nursing.
- Dr. Mary Rivard and I attended the State Board of Nursing meeting on April 19 in Austin. Dr. Rivard gave an excellent 15 minute presentation of the progress being made to improve the LVN program. The board made positive comments about the progress of the program. The 2018 pass rate as of December 31 will determine the next steps. The current 2018 pass rate is over 96% and many extra measures are being taken to ensure that students graduating in August are prepared to pass the state licensing exam.
- The annual Vernon College Board of Trustees annual retreat is scheduled for July 11 in the board room on the Vernon campus. The tentative agenda includes:
 - 8:30 – 9:00 Breakfast, coffee, etc.
 - 9:00 – 9:15 Introduction to Dr. Elizabeth Crandall (new Vice-President of Instruction)
 - 9:15 – 9:30 Review of mandatory board training requirements
 - 9:30 – 10:00 Unrestricted and restricted financial statement review
 - 10:00 – 10:15 Discussion of increased promotion to increase community traffic on the Vernon campus and attendance at Vernon Campus events
 - 10:15 – 10:30 Break
 - 10:30 – 11:15 Prominent Challenges document discussion
 - 11:15 – 11:30 Facilities/Maintenance update
 - 11:30 – 12:00 Budget /Tax appraisal/Tax Rate discussion
 - 12:00 – 1:00 Lunch
 - 1:00 Regularly Scheduled meeting
 - Handbook/Manual Updates
 - Workforce Program Student Handbook revisions
 - ISD Contracts
 - 2018-2019 Budget Discussion
 - Tax Appraisal/Tax Rate Discussion

Instructional Services

- Finals are over and graduation was a success! Thanks to all of the Instructional Services component for a great year.
- Advising for Summer and Fall currently taking place.
- Summer semester is in session.
- **Arwyna Randall-Gay** attended Teachers of Accounting at Two-Year Colleges Conference to assist in enhancing face to face and online instruction in Tampa, Florida May 17-19.
- **Jennifer Hatley** attended the SUN Simulation users network in Tyler, Texas on May 18-20.
- **Diana Shipley** attended the Cosmetology State Advising Board meeting Austin, Texas May 20-21.
- **Sharon Wallace** attended the Texas Tech Workshop – Hands on Workshop dealing with cyber security and digital forensics Sandia National Lab Techniques on preventing hacking, securing the network May 29-June 2.
- **Jeff Feix** attended the AST Surgical Technology Conference designed to provide surgical technology and practice specific continuing education that is required by CAAHEP in Orlando, Florida May 30th to June 3rd.
- **Seth Hughes** attended Making the Transition from Staff to Supervisor professional development in Dallas, TX on May 22nd, 2018.
- Congratulations and job well done for the following programs:
 - 100% pass rate for **Certified Medical Assisting** program.
 - 100% pass rate for **Dental Assisting** program.
 - 100% pass rate for **Police Academy**.
- **Nina Feldman and Tina Baker** helped with the Long Table Dinner in Wichita Falls May 1st
- **Don Bruns** and the **Vernon College and Vernon Community Chorus** performed Handel's Messiah at the First United Methodist Church in Vernon on May 1
- Special thanks to **Judy Ditmore and Michelle Downes** who delivered meals on May 23rd for Instructional Services.

Student Services – Jim Nordone

Student Success/Title III Initiatives

- Continued Working on Title III 2017 Annual Performance Report (Due Date: July 25, 2018).
- Early Alert Reports for Summer 2018 Being Run Twice Weekly.
- Began Holding Striving to End Probationary Status (STEPS) Appointments for Summer Semester 2018.
- Student Success Specialists Continued Assisting with Advising on Demand for both Summer and Fall 2018 Semesters

Student Activities/Housing Initiatives

- Held Successful "Finals Breakfast"/Bingo Night/Pool Tournament (Evening of May 7) (60 Students).
- Completed Spring Semester 2018 Move-Outs and Summer Semester 2018 Move-Ins (May 26).
- Continued Testing Internet and Completing Follow-up Reports for Both Vernon Campus Dormitories.

General Student Services Initiatives

- Hired Career Services Coordinator, Chelsey Henry (Start Date: May 15).
- Commenced with 2018 – 2019 Student Handbook Edits.
- Attended Meetings (May 22 and 23) with Vernon College Director of Institutional Effectiveness Regarding SACSCOC Off-Site Review Follow-Ups.
- Continued Advising Non-TSI Clear Students for Summer and Spring Semesters 2018.
- Next Scheduled New Student Orientation – June 5 (25 Scheduled in Preparation for Fall Semester 2018).
- Assisted with the Planning of June 9 Century City Center Community Event.
- Athletics Advising Scheduled for June 15.
- Continued Offering New Student Orientation (NSO) Meetings for Summer Semester 2018.
- Chief of Police Completed June Coverage Schedule.
- Police Car Donated by City of Vernon Now Being Used on Vernon Campus.
- Chief of Police Completed "Three Year Safety and Security Audit."
- Completed 2018-2019 General Catalog Edits.
- Chief of Police Continued Working with other Divisions/Department to Complete Annual Safety and Security Audit.

Admissions, Records and Recruiting

- Verified Grade Entry for all Spring and Spring II 2018 Courses and Migrated to History.
- Certified Degree and Certificate Audits for May 2018 Graduates.
- Held Two Successful Commencements (General and Nursing) (May 12).
- Ran Academic Probation and Academic Suspension Reports for Spring 2018.
- Opened Campus Connect (On-line Registration) for Students Registering for Summer and Fall 2018 Semesters.
- Held Final On-Site Registrations for Summer Semesters (May 23 – Vernon; May 24 – Century City Center).
- Commenced with Evaluating Student Transfer Transcripts for Upcoming Semesters.
- Continued Processing Admission Applications for Summer Terms and Upcoming Fall Semester.
- Continued Scheduling Appointments with Prospective Students for Group and Individual Tours of Campuses.
- Continued Entering Prospective Student Information into POISE Database.
- Amanda Raines Attended the National Institute for Staff and Organization Development Conference in Austin, Texas.

Financial Aid and Veterans Affairs

- Submission of Pell, Direct Loan, and Title IV Program Disbursements to the Department of Education for Allocation Purposes.
- Processing of 2017 – 2018 Free Application for Federal Student Aid (FAFSA) and Packaging of Eligible Applicants.
- Processing of 2018 – 2019 Free Application for Federal Student Aid (FAFSA) and Packaging of Eligible Applicants.
- Updated Federally Mandated “Shopping Sheet.”
- Completed Spring 2018 Satisfactory Academic Progress Review.
- Commenced with the Processing of Return to Title IV (R2T4) for Students Receiving: F/W/U/WF for the Spring Semester 2018.
- Reconciled Supplemental Educational Opportunity Grant (SEOG) for 2017 – 2018.
- Reconciled Texas Educational Opportunity Grant (TEOG) for 2017 – 2018.
- Updated Vernon College Financial Aid Webpage.
- Refunded Unused Pass-Thru Scholarships to Respective Donors.
- Created and Posted Vernon College Financial Aid Blog for May 2018.
- Notified Student Loan Delinquency Prevention and Default Aversions Services.
- Delivered Meals on Wheels (Erika Hernandez and Jeanne Ballard).
- Commenced with the Processing of Spring 2018 Hazlewood Data in Preparation for Texas Veterans Commission.
- Processing Certifications for Summer Enrollments of Veterans/Dependents to the Department of Veterans Affairs.
- Reporting Probations, Suspensions, Dismissals, Graduations to the Department of Veterans Affairs for the Spring 2018 Semester.
- Hosted Appreciation Dinner for Graduating Military and Veterans.
- Presented at Several New Student Orientations.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Typical summer stuff

Bookstores

- We are busy stocking shelves with summer books and supplies, assisting students with their book and supply purchases and returning unsold books. We are returning phone calls and answering questions that arise throughout the day. Kathy Barfield and Jana Bohannon are in process of ordering fall books and following up on fall adoptions.
- Bookstore staff helped Board members and others with their cap and gowns at graduation.

Facilities -

Wichita Falls

- Replaced three bad windows in the north entrance and installed a shelf in front of the sliding window in the new office at Skills
- Jose Nieto and Rick Haley are busy with weekly mowing and landscape work at CCC and Skills.
- Repaired several RTU's and installed 3 new thermostats at CCC.
- Gary Dotson and Chris Horton worked on cameras at CCC and some phone issues in Vernon.
- They also installed a new cabinet and recorder at Skills.

Vernon

- Joey Lama and his crew refinished the gym floor, made dorm rooms ready for summer occupancy, set up the SUB for the senior party and have been stripping and waxing floors in the Sumner bldg.
- Steven Kajs has been servicing A/C units on the dorm as well as painting and making repairs to rooms.
- Ray Carr and Paul Frommelt made repairs to the lights in the quad and repaired refrigerant leaks in the A/C units at the Wright library and Biggs bldg. They also made repairs to a pool step, replaced the thermostat and ran new thermostat wire in the weight room.
- Ray also made repairs to the Rodeo four-wheeler.
- Lyle Bonner painted the store room in Student Services to be converted to an office.
- Bus 1 was serviced and Ray replaced batteries on both busses.
- Fire alarm issues from the annual inspection were addressed.
- The vent hoods in the Sub were steam cleaned.

College Effectiveness – Betsy Harkey

- **Data update** – Thank you to Dr. Donnie Kirk for presenting the most recent Survey of Entering Student Engagement (SENSE) data to the Board of Trustees for the May Student Success Data Fact.
- **Institutional Effectiveness Plans** – It is time to complete the first half (planning phase) of the 2018-2019 Institutional Effectiveness Plans (IEP) and the final summaries (assessment phase) of the 2017-2018 IEPs. Forms and detailed instructions were emailed on May 23rd to those who participate in the process. **A meeting is scheduled for June 13th at 2:00 p.m. on the Vernon Campus to provide even more detailed instructions, examples, and to answer questions.**
- **SACSCOC update** – Betsy Harkey presented an overview of the SACSCOC Reaffirmation process to the Board of Trustees during their May meeting.
- **Congratulations and Thank you** to all who worked so very hard to ensure that the Vernon College Reaffirmation Report was complete and clearly articulated. Dr. John Hardt, the SACSCOC VP for Vernon College, mentioned several times that our results for Step One were “Outstanding”. Step One was a success and we have already started the process to complete Step Two by August 1st.

Institutional Advancement – Michelle Alexander

- Callee Serrano attended Texoma Gives Kickoff in Wichita,
- She also served cookies at graduation
- Callee helped with the Vernon campus Senior Party
- Michelle Alexander co-presented *Connecting the Community through Federal Grants* at the North Central Leadership Conference, April 29 – May 4 in East Lansing, Michigan. Vernon College was the only community college invited to the conference which was attended by Extension personnel from the Major Universities in the North Central region.
- All Non-Nursing 2018-2019 Academic Scholarship offers have been sent to qualified applicants. Once the 2018-2019 ADN Generic Nursing class is selected the Nursing Scholarship Sub-committee will review and select scholars.
- Monica Wilkinson continued to meet with Crane West. Paper market bags with summer schedules were designed and printed for the Wichita Falls market. Market posters were designed and printed for the Vernon market. Seed packet labels were designed and printed for both markets. A large amount of seeds were donated to the project by Grow North Texas. New Facebook surveys were issued in the Wichita Falls and Vernon pages to get more information on how people hear about market events and how the market can be improved.
- The May 1 Wichita Falls Long Table farm to table dinner was a success. Tagan and Chris Couch with Gypsy Kit prepared the meal of beef steamship with sautéed greens, asparagus, and carrots. Breads and desert were prepared by Erika Collee and students of the Vernon College Culinary academy. 80 people attended the dinner.
- The May 2nd workshop with Susie Marshal (Grown North Texas) and Judith McGeary (Farm and Ranch Freedom Alliance) at Fox Hill was wonderful. Over 30 locals participated in the cottage food law workshop.
- May 5th opening day at the Wichita Falls Farmers’ Market had a great turnout. We had a Cinco de Mayo theme with piñatas, piñata craft, live band with Hispanic music and great weather.
- Graham Farmers Market opened on May 5th with over 10 vendors. Vernon Farmers’ market opened on May 12 with live music, seed planting for kids and a good turnout.
- Vernon’s *Love your Farmer Day* was May 26th. Shoppers took photos with their favorite farmer to win a cloth market bag.
- Plans are being made for the June 2 Blackberry Day in WF and June 9 Blackberry Day in Vernon.

- Plans are also underway for a mini farmers market at the June 9 Vernon College Community Day.
- Monica and Melissa are working with Downtown Development to develop a market policy, add a large fan to the facility, a market billboard, vendor leases, and how to handle increasing demand for market spots.
- The Wichita Falls Farmers market association continues to meet about forming a new organization. They discussed upcoming events, market facilities, application and dues process and the formation of a 501c3 at their May 7 meeting.
- Selected chef and location for the June 16th Vernon farm to table dinner. Erin Dobbins will be cooking for the event that will be held at the Red River Valley Museum.
- Melissa is working with market manager Melissa Prigmore to set up June and July Tues/Thursday program schedule.
- The cottage law and local food training was at Fox Hill from 10 – 3 pm on Wednesday, May 2, 2018. Susie Marshall from Grow North Texas will lead the cottage food law training for vendors and Judith led an afternoon roundtable and session on new laws as they pertain to local foods in Texas.
- We are also working collaboratively to schedule several screenings of a new documentary entitled, “Farmers for America” to raise awareness on the large turnover of US farmland that will take place in the next 15 years and to connect and support those interested in entering agriculture and finding access to land and resources.
- Monica is working with Linda Williams with the Fort Worth Small Business Administration office to put together a fall training on small business startup strategies.

Marketing – Holly Scheller

- Organizing and planning of Community event. Working with co-workers and community members on participation.
- Fb Video series began, “Why I became...” showcasing allied health. More programs will be included in this series throughout June.
- Ad campaigns to promote:
 - Priority Deadline – Turn in all paperwork before June 26th to ensure packaging/funds available for the fall.
 - Medical Assisting program
 - Post card mail out directed at a 3k priority group of students
 - Live the Dorm life snapchat and YouTube ads
 - Community Event ads
- President report interviews were conducted for the 2017-2018 report
- Press release and news coverage for the new nursing lab and manikins (<- that’s really how you spell that. Isn’t that crazy?)

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

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

- ***“Success through Inquiry” QEP Lead Evaluator Confirmed.*** In April 2018, two nominees for the role of QEP Lead Evaluator for the October accreditation reaffirmation site visit were forwarded to SACS-COC VP Dr. John Hardt. In May 2018, a nominee from the list was confirmed. Learn more about the role of the QEP Lead Evaluator in relation to our SACS-COC accreditation reaffirmation site-visit [here](#).
- ***“Success through Inquiry” QEP Faculty Development Course Enrollment.*** In May 2018, seven faculty members enrolled in the QEP Faculty Development pilot series scheduled to launch in June 2018. Structured in an online 4-week series, “IBL-QEP 101” introduces participants to inquiry-based learning concepts and strategies while leading them through the inquiry process. At the conclusion of the training, completers will have an Inquiry-based Learning Implementation Plan (IBLIP) ready to apply in their Fall 2018 courses. 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 have the opportunity to support the “Success through Inquiry” QEP initiative by participating in the ‘Office Wall/Bulletin Board’ Decorating Contest! To be completed by the beginning of the Fall 2018 term as well as the October SACS-COC accreditation reaffirmation site visit, decorating will occur between May 18-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! Contact [Donnie Kirk](#) for more details.

Professional Development Update

- **NISOD 2018.** Greg Fowler, Mike Hopper, and Amanda Raines attended the 2018 National Institute for Staff and Organizational Development (NISOD) May 25-28. As winners of the 2017 Leroy Estes Excellence Award, Greg, Mike, and Amanda were honored at the Sunday evening Excellence Awards Dinner and Celebration. See their names and all others who received this prestigious honor [here](#). See all NISOD has to offer including free webinars and the Weekly Digest [here](#).
- **Spring 2018 Professional Development Survey Drawing Winners!** Congratulations to Connie Monteith (CCC), TiSierra White (VER), and Debbie Richard (STC)...the winners of the Spring 2018 PD survey completion drawing held in May 2018! Each winner received a \$25 VISA gift card. PD Survey feedback helps with the development and programing of PD initiatives at Vernon College! Thanks to all who participated!

Human Resources – Haven David

Personnel:

- May Hire: Jimmy Dennis – Grounds Technician, Vernon
- May Resignation: Jake Stringer – Grounds Technician, Vernon
- June Internal Transfer: Jason Sanders will move from Health Careers Instructor, Vernon to Coordinator of CE – Allied Health
- July Retirement: Chris Smith – Machining Instructor, STC
- August Hire: Chris Kirby – Math Instructor, CCC
- Jason Jenkins rescinded his resignation as Athletic Trainer and returned to employment in May.
- Orientation materials are almost complete to begin our semi-monthly orientations for new employees. Materials will also be available online for adjuncts and part-time employees who will not be able to attend a face-to-face orientation.
- We implemented VidCruiter this month for video screening interviews.

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 policy was approved by the Board of Trustees on May 9, 2018.
- 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.

DRJ Comments –

- I have had several email exchanges with Dr. Elizabeth Crandall over the past weeks. She is looking forward to stepping into the role of Vice-President of Instructional Services. I continue to be impressed with her knowledge, diligence, and commitment to the role of the community college as well as focus on student success. I look forward to her being on campus July 2. I appreciate, in advance, any support you can provide to a successful transition for her.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060