

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 spring 2018 enrollment report indicates a slight decrease in enrollment as compared to last spring 2017. Enrollment has decreased approximately 4.3% with 2744 students compared to 2867 last spring. As stated previously, Vernon College has increased marketing and recruiting efforts the past two years, but we face a decrease in service area population, a decrease in graduating high school seniors in the service area, low unemployment in the service area, and competition for high school dual credit enrollments. Marketing to underserved populations and nontraditional populations as well as continued focus on retention efforts are essential to assist in stabilizing enrollment fluctuations.
- The Vernon College Board of Trustees approved recommended tuition and fee rates for the 2018-2019 school year. There is no increase in tuition for any students. A \$10 per semester credit hour increase in Institutional Service Fee was approved for classes taught at Century City Center, Skills Training Center, and online.
- Each spring the calendar committee works with faculty, staff, and administration to develop an effective yearly academic calendar. The calendar takes into consideration Texas Higher Education Coordinating Board guidelines and reporting deadlines, area high school calendars, Midwestern State University calendar, program needs/requirements, registration needs, and final exam needs. The Vernon College Board of Trustees approved the 2018-2019 Academic Calendar as recommended by the calendar committee.
- Cyber Security issues have gained additional attention from the federal government, especially the Department of Education in the administration of federal student aid. New requirements include, but are not limited to:
 - Identify a Coordinator for Cybersecurity issues
 - Implement a government suggested audit of the institution in regard to cybersecurity
 - Identify risks and plan accordingly
 - Develop and implement training to assist employees to identify cybersecurity issues

Ivy Harris has had the Coordinator of Cybersecurity added to her job expectations. Ivy is working with Run Business Solutions and others to develop a draft of a Cybersecurity policy for Vernon College as well as to explore training opportunities for Vernon College employees.

- Professional reviews were conducted with all deans and associate deans. The board approved reappointment for them at the February 14 meeting. Joe Hite submitted a letter of retirement at the board meeting.

Instructional Services

- **Brandy Lowery** attended a Corequisite Conference at Tarrant County College in Fort Worth on February 12th
- **John Schrieber** presented at the Southwest Popular/American Culture Association Annual Conference in Albuquerque, New Mexico February 7-10
- **Mary Rivard and Beth Arnold** attended TADDPNP/Deans and Directors and TOADN meeting in Austin, Texas February 1-2
- **Sharon Wallace** attended TECA Convention and Expo where various teaching strategies were demonstrated for future technologies in Austin, Texas February 5-9
- **Jeff Feix** attended AST Educators Conference in Charleston, South Carolina February 8-10. The event focused on surgical technology education with sessions related to teaching the millennial learner, ST Program accreditation, and new technologies for clinical lab instruction.
- TCCTA convention took place Feb. 28-March 2 in Frisco, Texas. Attending were **Tammy Majewski, Mike Ruhl, Linda Kalski, Adrien Ivan, Brandy Lowery, Brad Beauchamp, Belinda Alberry**
- Attending TCCTA as well as TOADN (RN specific) was **Mary Rivard, Bobbie Graf, Rebecca Watkins, Sharon Cudjo, Shelli Pendleton, Beth Arnold, and Jennifer Howard**
- Attending TCCTA and TCCEC (Cosmetology specific) was **Elisha Wehrwein, Angela Ward, and Diana Shipley.**

- Faith Meal took place Feb. 1 at the Boys and Girls Club in Vernon. Attending from Instructional Services were students from the **Evening LVN class and Rachel Herrmann, Elisha Wehrwein, Vicki Bradley, and Jane Robinson**. Thanks to those who contributed.
- The **Health Careers students from Iowa Park ISD** lead by instructor Christi Knight competed in the Skills USA competition in Waco the week of Feb. 19-23. The students swept the Medical Terminology category with Maddie Lindstrom taking 1st place, Ryley Jordan taking 2nd place and Christina Morgan taking 3rd place. Christina Morgan also placed 1st in Basic Nursing. Maddie Lindstrom placed 1st in Nurse Assisting. The team of McKayla James, Sarah Son, Christina Morgan and Maddie Lindstrom placed 3rd in the Health Knowledge Bowl. The students have advanced to the state competition that will be held in Corpus Christi April 4th – 9th. Congratulations and Good luck!
- The **Surgical Technology Student Association** had a successful Frito-Chili-Pie Lunch/Raffle Fundraiser netting \$550 on Monday, February 26 at CCC. The STSA wants to thank Donnie Kirk and Barbara Jinks for donating chili. 30 individuals won a raffle prize for buying lunch or extra tickets. Faculty Advisor, Jeff Feix expressed appreciation to the college community for their support of the event and all STSA activities.
- The **STSA** are also seeking donations for their Annual Garage Sale on Saturday, March 24th. The students will pick up any donations you have (even during spring break) until March 23rd. Just email or call Jeff Feix and he can arrange to help with your spring cleaning by hauling off that stuff you don't need any more, but don't want to throw away.

Student Services – Jim Nordone

Title III Student Success Initiatives

- The Title III Oversight Committee met Friday, March 2. Key topics of discussion included: (1) Summaries of the 11 Mini Grants for Spring Semester 2018; (2) Title III Annual Report 2017 Status; (3) Continued Update on Student Success Pathway Statistics (Quantitative Data); (4) Summary of External Evaluator's (Dr. Luzelma Canales) 2017 Annual Report-Related Suggestions; and (5) Summaries of Student Success Pathway Initiatives/Professional Development Initiatives ("Show Me The Way: The Power of Advising in Community Colleges" and "Student Success Pathway Student Experience Series: Academic Probation")
- Continued working on Title III Annual Report (Projected Due Date June 2018).
- Continued working with Academic Coaching students referred by faculty through the Early Alert process.
- Continued scheduling Student Success Series workshops upon the request of faculty. Recent topics include: (1) Critical Thinking; (2) Time Management; (3) Memorization; (4) Note Taking; (5) Learning Styles; (6) Test Anxiety; and (7) Test Taking Strategies.
- Scheduling and conducting second appointments for "Striving to End Probationary Status (STEPS) students.

Student Activities Initiatives and Housing

- "Valentine's Social" (February 13) (15 students).
- Intramural Volleyball (February 19) (16 students).
- "Diversity Day" (February 19) (Vernon and Wichita Falls – 100 students).
- Dorm Inspections (February 28).

General Student Services Initiatives

- Commenced with National Society of Leadership and Success (NSLS), Vernon/Wichita Falls Chapter, Spring Semester 2018 training sessions (40 students/Vernon and Century City Center).
- Attended introductory meeting of the Quality Enhancement Plan (QEP) Implementation Team (February 2).
- Three counselors attended College Counselor's Conference, Fort Worth, Texas (February 8 and 9).
- Conducted Student Forum Meeting at Century City Center (February 15).
- Conducted Student Government Meeting in Vernon (February 26).
- Received approval from Dr. Johnston to change the name of Student Forum to Student Government at Century City Center. Additionally, Student Government at Century City Center will now receive funding to attend Annual Student Government Conference in Austin, Texas (April 5, 6, 7, and 8).
- Continued offering New Student Orientation (NSO) meetings.
- Completed Employee Evaluations and follow-up Re-appointments.
- Submitted SACSCOC narratives and associated artifacts.
- Submitted Annual Plan 2018.
- Completed edits on College Catalog 2018-2019.
- Continued with the planning of Honors Night 2018. The event is scheduled for Thursday, April 19, 6:30 p.m., at the Region 9 Conference Center, Wichita Falls.

- Received approval from Dr. Johnston to post newly morphed position, Career Services Coordinator.
- Continued attending weekly teleconference meetings with the national office of the National Society of Leadership and Success.

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 II (8 week) semester.
- Certified end of semester Coordinating Board Reports (CBM00S, CBM0E1, CBM008, CBM002).
- Working on Spring 2018 Coordinating Board Contact Hour Reports (CBM001 and CBM004).
- Completed Winter IPEDS Federal Reports (Graduation Rates, Financial Aid, Admissions, Outcome Measures).
- Completed narratives for SACSCOC Compliance Report.
- Working on 2018-2019 Annual Plan.
- Working on General Catalog edits for 2018-2019.
- Scheduling individual and group tours at each campus.
- Scheduling Spring 2018 Recruitment Activities (college fairs, on-campus & community events, etc.).
- Planning and Organizing Preview Day (Century City Center Recruiting Event).
- 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) and packaging of eligible applicants.
- 2018-19 Catalog corrections submitted.
- February financial aid blog written and posted.
- 2018-19 Financial Aid Database report 1 submitted and validated.
- 2018-19 Cost of Attendance calculated.
- 2018-19 Cost of Attendance submitted to the Texas Higher Education Coordinating Board.
- Processing of 2018-19 Texas Application for State Financial Aid (TASFA) and packaging of eligible applicants.
- Requested 2017-18 Texas Educational Opportunity Grant funding.
- Draft FY 2015 Cohort Default Rate reviewed.
- Panhandle-Plains Student Loan Center introduction email sent to student loan recipients.
- Student-Right-To-Know financial aid information reviewed and calculated.
- Independent audit assessment activity/report communication form completed and submitted.
- 2016-17 Financial Aid Database assessment activity/report communication form completed and submitted.
- Participated in Financial Aid events with Café Con Leche partners to help prospective students complete the FAFSA.
- Processing certifications for Spring enrollments of veterans/dependents to the VA.
- Processing Hazlewood awards for Spring enrollments of veterans/dependents.
- Submitted the Fall 2017 Hazlewood Report to the Texas Veterans Commission.

Finance/Administrative Services/Physical Plant – Garry David

Bookstores

- Busy with book counts, pulling and boxing returns, stocking shelves, processing LVN student badges, Continuing Ed student badges, etc..., filling out yearly evaluation, Assisting students with their college needs, book sales have slowed down somewhat but still exist, supply sales, organizing back room as well as front of store.

Wichita Falls

- Changed out two sump pumps in the drilling fluids classroom.
- Installed new data lines in Ivy Harris office.
- Cleaned the exhaust grills and painted them white at Skills.
- Repaired hospital bed in the LVN lab at CCC.
- Hauled excess junk to the transfer station.
- Cleaning out the storage area and moving stuff to the storage containers.
- Reworked data connections in room 605 and 606 at CCC.
- Replaced the top of the sand filter for the pool and repaired lines and installed new gauges.

Vernon

- Ray Carr and Paul Frommelt finished the softball lockers and the fieldhouse was turned over to the coach. They also replaced the shaft in the SUB air handler, replaced two boiler controllers and the circulating pump in the Osborne Bldg. boiler
- Ray converted the Ford tractor to electronic ignition.
- The nursing lab remodel is nearing completion.
- Lyle Bonner built a shoe rack for the softball fieldhouse and completed hanging building evacuation maps.
- Jesse Urquizo, Josh Cook and Jake Stringer have been spraying and aerating the grounds.
- Steven Kajs has been repairing AC units on the big dorm.

College Effectiveness – Betsy Harkey

- **Data update** – Special thank you to Dr. Donnie Kirk, Dr. Brad Beauchamp, Ivy Harris, and Criquett Lehman for providing updates/data related to the **Mapping of Student Success Efforts** for the February **Student Success Data** and **College Effectiveness Committee meetings**. Their information will be especially helpful to those completing the 2018-2019 Annual Action Plans.
- **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.
- **SACSCOC update** – As of the morning of February 27, 2018, all of the Vernon College Compliance Certification Reaffirmation Report packets were confirmed as delivered to off-site committee members. We will hear the off-site results sometime in early June. Thank you to all who worked hard to ensure that Vernon College information was presented correctly, clearly, and easy to understand.
-Betsy Harkey will be serving as a SACSCOC Off-site Reviewer for three institutions. The process will run from the end of February through the end of April. She will participate a training on the new SACSCOC requirements at the end of February.

Institutional Advancement – Michelle Alexander

- Monica Wilkinson met with the Junior League to plan Kids in the Kitchen event at the market in April 2018
- Monica met with local TDA representatives regarding upcoming FSMA regulations for area farmers
- Wichita Falls farmers market website was launched, purchased street banner for Graham Farmers Market, designed and printed WF market rack card, regional market rack card, designed new Vernon market logo, designed and printed the spring 2018 recipe card featuring the Fox Hill culinary team, finalized full page ad for DFW Edible Spring 2018 edition.
- Formation of the Wichita Falls Farmers Market Association and TDA acknowledgement as a certified Texas Farmers Market.
- Monica conducted the Vernon voucher training with the WF Area Food Bank in Vernon. 4 farmers and 2 agencies were in attendance.
- Monica met with the Vernon Farmers Market Association to plan kids' craft (rock painting) for the WF Home and Garden Show.
- Feb. 17th, *Love Your Farmer Day*, at the Wichita Falls market was a success with over 500 in attendance, photos with farmers using Valentine's Day photo props, and info boards on 4 area farms were displayed.
- Planned the Farm-to-Market room at the Art's Alive Home and Garden Show. 15 market vendors had booths in the farmers' market room. The VFMA hosted rock painting for kids. Texas AgriLife had farm displays of eggs hatching, radish and carrot picking, compost demos, hoop house, seed planting and various farm animals. The rooms were a huge hit with very high attendance numbers.
- Working with the committee to plan the Wichita Falls spring farm to table dinner which is scheduled for Tuesday, May 1. Tagan Couch with Gypsy Kit is the chef for the event. Erika Collee and students will be preparing the breads and desert for the event.
- Monica worked with Fox Hill owner John Hirschi and chefs to publish the spring 2018 recipe card.

- Designed and crafted ‘Homegrown’ wooden signs stating ‘serving local now’ to be displayed in area restaurants that serve local produce and products.
- Six (6) area farmers attended the Texas Certified Farmers Market Association meeting in Fredericksburg, TX Saturday, February 24th.
- Michelle Alexander participated in the Vernon College booth at the Home and Garden Festival February 24 and 25.
- Michelle is serving on the CASE 2018 Conference for Community College Grants Professionals Planning Committee
- Callee Serrano is leading the preparations for the Vernon College Foundation Annual Online Auction March 6, 7 and 8. There are more than 300 items in this year’s auction.
- Callee delivered Meals on Wheels
- Callee participated in the Faith Meal at the Boys and Girls Club

Marketing – Holly Scheller

- I took photos at the faith meal
- Did head shots for medical assisting so we can highlight them with bios on social media.
- Met with United Regional to discuss the upcoming shoot for our nursing alumni commercial.
- Took picture at home and garden show as well as working a shift at the VC booth.
- Designed large scale recruiting posters for home and garden show booth
- Multi location scavenger hunt to increase number of followers on social media. This was successful, we now have over 8,000.
- Worked and continue to work on the logistics for June 9th event.
- Took baseball team photo
- Completed and printed the Presidents Annual Report

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **QEP Implementation Team Session.** The QEP Implementation Team met on Friday, March 02. Divided into task force groups to assist with integration of the “*Success through Inquiry!*” QEP throughout Vernon College, teams presented faculty integration ideas including a syllabus addition reflected a culture of inquiry; student integration ideas including a student art contest reflecting a culture of inquiry; and institution based integration ideas including internal and external marketing initiatives. A resulting March QEP professional development event will follow this session.
- **2017 SENSE Results.** The VC QEP director received 2017 SENSE results from the Center of Community College Engagement and distributed those results to all appropriate offices on campus.

Professional Development Update

- **February 2018 Professional Development Events.** The updated Spring 2018 Professional Development Calendar launched directly to campus employees via e-mail in February 2018. Notable PD events VC employees participated in during February include the **Faculty Roundtable Series** featuring CCC English instructor Jon Schreiber presenting his paper “*Discounting the Laborer: Wordsworth and the Leech-Gatherer, Academia and the Blue Collar;*” the **Student Success Pathway Student Experience Series** held at both Vernon and Wichita Falls featuring Vernon College students who have benefited from the S.T.E.P.S. program in exiting probation status; **Arts Alive! Home & Garden Festival 2018** representing programs at Vernon College; a **group-watch webinar** hosted by the Office for Student Success featuring a presentation from the Center for Community College Engagement entitled “*The Power of Advising in Community Colleges;*” and the **Introductory Grant Writing Workshop** facilitated by Michelle Alexander.

Human Resources – Haven David

- Personnel:
 - February Hire: Alyssa Fontillas – Assistant Softball Coach/Residence Hall Assistant
 - March Resignation: Sherrie Denham – Director of LVN Program
- Interviewing for Classified II, Faculty Assistant – LVN, CCC
- Accepting applications for second round of Vice-President of Instructional Services.
- Completed IPEDS report.

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 –

- The Vernon College Board of Trustees conducted a thorough evaluation of me as the president of Vernon College at the February 14 board meeting. Annually, I submit a document to the board members summarizing my actions and activities to articulate what I believe I am accomplishing to meet their and your expectations of me in performing the duties of my position. The evaluation was positive.
- I appreciate the time, energy, and effort that each of you invest into furthering the mission of Vernon College and creating success for the students who choose us.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060