

**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**

- There was not a contested election for the Board of Trustee positions at Vernon College. Bob Ferguson and Irl Holt will continue as board members while Ann Wilson filed for the position previously held by Joanie Rogers who chose to not run for reelection. The three members will be qualified at the May 9 board meeting.
- The Board of Trustees reviewed draft 1 of the budget at the April meeting. The draft includes additional funds for several campus projects, equipment requests, and the 1.5% step increase in the various salary schedules. The budget draft projected expenses exceed the projected revenue by just over \$200,000. The administrative team will continue to review the budget and make decisions to balance the proposed \$22,141,444 budget prior to budget approval in August.
- There are a few changes in organizational structure as a result of the retirement of Joe Hite, Dean of Admissions, Financial Aid/Registrar. Amanda Raines will assume the duties of Registrar and her position will be revised to Director of Enrollment Management/Registrar. She will supervise admissions, registration, and recruiting functions at all locations. Melissa Elliott, Director of Financial Aid will continue current duties and will provide additional leadership to financial aid functions at all locations. Both positions will now directly report to Jim Nordone, Dean of Student Services. This will eliminated one Dean level position.
- I continue to have email and telephone communication with Dr. Elizabeth Crandall, the recently hired Vice President of Instructional Services. I have provided her a great amount of information regarding the instructional component of Vernon College. I continue to be impressed with Dr. Crandall. I believe she will be a great asset to Vernon College.
- I want to publically thank Shana Drury, Greg Fowler, Joe Johnston, Paula Whitman, and Mark Holcomb for the leadership and extra work the past year to ensure the continuing success of the Vernon College instructional component. I also want to thank all faculty and staff in the instructional component for your attention to details and assistance.

### **Instructional Services**

- Special thanks to **Vicki Bradley and Sabre Sharp** delivered Meals on Wheels for Instructional Services.
- **Lori Arnold** attended the North Texas Regional Training Conference in Wichita Falls on April 5
- **Cindy Coufal** attended Regional Developmental Educators Professional Development Day in Amarillo April 19-20
- **Paula Whitman** attended the CLARA meeting at Collin County on April 6
- Attending the TACTE Spring Conference was **Shana Drury and Mark Holcomb** in Austin April 10-13; Shana also presided over the board meeting
- **Nina Feldman and Tina Baker** attended the TACE Conference in Austin on April 17-19
- **Katrina Gundling and Lisa Pickett (adj)** attended the TSHP State Accreditation meeting to hear updates and gain professional knowledge on the latest innovations and governmental issues at the Woodlands, Texas April 5-8
- **Mary Rivard and Sharon Cudjo** attended the Texas Nursing Association Policy Summit to discuss policy and issues concerning nursing education in Arlington on April 12-13
- Attending State of Texas Advanced Coordinator Certification class was **Cory Nava and Brian Deason**. This is required for all EMS Coordinators in Corpus Christi, Texas April 12-14
- **Sharon Wallace and Jeff Griner (adj)** attended the Cisco Academy Conference for instruction on updated materials in the academy in Plano, Texas April 26-27
- The theatre ensemble directed by **Jack Williams** performed well and the thought provoking play “The Receptionist” was well received by audiences Apr 26-28.
- Many thanks to all **faculty** who honored deserving students during the Honors Convocation held at Region 9 in Wichita Falls on April 19

- Surgical Technology Program Coordinator **Jeff Feix**, Student Services Counselor **Jackie Polk** and **students from the Wichita Falls Student Government Association and EMS Program** volunteered at Habitat for Humanity in Wichita Falls on Saturday, April 14. Volunteers braved the high winds to help with shingles on the roof and siding.
- The **Surgical Technology Student Association (STSA)** raised \$380.00 on Saturday, April 21 with Chipotle in Wichita Falls. Chipotle provided a 50% match of all proceeds raised between 4pm and 8pm from customers who said they were supporting Vernon College. Funds will assist students attending the AST Surgical Technology Conference in Orlando, FL.
- **STSA students and Faculty Advisor, Jeff Feix** volunteered at the Wichita County Humane Society on Saturday, April 28. Volunteers walked the dogs and spent time playing with the puppies. The cats were not left out and all the animals were happy to see the volunteers.

## **Student Services – Jim Nordone**

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

- Conducted Peer Mentor Meeting (April 9).
- Offered Spring Semester 2018 Professional Development Series: “Student Success Pathway Student Experience.” (April 17 and April 18).
- A Title III Oversight Committee meeting was held Friday, May 4, 9:00 – 10:00 a.m., Vernon 204 and CCC 712. The 2017 Annual Performance Report is due no later than July 25, 2018.

### **Student Activities Initiatives and Housing**

- Intramural Indoor Soccer (April 9) (8 students).
- Dormitory Inspections (April 21); Several students fined for covering smoke detectors.
- End-of-Semester Barbecue (April 28) (40 students).
- “Hot Dogs and Karaoke” – Century City Center (May 3) (40 students)

### **General Student Services Initiatives**

- Attended Student Government Association (SGA) Convention in Austin, Texas (April 5 – 8) (10 students and two chaperones).
- Attended African American Coalition Meeting (April 9).
- Participated in “Habitat for Humanity” Home Construction (April 14).
- Held Successful Honors Night 2018. The event took place Thursday, April 19, 6:30 p.m., at the Region 9 Conference Center, Wichita Falls (Bestowed 75 individual awards to Vernon College students).
- Held two Student Government Association Meetings at Century City Center (April 9 and April 23).
- Launched Vernon College’s 1<sup>st</sup> Virtual College Fair (April 23 – April 27).
- Held two successful National Society of Leadership and Success (NSLS) Vernon Chapter Induction Ceremonies: (April 26 at Century City Center); (April 27 at Vernon). In total, 30 students inducted for the Spring Semester 2018.
- Held Student Government Association Meeting at Vernon (April 30).
- Hired Career Services Coordinator, Chelsey Henry (Start Date: May 15).
- Held Crisis Management Team Meeting (April 27 at 9:00 a.m., Room 423 (Vernon) and 717 (Century City Center)).
- Associate Dean of Student Services Dual Credit High School Visits (April 4 – May 3) (Vernon, Notre Dame, Northside, Rider, Wichita Falls).
- Continued offering New Student Orientation (NSO) meetings.
- Completed Consumer Information requirements for Title IV Financial Aid.
- Chief of Police continued working on the updating of Fire and Safety, as well as Clery report forms.
- Completed 2018-2019 General Catalog edits.
- Chief of Police continued working with other divisions/department to complete annual Safety and Security Audit.

## **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.
- Planning and working on Graduation and Ceremonies on Saturday, May 12, 2018.

- Opened On-line (Campus Connect) registrations for Summer and Fall semesters.
- Completed IPEDS Spring Federal Reports.
- Submitted proposed 2018-2019 Annual Budget.
- Amanda and Maria attended the POISE User Group Conference in Tulsa.
- Completed General Catalog edits for 2018-2019.
- Completed Consumer Information compliance.
- Scheduling individual and group tours at each campus.
- Scheduling Summer 2018 Recruitment Activities.
- Planning and Organizing Community Event to be held Saturday, June 9, 2018 (Century City Center).
- 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.
- April financial aid blog written and posted.
- Consumer information updated.
- Financial aid webpages updated.
- Represented Vernon College at the District 3 4-H Roundup where over 300 area youth participated in various events.
- 2018-19 Budget assessment activity/report communication form completed and submitted.
- Consumer information letters distributed to students.
- End of semester reminder email sent to students who are enrolled and on suspension.
- Processing Hazlewood awards for veterans/dependents.

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

##### **Business Offices**

- Shelly Mason and TiSierra White delivered Meals on Wheels.
- Garry David attended Public Funds Investment Act training at Region 9.
- Margaret Tubbs got married!
- Margaret Tubbs-Kincaid attended a TRS conference at Region 9.
- Christie Lehman attended the South Central POISE User Group conference in Tulsa, OK.
- We are busy taking payments for Summer semester.
- Christie Lehman, Ann Schultz, and Rhonda Knox set up and checked the billing information for the Summer and Fall semesters.
- Christie disbursed Spring II Financial Aid and helped with the CCC Campus Preview Day

##### **Bookstores**

- We are in process of getting ready for the upcoming Summer semester. We are processing book returns, stocking supplies, organizing files, answering student questions and assisting with their college needs. We are also in the midst of assisting students with their graduation cap and gown try-ons and ADN pin sales. We also processed phlebotomy badges for student clinical. Kathy Barfield is in process of ordering books/access codes for the upcoming Semester.
- Returning Spring books to the publishers, finalizing summer adoptions and booklist, receiving and entering merchandise and supplies for Fall semester.
- Preparing for book buybacks.

##### **Facilities -**

###### **Wichita Falls**

- Jose Nieto and Ricky Haley are busy with weekly mowing and edging at CCC and Skills cleaning and prepping the flowerbeds for spring plants.
- Carl Brinkley and Robert Johnson have been replacing and repairing sprinklers around the CCC parking lot.
- Gary Dotson and Chris Horton installed some new data lines for the computer lab at Skills, ran new data lines and relocated WAPS for Run-Biz, repaired lights in Cosmo and some in the hallways and installed new thermostat in the pharmacy lab.

- Carl and Robert removed a toilet in the men's bathroom by the bookstore so we could run a camera through the sewer line to find the blockage found a board in the line and we were able to grind it up to clear the line.
- Work is nearly complete on the new parking lot at Skills.

Vernon

- Jim Anthony and the grounds crew have been trimming trees.
- Ray Carr and Paul Frommelt have run new wiring to complete the oven install at the SUB, made repairs to the pool chlorinator, replaced a compressor and repaired leaks in the Wright Library A/C.
- Joey Lama has set up for the scholarship banquet and refinished the floors in the nursing lab.
- Lyle Bonner has repaired water leaks at the rodeo complex.
- Ray replaced an engine seal on the Kubota mower.
- Steven Kajs has replaced elements in the water heaters at the Residence Center.
- The annual fire alarm inspection was completed with some issues being found at the King Center and Sumner bldg. The testing company will be addressing these issues.

**College Effectiveness – Betsy Harkey**

- **Data update** – The Student Success Data Fact presented to the Board of Trustees during their April meeting was [Course Completion Success](#). This data fact continued with the series of facts presented to the Board that are noted as Student Achievement Measures for the SACSCOC Federal Requirement.
- Betsy Harkey participated in the Texas Higher Education Coordinating Board Accountability (THECB) meetings on April 3<sup>rd</sup>. The meeting included an update of data available on the new accountability site <http://www.txhigheredaccountability.org/acctpublic/>. The new site has been on ongoing THECB project for over a year.
- **Annual Action Plans for 2018-2019** were reviewed and approved by the Board of Trustees on April 11<sup>th</sup>. The documents will be posted to the Vernon College website by mid-May.
- The **College Effectiveness Committee** met on April 20, 2018. Special thanks to Dr. Donnie Kirk for reviewing the most recent SENSE data.
- **SACSCOC update** – Betsy Harkey completed her SACSCOC Off-site Review Team obligations on April 25<sup>th</sup>. Vernon College “results” should be received by Dr. Johnston in early June.

**Institutional Advancement – Michelle Alexander**

- Callee Serrano delivered Meals on Wheels
- The annual Scholarship Banquet took place on April 24 with 132 in attendance. Many thanks to Callee Serrano, Vicki Bradley, Holly Scheller, Great Western Dining, Don Burns, Joey Lama, the grounds and maintenance crews, and our student speakers, singers, and servers for making the evening very special for our donors and scholars.
- Callee also co-chaired the annual Popcorn and Coke Days for our Baseball and Softball games
- Melissa Prigmore was hired as the new Wichita Falls market manager and started on Monday, April 2<sup>nd</sup>
- Monica Wilkinson met with the newly-formed Wichita Falls Farmers Market Association on April 2<sup>nd</sup> to discuss upcoming events, market facilities, application and dues process and formation of a 501c3.
- The April 7<sup>th</sup> Spring Fling at the Wichita Falls Farmers' Market was postponed until 4-14 due to cold front. Low market attendance.
- The Wichita Falls Farmers' Market April 21<sup>st</sup> Salad Day featured local salads by Chef Montana Hawkins. 400 in attendance.
- Finalized plans for May 1 Farm to Table dinner featuring Chefs Chris and Tagan Couch of Gypsy Kit. Tickets sold out on Eventbrite.
- Finalized plans for May 2 Workshop at Fox Hill with Judith McGeary and Susie Marshall.
- The April 29 Kids in the Kitchen Program with WF Jr. League and Chartwells, held at the Wichita Falls Farmers' Market, was successful with over 600 in attendance. Larry and Friends played and was very popular.
- Made final plans for the opening day of the summer season of the Wichita Falls Farmers' Market. Cinco de Mayo theme on May 5<sup>th</sup> with piñatas, piñata crafts and 10 piece Latin band.
- Monica continued to work on Vernon Farmers Market website, the new Vernon logo and billboard are up, ordered t-shirts, market bags, and shopping bags.
- Selected chef and location for the June 16<sup>th</sup> Vernon Farm to Table Dinner. Erin Dobbins will be cooking for the event that will be held at the Red River Valley Museum.



- Monica attended a traditional foods cooking training in Ft. Collins, CO
- Michelle Alexander participated in the Council for Advancement and Support of Education (CASE) Conference for Community College Grants Professionals Conference Planning Committee Meeting in Washington, DC April 4-7
- Michelle and Callee participated in the 2018 Texoma Gives Day Lunch and Learn meeting focusing on using Social Media at the Red River Valley Museum on April 17. The 2018 Texoma Gives Day will be held in September.
- The Café con Leche Road to College students visited Century City Center on April 18. Thanks to Dr. Johnston, Melissa Moore and Julie Lama for short presentations to the students. Julia and Melissa also took the students on a tour of CCC before they departed.
- Michelle represented Vernon College at the Wichita Falls Martin Luther King Scholarship Committee annual meeting April 20.
- The 2018-2019 Vernon College Scholarship offer and award program is underway.

### **Marketing – Holly Scheller**

- Finished editing recruiting video for VC
- Devised a marketing/recruiting strategy for increase fall enrollment
- Represented VC at Future of the Falls
- Designed Math Pathways poster to help students see the importance of picking a degree plan early
- Lots of organization for the Community Event on June 9<sup>th</sup>. Met with community partners, ordered giveaways, finalized layout, emailed entire college so everyone knows their battle stations for that day
- Edited the 2018-2019 Smart Catalog
- Captured events, Baseball/Softball, Honors Banquet, Scholarship Banquet, and Sports Banquet
- Increased social media followers
- Shot commercial for the Vernon Campus to appeal exclusively to traditional college students who may want the dorm college life experience
- Helped design and edit Kids College brochure for 2018

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

#### **Quality Enhancement Update**

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

- ***“Success through Inquiry”* QEP Lead Evaluator Nominees.** In April 2018, two nominees for the role of QEP Lead Evaluator for the October accreditation reaffirmation were forwarded to our SACS-COC VP Dr. John Hardt.
- ***“Success through Inquiry”* QEP Implementation Team/Planning Committee Session.** Sponsored by the QEP Implementation Team, an all-college ***“Success through Inquiry”*** launch party event occurred on April 20 offering a preview of the QEP integrative endeavors of the Implementation Team. In addition to a variety of promotional initiatives, a proposed QEP mission statement for syllabi and other publications was presented, the QEP related Sports Day 2018 t-shirt design was unveiled, and upcoming staff and student QEP related contests were announced.

#### **Professional Development Update**

- **April 2018 Professional Development Events.** The updated [Spring 2018 Professional Development Calendar](#) launched directly to campus employees via e-mail in April 2018. Notable in-house PD events VC employees participated in during April include the following:
- **Faculty Roundtable Series** in April featuring Steven Underhill. Mr. Underhill—Business Management/Microcomputer Applications Instructor—shared his research regarding Student Veteran Organizations at small Texas community colleges from the advisor’s perspective. His emphasis includes perceived efficacy of the organization in increasing engagement/retention, role advisors play within the organization and keeping the organizations viable with a small, largely commuter/transient population. Steven is doctoral candidate in Higher Education at Texas Tech University.
- **Student Success Pathway Student Experience Series, Veteran Students Edition.** This ongoing series was held at both Vernon and Wichita Falls in April, this session spotlighting Vernon College Veteran Students. Coordinator of Veterans Affairs/Financial Aid Debbie Alexander presented the program.

## Human Resources – Haven David

### **Personnel:**

- May Hire: Chelsey Henry – Career Services Coordinator  
May Resignations: Jason Jenkins – Athletic Trainer/Kinesiology Instructor  
Kasey Humphries – Coordinator of Allied Health, Continuing Education
- July Hire: Dr. Elizabeth Crandall – Vice President of Instructional Services
- August Hire: Corrina Burros – Health Careers Instructor, Electra  
August Retirement: Barbara Jinks – Math Instructor, CCC
- Interviewing for Math Instructor in May.
- Accepting applications for Athletic Trainer/Kinesiology Instructor.
- Researching VidCruiter for possible video interviewing process.
- Working on Orientation materials and benefits module in Greenshades.

## 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 drafted and submitted to the Board of Trustees for review.
- Cyber Security Director attended the Dallas Data Connectors Symposium on 4/3-4/2018
- Cyber Security Director attended the AU Annual Cyber Security Conference in Auburn, Alabama on 4/8-11/2018
- 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 –

- Summer hours for 2018 will begin on Monday, May 14 and continue through Thursday, July 26. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, July 30, 2018. Deans will provide leadership for developing flex schedules to keep offices open until 6:00 pm beginning Monday, July 30.
- Please contact me with any input or questions at:
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