

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

- As part of a three phase Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation process, Vernon College hosted a SACSCOC on-site team October 22-24. The team had studied the original decennial compliance certification document submitted by Vernon College early last spring to successfully meet phase one of the process as well as the follow-up Focused Report submitted by Vernon College in early September. The on-site team toured Century City Center, Skills Training Center, and the Vernon campus. They conducted numerous faculty and staff interviews as well as listened to a presentation of the Vernon College Quality Enhancement Plan. Vernon College has successfully completed the phase two on-site visit. Vernon College will submit a succinct follow-up report regarding one component of one principle of accreditation in March. The SACSCOC committees and board will review all documentation and vote of the reaffirmation of Vernon College in June to complete phase three of the process. Thank you to all employees who have worked diligently for this successful process.
- Coffee input sessions—I will be hosting coffee input sessions on the Vernon Campus and Century City Center to provide faculty and staff and opportunity for informal discussion and input. I try to conduct these sessions each fall.
 - Vernon Campus—Faculty lounge off the Dining Hall
Friday, November 30
10:00 am to 11:00
 - Century City Center—Joe Chat Sumner Conference Room
Friday, December 7
10:00 am to 11:00 am
- The Vernon College Leadership Academy is going very well. There are twelve participants that meet every other Friday afternoon for two hours. We have completed four sessions and have two more to go. Topics for discussion have included:
 - Characteristics of excellent leadership
 - *The Leadership Excellence Devotional* by Pat Williams
 - John Maxwell’s book—*Leadership 101*
 - Mark Sanborn’s book—*You Don’t Need a Title to be a Leader*
 - *Leadership Attributes*—John Rouche
 - Self-reflection, real examples, questions, and discussion have all been important components of the sessions
- One action in the annual planning process is the annual board review and approval of the Philosophy, Vision, Values, and Mission statements as well as the updated Long Term Objectives for Vernon College. All of these were reviewed and approved by the college wide College Effectiveness committee. The board approved these at the October meeting.
- The rodeo team produced a successful NIRA rodeo October 4-6 with 15 colleges and universities participating and over 600 individual contestants competing. The fall rodeo season has been completed with several team members gaining points. The volleyball team competed well this season with three team members making the 2nd team all-conference team. Softball and baseball teams are competing in fall non-conference games preparing for the spring season.

Instructional Services – Dr. Elizabeth Crandall

- Instructional Services enjoyed having the area high school students on the Vernon Campus for Preview Day on October 17th.
- **Jeff Feix** and the Surgical Technology Student Association (STSA) sponsored a Halloween Party with the West Texas Children’s Aid Society on Tuesday, October 23rd. United Market Street donated the pumpkins this year for the 21 children to decorate with the STSA. Buckets of candy were provided by the students and each child got candy and a pumpkin to decorate.
- **The STSA members and Jeff Feix volunteered** at the Habitat for Humanity Resale Store On Saturday, October 27th. The weather has prevented a foundation for a new home to be poured and the Resale Store appreciated the volunteer

labor. The volunteers helped unload and clean donated items, trim trees around the property, and sorted donations. The local chapter of AARP provided lunch for all the volunteers and staff.

- **Sharon Cudjo, Bobbie Graf, and Shelli Pendleton** from the Associate Degree Nursing program attending a new faculty institute in Orlando Florida covering test item writing, hands on , reliability and validity of exams and connecting NCLEX class room and clinicals.
- **Mary Rivard and Beth Arnold** attended TADDPNP, Deans and Directors meetings, and TOADN meeting in Austin on October 11th and 12th.
- **Mike Hopper** attended the TCOLE coordinators Conference October 14th – 19th in Corpus Christi, Texas and the Safariland instructor’s course October 23 – October 26 at Vernon College.
- **Justin Sanders** attended the NN2 conference October 3rd – October 5th in Orlando, Florida.
- **Tina Baker** attended the NCCET conference October 14th – October 17th in San Antonio, Texas.
- On October 1st **Diana Shipley** attended the Cosmetology and Barber Advisory Board meeting in Austin, Texas.
- A special thank you to Judy Ditmore and Michelle Downes who delivered meals on wheels for Instructional Services on October 17th.

Student Services – Dr. Jim Nordone

Student Success/Title III Initiatives

- Presented “Student Success Pathway: Student Experience Series,” with a focus on academic advising.
- Provided outreach to 1,320 “Early Alert” students; additional follow-up to 217 students per instructor requests for academic coaching purposes.
- Completed “Student Success Series” workshops to 555 students.

Student Activities/Housing Initiatives

- Assisted with Sport’s Day (10/9).
- Held Halloween Dance - Vernon (10/31).
- Held Halloween Costume Contest – Century City Center (10/31).
- Refurbished all furniture in main dormitory basement (11/3).
- Student Government Association meetings held on 10/4 and 10/18 (Century City Center).
- Student Government Association meetings held on 10/8, 10/15, and 11/5 (Vernon).

Career Services Initiatives

- Meeting with Christina Donelson, Vernon Chamber of Commerce, Executive Director (10/10).
- Assisted with Meals on Wheels (10/10).
- Medical Assisting Advisory Committee meeting (10/11).
- Meeting with Janie Valverde (on behalf of Larry Souza), Workforce Solutions (10/15).
- Automotive Advisory Committee meeting (10/15)
- Interviewing Skills Workshop, Vernon (11/16).
- Dental Assisting Advisory Committee meeting (10/17).
- Initial meeting with Dr. Nordone and Holly Scheller to discuss plans for upgrading Career Services website links for students and prospective employers (10/17).
- Welding Advisory Committee meeting (10/18).
- Interviewing Skills Workshop, Century City Center (10/18).
- Interviewing Skills Workshop for Mr. Underhill’s class (10/25).
- Farm and Ranch Advisory Committee meeting (10/29).
- Associate Degree Nursing Advisory Committee Meeting (10/29).
- Mock Interview Sessions – Vernon (10/30).
- **Contacts with Employers: (as a result of advisory committee meetings)**
 - **Automotive-related Business and Industry**
 - Firestone Auto Care
 - German Auto Kraft
 - Napa Auto Parts
 - Nitrous Express
 - Patterson Auto Group
 - Wichita Falls Ford Lincoln
 - Windthorst Tire

- **Medical Assisting-related Business and Industry**
 - Clinics of North Texas
 - Dr. Desire
 - Dr. Horvath
 - Kell West Family Practice
 - Promise Hospital
 - Region 9
 - Rose Clinic
 - Seymour Hospital
 - Texas Workforce Solutions-WF
 - Texhoma Christian Care Center
 - United Regional Healthcare System
 - United Regional Physicians Group
- **Dental Assisting-related Business and Industry**
 - Baird Family Dentistry
 - Children’s Dentistry of WF
 - Community Healthcare Center
 - Midwest Dental Equipment, Services, and Supplies
 - Robert D. Evans, Inc.
 - Spearmint Dental
 - Texas Tech University Health Sciences Center
 - Workforce Solutions of North Texas
- **Welding-related Business and Industry**
 - Airgas
 - B.W. Fabrications
 - Brown Brothers Welding
 - Burgess-Manning
 - Eagle Railcar
 - Falls Welding Supply
 - McGinnis Welding Supply
 - Patterson Welding and Supply
 - Tranter
 - Turkett Welding

- **Contacts with Employers: (miscellaneous)**

- Beyond Faith Hospice
- Hospice of Wichita Falls

General Student Services Initiatives

- Wayland Baptist University Visit (10/2).
- Celebrated Hispanic Heritage Month (10/3).
- Vernon College Student Government Association attended the Regional V State Meeting at South Plains College (10/5 – 10/6).
- Blood Drive in conjunction with Texas Blood Institute (10/9).
- Assisted with annual Vernon Preview Day (203 students representing 13 high schools).
- Participated in SACSCOC Onsite Committee Visit (week of October 22).
- Coordinated and Chaired second On-site Registration Ad Hoc Committee meeting (10/26).
- Hired new Administrative Assistant for Century City Center, Student Services (Delilah Fowler – Start Date November 12).
- Held eight National Society of Leadership and Success student leadership training sessions (10/4 and 10/5; 10/11 and 10/12; 10/25 and 10/26; 11/1 and 11/2).

Admissions, Records and Recruiting

- Continued evaluating transfer student transcripts.
- Successfully locked 12-month IPEDS Report and Institutional Characteristics.
- Continued working on implementation and data transfer for Unit4SM.
- Completed and submitted Gainful Employment Report to U.S. Department of Education.

Financial Aid and Veterans Affairs

- Continued with processing of 2018 – 2019 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- 2019-2020 Financial Aid Application forms created.
- 2019-2020 FAFSA presentation created.
- Commenced with 2019-2020 FAFSA presentations to various high schools from the service delivery area.
- 2017-2018 Financial Aid Audit completed.
- Equity in Athletics Financial Aid component completed.
- Created and posted monthly Financial Aid Blog for October.
- Key Performance Indicators of Accountability Financial Aid data gathered and submitted.
- FISAP Assessment Activity Report completed and submitted.
- FY 2015 Cohort Default Rate Assessment Activity Report completed and submitted.
- Attended the Texas Higher Education Veterans Symposium.
- Commenced with the “Walk for Warriors” and “Honor and Remembrance” flag gardens projects.
- Participated in the WFISD/Café Con Leche financial aid events at the CEC.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Mindi Flynn and Margaret Kincaid attended GP Summit 2018 during the week of October 15.
- All employees have continued working with auditors.
- Christie Lehman helped with the Host Committee for SACSCOC
- The Business Office had a table at the Vernon Campus Preview Day
- Mindi Flynn and Christie Lehman delivered Meals on Wheels

Bookstores

- We stocked supplies for Fall II, processed a few book returns, processed Medical Assisting, phlebotomy and CNA badges for the Wichita, Seymour and Vernon Campus, assisting students with their college needs, organized back storage room and deep cleaned store getting ready for the SACSCOC visit. Kathy is receiving adoptions for upcoming Spring semester and working with Jana creating the booklist for the Spring semester.
- Training our new workstudy and pricing new merchandise.
- Returning Fall textbooks that will not be used during the Spring or Summer semesters.

Facilities –

Wichita Falls

- Weekly mowing and landscape work.
- Installed a new door jamb and painted it by 701 at CCC.
- Installed a new water heater in the janitor closet in the 700 hall CCC.
- Repaired lights at Skills and CCC.
- Changed out all the light bulbs in 201 lab to led bulbs.
- Painted curbs in the east and west parking lots.
- Installed two new stainless sinks in the pharmacy lab.
- Replaced several ballast in the welding shop at Skills.
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Vernon

- Ray Carr and Paul Frommelt have patched roofs, assembled and delivered crash carts to the nursing lab, replaced exhaust fan motors in the pool area, retrofitted security lighting around the SUB with brighter LEDs, replaced light fixtures in the library restrooms, painted the light poles in the quad and replaced exit lights in the gym.
- Ray replaced the oil cooler on the Rodeo pickup, repaired a transmission oil line on a congregate meals van and replaced the water pump on the John Deere tractor. Lyle Bonner and Ray repaired a broken pulley and replaced a glow plug on bus #2.
- Jim Anthony and the grounds crew have been seeding rye grass and trimming shrubs, Jimmy Dennis and Josh Cook have replaced water hydrants at the rodeo complex. Jesse Urquizo repaired wind screens at the tennis courts.
- Joey Lama and the custodial crew have been cleaning carpets and generally prepping buildings and rooms ahead of the SACS site visit.

College Effectiveness – Betsy Harkey

- **October – SACSCOC and more SACSCOC...** The College Effectiveness and Student Success Data Committees met in October. In addition to routine agenda items, both committees reviewed the SACSCOC On-site visit schedule and interview process.
- **SACSCOC – Thank you, Thank you, Thank you and congratulations to all who contributed to and participated in an extremely successful SACSCOC Reaffirmation of Accreditation process and the On-site Reaffirmation of Accreditation visit.** It was shared with me (Betsy) by several of the On-site committee members via email and conversation that Vernon College was one of their “favorite” visits. Vernon College is a great institution. It is a wonderful compliment and always rewarding to hear that we are known and respected by our peers. We still have a bit of work to do before March 1 but all is very doable and in great hands with Dr. Kirk and Dr. Crandall.
- **Data Update** – The Vernon College Effectiveness Questionnaire Summary was reviewed with the Board of Trustees as the Student Success Data Fact for October.

Institutional Advancement – Michelle Alexander

- Callee Serrano volunteered at Preview Day on the Vernon campus.
- Callee also served as a member of the SACSCOC on-site host committee.
- Oct. 2 WF Fall farm to table dinner with Chefs Kyle Dalka and Erika Collee and the VC Culinary Academy sold out at 76 tickets. The menu consisted of local beef pate, homemade bread, butternut squash soup, short ribs, mashed potatoes, okra, and a pecan cupcake. The Ken Nelson jazz band was the entertainment. Local wine was provided by Hook and Ladder, local coffee and tea service was provided by 8th Street Coffee House, and chocolate tray was by local chocolatier Brooke Willis with B Cocoa.
- Monica Wilkinson helped promote restaurants that promote and serve local food at the Empty Bowls event on October 9 at the MSU Museum of Art benefitting the Wichita Falls Area Food Bank.
- The Fall Festival at the WF Farmers Market was Saturday, October 13th. The rain put a damper on the event but none the less we had many families come enjoy the market and the free mini pumpkin painting for kids. Over 100 pumpkins were painted at the event.
- The VFMA Fall Festival in Vernon was Saturday, October 20th at Orbison Park. There was a petting zoo, 3 live bands, free pumpkin painting, a bounce house, and 10 market vendors. It was a beautiful sunny day with over 600 in attendance.
- Under the USDA grant, we collaborated with Chartwells and WFISD to sponsor a Farm to School Fair at the WF Farmers Market on Saturday, October 27th. The WFISD food truck was on location selling Western Burgers with local ground beef and local onions! Chartwell chefs served local peppers with spicy ranch dressing and sautéed kale and peppers in the Discovery Kitchen and hosted interactive food demos with local produce for market customers.
- Collaborated with the Kemp Center to plan a farm to table style dinner at the Forum for the opening of a rural photography exhibit by Willetta Crowe. Palette to Palate took place Monday, October 22 with Chef Patrick Street of Pelican's preparing the food and Blair Ramon of Gilbert Creek Gardens as decorator for the event. The local flowers and menu were very well received by the group. It was a great opportunity to showcase the grant, Vernon College, and local producers and businesses.
- Monica promoted and celebrated the opening of Chef Kyle Dalka's new restaurant Progress & Provisions in downtown Wichita Falls on October 29. Kyle is a dedicated supporter of local producers and uses a variety of local produce and products in his new establishment.
- Monica and Blair Ramon with Gilbert Creek Gardens attended the Farm and Food Leadership Conference put on by FARFA in McKinney, TX October 14-16. The conference was a wonderful source of networking and education. Blair connected with other flower farmers in the DFW area.
- Michelle Alexander served as a member of the Mystery Art Committee for the Kemp Center for the Arts.
- Michelle is serving as a member of the 2019 Home and Garden Festival Committee.

Marketing – Holly Scheller

- Filmed and photographed the Vernon College Rodeo
- Took pictures for marketing at Sports Day
- Attended Advisory Committees:
 - Health Information Management
 - Nursing
 - Welding

- Enjoyed a full week of SACSCOC ☺
- Drafted the President Report
- Interviewed 12 students about their experience at VC to be used in Marketing

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement

“Success through Inquiry” Quality Enhancement Initiatives

- **“Success through Inquiry” QEP Plan Presented During SACS-COC Onsite Accreditation Reaffirmation Visit.** The *Success through Inquiry* QEP plan was presented to the SACS-COC visiting team during the Accreditation Reaffirmation visit on Wednesday, October 24. More than 3 years in the making, the *Success through Inquiry* QEP is a “best practices” inquiry-based learning initiative aligned with the institutional mission of enhancing teaching and learning while providing rigor and quality for student success. Inquiry as pedagogy offers students the opportunity to 1) develop questions/curiosity regarding course content, 2) investigate that curiosity through research, 3) evaluate the soundness of their findings, 4) and subsequently share their newly constructed knowledge in a visible manner (group discussion, project, presentation, paper). A diverse group of constituents from across the college community were in attendance including Vernon College leadership, QEP related committee members, faculty representatives, staff representatives, and student representatives.
- **“Success through Inquiry” QEP Launch at VC Sports Day.** The *Success through Inquiry* QEP initiative was presented to students during the opening ceremonies of Vernon College Sports Day, Tuesday, October 09. The traditional Vernon College Sports Day t-shirt donned the QEP title stylized in “Captain America” fashion. See photos of the QEP inspired Sports Day 2018 t-shirt on the [VC QEP Facebook Page](#).
- **“Success through Inquiry” QEP Student Art Contest Launch.** The *Success through Inquiry* QEP Student Art Contest concluded on Friday, October 19. Nine entries were collectively submitted from students from the Vernon Campus, the Century City Campus, and the Skills Training Center. The contest allowed Vernon College students the opportunity to participate in the promotion of “*Success through Inquiry*” Quality Enhancement Plan (QEP). The entries included drawings and digital imagery on 11x 15 paper/canvas demonstrating their artistic expression of the concepts academic curiosity, discovery, exploration, and/or inquiry. Three winners will be selected (committee vote) from the nine entries. Winners will be announced Monday, November 05. See photos of all nine entries on the [VC QEP Facebook Page](#).

Professional Development

- **Self-care Professional Development Initiatives.** Self-care PD initiatives launched in October beginning with therapeutic yoga sessions. The practice of yoga can reduce stress at work, thus creating potential benefits for both employers and the employees. Yoga is offered through the King Center and the Century City Fitness Center. Self-care professional development initiatives will continue into the new year with a resilience series provided by Dr. Scott Hamilton. Stay tuned for more details!
- **Student Success Pathways: Student Experience Series.** The Student Success Pathways Student Experience Series launched in late September. This interactive series spotlights many intervention strategies designed to jumpstart student success. Most enlightening in the series are the testimonials provided by students speakers! The September sessions featured the Peer Mentoring Program.

Human Resources – Haven David

- Personnel
Interviewing for Student Services, Classified II, Counseling at CCC.
- Information for annual audit completed.
- TASB and TCCTA Salary Survey completed.
- Attended GPUG Summit in Phoenix the week of October 15-19.

ERP/SIS/Cyber Security – Ivy Harris

ERP/SIS

- Successfully retrieved 2005 and 2006 financial aid data
- Submitted additional demographic data to U4SM
- Continued configuration discussion with U4SM
- Attended U4SM discussion with Howard College on 10/11/2018
- Attended the Dynamics GP Annual Summit in Phoenix, AZ on 10/14-19/2018

Cyber Security

- Continued screen visibility audits in the Osborne Administration Building
- Received the “Stay Smart, Be Safe” campaign graphics from the printer

- Continued to educate the faculty and staff on new email procedures
- Coordinated cybersecurity measure for email security

DRJ Comments –

- Please make plans to participate in the Walk for Warriors activities at CCC on November 8.
- One more thank you to the dedicated employees that have worked so hard to make the SACSCOC on-site visit and the reaffirmation process so successful.
- Enjoy the upcoming Thanksgiving holiday with family and friends.
- Please contact me with any input or questions at:
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 - Cell – 940-261-0060