

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

- Final 12th class day headcount enrollment in credit classes for the fall semester is 3055 as compared to 3006 last fall.
 - Vernon campus 536
 - CCC 1407
 - STC 152
 - Dual credit/online 960
- The Vernon College Board of Trustees approved the updated SACSCOC Dual Credit Policy as the Vernon College Dual Credit Policy in the September 12 meeting. Vernon College has many processes and practices in place and now has a policy in place that aligns with SACSCOC expectations.
- The Vernon College Leadership Academy has met for two sessions. There has been energetic discussion among the twelve employees participating in the class. Initial topics have included self-reflection, examination of proven characteristics of effective leadership, and study of and discussion of *The Leadership Excellence Devotional*.
- The Wichita Community Health Care facility plans are complete and will be going out for bid. The bid process should be complete by late November and construction should start in mid-January. This construction will be in the undeveloped movie screen location at CCC that has been the default storage area.
- A top priority is to ensure the quality and rigor of online courses taught by Vernon College. Plans to accomplish this task include:
 - Continued analysis of current online courses with the rubric development for evaluating online courses and providing one on one feedback with recommendations for improvement by the Office of Distance Education and Learning Technologies (ODELT)
 - Insistence on course improvements via training, professional development, and oversight by the Office of Distance Education and Learning Technologies (ODELT)
 - Ensuring online course development training prior to a new instructor or new adjunct instructor teaching an online course accomplished by cooperation between the VPI, division chairs, and the Director of ODELT
 - Improvement, revision, and development of appropriate policies, processes, and practices.

Instructional Services

- **Jeff Feix** announced the Surgical Technology Student Association (STSA) will be selling Salsa and Chili Seasoning until the first week of December. The STSA also prepared and delivered 125 “goodie bags” to the ST Program clinical sites for National Surgical Technologists Week on September 17.
- **Jeff Feix**, was recognized by the National Board of Surgical Technologists and Surgical Assisting (NBSTSA) for maintaining the Certified Surgical First Assistant (CSFA) credential for 20 years. The NBSTSA honors milestone recipients for their hard work and commitment to the profession.
- **Nina Feldman** attended the 2018 apprenticeship conference in San Antonio 9/18-9/21 and also joined the TACE planning committee for 2018-19.
- **Mike Hopper** was elected president Leadership Wichita Falls and just started Police Academy with 23 cadets.
- On September 20th, **Diana Shipley and Angela Ward** participated in the Eight- Grade Expo held at Region 9.
- **Diana Shipley and Angela Ward** presented information about the cosmetology program to 327 students from area schools. (Iowa Park, Holiday, Graham, Henrietta, Nocona, Crowell, Olney, Burkburnett and Prairie Valley)
- **Marian Grona** attended the Library Instruction Round Table Summit in Fort Worth, Texas at the Tarleton State University Fort Worth Center on September 21st.
- **Dr. Elizabeth Crandall** attended the NTCCC Fall Leadership conference on September 14th with **Paula Whitman** who was the 2018 CLARA graduate.
- **Diana Shipley, Angela Ward, and Elisha Wehrwein** attended the Terri Tomlinson Makeup Training Academy to learn to establish color charts for makeup. The event was in Dallas on September 14th
- Special thanks to **Vicki Bradley and Karla Monson** who delivered meals on wheels for Instructional Services on September 12th

Student Services – Jim Nordone

Student Success/Title III Initiatives

- Title III External Evaluator, Dr. Luzelma Canales visited the Vernon Campus (September 10 and 11) for consultation purposes.
- Nine “Mini-Grants” were approved for Fall Semester 2018.
- Title III Oversight Committee met September 28. Next meeting is scheduled for October 26.
- Received funding/approval for Title III Grant Year 4, which commences October 1, 2018.

Student Activities/Housing Initiatives

- Donuts with the Dean at Century City Center (9/6).
- Hosted Constitution Day (9/17).
- Volleyball intramural Dodgeball Night (9/17) (25 students).
- Room Inspections and Fire Drill (dormitory students) (9/24).
- Student Government Association (SGA) – Century City Center elected officers for Academic Year 2018 – 2019:
 - President, Sandi Keck
 - Vice-President, Tyler Aylor
 - Secretary, Juli Vasquez
 - Parliamentarian, Brandi Schmegner
 - Historian, Willis Moore
- Student Government Association (SGA) – Vernon elected officers for Academic Year 2018 – 2019:
 - President, Janna-Marie Nelson
 - Vice-President 1, Marcos Rodriguez-Delgado
 - Vice-President 2, McKenna Stevens
 - Secretary, Valerie VanBrunt
 - Parliamentarian, Kyla Snow
 - Region 1 Bulletin, Ashlyn Bradley
- Held highly successful Blood Drive at Century City Center in conjunction with Texas Blood Institute (9/27).

Career Services Initiatives

- Welcome Table to pass out Career Services Information/Donuts (9/10 & 9/11).
- Posted Chaparral Center dishwasher position (9/10) (position filled).
- Career Counseling workshop (Vernon) (9/12).
- Presentation at Faith Refuge – Interview Skills & Dressing for Success (9/13).
- Career Counseling workshop (CCC) (9/13).
- Conducted meeting with Sam Whatley, Kindred Home Health (9/17).
- Conducted meeting with Renee Houston, Holiday Inn (9/17).
- Conducted meeting with Alisha Nix, Wilbarger General Hospital (9/18).
- Per Dr. Crandall’s request, emailed Edwin Quintero, Texas Parks and Wildlife – Re: New position and Spring Job Fair (9/24).
- Resume workshop (Vernon) (9/25).
- Attended Health Information Advisory Committee Meeting (9/26).
- Individual resume sessions with Students (9/27).
- Resume workshop (Century City Center) (9/27).

General Student Services Initiatives

- Coordinated and Chaired initial On-site Registration Ad Hoc Committee meeting
- Completed all Annual Action Plans – results sections.
- Posted Administrative Assistant vacancy at CCC.
- Tested College Emergency Notification System via RunSync (9/12).
- Held 2nd Annual Faculty Appreciation Day (9/19).
- Counselors attended University of North Texas Transfer Showcase (9/21).
- Counselors met with the Texas MHMR Helen Farabee Center for purposes of exploring collaborative efforts in mental health programming for Vernon College (9/25).
- Safety/Security Department completed and submitted federally mandated Clery Act Reporting Documentation.
- Safety/Security Department prepared for upcoming Vernon College Rodeo, October 4, 5, 6.

Admissions, Records and Recruiting

- Campus Connect opened for Fall II Registration.
- Completed the following State Reports:
 - CBM002, CBM00S, CBM0E1, CBM001, CBM004, CBM009, CBM00M, CBM00A, CBM00C.These reports focus on information pertaining to: Certified End-of-Summer Semester, Fall Semester Contact Hours, Certified Completers, and Certified Summer Continuing Education.
- Data transfer and implementation for U4SM.
- Completed and submitted Gainful Employment federal reporting (through collaboration with Director of Financial Aid) for Department of Education.
- Scheduled, planned, and began Carrying-out Fall 2018 Recruitment Plan.
- Preparing for Preview Day 2018 (October 17).

Financial Aid and Veterans Affairs

- Processing of 2018 – 2019 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Federally mandated Constitution Day requirements met.
- Completed and submitted federally mandated Fiscal Operations Report and Application to Participate (FISAP) – 2017-2018.
- Fiscal Year 2015 – official Cohort Default Rate reviewed.
- Completed internal self-audit – Director of Financial Aid.
- Completed federal Pell Grant reconciliation – 2017-2018 with Department of Education.
- Completed and submitted Summer 2018 Hazlewood Report to the Texas Veterans Commission.
- Held initial planning meeting for Walk for Warriors – 2018.
- Certified 133 veterans and dependents for Fall 2018 Semester.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Rhonda Knox, Ann Schultz, Sandy Odell and Christie Lehman have been taking payments and helping students set up payment plans.
- Shelly Mason has been busy paying bills and trying to get as many open PO's cleared up as possible before yearend.
- Margaret Kincaid has been keeping everyone happy as she gets ready for the New Year.
- Mindi Flynn and Garry David have been cleaning up accounts and preparing for the audit.

Bookstores

- Both stores busy selling fall textbooks and working on yearend reports.
- Yearend inventory was completed and verified by our auditors.
- Teaching and showing our Work-study student how to work and run the cash register.

Facilities –

Wichita Falls

- Weekly mowing and landscape work.
- Repairing lighting in hallways and classrooms at CCC and Skills.
- Installed a new door opening between rooms 701 and 702.
- Installed a new maglock system on the testing room between 701 and 702.
- Patched and painted the walls where the new door was installed.
- Removed crickets and cleaned light fixtures in office areas.
- Repaired the entry door at Skills and installed new threshold.

Vernon

- Ray Carr and Paul Frommelt changed some doors in student services, installed new lighting on the front of the library and retrofitted 12 more streetlights to LED.
- Paul replaced a water heater in the SUB and a fan motor at the library.
- Ray, Paul and Steven Kajs have been patching roofs at various trouble spots.
- Jim Anthony and the grounds crew are preparing to seed rye grass and have been trimming trees.
- Josh Cook and Jimmy Dennis have been repairing water leaks.
- The street crack seal project was completed.
- Repairs were made to the cabinet doors in Cosmo.

College Effectiveness – Betsy Harkey

- **SACSCOC – What’s next – Reminder**, October will be filled with Host Committee plans, QEP presentation/interview preparation, and practice for potential interviews/tours. In addition, Betsy Harkey will provide additional evidence/artifacts as requested by the SACSCOC On-site Team prior to their arrival.
Very tentative schedule for SACSCOC On-site Visit –
 - October 22 – SACSCOC On-site Team arrives at Wichita Falls Regional Airport. Tours and requested interviews will be conducted at Skills Training Center and Century City Center sometime late morning and afternoon. The team will then travel to Vernon for the rest of their visit.
 - October 23 – Interviews regarding Reaffirmation of Accreditation Report and Focused Report. Primary topics will be on Focused Report items and all Federal Requirements, but the team is free to ask a variety of questions regarding Vernon College policies, practices, processes, and about the QEP.
 - October 24 – QEP Day with a presentation and interviews. Also additional interviews as needed regarding the Reaffirmation of Accreditation Report and Focused Report. The afternoon will probably include Dr. Johnston’s interview and a discussion with a Board of Trustees member.
 - October 25 – Exit discussion by SACSCOC Team with Dr. Johnston, Dr. Crandall, Bettie Hutchins, Betsy Harkey, Dr. Kirk (and maybe a few others), at the SACSCOC workroom in the Hampton Inn (Vernon) followed by a meeting in the Vernon Campus Auditorium to share the results of the visit.
☺ 5:00 p.m. party at Betsy’s house ☺ All are invited.
- **Data Update** – The [Budget Revenue and Expenditure](#) Key Performance of Accountability (KPIA) was presented to the Board of Trustees at the Student Success Data Fact for September.
 - Program Discipline Evaluation Data provided for inclusion in the reports (grade distribution and placement/completion information)
 - Data sorted from POISE and in process of being compiled for the Fall and Fall I Count Day Snapshot
 - Key Performance Indicators of Accountability continue to be updated.
- **Planning Process Update** – 2017-2018 Annual Action Plan Final Summaries were due on September 28. The information will be compiled and presented to the College Effectiveness Committee in October. All college components began implementation of 2018-2019 Institutional Effectiveness Plans and Annual Action Plans in September. The College Effectiveness Committee began the review process for 2019-2023 Strategic Plan components.

Institutional Advancement – Michelle Alexander

- Callee Serrano delivered meals on wheels for Student Services.
- Handed out popcorn and cokes for the volleyball community day.
- Conducted the employee giving campaign.
- Final preparations were put in place for the Tuesday, Oct. 2 Farm to Table dinner at the Wichita Falls Downtown Farmers’ Market with Chef Kyle Dalka of the Karat Bar and Bistro and Chef Erika Collee and students with the Vernon College Culinary Academy.
- Monica Wilkinson 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 will take place Monday, October 22 with Chef Patrick Street of Pelican's.
- Artisan Day at the Wichita Falls Downtown Farmers’ Market was wet and had low attendance but craft vendors enjoyed being featured.
- The Fall Festival at the Wichita Falls Downtown Farmers’ Market is planned for Saturday, October 13th. There will be live bands and free mini pumpkin painting for kids.
- The Vernon Farmers’ Market Association is planning the Fall Festival in Vernon for Saturday, October 20th at Orbison Park. There will be a petting zoo, live bands, free pumpkin painting, a bounce house, grain grinding demonstrations, and plenty of market vendors.
- We are also collaborating with Chartwells and WFISD to sponsor a Farm to School Fair at the Wichita Falls Downtown Farmers’ Market on Saturday, October 27th. The WFISD food truck will be on location selling Western Burgers with local ground beef and onions! Chartwell chefs will be operating the Discovery Kitchen and hosting interactive food demos with local produce for children.

Marketing – Holly Scheller

- Compiled all the pieces of the President’s Annual Report
- Created a scholarship ad
- Redesigned the CE brochure
- Shot new B-roll for VC commercial open and closes

- Shot new classroom footage to use in commercials
- Advertised the upcoming college rodeo
- Shot footage of Volleyball practice and rodeo practice for Athletic Recruiting video
- Started to load the student handbook into Smart Catalog

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

“Success through Inquiry” Quality Enhancement Initiatives

- **“Success through Inquiry” QEP Student Art Contest Launch.** The *Success through Inquiry* QEP Student Art Contest launched on Monday, September 24! This contest allows Vernon College students the opportunity to participate in the promotion of “Success through Inquiry” Quality Enhancement Plan (QEP). All currently enrolled Vernon College students may submit a
- painting, drawing, digital image, or collage on 11x 15 paper/canvas demonstrating their artistic expression of the concepts academic curiosity, discovery, exploration, and/or inquiry. Deadline for entry is Friday, October 19, 2018. Winners will be announced Friday, October 26.
- **“Success through Inquiry” Original Logo Polo Shirts.** Thirty campus employees ordered the official Vernon College “Success through Inquiry” Logo Polo Shirt, just in time to sport for the SACS-COC Onsite Accreditation Reaffirmation visit. Additional opportunities to order official QEP apparel will occur each term!
- **“Success through Inquiry” QEP Planning/Implementation Team Committee Meeting.** The QEP Planning and QEP Implementation Teams met on Friday, September 14. Session Chair Donnie Kirk took an opportunity to present the committee with the results of their efforts the prior term regarding promotional and awareness of the QEP. He presented exhibits reflecting promo materials including a college wide poster promotion of the QEP, QEP logos on general access computer screens, QEP office decorating contest winners, QEP mission statement, and QEP employee apparel availability. He also shared exhibits detailing the QEP Faculty Development Session held on August 24, 2018. He indicated how pleased he was with the success of the event regarding participation and involvement from all college faculty regarding the QEP awareness/implementation initiative.
- **“Success through Inquiry” Original Logo Posters.** Additional QEP posters (new color design) are on the way on from the printer just in time for the SACS-COC Accreditation Reaffirmation Onsite visit! See the new design [here](#).
- **“Success through Inquiry” Goes to the SGA.** Donnie Kirk, Director of Quality Enhancement, shared details of the “Success through Inquiry” QEP initiative with the VC Student Government Association on Thursday, September 20. While there, he promoted the “Success through Inquiry” QEP Students Art Contest.

Professional Development Update

- **“How to Build a Great Team!”** Eight campus employees attended the Quarterly BOSS Session on September 05. Sponsored by the [Wichita Falls Chamber of Commerce](#), BOSS (Business Owners Sharing Solutions) is an interactive networking session, whereby various panelists from area business and industry share essential business tips for navigating the 21st Century business world! VC attendees included Rebecca Ashlock, Admissions and Records, CCC; Lindsey David, Student Services Counselor, Vernon Campus; Nina Feldman, CE Director, CCC; Mindi Flynn, Business Office Manager, Vernon Campus; Chelsey Henry, Career Services Coordinator, Vernon Campus; Karen McClure, Allied Health Faculty Assistant, CCC; Dr. James Nordone, Dean of Student Services, Vernon Campus; and Dr. Mary Rivard, Director of Nursing, CCC.
- **Dexter Learning Active Learning Faculty Retreat.** In the interest of active and collaborative learning strategies, four campus employees took the opportunity to attend the Dexter Learning Active Learning Faculty Retreat. This interactive retreat covered the fundamentals of active learning (PBL, sequencing, constructivism, etc.) with relevant, hands-on learning geared towards the specific disciplines of those in attendance. Facilitated by co-founder/CEO of [Dexter](#), Michael Olaya. Mr. Olaya is an engineer and educator dedicated to demonstrating the benefits of engaging students through active learning strategies. He has inspired students from around the world with his creative approach to STEAM education. In attendance included Pam Rotz, LVN Assistance Program Coordinator/Instructor, CCC; Arwynna Randall-Gay, Information and Industrial Technology Program Coordinator/Instructor; Roxie Hill, Director of Distance Education and Learning Technologies/Canvas Administrator; and Dr. Donnie Kirk, Director of Quality Enhancement/Speech Instructor. An opportunity for faculty and others interested in active/collaborative/engaging learning strategies will be offered Spring 2019.
- **Professional Development Committee Meeting.** The Professional Development Committee met on Friday, September 14. Session Chair Donnie Kirk took an opportunity to present the committee with new members including Tracie Fulton, LVN Faculty—Century City; Mike Hopper, Protective Services Coordinator--STC; Anne Patterson, CE Coordinator—Vernon campus; and Debbie Richard, Faculty Assistant—STC. He also provided the session with Fall 2018 Semester Kickoff Survey Results (a new survey evaluating the PD efforts during the

Semester Kickoff festivities). Results were very favorable. The committee also discussed Spring 2019 Staff Development (January 14, 2019) and the Fall 2018 Professional Development Calendar Update Procedure.

Human Resources – Haven David

Personnel

- September Hire:
 - Nicole Pedrick – Custodial Technician, CCC
 - Virginia Amador – Classified II, Cosmo Lab/Mail Clerk – Vernon
 - Cynthia Rodgers – Classified II, Evening/Saturday PBX Operator – CCC
- October Resignation:
 - Gabriella Nesbitt – Classified II, Counseling – CCC
- December Retirement:
 - Zela Haney – Vocational Nursing Instructor - CCC
- Corrections to employee benefits integration through Greenshades/Dynamics GP completed.
- ERS Salary report, ORP report, Worker’s Compensation audit, and Quarterly Veteran’s report completed.
- Over 90 employees added to the ERP since mid-May.

ERP/SIS/Cyber Security – Ivy Harris

ERP/SIS

- Successfully retrieved 2007 financial aid data
- Submitted additional demographic data to U4SM
- Continued configuration discussion with U4SM
- Hosted U4SM onsite September 17-20

Cyber Security

- Continued screen visibility audits in the Osborne Administration Building
- Submitted the “Stay Smart, Be Safe” campaign graphics to the printer
- Continued to educate the faculty and staff on new email procedures
- Coordinated cybersecurity measure for email security

DRJ Comments –

- The SACSCOC on-site visit to confirm reaffirmation will be October 23-25, 2018. I am convinced that all of your hard work will pay off with a successful reaffirmation decision. I want to thank everyone for your time, energy, and effort devoted to this tremendous endeavor. A special thanks to Betsy Harkey, the SACSCOC leadership team, the College Effectiveness committee, and the lead writers and readers of each principle for accreditation.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060