

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, President

- The Vernon College Board of Trustees approved a SACSCOC Substantive Change to reactivate the EMS Paramedic program. Vernon College faculty and administration have been working to reactivate the EMS Paramedic Certificate for the past two years. The Emergency Medical Services Advisory Committee reviewed, approved, and recommended on Feb. 4, 2019 that VC reactivate the Paramedic Certificate for 2019-2020. Academic Council approved the recommendation and reactivation of the certificate on Feb. 15, 2019. The College Effectiveness committee approved the recommendation and reactivation of the certificate on February 22, 2019. There is still much work to do with the national accreditation agency, but the first step was the Vernon College board approval to submit a substantive change request to SACSCOC.
- Several programmatic discussions are ongoing to add or transition programs to meet business and industry needs, increase enrollments, increase tuition and fee revenues, as well as generate additional contact hours for the institution.
 - Based on Wichita Falls community input, we plan to reactivate the Machining Program at Skills Training Center starting fall 2019.
 - Add a Barber component to the Cosmetology program as a night program at Vernon and at CCC beginning January 2020. Additional tuition and fee revenue and future state funding will offset funds for two instructor positions.
 - Transition the Medical Assisting program at Vernon and CCC as well as Dental Assisting program at CCC from non-credit to credit programs beginning January 2020. The demand for these programs is growing and the transition will make the programs eligible for student federal financial aid programs. Additional tuition and fee revenue as well as future state funding will offset increase in instructional cost.
 - Psychiatric Nursing Assistant as a short-term non-credit class on the Vernon campus beginning summer 2019 to meet demands of the local state hospital. Additional tuition and fee revenue as well as future state funding will offset instructional costs.
- Administration and division chairs have been in several meetings with WFISD administrators discussing several ideas including:
 - Increasing dual credit enrollment, especially in career technical education courses—they are supportive
 - Vernon College use of the WFISD Career Education Center facility for additional night college classes—they are supportive
 - WFISD requested more general education dual credit classes taught by Vernon College prior to noon at the Career Education Center—we are very excited about this
 - WFISD support of a branch campus maintenance tax for Vernon College—they are generally supportive but cautious about any effect on the bond they will be proposing in November 2019
- The ERP system, Microsoft Great Plains, has been implemented for 18 months, and is operating very well. The SIS system, U4SM, has continually been delayed in final development and implementation. The Howard College president (HC also purchased this system) and Dr. Johnston met with Unit 4 company chief officials in late February to discuss concerns and challenges regarding implementation. The company assured the colleges that many of the delays have been overcome. A new release of the product is to be to each college by April 30 followed by a timeline for implementation and training.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Jeff Feix**, ST Program Coordinator and all students enrolled in the ST Program attended the Texas State Assembly Annual Business Meeting & Elections in Fort Worth, TX. March 2 & 3. The meeting also included the “Best Little Workshop in Texas” with presenters for both days. Jeff Feix was recognized for completing his second term as Treasurer for the Texas State Assembly and was elected as a Delegate for the AST Surgical Technology Conference in May 2019. The Surgical Technology Student Association sold T-shirts and salsa raising \$2835.00 for the AST conference trip.

- **Judy Ditmore and Michelle Downes** delivered Meals on Wheels for Instructional Services on Wednesday, March 27th.
- **Chris Kirby, Dean Johnston, Tammy Majewski, Paula Whitman, Christina Hoffmaster, and Ariel Tart** attended TCCTA in Houston February 28th through March 2nd.
- **Elisha Wehrwein and Angela Ward** attended the TCCTA and CCCET conferences in Houston February 23rd through March 2nd to get updates and education for TDLR and PST and new teaching methods.
- **Diana Shipley** traveled to Frisco, Texas for a training on revision of the TDLR written and practical exams on March 11th.
- **Paula Whitman, Dr. Elizabeth Crandall, and Joe Johnston** attended the 14th North Texas Community College Consortium Developmental Education Regional Forum in Gainesville, Texas on March 26th.
- Summer course schedule is completed and the Advising and Registration Guides are being printed. The fall course schedule is in development.
- Instructional Services met with the Wichita Falls ISD CEC regarding dual credit offerings for fall on March 6th.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Title III Oversight Committee meetings (3/1 & 3/29).
 - Submitted Title III Strengthening Institutions Grant Year 3 – Annual Performance Report (3/11).
 - Student Success Specialists continued working with students for Academic Coaching purposes and/or for Striving to End Probation Status (STEPS).
- **Student Activities/Housing Initiatives**
 - Dodgeball – Vernon (3/7).
 - Held Century City Center Student Government Meetings (3/7 & 3/28).
 - Held Vernon Student Government (SGA) Meetings (3/11 & 3/25).
 - Fire/Weather Drill in Dormitories (3/13).
 - Bingo in the SUB – Vernon (3/13).
 - Conducted random dormitory room inspections (3/15).
 - SGA Century City Center students assisted at the West Texas Children’s Aid Society (3/16).
 - “Slip and Slide”/Water Balloons Afternoon – Vernon (3/21).
 - Spring Break Cookout – Vernon (3/24).
 - Ping Pong Night – Vernon (3/26).
 - Movie Night – Vernon (3/28).
- **Career Services Initiatives**
 - Presentation for ADN students at Skills Training Center – “Interview Skills and Resume Building (3/4).
 - Resume Critiquing Session at Century City Center (3/7).
 - Posted Cumulus receptionist position to Vernon College Job Board (3/8).
 - Mock Interview Appointments with students (3/13).
 - Hosted ADN Job Fair at Century City Center Location (3/14).
 - Posted multiple positions to Vernon College Job Board for City of Wichita Falls (3/25 & 3/27).
 - Attended BOSS Seminar through the Wichita Falls Chamber of Commerce – “How to Give Amazing Customer Service” (3/26).
 - Sent survey to employers who attended ADN Job Fair (3/28).
 - Sent survey to ADN students who participated in ADN Job Fair (3/28).
 - Coordinated job shadowing opportunity at Vernon Auto Group for student (3/29).
- **General Student Services Initiatives**
 - Held seven National Society of Leadership and Success Vernon College Chapter trainings.
 - Continued offering New Student Orientations (NSOs) – 3/5, 3/7, 3/13, 3/25, 3/26, 3/27).
 - Hired Testing Center Coordinator, Tracy Catlin (3/29).
 - Sent several Student Services counselors to the National Academic Advising Association (NACADA) Conference in San Antonio, Texas (3/8, 3/9, & 3/10).
 - Continued working on Honor’s Program for spring 2019 (scheduled for April 25).
 - Continued working on Catalog edits for Student Services division.
 - Continued working on Student Handbook revisions.
 - Continued working on next fiscal year’s budget for Student Services division.
 - Upgraded Vernon College Police Department cell phones (transitioned from flip phones to smart phones).

- **Admissions, Records and Recruiting**
 - o Certified Fall 2019 Texas Higher Education Coordinating Board (THECB) reports.
 - o Began Spring II Session (3/25).
 - o Summer 2019 Course Schedule available online.
 - o Recruiting: Individual Tours in Vernon (2), Century City Center (3), Skills Training Center (1); Group Tours for City View ISD (Skills Training Center and Century City Center); Vernon ISD Family Learning Event; Interviewed on KFDX Morning Show for information on Vernon College Programs and Affordability (3/12).
 - o Continued preparing for upcoming Preview Day at Century City Center.
 - o Reconfirmed eligibility through Texas Veterans Commissions. Firefighter Academy is now an approved program.
 - o Attended the Texas Association of Collegiate Veterans Program Officials annual training conference in Beaumont, Texas.
 - o Delivered Meals on Wheels.
- **Financial Aid and Veterans Affairs**
 - o Continued with the submission of Pell, Direct Loan, and Title IV program disbursements to the Department of Education for allocation purposes.
 - o Continued with the processing of 2018-2019 and 2019-2020 Free Application for Federal Student Aid (FAFSA).
 - o Cost of Attendance calculations completed, entered into VCs current Student Information System (POISE), and submitted to the Texas Higher Education Coordinating Board (THECB).
 - o 2019-20 HB 1403 Texas Application for State Financial Aid applications processed.

Finance/Administrative Services/Physical Plant – Garry David, Vice President

- **Business Offices**
 - o Christie Lehman cancelled Spring II Students for Non-Payment and disbursed 30 day delay loans and semester only loans to students.
 - **Bookstores**
 - o Entering Summer Adoptions and Returning Spring Books that are close to the Returns deadline.
 - **Facilities**
 - o Wichita Falls
 - Moved everybody back into the area at Skills that flooded.
 - Moved stuff out of our storage area and into the new storage building.
 - Repaired RTU16 at Skills and installed a new heat exchanger.
 - Prepared the flowerbeds at CCC for the spring planting.
 - Painting the halls at Skills to match the area that was flooded.
 - Repaired lights at Skills and CCC.
 - Repaired a water leak in the wall of the women bathroom by the student lounge.
 - o Vernon
 - Ray Carr and Paul Frommelt:
 - Replaced deteriorated plumbing in the SUB restrooms.
 - Installed lights in the softball dugouts.
 - Ran electricity to the rodeo quonset and installed a security light.
 - Replaced the seal in the hot water pump on C bldg.
 - Replaced the chlorinator pump at the pool.
 - Jesse Urquizo, Josh Cook, Jimmy Dennis and Steven Kajs:
 - Took the sheet metal off the rodeo barn and removed inside walls in anticipation of remodeling the building.
 - Ray:
 - Repaired the heater on bus 2.
 - Lyle Bonner:
 - Built a rack to hold baseball-conditioning equipment in the gym.
- The student residence center received a new roof.

College Effectiveness – Betsy Harkey

- **SACSCOC –**
 - **QEP** – The QEP Response to 7.2.e was mailed on March 12 and received by SACSCOC on March 15, 2019. Thank you to all involved in Step 3 of the Reaffirmation process.

- **Data Update –**

- The Student Success Data Fact shared with the Board of Trustees during their March 13, 2019 meeting was Student Success Pathway/Title III by Criquett Lehman. Her presentation included an overview of the Student Success Pathway objectives/activities and spotlighted the Peer Mentor Program.

- The **Student Success Data Committee** April 12, 2019 meeting will include discussion of additional or edited Key Performance Indicators of Accountability and related Benchmarks. Please send Betsy Harkey suggestions by April 10, 2019.

- The **College Effectiveness Committee** March 29, 2019 agenda include 2019-2020 Annual Action Plan recommendations from the Facilities Committee (Garry David), Personnel Committee (Dr. Johnston), Technology Committee (Ivy Harris), and review of the Institutional Improvement Plan by the College Effectiveness Committee. All reports/recommendations were approved along with the complete 2019-2020 Annual Action Plan by the College Effectiveness Committee. The Plan will be on the April 10, 2019 Board of Trustees agenda for review and approval.

Institutional Advancement – Michelle Alexander

- Michelle A. Alexander attended the CASE Conference for Community College Grants Professionals Committee’s planning meeting, March 27-30 in Washington, D.C.
- The 2019-2020 Vernon College Scholarship Program is well underway.
- Callee Serrano delivered Meals on Wheels for the President’s Office
- Callee ran a very successful 19th Annual Vernon College/Vernon College Foundation Online Auction. The proceeds from the auction will be matched by our Vernon College Foundation General Fund and used to award departmental grants this fall.
- Callee attended the Red River Valley Museum board meeting.
- Monica Wilkinson did a presentation about the RRVLFEF for the Yamparika Club in Vernon, TX on March 5, 2019. Over 30 women were in attendance for the talk.
- The Wichita Falls Farmers’ Market Association met to plan for the Lucky Day event on March 16, 2019 at the Wichita Falls Farmers’ market
- Monica spoke to Vernon College staff and employees concerning the RRVLFEF for Continuing Education hours
- Monica met with staff members of Wilbarger General Hospital to plan for the 2019 Veggie Rx Program. Local donations for the program were secured from Family Pharmacy, Wilbarger General Hospital and Hillcrest Pharmacy.
- Distributed schedule of events magnets and brochures in Wichita Falls and Vernon for the 2019 market season
- Lucky Day at the Wichita Falls Farmers’ Market was well attended. Customers received free promotional bags consisting of cotton shopping bags, recipe cards, measuring spoons, cutting boards, pens, and schedule of events for 2019.
- Met with Kemp Center staff to plan a farmers’ market themed spring event with the Forum
- Monica submitted the Capital Farm Credit grant paperwork for the Vernon Farmers’ Market Association.
- Monica met with John Hirschi, Christina Feldman and Fox Hill staff to plan for the May 20, 2019 Farm to Table Dinner in Wichita Falls.
- The Vernon Farm to Table Dinner has been scheduled for June 8th at the Red River Valley Museum
- Monica attended the Dallas Farmers’ Market on March 30th and met with Amanda VanHoozier with Profound Food Hub

Marketing – Holly Scheller

- Edited and completed the Surgical Tech Program Video
- Represented Vernon College at the MPO meeting to advocate for later bus schedules and an additional bus stop at the Skills Training Center.
- Shot Softball recruiting video piece
- Redesigned the homepage of the VC website, on draft 3
- Promotion of the ADN Job Fair, including news coverage
- Mailed out packets to business members of the Vernon Chamber of Commerce
- Continued to edit the 2019-2020 college catalog

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement**
 - o **CCSSE and CCFSSSE at Vernon College.** Vernon College is participating in the Community College Survey of Student Engagement ([CCSSE](#)), which will be administered in a random sample of classrooms

across the institution April 01-April 12. In addition, we will also administer the Community College Faculty Survey of Student Engagement ([CCFSSE](#)), an online survey which elicits faculty perceptions of student educational experiences and their own teaching practice. Results from both surveys will be used to promote institutional improvement—and it is vital that our faculty have a voice in these efforts. The ability to view faculty and student survey responses side-by-side can help us identify areas of strength as well as to challenges and areas for improvement. All responses are candid in nature. All CCSSE surveys must be returned to the Center by May 08. The online CCFSSSE survey closes May 08 as well. See a copy of the CCSSE survey instrument [here](#).

- o **6th Annual LEAP Texas Conference.** In the name of core and QEP assessment, Dr. Brad Beauchamp and Dr. Donnie Kirk attended the 6th Annual LEAP Texas Conference in Houston, TX march 30-April 02. LEAP Texas is focused on leveraging Texas Core Curriculum for Higher Education for the overall improvement in undergraduate education, creating collaboration in robust and authentic assessment, and embedding high-impact practices in undergraduate curriculum. See more about the LEAP Texas mission [here](#).

- **Vernon College Professional Development**

March 2019 Professional Development Highlights. Highlights from the March 2019 in-house professional development programming include:

- o **March 04 and 05:** Self-care through Body Sculpting and Body Sculpting through CE and the campus fitness centers.
- o **March 06:** Vernon College Department Spotlight featured Dr. Monica Wilkinson, Project Coordinator for the Red River Valley Local Food Expansion Project.
- o **March 12 and 13:** Student Success Pathways: Student Experience Series was featured at both campuses.
- o **March 26:** Staff and faculty had the opportunity to attend the Wichita Falls Chamber of Commerce Quarterly BOSS Program. The March 2019 session highlighted “How to Give Great Customer Service!”
- o **March 29:** Faculty Roundtable featured a “Core Assessment” showcase. Eight faculty members from a mix of disciplines discussed projects they implement for the “Teamwork” component of core assessment initiatives at Vernon College.

Human Resources – Haven David

- Personnel
 - o Internal Transfer: Malinda Fleming to Student Billing Assistant
 - o Hire: Tracy Catlin – Testing Coordinator (May)
 - o Amanda Snook – Biology Instructor, Vernon (August)
 - o Resignations: Michael Scott – LVN Instructor, CCC (March)
Cory Nava – EMS Program Coordinator (March)
- Interviewing for Classified III, Financial Aid Processor/Direct Loan Clerk.
- Screening applications for Classified II, Library – CCC
- Accepting applications for EMS Program Coordinator and Machining Instructor.
- Veteran’s quarterly report.

ERP/SIS/Cyber Security – Ivy Harris

- **ERP/SIS**
 - o Submitted additional demographic data to U4SM
 - o Continued configuration discussion with U4SM
 - o Facilitated the weekly U4SM update meetings throughout the month
 - o Facilitated the online U4SM planning throughout the month of March
- **Cyber Security**
 - o Continued screen visibility audits in the Osborne Administration Building
 - o Distributed the “Stay Smart, Be Safe” campaign graphics on the Vernon Campus and Century City Campus
 - o Continued to educate the faculty and staff on new email procedures
 - o Coordinated cybersecurity measure for email security

DRJ Comments

- I encourage you to attend as many events, banquets, and ceremonies as possible as we close out another year at Vernon College
 - Vernon College Cosmetology Hair Extravaganza Fundraiser—Thursday, April 11, 2019—5:30 pm—Wellington Conference Center—Wichita Falls
 - Scholarship Banquet – Tuesday, April 16, 2019 – 5:30 p.m. Colley Student Center
 - Honors Convocation – Thursday, April 25, 2019 – 6:00 p.m. – Wilbarger Auditorium
 - Sports Banquet – Monday, May 6, 2019 – 6:00 p.m. Wilbarger Auditorium
 - Vernon College Theatre Ensemble will perform *Scotland Road* May 9th, 10th & 11th at 7:30 p.m. in the Vernon College Auditorium.
 - Commencement – Saturday, May 18, 2019 – 10:30 a.m. Wilbarger Auditorium
- I appreciate the hard work that each of you commits to the success of Vernon College students.
- Please contact me with any input or questions at:
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