

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

- One significant purpose of the Annual Action Plan process is to help ensure compliance with SACS criteria. One effort is for the President's office to make sure the Board of Trustees review the various documents associated with the planning process. In preparation of the next planning cycle, the Board of Trustees should review and approve the 2020-2024 Primary Goals and 2020-2021 Priority Initiatives of the college. The President, the Director of Institutional Effectiveness, and the College Effectiveness committee (with input from faculty and staff) worked diligently during the summer and fall of 2019 in reviewing, discussing, and finalizing Primary Goals and Priority Initiatives for Vernon College. The 2020-2024 Primary Goals and 2020-2021 Priority Initiatives have undergone review by the College Effectiveness committee to ensure the goal of student success is articulated. The planning documents are in alignment with the Texas Higher Education Coordinating Board *Strategic Plan for Public Community Colleges*. The Vernon College Board of Trustees approved the Primary Goals and Priority Initiative at the November 13 meeting.
- Dr. Crandall, Shana Drury, Bettye Hutchins, Betsy Harkey, Greg Fowler, and Dr. Johnston will be attending the SACSCOC annual conference December 7-10, 2019 in Houston, TX. While all will gain new information from the sessions, a highlight will be the public presentation of all colleges and universities that have had successful reaffirmation this past year. Vernon College will be on the big screen!!
- Construction and renovation for the North Central Texas Community Health Care Center at CCC continues. The facility is really taking shape and is scheduled for a spring 2020 opening.
- Several ideas have been generated regarding the square footage on the second floor above the North Central Texas Community Health Care Center. Progress in this area will begin once a final decision has been made for use of the space and funding is allocated.
- Upcoming events include:
 - o SACSCOC Annual Conference – December 7-10, 2019--Houston, Texas
 - o Vernon College Board of Trustees meeting – Wednesday, December 11, 2019 11:30 am
 - o College Closed for the Holidays – Friday, December 20, 2019 12:00 noon
 - o College Re-opens for Spring Semester – Monday, January 6, 2020
 - o January Board of Trustees Regular Meeting – Vernon campus – Wednesday, January 8, 2020
 - o Faculty Return/All Employee Professional Development – Monday, January 13, 2020
 - o On-site Registration: Vernon: January 14, 2020 – Wichita Falls: January 15-16, 2020
 - o Vernon College Foundation Quarterly Board Meeting–Vernon - Thursday, January 16, 2020
 - o Classes Begin – Tuesday, January 21, 2020
 - o TCCTA Conference –February 27 – February 29, 2020 – Frisco, TX

Instructional Services – Dr. Elizabeth Crandall, Vice President

- Instructional Services would like to welcome **Adriana Caballero**, Medical Assisting instructor; **Shani Page**, Dental Assisting instructor; and **Brenda Elbert**, Barber instructor.
- **Shana Drury** attended the Texas Association of College Technical Educators (TACTE) board meeting on November 1st in Dallas, Texas.
- **Diana Shipley, Angela Ward, and Elisha Wehrwein** attended a Cosmetology Camp for training with TDLR and the new state board practical exams in Dallas, Texas November 1-3
- **Diana Shipley** then attended a Cosmetology and Barber State Advisory Board meeting in Austin on the 3rd and 4th of November.
- **Roger Blackmon** attended seminars for instructors to receive current information and exposure to the latest technology and tooling in the industry. As well as networking with key representatives from all levels of automotive services, in Las Vegas, Nevada on November 3rd through the 8th.
- The **Emergency Medical Services** Advisory Committee approved the EMT-Basic and Advanced EMT classes to go to 8 week classes beginning in the fall of 2020. Several other programs are discussing the transition to 8 week schedules.
- **Dr. Elizabeth Crandall, Greg Fowler, Betsy Harkey, Joe Johnston, Dr. James Nordone, Amanda Raines, and Criquett Scott** attended the NTCCC Pathways Institute #1 in San Antonio, Texas November 5th through the 8th.
- On November 6th **Dr. Dusty Johnston and Shana Drury** spoke at the high school counselor's luncheon.

- **Paula Whitman, Dr. Brad Beauchamp and Gisela Knightstep** attended the AAC&U Conference in Chicago, Illinois November 7-11. This was a national conference focused on Transforming STEM Education.
- November 12th **Shana Drury, Greg Fowler, and Dr. Dusty Johnston**, attended the Wichita Falls Economic Summit
- **Lori Arnold** attend the 2019 Texas Counseling Association Professional Growth Conference to maintain her license, in Fort Worth, Texas November 13-15
- **Donnie Kirk** attended the National Communication Association 105th Annual Conference in Baltimore, Maryland November 13-17.
- **Nina Feldman and Tina Duke** attended the North Region TACE meeting at Richland College on November 15, 2019
- Also on November 15th, **Cosmetology** students helped 5 Vernon High School students with special needs get accustomed to visiting a professional salon by giving them a shampoo, a haircut, and styling it for them.
- On November 18th **Diana Shipley** attended a Cosmetology Advisory Board meeting in Austin, Texas.
- **Michael Schoppa** attended a college day at James Madison Agriculture Magnet school in San Antonio, Texas on November 21st and 22nd.
- **Jason Scheller and Adrien Ivan** attended the 2019 International Conference on WWII at the National WWII Museum in New Orleans, LA November 21-23.
- **Renee Wooten** attended the American Council of Teachers of Foreign Languages Conference in Washington, D.C. November 21st to November 24th.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Conducted Title III Oversight Committee Meeting (11/15)
 - Conducted final “Striving to End Probation Status (STEPS) and Academic Coaching appointments prior to withdrawal date.
 - Reviewing Faculty Mini-Grant Reports for Fall 2019; accepting proposals for Spring 2020.
 - Continued assisting with “Advising on Demand” and Athletics Advising.
 - Sjhontont Fanner presented to the Vernon Rotary Club, “Peer Mentor Program,” (11/26).
- **Student Activities/Housing/Student Government Initiatives**
 - November Monthly Pool Tournament (18 students participated).
 - Supported Surgical Tech’s “Frito Chili Pie” fundraiser (11/4).
 - “Bingo Night,” (60 students participated) (11/4).
 - “S’mores Night,” (45 students participated) (11/11).
 - “Movie Night,” (30 students participated) (11/14).
 - “Minute to Win It,” (20 students participated) (11/18 to 11/21).
 - Popcorn, S’mores, Coffee, and Hot Chocolate (25 students participated) (11/24 and 11/25).
- **Career Services Initiatives**
 - Attended Cosmetology Advisory Committee Meeting (11/11).
 - Conducted Job Placement Meetings (11/12).
 - Conducted Interview Skills presentation for Mr. Schoppa’s class (11/13).
 - Attended LVN Advisory Committee Meeting (11/13).
 - Attended HVAC Advisory Committee Meeting (11/14).
 - Conducted Career Counseling appointments (11/14, 11/20).
 - Conducted Resume Building appointments (11/14, 11/18).
 - Instructed National Society of Leadership and Success (NSLS) Sessions (11/14, 11/15).
 - Presented staff development presentations titled “Spotlight on Career Services,” (11/19 (V); (11/20 CCC).
 - Attended EMS Advisory Committee Meeting (11/21).
 - Attended Computer & Information Sciences Advisor Committee Meeting (11/21).
 - Conducted Job Placement appointment (11/26).
- **General Student Services Initiatives:**
 - Jackie Polk met with Michelle Ramsey, Workforce Innovation and Opportunity Act (WIAO) (11/6).
 - Jackie Polk attended “Dementia Seminar,” (11/7).
 - Advised and Registered Athletes for Spring Semester 2020 (60 student athletes).
 - Tracy Catlin attended the Texas Association of Testing Personnel conference, Austin.
 - Held successful “High School Counselor Luncheon.”
 - Met with representatives from Midwestern State University to discuss bridge program.

- Conducted second meeting of Vernon College Task Force for Texas Pathways, SB 25, 60X30 Texas.
- Held two Student Services Leadership Council (SSLC) meetings (11/11, 11/25).
- Jackie Polk assisted with professional development: “Community Clean-up,” (11/16).
- Advising/Counseling at Skills Training Center (Jackie Polk and Clara Garza – 11/5, 11/11, 11/19).
- Kevin Holland, Vernon College’s Chief of Police created and coordinated patrol officer schedules for Thanksgiving Break.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Processed 181 new applications for Spring 2020 and 96 new applications for Fall 2020.
 - Opened “Campus Connect” (online registration portal) for Spring 2020. To date, 1,468 students have registered for the Spring Semester 2020.
 - Continued evaluating transfer student transcripts.
 - Completed student administrative withdrawals due to absenteeism.
 - Amanda Raines attended the Texas Association of Collegiate Registrars and Admission Officers (TACRAO) Conference, Galveston.
 - Amanda Raines, Dr. Nordone, Dr. Crandall, Greg Fowler, Joe Johnston, Criquett Scott - attended the Texas Guided Pathways Institute, San Antonio.
 - Marco Torres and Rachel White coordinated Café’ con Leche “Road to College Tour” for 5th through 8th graders.
 - Debbie Alexander coordinated successful “Walk for Warriors 2019.”
 - Commenced with application for the Texas Association of Vietnam Veterans’ Scholarships. Raised in excess of \$2,300 for Base Camp Lindsey.
 - Hosted the Veterans’ Coalition at Century City Center.
 - Debbie Alexander attended several webinars on Post 911 changes due to the Colmery Act.
- **Financial Aid Initiatives**
 - Continued with the submission of Pell, Direct Loan, and Title IV Program disbursements to the Department of Education for allocation purposes.
 - Continued with the processing of 2019-2020 Free Application for Federal Student Aid (FAFSA).
 - Fine-tuned the 2019 – 2020 FAFSA presentation.
 - Continued providing FAFSA presentations to various high schools in service delivery area.
 - Created and posted the VC Financial Aid Blog for November.

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

- **Business Offices**
 - Margaret Kincaid attended TRS training at Region 9.
 - Christie Lehman and Malinda Fleming represented the business office at Preview Day.
- **Facilities**
 - Wichita Falls
 - Repaired and/or replaced lights at CCC and STC.
 - Installed two 2x2 light fixtures to replace can lights in the east student lounge area.
 - Repaired lock set at STC.
 - Get all Christmas trees and decorations ready to be put up for the holidays.
 - Inspections on all backflow valves as per city code.
 - Vernon
 - Ray Carr and Paul Frommelt changed out the pool pump motor.
 - Paul continues to retrofit LED lighting at the King Center.
 - Lyle Bonner and Ray replaced the motor starter on the softball irrigation pump, the pump was also replaced and replaced two irrigation pump starters due to AEP losing partial power.
 - Jimmy Dennis made repairs to irrigation plumbing.
 - Josh Cook replaced hydrants at Rodeo.
 - Lyle replaced a burner on the range in the SUB.
 - Lyle and Paul replaced a burned out heat exchanger in the boardroom.

College Effectiveness – Betsy Harkey

- **SACSCOC –**
On December 10, 2019, during the SACSCOC Annual Business Meeting, at around 11:00 a.m. (the session actually begins at 10:30), **Vernon College will be announced/recognized for Reaffirmation of Accreditation.** This is the final step in a long self-study and review process. Once again, CONGRATULATIONS to all!
- **Data Update –**
The Texas Higher Education Coordinating Board (THECB) CBM 116, Adult-Learner Follow-up report was submitted and certified on November 20, 2019. Thank you to all who participated in completion of the report. This report provides Vernon College the opportunity to find and document success of former students not found by THECB. Success for this report is defined as employed, transferred, and/or in the military during Fall of 2017. Check out the [Assessment Activity/Report Communication Form](#) for final results.
- **The Board of Trustees** met on November 13, 2019. Agenda items included the review and approval of [Primary Goals 2020-2024](#), and [Priority Initiatives 2020-2021](#). Members of the Board were also provided the Annual Action Plan Final Summary 2018-2019, and the Institutional Effectiveness Plans Final Summary 2018-2019 for review.
- **College Effectiveness Committee** - With all components of the Vernon College Strategic Plan approved, it is time to start Annual Action Plans for 2020-2021. Planning templates along with instructions and deadlines were emailed in November.

Institutional Advancement – Michelle Alexander

- Michelle Alexander served as Chair of the 2019 CASE Federal Funding Task Force in Washington, DC, November 3 - 6
- Michelle facilitated two presentations at the CASE Conference for Community College Grants Professionals in Washington, DC, November 7-8.
- Callee Serrano delivered Meals on Wheels
- Callee helped decorate the Christmas Tree in the Sub
- Working on the annual Holiday Solicitation mailing
- Work continues on moving old giving records into RENXT

Marketing – Holly Scheller

- Editing of the Student Handbook to prepare for it to go into Smart Catalog
- Editing of the new VC webpage to prepare for it to launch in January
- Enrollment and registration promotion on social for Spring 2020
- Management of the Barber, Medical Assisting and Dental Assisting blitz to drive students to the new credit program
- Completed the layout and editing the President's Report (ready for print)
- Shot the final pieces of the Athletic Recruitment video

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement**
 - **Fall 2019 IBL-QEP 101 Faculty Training (Year One QEP Launch).** With the receipt of the accreditation reaffirmation confirmation, implementation of the “*Success through Inquiry*” QEP launches in Fall 2019! With that, faculty members on the QEP Implementation Team are the first cohorts to officially during the Year 1 launch. The IBL-QEP 101 course—the “*Success through Inquiry*” faculty training began October 25 and run through December 20. Faculty enrollees include Cindy Coufal--English Instructor; Gisela Knightstep—Biology Instructor; Shelli Pendleton—ADN Instructor; Steven Underhill, Business Administration/Microcomputer Applications Instructor; and Amber Hunsaker—English Adjunct Instructor. Participants will complete the course following IBL prescribes methodology and come away with an inquiry-based learning implementation plan (IBLIP) ready to apply in their Spring 2020 courses. In addition, this “Year One” group will be ready to mentor and assist other faculty in QEP implementation efforts 2019-2024. Course facilitators are Dr. Brad Beauchamp, Dr. Donnie Kirk, and Crystal Tate. See more about the Vernon College “Success through Inquiry” Initiative on the [QEP webpage](#).
 - **10 Essential Questions about IBL.** As a result of the “Success through Inquiry” QEP launch in Fall 2019, the QEP Director began a new, stand-alone training series entitled “10 Essential Questions about IBL.” Many faculty naturally have ‘essential’ questions about “inquiry” as pedagogy. With that—within each session (one offered each term at each campus location)—the facilitator and attendees will explore an essential question regarding implementation of the QEP. In the opening session, attendees—guided by the facilitator, answered the following essential question: “*Where to start when developing an inquiry based lesson!*”

- **Fall 2019: Year Zero Report.** At the end of the QEP 5 year cycle, Vernon College will submit a 5-year report regarding the impact and subsequent changes within the QEP cycle. In essence, the 5-year report is a collection of five 1-year reports. Written at the end of each year within the QEP cycle, the Quality Enhancement Plan Annual Report essentially logs the progress of the ongoing QEP. The “Year Zero” Report launches that reporting process. The Year Zero Report provides a summary of the working QEP initiated in Fall 2019; details changes made from early pilots to the current Year 1 implementation; offers two areas of preliminary assessment with results; identifies unanticipated outcomes early in the process, and offers a reflection of the process leading up to Year 1 implementation. The Fall 2019: Year Zero Report is in the final editing stages as of December 02.
- **Vernon College Professional Development - November 2019 Professional Development Highlight**
 - **Friday November 01, November 08, and November 15.** As a result of the “*Success through Inquiry*” QEP launch in Fall 2019, the QEP Director began a new stand-alone training series entitled “*10 Essential Questions about IBL.*” Many faculty naturally have ‘essential’ questions about “inquiry” as pedagogy. With that—within each session (one offered each term at each campus location)—the facilitator and attendees will explore an essential question regarding implementation of the QEP. In the opening session, attendees—guided by the facilitator, answered the following essential question: “*Where to start when developing an inquiry based lesson!*” The session was held at each campus location.
 - **Tuesday, November 05.** “*There ARE Enough Hours in a Day: Time Management for the Harried and Harassed.*” Time management seminar offered through Continuing Education. Cost: \$60.00. Supervisory approval required.
 - **Tuesday, November 05 and Wednesday, November 06.** *The Vernon College Spotlight* featured Vernon College Recruiting Services at both the Vernon and Wichita Falls Campuses. Presenter Rachel White—Recruiting Coordinator, shared her recruiting content with attendees. Rachel also challenged attendees to a game of “Stump the Recruiter.” Both sessions were well attended.
 - **Tuesday, November 12 and Wednesday, November 13.** *Active Shooter Training Session w/Michael Hopper.* Vernon College’s Coordinator of Protective Services, Mike Hopper shared information with attendees on what to do in the event of an active shooting situation, how to recognize signs of potential violence within our environment, and what to expect after an active shooting takes place. Both sessions were well attended.
 - **Tuesday, November 19 and Wednesday, November 20.** *The Vernon College Spotlight* featured Career Services at both the Vernon and Wichita Falls Campuses. Presenter Chelsey Henry—Career Services Coordinator, shared her career services content with attendees including services provided such as [Career Coach](#), resume building, and job fairs. Both sessions were well attended.

Human Resources – Haven David

- Personnel
 - Hires:
 - Brenda Elbert - Barber Instructor, Vernon Campus (November)
 - Shani Page – Dental Assisting Instructor, CCC (November)
 - Bradley Marciszewski – Custodial Technician, CCC (December)
 - Andrew Escobedo – Custodial/Maintenance Technician, CCC (December)
 - Elizur McLaughlin – Barber Instructor, CCC (July 2020)
 - Retirements:
 - Rebecca Watkins, ADN Instructor (December)
 - Patti Jouett, Library (December)
- 2020-2021 Annual Action Plan completed.
- Accepting applications for Assistant Baseball Coach.
- Interviewing for ADN Instructor position.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Researched new RFP requirements
 - Researched new SIS prospects
 - Advised the Implementation Team of updates throughout the month
- **Cybersecurity**
 - Continued screen visibility audits in the Century City Administration Building

- Completed screen visibility audits in the following buildings and offices on the Vernon Campus: Sumner Applied Arts Center, Electra Waggoner Biggs Arts and Sciences, Wright Library, Bookstore, Business Office, Financial Aid, Admissions, President's Office, Institutional Effectiveness, and QEP.
- Distributed the "Stay Smart, Be Safe" campaign graphics on the Vernon Campus and Century City Campus
- Continued to educate the faculty and staff on Cybersecurity procedures
- Attended the monthly Cybersecurity meeting to ensure Title IV compliance

DRJ Comments

- Several Vernon College team members had a great meeting with MSU officials to discuss strengthening the VC-MSU partnership including MSU promoting their housing options to more students that may not meet MSU admissions standards but could benefit by attending Vernon College. We will continue to meet to enhance this relationship and to provide opportunity for students. I will keep you updated.
- Susie and I wish you a very blessed Christmas holiday. Please take time to enjoy your family.
- Please contact me with any input or questions at:
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