

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 86th Texas Legislative Session began on January 8. The Texas Association of Community Colleges are supporting three primary policy priorities for this session.
 - Funding: Investing in Texas Community College
 - Texas community colleges respectfully seek an 8%, or \$144 million, overall increase in state formula funding for the 2020-2021 biennium. This funding ask is supported by all 50 public community colleges of Texas and mirrors the recommendations of the Community and Technical Colleges Formula Advisory Committee. The recommended funding level includes projected growth in contact hours and student success points and inflationary increases.
 - For the fourth consecutive legislative session, community colleges will continue to support performance-based funding. However, we respectfully ask the 86th Legislature to support increasing the biennial rate for Success Points from the current \$173 to \$215 per point. The Texas Association of Community Colleges and the Texas Higher Education Coordinating Board are aligned on this recommendation and during 2018 co-convened, a Metrics Task Force to ensure the relevance and validity of all metrics included in the Success Points formula.
 - Dual Credit: Broadening Access and Sustaining Quality Texas
 - Community colleges support dual credit as both a proven means for students to earn college credit even while they are still in high school, and as an important factor in meeting the state's 60X30TX plan. To broaden the reach of dual credit and sustain program quality, TACC recommends:
 - 1) Establishing a state goal for dual credit: By 2030, no less than 30% of high school graduates will have earned at least 12 semester credit hours (SCH) in dual credit.
 - 2) Establishing a state task force to include the THECB, Texas Education Agency, Texas Workforce Commission, and stakeholders from K-12 and higher education to study equitable access to quality dual credit programs across the state and the role of dual credit in meeting the goals of the 60X30TX plan.
 - 3) Requiring dual credit students to declare a meta-major/field of study upon completion of 12 SCH in core academic subjects or declare a career path upon completion of 12 SCH in career and technical education (CTE).
 - 4) Broadening dual credit access by expanding student eligibility for the Texas Education Opportunity Grant (TEOG) program to high school students enrolled in dual credit for up to 12 SCH in core academic transfer subjects or in CTE courses leading to certifications.
 - Workforce Education: The Critical Role of Community Colleges
 - Educating the Texas workforce continues to be a point of pride and high priority for Texas community colleges. This includes expanding career and technical education (CTE) dual credit offerings and workforce continuing education (CE).
 - Texas community colleges partner with the Texas Workforce Commission to deliver workforce training through two programs: Skills Development Fund (SDF), Jobs, and Education for Texans (JET) Grant. TACC recommends increased state investments in community college formula funding, to help broaden the reach of their CTE and CE programs, and sustained state funding for SDF and JET.
- The Vernon College Board of Trustees approved the 2017-2018 audit at the January 9, 2019 meeting. The audit was a clean audit with no exceptions. One grant reconciliation method was recommended for improvement.
- Several improvements have been made to the Vernon campus during the fall semester:
 - New furniture was purchased for the large residence hall basement. Much of the existing furniture is the original!

- The old carpet in the basement has been taken out, the concrete floor has been sanded, and then acid washed and stained for easier maintenance. Large area rugs will be added when we put the furniture back.
- You may have noticed additional new trees were planted last fall. Garry David and Lyle Bonner found the original campus landscape map. We are following it to plant the trees. More trees will be planted next fall.
- Professional reviews/evaluations of employees will be conducted over the next weeks. Please complete them in a timely manner and forward to Human Resources.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Travel**
 - **Teresa Wallace** traveled to Austin, Texas on January 14th and 15th for a Multidisciplinary Studies Advisory Committee meeting.
 - **Jennifer Hatley** traveled to San Antonio, Texas January 25-31 to attend the International Simulation Conference to learn about new technology, better practices with simulation and how to enhance simulation to be as realistic as possible.
 - **Cory Nava** traveled to Orlando Florida January 2-4 for the CoAEMSP Accreditation Workshop.
 - **Beth Arnold and Mary Anderson** traveled to an Advanced Practice Conference on January 25 and 26 in Temple, Texas
 - **Mary Rivard and Beth Arnold** are traveling to Austin, Texas on January 31st to February 2nd to the TOADN and Deans and Directors meetings.
- The **Licensed Vocational Nursing** program was awarded full approval at the January 24th Texas Board on Nursing meeting in Austin, Texas. Dr. Elizabeth Crandall, Dr. Mary Rivard and Pam Rotz were in attendance at that meeting.
- Vernon College helped with the **FAITH Meal** at the Boys and Girls Club on Thursday, January 31st. Several people from the Instructional Services department: **Elisha Wehrwein, Virginia Amador, Vickie Bradley, Cindy Coufal, Karla Monson, Sabre Sharp, Janice Turvaville, and Michelle Downes.**
- **Tina Duke** attended “Live to Lead” January 25th at Vernon College Century City Center.
- **Nina Feldman** attended TACE planning committee meeting January 31st in Austin, Texas.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Presented Title III Strategy 2 Update at Spring Kickoff
 - Outreach Efforts to Students: Contacted 192 probation students for academic and study skills related assistance; Contacted 100 students for purposes of attending how to survive at college seminar.
 - Peer Mentors continued working on recruiting Peer Mentees who are in need of academic and/or study skills related assistance.
 - Continued working on Title III Annual Performance Report for Grant Year 3 (Due Date: March 11, 2019)
- **Student Activities/Housing Initiatives**
 - Dormitory Move-ins for Athletes (1/9)
 - Dormitory Open Move-ins (1/15)
 - Resident Assistant (RA) “Meet and Greet” at the Dormitory (1/22)
 - “Donuts with the Doctor (VP of Student Services” – Vernon (1/23)
 - “Donuts with the Doctor (VP of Student Services” – Century City Center (1/24)
 - Upgraded main dormitory by installing refinished flooring in basement coupled with new furniture, and a large screen television.
- **Career Services Initiatives**
 - Activated two-sided student and employer portal utilizing Career Coach (1/15)
 - Held initial meeting with Dr. Rivard to discuss March Job Fair for Allied Health students (1/28)
 - Attended Licensed Vocational Nursing (LVN) Advisory Committee meeting at Century City Center (1/29)
- **General Student Services Initiatives**
 - Updated “Crisis Management Plan” (1/15)
 - Scheduled Crisis Management Committee meeting for February 13 (1/16)
 - Continued working on Honor’s Program for spring 2019.

- o Implemented changes recommended by On-site Registration Improvement Team during two open registrations at Century City Center for spring semester 2019.
- **Admissions, Records and Recruiting**
 - o On-Site Advising and Final Registrations
 - January 15, 2019**, Vernon Campus and Campus Connect
4400 College Drive Vernon, TX - New and Re-Enrolling Students register alphabetically according to the first letter of the last name or any time after the letter has passed.
Q-Z 9:30am- 11:30am
I-P 11:30am-1:30pm
A-H 2:00pm- 4:00pm
Open 4:00- 6:00pm
 - January 16** Century City Center and Campus Connect
4105 Maplewood, Wichita Falls - New and Re-Enrolling Students register alphabetically according to the first letter of the last name or any time after the letter has passed.
Q-U 8:30am- 11:30am
V-Z 11:30am-1:30pm
A-D 2:00pm- 4:00pm
Open 4:00- 6:00pm
 - January 17** Century City Center and Campus Connect
4105 Maplewood, Wichita Falls - New and Re-Enrolling Students register alphabetically according to the first letter of the last name or any time after the letter has passed.
E-H 8:30am-11:30am
I-L 11:30am-1:30pm
M-P 2:00pm- 4:00pm
Open 4:00- 6:00pm
 - o Continued processing applications for fall 2019.
 - o Commenced with the processing of several Texas Higher Education Coordinating Board Reports (CBM00A, CBM00C, CBM00S, CBM0E1, CBM008, CBM002).
 - o Commenced winter 2019 Integrated Postsecondary Education Data System (IPEDS) report.
 - o Completed athletic eligibility monitoring for baseball and softball.
 - o Continued working with U4SM with regard to Student Information System.
- **Financial Aid and Veterans Affairs**
 - o Submission of Pell, Direct Loan, and Title IV program disbursements to the Department of Education for allocation purposes.
 - o Processing of 2018-2019 and 2019-2020 Free Application for Federal Student Aid (FAFSA).
 - o Completed fall semester 2018 Return to Title 4 (R2T4) obligations required by the Department of Education.
 - o Submitted Hazlewood Report (State of Texas Veterans Assistance) for fall semester 2018.

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

- **Business Offices**
 - o Mindi Flynn and Rhonda Knox delivered Meals on Wheels.
 - o Shelly Mason generated 1099 tax forms for vendors.
 - o Margaret Kincaid issued W2's to all employees and published them to the online portal.
 - o Mindi Flynn was sworn in as the 2019 Vernon Chamber of Commerce President.
- **Bookstores**
 - o Both stores are busy assisting students with their college needs for the Spring Semester. We are processing LVN books and supplies for the LVN class beginning on Jan 28, 2019. We are taking LVN pictures and processing badges for the new LVN class. Training our new work-studies.
 - o Finished receiving and shelving the Spring books, for Spring registration and first day of class.
 - o Processed and distributed the Athletic Scholarship books to students.
 - o Help students find books and supplies for classes.

- **Facilities**

- o Wichita Falls
 - Built storage shelving and installed in the new storage building.
 - Removed everything from the storage containers and moved into the building.
 - Got the final inspection on the building.
 - Repaired all of the parking lot lights in the west and east parking lots at CCC.
 - Replaced the parking lot timer at Skills.
 - Repaired lights at Skills and CCC.
 - Replaced the heat exchanger on RTU 5 at Skills.
- o Vernon
 - Jimmy Dennis has been trimming shrubs and trees.
 - Jesse Urquizo and Josh Cook have been spraying yards.
 - Jimmy, Josh, Paul Frommelt and Steven Kajs moved furniture out of the Chaparral Center ahead of floor replacement.
 - Joey Lama and his crew waxed the new floor in the Chaparral Center.
 - Lyle Bonner built a net to protect the softball scoreboard and it has been installed.
 - Paul changed bulbs in the baseball scoreboard.
 - Lyle and Paul replaced the heat exchanger in the rooftop unit over the gym offices.

College Effectiveness – Betsy Harkey

- **SACSCOC –**

-The SACSCOC 2018 Enrollment Profile was submitted electronically and mailed on January 8th. Thank you to Amanda Raines for helping to complete the report.

-A draft responsibility matrix for the next SACSCOC Fifth-Year Interim Report was presented to the College Effectiveness Committee on January 25, 2019. In addition to a crosswalk from SACSCOC 2012 Principles to the new 2018 Principles and oversight groups, the following resources were listed:

- ✓ SACSCOC Institutional Resources website - http://www.sacscoc.org/inst_forms_and_info1.asp
- ✓ *Principles of Accreditation: Foundations for Quality Enhancement*, Adopted December 2017 effective January 2018 <http://www.sacscoc.org/pdf/2018PrinciplesOfAcreditation.pdf>
- ✓ *Resource Manual for The Principles of Accreditation 2018* - <http://www.sacscoc.org/pdf/2018%20POA%20Resource%20Manual.pdf>
- ✓ *Resource Manual* Appendix A: Chart of Standards, pp. 155 – 157 – Includes:
 - o Standard number
 - o Descriptor
 - o Core Requirement
 - o Fifth-Year Report?
 - o Application for Candidacy (NA for Vernon College)
 - o Reviewed On-site
 - o Published Institutional Policy
 - o SACSCOC Policy

- **Data Update –**

-The Student Success Data Fact shared with the Board of Trustees during their January 9, 2019 meeting was [Percent of 12 County Service Area High School Graduates Who Go to College \(Enrolled in Texas Public or Independent Higher Education.\)](#)

-The Texas Higher Education Board announced in January that the [Texas Higher Education Accountability System](#) has been updated with reports submitted by colleges and universities. This information is used to update several of the Vernon College Key Performance Indicators of Accountability and related Benchmarks.

- Primary agenda items during the **College Effectiveness Committee** meeting on January 25, 2019:

-review and approval of the *Vernon College Substantive Change Policy* as a recommendation for Board of Trustees approval. The policy is found in the [Employee Handbook, Appendix T](#).

-review and approval of the *Vernon College Strategic Plan 2019-2023* to send to the Board of Trustees as a recommendation for approval

Institutional Advancement – Michelle Alexander

- The 2019-2020 Scholarship Application Season is in full swing. The application will close on March 1, 2019. Please encourage our students to apply before the deadline.

- Michelle Alexander, Callee Serrano, Ivy Harris along with Bob Talley and Mike Patton of RunBiz are working with Blackbaud to transition our Raiser's Edge Advancement software to the next generation RENXT. This is a more robust system and, once fully operational, will enable the College to institute on-line giving among other new tools.
- Callee decorated the table for the Vernon Chamber Banquet
- Callee organized and helped with the Faith Meal at the Boys and Girls Club
- Preparations for the Vernon College Foundation On-line Auction have begun. If you have an item(s) to donate please contact Callee at cserrano@vernoncollege.edu or Michelle at malexander@vernoncollege.edu. The Auction will be held March 12 – 14, 2019, please help us make this one the best yet. All monies raised by the Auction are matched 1:1 by our Foundation's General Fund and given to the College in the form of Departmental Grants.
- Monica Wilkinson coordinated with Crane West to prepare marketing materials for the 2019 Home and Garden Show
- Launched a winter frequent shoppers card and program for the 2019 winter season at the WF Farmers' Market
- Monica met with the Wichita Falls Farmers Market Association and the Vernon Farmers Market Association
- Monica met with David Graf to finalize the Noble Foundation training in small vegetable production at the 2019 Home and Garden Show
- 1-19-19 Smoothie Day at the Wichita Falls Farmers' Market featured green smoothies with Julie of Gidget's
- Prepared for 2-2-19 1st Annual Local Wine Fest at the WF Farmers' Market; 10 wineries are set to participate
- Monica coordinated with Wichita Falls Area Food Bank to finalize their strategic plan and to schedule 2019 voucher training sessions with TDA
- Monica met with Dr. David Forrester and MSU Agribusiness instructors to brainstorm on ways to collaborate
- Selected Fox Hill to cater the spring 2019 Wichita Falls Long Table Dinner and met with owner John Hirshi

Marketing – Holly Scheller

- Nursing Program Video finished and published
- Worked through Onsite Registration
- Finished, printed and had presidents report delivered
- Began Catalog edits
- Website Research for redesign and better functionality of current VC website

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement**
 - **QEP Plan SACS-COC Accreditation Reaffirmation Recommendation Response.** Amendments underway, the final written response to this recommendation, which includes a focus report and amended QEP narrative, is due March 01. Through the visiting teams suggestions, our QEP is has increased vitality. For a complete picture of all requirements regarding your institutional QEP initiative, please consult Section 7.2 of the latest edition of the [SACS-COC Resource Manual](#) (pg. 58-60).
 - **Community College Survey of Student Engagement Refresh (CCSSE Refresh): Spring 2019.** Vernon College is set to administer the Community College Survey of Student Engagement (CCSSE) during the Spring 2019 term. The initial file listing all Vernon College classes subject to survey administration was submitted to the Center for Community College Engagement in January. Thank you, Linda Haney! From that file, the sample of classes for survey administration will be derived. See a copy of the CCSSE survey instrument [here](#).
- **Vernon College Professional Development**
 - The Spring 2019 Professional Development Calendar launched on January 18. For ease, the calendar is being disseminated via VC e-mail. Many activities and events are included, something for everyone (administrators, staff, fulltime faculty, and adjunct faculty)!

Human Resources – Haven David

- Personnel
Term: LaSondria Wagner – Custodial Technician, CCC (Resigned)
- Completion and implementation of Onboarding module in Greenshades.
- Completion of IPEDS HR report and AAUP salary survey
- Attending TACCA conference in Austin January 31st and February 1st.

ERP/SIS/Cyber Security – Ivy Harris

- **ERP/SIS**
 - Re-pulled person and community data and submitted data to U4SM
 - Submitted additional demographic data to U4SM
 - Continued configuration discussion with U4SM
 - Facilitated onsite U4SM training during the week of 1/29-31
 - Facilitated the online U4SM training throughout the month of January
- **Cyber Security**
 - Continued screen visibility audits in the Osborne Administration Building
 - Distributed the “Stay Smart, Be Safe” campaign graphics on the Vernon Campus and Century City Campus
 - Continued to educate the faculty and staff on new email procedures
 - Coordinated cybersecurity measure for email security
 - Presented a Cybersecurity awareness training to the Lion’s Club on 1/18

DRJ Comments –

- The spring semester is off to a great start. Enrollment is down slightly from last spring. All ideas to promote enrollment growth are appreciated.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060