

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 SACSCOC 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 reviewed and approved the 2019-2023 Primary Goals and 2019-2020 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 2018 in reviewing, discussing, and finalizing Primary Goals and Priority Initiatives for Vernon College. The 2019-2023 Primary Goals and 2019-2020 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 following position title changes. These title changes do not change the job descriptions or the current salaries.
 - Dean of Administrative Services changed to Vice-President of Administrative Services
 - Dean of Student Services changed to Vice-President of Student Services
 - Associate Dean of Instructional Services changed to Dean of Instructional Services
 - Associate Dean of Student Services changes to Dean of Student Services
- There was extensive work accomplished last summer on the roof at CCC. The roof at STC was completely replaced two years ago. A plan has been develop to replace the roofs of buildings on the Vernon campus over the next six years. The first roof to be replaced will be the large residence hall. The Vernon College Board of Trustees approved Parson’s roofing for the project. Parson’s Roofing is a state approved vendor for school and state agencies roof repair. They are well respected in the state. The replacement will include:
 - Install ½” Polystyrene insulation over existing roofing
 - Fasten a white 50 mil Duro-Last roof with a 20 year NDL warranty.
 - Install all flashings, encapsulate all parapet walls and install 24 gauge prefinished fascia bar at roof perimeter.
- Effective January 1, 2019, Vernon College will no longer staff an office at Sheppard Air Force Base. The number of potential students that interacted with the Vernon College office personnel at Sheppard Air Force Base has significantly decrease the past few years. No classes have made at the SAFB facility the past six semesters. All inquiries to the staff have been questions that could easily be answered with a phone call to offices at Century City Center. Vernon College appreciates the partnership with SAFB and we will continue to place a high priority to provide services and classes to active duty military and veterans. Vernon College is also open to future facility MOU arrangements if needs arise that benefit both parties.
- Midwestern State University officials have notified Vernon College and Wichita Falls ISD of plans to begin offering dual credit classes in the fall of 2019. Vernon College administrators have met with both MSU and WFISD administrators to discuss these plans and to ensure that Vernon College continues to be a major provider of dual credit classes to WFISD.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Travel**
 - **Elisha Wehrwein** attended an observation of an OSB Practical exam in Oklahoma City on December 4th to help students prepare for the Oklahoma State Exam.
 - **Mike Hopper** attended the TCOLE Quarterly Meeting of Commissioners in Austin on December 5th and 6th.
 - **Katrina Gundling** attended training in New Brunswick, New Jersey on December 13th and 14th. The training, USP <800> Compliance – Improving the Safety of Compounded Preparations was in the area of Hazardous Chemotherapy agents and the regulations being implemented in 2019-2020.
 - **Dr. Elizabeth Crandall** attended the SACSCOC Conference in New Orleans, Louisiana with Betsy Harkey on December 7th through the 11th.

- **Instructional Services** finished up the fall semester with finals and started advising students for the spring semester.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - o Covered CSA Center advising, December 6, 10, 11, 12, 13, 14.
 - o Held “Mini Grant: brainstorming sessions December 18-19.
 - o Commenced with the reviewing of Title III Annual Performance Report for Grant Year 3.
- **Student Activities/Housing Initiatives**
 - o Hired three Resident Assistants for spring semester 2019.
 - o Completed end-of-semester move-outs.
 - o Held Finals Breakfast on December 10.
 - o Completed refurbishments to basement floor in main dormitory.
- **Career Services Initiatives**
 - o Met with Career Coach consultant for purposes of activating two-sided student and employer portal.
 - o Met with Holly Scheller and RunBiz for modifications to Vernon College web page to better highlight and direct career services related postings and inquiries.
- **General Student Services Initiatives**
 - o Continued Offering “Advising on Demand” for spring semester 2019.
 - o Inducted 25 students into the National Society of Leadership and Success.
 - o Began planning Honor’s Program for spring 2019.
- **Admissions, Records and Recruiting**
 - o Continued processing applications for spring 2019.
 - o Continued processing applications for fall 2019.
 - o Posted fall 2018 grades and ran academic progress report.
 - o Finalized December 2018 graduates and posted degrees to transcripts.
 - o Continued with Tours: Century City Center (6); Skills Training Center (1); Vernon Campus (3); and Vernon Middle School.
 - o Presented at Hirschi High School.
 - o Processed 250 transcript requests.
 - o Continued working with U4SM with regard to Student Information System.
- **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 Free Application for Federal Student Aid (FAFSA).
 - o Continued with the processing of 2019-2020 Free Application for Federal Student Aid (FAFSA).
 - o Gainful Employment program changes submitted to the Department of Education (all were DOE approved).
 - o Texas Higher Education Coordinating Board Financial Aid Database (2017-2018) submitted, validated, and certified.
 - o Completed Fall Semester 2018 Satisfactory Academic Progress review.
 - o Texas Educational Opportunity Grant awards reviewed and updated.
 - o Processed Hazlewood awards for spring 2019.
 - o Processed Veterans Affairs’ awards for spring 2019.
 - o Participated in webinar with regard to veterans’ affairs.
 - o Completed annual approval packet to submit to Texas Veterans Commission. Requesting approval for the Firefighter Academy.

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

- **Business Offices**
 - o Mindi Flynn attended a Grant Reporting USA Conference in Arlington.
 - o Margaret Kincaid and Jana Bohannon delivered Meals on Wheels.
 - o Mindi Flynn, Margaret Kincaid, Rhonda Knox and Shelly Mason all rang bells for the Salvation Army kettle.

- **Bookstores**
 - o Preparing end of month reports, stocking spring books and returning buyback books.
 - o We are receiving, processing and stocking shelves with spring books and supplies, getting ready for the Spring semester. We are assisting students with their books and supply needs. We are processing Catholic Charities, DARS, WIOA (3rd parties) book slips.
- **Wichita Falls**
 - o Decorate the lobby's for Christmas and put the trees out.
 - o Replaced some of the lights while we have the lift out.
 - o Removed the ceiling tiles along the wall in room 718 and removed the TV so we could drill a 2 inch hole in the top plate so insulation can be blown in the 31ft. wall.
 - o Repair lights in classrooms and hallways at CCC.
 - o Repair lights at STC.
 - o Sealed the floor in our new building and poured the approach for the doors
- **Vernon**
 - o Joey Lama and Luke Garza stripped and waxed the SUB.
 - o Jim Anthony, Jimmy Dennis and Jesse Urquizo chipped up the brush pile and vacuumed leaves.
 - o Ray Carr and Paul Frommelt repaired a fuel line on the John Deere tractor, made repairs to the SUB walk in cooler and replaced elements in the stove.
 - o New trees were installed along College Dr.
 - o Dorm basement floor was stripped and acid stained.

College Effectiveness – Betsy Harkey

- **SACSCOC** – Dr. Elizabeth Crandall and Betsy Harkey participated in the SACSCOC preconference workshops and Annual Meeting in New Orleans on December 7-11.
 - Criquett Lehman, Anna Martin, and Betsy Harkey met to combine feedback from the College Effectiveness Committee and SACSCOC On-site Host Committee members to ensure files are organized and complete for the future.
- **Board of Trustees** reviewed and approved Strategic Plan components [2019-2023 Primary Goals](#) and [2019-2020 Priority Initiatives](#) during their December 12, 2019 meeting.
- **College Effectiveness Committee** members and other faculty/staff began development of the 2019-2020 Annual Action Plans due March 1st.

Institutional Advancement – Michelle Alexander

- Callee Serrano helped with the annual Santa visit as a member of the Community Interaction Committee
- Callee also conducted a successful holiday giving campaign
- The Wichita Falls Farmers Market Association met and approved the 2019 WF Farmers market calendar of events
- Monica Wilkinson hired and trained new market manager, Meredith Buckley, for the Wichita Falls Farmers' Market
- Planned a successful Christmas market at the Wichita Falls Farmers' Market on December 15, 2018. Attendance was the highest of all previous winter markets! Over 1,000 were in attendance and all vendor stalls were full. Christmas cookies, Grinch punch were served and the Grinch was on site all morning!
- Submitted the 2018 annual project report to USDA-AMS
- Met with Crane West to plan for 2019 Home and Garden Show
- Distributed winter 2018 recipe cards featuring WFISD Chartwells Chef Carie Richardson
- Planned and implemented Winter 2019 Frequent shoppers card program at the Wichita Falls Farmers' Market – attend at least four of six winter markets January through March to enter to win prizes from market vendors.
- Assisting students with their AcademicWorks Scholarship applications.

Marketing – Holly Scheller

- Attended the Industrial Automation Advisory Committee Meeting
- Assisted in the Finals Power Packs for students, The Admin Association handed out packs with snacks, scan-trons and highlighters.
- Took Pictures at the CCC Santa Visit
- Photographed the LVN Pinning Ceremony
- Continued edits on President Reports

- Held the Marketing and Recruiting Meeting
- Managed marketing for the spring blitz

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement**
 - **QEP Plan SACS-COC Accreditation Reaffirmation Recommendation Response.** The *Success through Inquiry* QEP plan was presented to the SACS-COC visiting team during the Accreditation Reaffirmation visit on Wednesday, October 24. 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 encourages students 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). The SACS-COC committee concluded that the QEP assessment plan “represents a multi-faceted approach to evaluate the success of the QEP through the triangulation of data sources across students and faculty, across multiple academic disciplines, and across periodic timeframes to capture data collection.” However, the committee recommended that the institution (Vernon College) clarify the plan to directly assess identified student learning outcomes (noted above). Amendments underway, the final written response to this recommendation, which includes a focus report and amended QEP narrative, is due March 01. 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—which comes with several alterations this year! The Center for Community College Engagement recently reviewed over ten years of CCSSE data and reported those findings in [Engagement Rising](#) (an attached article worth your perusal). Enlightened by this analysis of CCSSE data—combined with member college feedback, and cognitive interviews with community college students, the Center has announced its newest survey-related project: [CCSSE Refresh](#). Along with this edited edition comes the inclusion of several [High-Impact Practices](#) items (an attached article worth your perusal)—elements that both improve the quality of data available to colleges and make the survey more relevant in relation to changes in the community college field. All CCSSE Refresh revisions have been made with member colleges in mind, as the continued success of CCSSE ultimately depends on the survey's continued relevance and usefulness to the institutions it serves. See a comparison chart of CCSSE Refresh along with legend [here](#).
- **Vernon College Professional Development**
 - Happy New Year! The Spring 2019 Professional Development Calendar is currently under construction and will be available for viewing and sign-up on January 18.

Human Resources – Haven David

- Personnel
 - Hires: Michelle Barberee, Head Volleyball Coach (January 2019)
Terms: Jena Cecil, Health Occupations Instructor – Vernon (January 2019) resigned
Zela Haney, LVN Instructor – CCC (January 2019) retired
- Continued work on implementing Onboarding module in Greenshades.

ERP/SIS/Cyber Security – Ivy Harris

- **ERP/SIS**
 - Successfully retrieved 2003 and 2004 financial aid data
 - Submitted additional demographic data to U4SM
 - Continued configuration discussion with U4SM
 - Facilitated onsite U4SM training during the week of 12/3
 - Facilitated the online U4SM training throughout the month of December
- **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

DRJ Comments –

- I hope everyone enjoyed the holiday break. As usual, it is shaping up to be a very busy spring semester. I will also be involved in the 86th Legislative session that started on January 8 to promote additional support for Texas community colleges. I look forward to a great semester.
- Please contact me with any input or questions at:
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