

**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 several items related to program changes that must be processed as a SACSCOC Substantive Change:
  - SACSCOC Substantive Change notification to close a program--Administrative Office Technology has been on probation yearly since the 2013-2014 academic year because of low student enrollment. Fall 2018 enrollment did not meet VC minimum enrollment expectations. With the continued decrease in student interest, lack of graduates, and lack of meeting other state and local benchmarks, the program evaluation sub-committee recommends sun-setting (closing) the Administrative Office Technology program. It was the recommendation from the Program Evaluation Subcommittee to sunset the Administrative Office Technology program effective Fall 2019. The VC Academic Council approved this recommendation on April 12, 2019. The College Effectiveness committee approved this recommendation on April 26, 2019.
  - SACSCOC Substantive Change notifications for program expansion—to continue compliance with SACSCOC, Vernon College must notify SACSCOC of any intent to expand programs on the main campus or a previously approve off-campus site. The program expansions requiring SACSCOC substantive changes needing board approval were:
    - Barber—Level 1 Certificate—Vernon campus and Century City Center—effective January 1, 2020
    - Medical Assisting—Level 1 Certificate—Vernon campus and Century City Center—effective January 1, 2020
    - Dental Assisting—Level 1 Certificate—Century City Center—effective January 1, 2020
    - The VC Academic Council approved these program expansions on April 12, 2019. The College Effectiveness Committee approved these program expansions on April 26, 2019.
- The Vernon College Board of Trustees approved a new three year contract with Run Business Solutions for management of Information Technology operations. Vernon College posted a RFP for management of IT operations and proposals were to be submitted by April 18. Run Business Solutions has provided this service for nearly eight years through two RFP processes. Run Business Solutions has not increased the basic cost in five years. Vernon College has added additional services at a per service cost.

Run Business Solutions submitted the only proposal. The price for the manage services and operations remained the same including some new security measures that were implement this past year. Optional additions for Cyber Security as well business continuity and disaster recovery were included in the proposal. Also included were costs of services for website development and improvement well as the nursing application tool that were added two years ago. Year one cost is \$576,677 while year two and three cost is \$545,292.00.

- A contractor has been selected for the Wichita Falls Community Health Care Clinic. Garry David, Carl Brinkley, and Dr. Johnston met with the contractor, Rick Sims (architect), and administrators of the Wichita Falls Community Health Care Clinic on Friday, April 12, 2019 to discuss final renovation plans and timelines. A second meeting was conducted on May 29. Renovation should begin the week of June 3. The large-scale steel and concrete work will be complete prior to classes starting in August. A small area of the east parking lot will be fenced for the construction materials, etc. There will be some noise and dust during the first few weeks of the renovation.
- There continues to be positive conversations with David Farabee about the Branch Campus Maintenance Tax (BCMT) opportunity. A steering committee of eight interested Wichita County residents has been assembled. The first steering committee meeting will take place June 5 to update them about the process and the status of the feasibility study. Vernon College staff are working hard on the feasibility study to send to the Texas Higher Education Coordinating Board as a part the BCMT process. We have been in contact with the THECB staff for assistance. The plan is to present the request at the October THECB meeting.

### **Instructional Services – Dr. Elizabeth Crandall, Vice President**

- **Jeff Feix** and 7 Surgical Technology Student Association students attended the AST National Conference in Washington, DC, May 30<sup>th</sup> through June 1<sup>st</sup>. The students attended the Student Forum where they participated in the first Scrub Bowl Tournament. Jeff participated as a Delegate in the AST House of Delegates and Elections. Three of

- the students received \$1000 scholarships from the AST Foundation, which will help pay for their summer semester.
- Our **Continuing Education Programs Dental Assisting and Medical Assisting** had 100% pass rates for 2018-2019.
  - On Thursday, May 30<sup>th</sup> the **Vernon College Culinary Academy** in Burkburnett will be holding an open house to announce new classes taking place in Wichita Falls.
  - **Elisha Wehrwein and Angela Ward** attended the “Behind the Chair” Hair Show in Dallas, Texas on May 20, 2019
  - **Elisha Wehrwein** participated in “Adulting Days” on May 21<sup>st</sup> at Vernon High School. She shared information on careers in Cosmetology.
  - The students in the **Cosmetology Program** on the Vernon Campus went to the Chaparral Center and gave mini-manicures on May 3<sup>rd</sup>.
  - The **Police Academy** had 22 cadets pass the state exam this year with an average score of 87%. This is the 11<sup>th</sup> year in a row that all cadets have passed the state exam.
  - **Dr. Elizabeth Crandall, Christina Hoffmaster, and Jason Scheller** attended NISOD in Austin, Texas on May 24-28.
  - Instructional services participated in successful graduation and RN pinning ceremonies.
  - Instructional services is busy assisting students with Summer and Fall Registrations.
  - Thank you to **Vicki Bradley, Karla Monson, and Sabre Sharp** who delivered Meals on Wheels for Instructional Services on May 1<sup>st</sup>
  - Congratulations to **Michelle Downes, Jennifer Hatley, and Dr. Mary Rivard** for receiving the Dr. Leroy Estes Excellence and Innovation Awards.

### Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
  - Faculty Mini-Grant Participants submitted final reports for spring 2019.
  - Program assessments conducted for: Academic Coaching, Striving to End Probation Status (STEPS), Chap Express, Peer Mentors, and Student Success Series.
  - Presented at Board Meeting: “Striving to End Probation Status (STEPS)” – Data Fact (5/8).
  - Provided Advising on Demand services in Course Schedule Advisor (CSA) Center, May 9 through May 13.
- **Student Activities/Housing/Student Government Initiatives**
  - Held Student Government Association Meeting (SGA- Vernon - 5/6); (SGA-Century City Center – 5/10).
  - Finals Breakfast (60 students) (5/13).
  - Finals Donuts (35 students) (5/14).
  - Best Paper Airplane Contest (8 students) (5/15).
  - Move-Out Week for the Academic Year (resident students) (5/13 through 5/17).
  - Conducted Resident Assistant interviews and hired two new student employees
- **Career Services Initiatives**
  - Posted City of Wichita Falls jobs to Vernon College Job Board (5/6).
  - Met with Dr. Bagheri’s office manager to discuss Career Services at Vernon College (5/9).
  - Met with Stephen Hampton, Human Resource Manager, Georgia Pacific, regarding summer jobs (5/9).
  - Met with Taylor Davis, newly hired Talent Partnership Director, Wichita Falls Chamber of Commerce (5/10).
  - Conducted Mock Interviews for nursing students (5/14).
  - Posted Georgia Pacific summer jobs to Vernon College Job Board (5/14).
  - Instructed “How to Land a Job” at Adulting Day – Boys and Girls Club of Vernon (5/21).
  - Delivered Meals on Wheels (5/22).
  - Met with Kim Fagan, Spherion, to discuss future partnerships (5/23).
  - Posted TxDot janitor positions to Vernon College Job (Seymour and Vernon) (5/28).
  - Posted Texas Workforce Solutions Job Fair flyer to Vernon College FaceBook page (5/28).
- **General Student Services Initiatives**
  - Continued with “Advising on Demand” initiatives.
  - Restarted “Transfer Day” at Vernon College (Vernon and Century City Center) (5/1).
  - New Coordinator of Testing, Tracy Catlin, began tenure at Vernon College (5/13).
  - Participated in On-site Registrations for Summer, Summer I, Summer II, and Fall semesters.
  - Vernon College Chief of Police attended the Texas Chiefs Leadership Series, Galveston.

- Began making revisions to the following documents: Student Handbook, Residence Handbook, Testing Center Manual.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
  - Held two successful Commencement Ceremonies (5/18).
  - Verified grade entries for Spring and Spring II courses and rolled to academic history (transcript).
  - Ran Academic Probation and Academic Suspension reports for Spring Semester.
  - Certified certificate and degree audits for May Commencements.
  - Held “Day After Graduation” event for Wichita Falls ISD.
  - Held Veterans’ Appreciation Dinner at Century City Center.
- **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 2018-2019 and 2019-2020 Free Application for Federal Student Aid (FAFSA).
  - Completed Satisfactory Academic Progress (SAP) review for Spring Semester.
  - Updated all Financial Aid webpages with 2019-2020 information.
  - Posted 2019-2020 academic scholarships.

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

- **Business Offices**
  - The Business Office Live Chat was updated to the new version of the Velaro Software.
  - Christie Lehman and Malinda Fleming delivered Meals on Wheels
  - Christie Lehman, Malinda Fleming and Mindi Flynn helped decorate the VC float
  - Mindi Flynn attended the NISOD Conference in Austin.
  - Ann Schultz assisted in assembling the finals survival pack for the Administrative Staff Association and attended the veteran’s graduation dinner.
- **Bookstores**
  - Sending all Fall Book adoptions to Texas Book Company.
  - Preparing to return overstock books
- **Facilities**
  - Wichita Falls
    - Weekly mowing and landscaping at CCC and STC.
    - Painting the office hallway and two rooms at STC.
    - Worked on the pool heater for CCC pool.
    - Worked on two RTU’s at CCC and one at STC.
    - Repaired lights at CCC and STC.
    - Installed new alarm panel and relocated to new wall at STC.
  - Vernon
    - The weight room was painted Ray Carr, Paul Frommelt and Steven Kajs. They also rearranged the equipment and moved the mirrors.
    - Labs 304, 305 and 307 were painted as well as the ductwork in the SUB.
    - Contractors began work on the ADA showers in the big dorm.
    - Ray and Paul repaired the AC in the server room.
    - Steven is making repairs in the dorms and replacing elements in the water heaters.
    - Joey Lama and his crew refinished the gym floor and are working on the dorms.
    - Paul retrofitted the weight room with LED lighting.
    - Lyle Bonner restriped the cosmetology parking lot painted the facial room and did some painting in Student Services.
    - The slab was poured for the rodeo barn.

### **Institutional Advancement – Michelle Alexander**

- The first round of scholarship offers is complete. Work will begin on returning students’ offers next week.
- Callee Serrano attended the Raisers Edge NXT (RENXT) Fundamentals Boot Camp in Dallas, May 21 - 24 and received her RENXT Fundamentals Certification.
- Callee helped serve cookies at graduation.
- Callee delivered meals on wheels during the month of May.

- The Wichita Falls Farmers' Market Summer Kick-off and Cinco de Mayo celebration was held on Saturday, May 4
- The Vernon Farmers' market opened Saturday, May 11 and Tuesday, May 14
- Monica Wilkinson met with Crane West, Downtown Development and the Wichita Falls CVB regarding development of an agritourism website
- Filmed Gilbert Creek Gardens flowers, Good Kings Vineyard and Berry Patch and Young's Orchard strawberry patch on Thursday May 16 for agritourism promotional
- Moved the Wichita Falls Long Table event from May 20 to June 3 due to severe weather. 65 tickets sold for the meal that will be prepared by Matthew Swift of Fox Hill. OG Cellars will provide the wine and the Ken Nelson trio will provide the entertainment.
- Monica is working on plans for the Vernon Farm to Table dinner which will be Saturday, June 8th. Chef Chris Mujica will prepare the three course locally-sourced meal. The dinner will take place at Red River Valley Museum at 6pm.

### Marketing – Holly Scheller

- Attended all graduations, banquets and end of year events
- Helped with the Day After Graduation Event
- Shot Non-Traditional Video which showcases testimonials of our non-traditional age and gender in specific career students
- Edited Culinary Program Video
- Created and executed New Beginnings ad campaign to help explain the program and clear up misconceptions
- Began Machining ad campaign
- Continue to work on the new website design and layout
- Began a social media ad campaign to promote programs; machining, automotive, farm and ranch, and HVAC
- Worked with enrollment work group on Dr. Johnston's response to our recommendations.
- Final edit of Catalog.

### Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“*Success through Inquiry*” Quality Enhancement**
  - **SENSE Confirmed for the Fall 2019 Term.** The Survey of Entering Student Engagement (SENSE), a product and service of the [Center for Community College Student Engagement](#), was confirmed in May 2019 for administration in the Fall 2019 term. In essence, the SENSE helps community colleges discover why some entering students persist and succeed while others do not. Administered during the 4th and 5th weeks of the fall academic term, SENSE asks students to reflect on their earliest experiences (academic and services-related) with the college. SENSE serves as a complementary piece to the Community College Survey of Student Engagement (CCSSE), with a more narrowed focus on early student experiences. Two special question sets included in the Fall 2019 administration are “*Engagement through Technology*” and “*Building Relationships.*”
- **Vernon College Professional Development**
  - **Spring 2019 PD Survey Winners.** Winners of the Spring 2019 Professional Development Survey include **Mindi Flynn**, Business Office Manager at the Vernon Campus; **Sandy O'Dell**, Cashier/Accounting Clerk in the Business Office at the Century City Center; and **Mike Hopper**, Coordinator of Protective Services at the Skills Training Center. Each winner from the drawing is receiving a \$25 Chaps Cash Gift Card!
  - **May 2019 PD Highlights.** Highlights from the May 2019 in-house professional development programming include:
    - 05/03/2019 - *Holistic Coaching and Academic Advising*--An Integrated Methodology, hosted via ITV by the Title III team.
    - 05/06/2019 - *Self-care through Spin Practice* at the Century City Fitness Center.
    - 05/16/2019 and 05/17/2019 - *End of Semester Canvas Workshop*. Facilitated by Roxie Hill at both the Vernon Campus and Century City Campus.

### Human Resources – Haven David

- Personnel
  - Hire:
    - Duane Easter – Maintenance Specialist, WF (May)
    - Larissa Parkey – Classified II, Administrative Assistant – Library, CCC (May)
    - Lori Page – Health Occupations, Holliday (August)
    - Nicole Fleitman – Assist. Volleyball Coach/Residence Hall Assist. (August)

- Resignation:
  - Lance Brumley – Campus Police, CCC (May)
  - Ryleigh Thompson – Assist. Volleyball Coach/Residence Hall Assist. (July)
  - Anita Williams – Health Occupations, City View (June)
  - Kimberly Platt – ADN Instructor (May)
  - Bonnie Waterhouse – Health Occupations, Holliday (August)
- Retirement:
  - Mike Ruhl – Biology Instructor (July)
  - Cassie Shaw – LVN Instructor (August)
- Accepting applications for EMS Program Coordinator, ADN Instructor and LVN Instructors.
- Interviewing for Machining Instructor in June.
- Second Draft of 19-20 Employee Handbook to committee for review.
- Toni and I attended the TACCHRP Conference May 29-31.

### **ERP/SIS/Cyber Security – Ivy Harris**

- **ERP/SIS**
  - Submitted additional demographic data to U4SM
  - Continued configuration discussion with U4SM
  - Attended the update meeting with Howard College with U4SM representatives
  - Advised the Implementation Team of updates throughout the month
- **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
  - Attended the monthly Cybersecurity meeting to ensure Title IV compliance

### **DRJ Comments**

- Summer classes are underway and the summer will fly by. Please take time this summer to decompress, reinvigorate, and enjoy your family.
- Please contact me with any input or questions at:
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  - Cell – 940-261-0060