

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 at the April 10 board meeting:
 - o The updated 2019-2020 Annual Action Plan. Please view it on the Vernon College website under College Effectiveness
 - o An additional Substantive Change -- For site-based/classroom group instruction (where the instructor is present)
 - a. Initiating an off-campus site at which a student may earn at least 25% but less than 50% of credits toward a program. The letter of notification must include the starting date and complete physical address of the new site. Increased offerings of dual credit classes at the WFISD Career Center has initiated the need to submit a substantive change notification to SACSCOC because students at the site will be able to earn 25% but less than 50% of credits toward a program. Academic Council approved the recommended substantive change on March 15, 2019. The College Effectiveness committee approved the recommended substantive change on March 29, 2019.
 - o The Request for Proposals for bookstore operations was approved for Texas Book.
 - o Updated Title IX policy-The following is an excerpt from the final SACSCOC report pertaining to Comprehensive Standard 3:13.3. After a careful review of documentation relating to student complaint procedures, the Off-Site Reaffirmation Committee confirms that the institution has complaint policies and procedures on academic and non-academic matters that are reasonable, fairly administered, and well publicized. The Committee noted as well that the College provides clear policy and procedure for complaints related to the Americans for Disability Act (ADA). However, in reviewing the documentation provided in the Compliance Report, the Committee noted the conspicuous absence of policy or procedure regarding formal written grievances about discrimination, harassment, and sexual misconduct, which relate to federal requirements such as Title IX. Even though the off-site and on-site review committees found Vernon College to be compliant for this comprehensive standard, we chose to further clarify this by the development of an all-encompassing policy statement that clearly ties student complaint policies and procedures to federal requirements of Title IX. The updated Title IX policy will be in the revised Student Handbook and the revised Employee Handbook.
- 2019-2020 Budget—the administrative team has worked hard on draft two of the 2019-2020 budget. Several expenses have been reduced or eliminated and other changes have been implemented. Draft two still has \$300,000 more of expenses than revenue at this time. We are continuing to look for additional expenditure reductions. We are also watching the legislative session for possible increases in state funding. Draft two currently includes the 1.5% salary schedule step. The proposed budget does not include an increase in the tax rate above the effective rate. The preliminary property taxable values indicate a slight increase, which would cause the effective rate to slightly decrease. This can shift either way before the final values are determined.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Nina Feldman, Justin Sanders, and Tina Duke** traveled to Austin, Texas for the 2019 Texas Administrators of Continuing Education Conference April 15th- 18th. Nina was part of the planning committee and was voted for the 2019-2020 TACE Board as the secretary. Justin will be joining the TACE planning committee.
- **Dr. Elizabeth Crandall, Mark Holcomb and Shana Drury** traveled to the TACTE Spring Conference in Austin, Texas April 3-5
- **Katrina Gundling and Lisa Pickett** traveled to Frisco, Texas April 11-14 for the Texas Society of Health-System Pharmacist Annual Seminar on the latest innovations and governmental issues facing pharmacy practice.
- **Jennifer Hatley** received her certified Healthcare Simulation Educator (CHSE) certification.
- **Charles English** and the Culinary Academy participated in the Red River Wine Festival and provided a “Berry Delicious Dinner” for Region IX and Workforce Solutions
- **Nina Feldman** attended the Regional Summit Meeting in Dallas for adult education.
- **Deana Lehman** attended the AHEAD in Texas Annual Conference in Waco the first week of April to stay up on legal issues concerning the ADA and college students.

- April 6, 2019 **Jeff Feix**, ST Program Coordinator, **Justin Sanders**, Continuing Education, **Jackie Polk**, Student Services and students from the Surgical Technology Student Association volunteered at the Habitat for Humanity Resale Store.
- **Jeff Feix** and all students enrolled in the ST Program, on April 23, 2019, participated in the Wichita Falls ISD College and Career Fair at the Career Education Center.
- STSA held their Annual Garage Sale at Century City Center in the front parking lot on April 27, 2019. The sale raised \$2080 to finalize the fundraising for the STSA trip to National Harbor, Maryland to attend the AST Surgical Technology Conference.
- Fall Advising and Registration Guides were completed and have arrived from the printers.
- Our CSA Centers opened for Advising for the summer and fall semesters.
- **Vernon College Cosmetology** partnered with area salons and business to present the Hair Extravaganza to benefit the Cosmetology Scholarship Fund. Together they raised \$1,800.
- **Cosmetology** also participated in the MSU Career Day all seniors from Wichita Falls Independent School District were on the MSU Campus.
- **Greg Fowler, Joe Johnston, Brad Beauchamp, Paula Whitman and Criquett Lehman** attended the Texas Pathways Institute #6 Conference – Ensuring Students are learning. In San Antonio, Texas on April 24th through the 26th.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Title III Oversight Committee meetings (4/3, 4/10, 4/24).
 - Conducted final Student Success Pathway: Student Experience Series, which highlighted Chap Express (4/9 & 4/11).
 - Completed contract for External Evaluator, Dr. Luzelma Canales.
 - Completed Level 3 appointments for students' Striving to End Probation Status (STEPS).
 - Coordinated the conducting of Student Focus Groups to assess the "Entry" phase of the Student Success Pathway (4/17 & 4/18).
 - Attended Texas Pathway Institute 6, San Antonio (4/24 – 4/26).
 - Updated CSA Resource Guide and CSA Resource Center materials for summer and fall advising purposes.
- **Student Activities/Housing/Student Government Initiatives**
 - Movie Night (15 students) (4/1)
 - Participated in Habitat for Humanity (4/6).
 - Held Student Government Association (SGA) meetings (4/8 & 4/22 – Vernon; 4/18 – Century City Center).
 - Held successful Blood Drive, Vernon Campus (30 donations).
 - Late, Late Night Karaoke (10 students) (4/11)
 - Attended Texas Junior College Student Government Association State Convention, Dallas (Two VC Advisors and 10 VC students) (April 11 – 14).
 - In collaboration with First Step, set-up a table for Sexual Assault Awareness Month – Vernon Campus (4/15).
 - Nighttime Easter Egg Hunt (30 students) (4/17)
 - Random Room Inspections (4/22)
- **Career Services Initiatives**
 - Resume revising appointment with student (4/1).
 - Meetings with Mark Holcomb for upcoming Job Fair at Skills (4/1 & 4/12).
 - Email to undecided majors that completed New Student Orientation (4/1).
 - Meeting with Shana Drury to discuss possible EMS Job Fair (4/2).
 - Barbering Advisory Committee Meeting (4/8).
 - Posted multiple City of Wichita Falls jobs (4/8).
 - Posted Chaparral Center job for Driver (4/9).
 - Contacted EMS employers for potential Job Fair (4/10):
 - Tran Star
 - AMR
 - Wichita Falls Fire Department
 - Vernon Fire Department

- o Meeting with Jeff Feix regarding potential Job Fair for Surgical Tech (4/12).
- o Posted Campfire Counselor and Lifeguard positions on Job Board (4/12).
- o Meeting with Ruth Rascon regarding potential Job Fair for Health Inf. Mgt. (4/12).
- o Sent flyers and made phone calls for Skills Training Center Job Fair (4/16).
- o Posted City of Wichita Falls jobs to Job Board (multiple positions) (4/16).
- o Career Counseling appointment with student (4/17).
- o Attended Surgical Technology Advisory Committee Meeting (4/18).
- o Attended Machining Advisory Committee Meeting (4/22).
- o Posted City of Wichita Falls jobs to Job Board (multiple positions) (4/23).
- o Conducted Resume Writing and Interview Skills Workshop at Skills Training Center (4/23).
- o Initial set-up at Skills Training Center for upcoming Job Fair (4/29).
- o Delivered successful Job Fair at Skills Training Center – Following nine employers attended (4/30):
 - Trinity Air Conditioning
 - Wichita County Sheriff's Office
 - Sealed Air Corp
 - Atmos Energy
 - Next Era Energy Resources
 - Deanna and Zac Scheffe Contracting
 - Texas Workforce Solutions
 - Solvay
 - TBD
- **General Student Services Initiatives**
 - o Meeting with Midwestern State University representative to discuss Associate in Arts, Teaching (4/2).
 - o Vernon College Counselors attended CARE Conference held at Midwestern State University (4/3 & 4/4).
 - o Held two National Society of Leadership and Success (NSLS) - Vernon College Chapter Induction Ceremonies (4/18 at Century City Center & 4/26 at Vernon).
 - o Held successful Honors Program at Wilbarger Auditorium Empire Room (4/25).
 - o Chief of Police – Vernon College attended Texas Chiefs Leadership Series, Galveston.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - o Attended Jenzabar PX (POISE) Users Group Conference, Tulsa, OK.
 - o Completed Academic Calendar for 2019-20.
 - o Continued processing and planning initiatives for Commencement.
 - o Completed IPEDS Federal Reports for spring.
 - o Opened On-line registration portal (Campus Connect) for summer and fall 2019.
 - o Recruiting Initiatives:
 - Preview Day at Century City Center (268 attendees – representing 11 high schools); Munday High School presentation; WFISD CEC Weld-off Competition; Rochester Vo-tech Round Up; WFISD Senior Send-off; CEC College & Career Day; Region 9 Group Tour – Skills Training Center; Wichita Falls Group Leadership Tour - Skills Training Center; Iowa Park Middle School Tour – Vernon Campus; Seymour Middle School Tour – Skills Training Center; Individual Tours (10 at CCC; 7 at Vernon Campus).
- **Financial Aid Initiatives**
 - 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 (2019-20) assessment activity form completed and submitted.
 - o 2019-20 HB 1403 Texas Application for State Financial Aid applications processed.
 - o Annual student loan debt disclosure distributed.
 - o Texas Educational Opportunity Grant (TEOG) awarded and disbursed to students.
 - o Federally mandated Consumer Information updated and disseminated to students.
 - o Held Financial Aid Awareness Days at Vernon Campus and Century City Center location.
 - o Financial Aid Database (FADB) Report 1 assessment activity form completed and submitted.
 - o Represented Vernon College at District 3 4-H Roundup.
 - o Represented Vernon College at District 3 4-H mock scholarship interviews.
 - o Presented to the Vernon College Board of Directors at April meeting (Student Data Facts).

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

- **Business Offices**
 - Welcomed Malinda Fleming as the newest member of our group. Malinda will be assisting Christie Lehman with all aspects of student billing and account reconciliations.
 - Christie Lehman set up billing information for the summer and fall registration period and disbursed Spring II Financial Aid
 - Rhonda Knox and Shelly Mason delivered Meals on Wheels
- **Bookstores**
 - Staff met with representatives of Texas Book Company to discuss the transition process
 - Both stores are finalizing the summer booklists, returning spring books and receiving summer books.
 - Busy distributing caps and gowns for May graduation.
 - Also completing orders for summer classes, receiving fall adoptions, returning all fall books held over in preparation of transition to Texas Book Company.
 - Cleaning and removing old files and paperwork.
- **Facilities**
 - Wichita Falls
 - Planting new plants and flowers and cleaning flowerbeds as well as weekly mowing and edging at CCC and STC.
 - Repairing lights at CCC and STC.
 - Repainting the halls at STC to match the side that was flooded installing new corner guards on all the new painted areas.
 - Removed tree limbs that were broken during the windstorm.
 - Vernon
 - Ray Carr and Paul Frommelt replaced the compressor on the walk in cooler at the SUB, began retrofitting the weight room with LED lighting, repaired a broken light pole at the tennis court, and replaced the lights.
 - Ray also repaired the Ford tractor and replaced a glow plug module on bus 2.
 - Steven Kajs repaired plumbing leaks at the dorm.
 - The fire alarm system was tested in all buildings.
 - Jim Anthony and grounds crew are busy keeping up with mowing and other spring work. The quad area looks better than it ever has.
 - Joey Lama and the custodial staff continue to keep all of the buildings looking clean and inviting.

College Effectiveness – Betsy Harkey

- **SACSCOC –Substantive Changes**
 - Approved through Vernon College process and waiting on SACSOC response:
 - ✓ Sheppard Learning Center closure as a site offering 25% to 49% of a program
 - ✓ Paramedic Program Certificate reactivation
 - ✓ Wichita Falls ISD Career Education Center as a dual credit site offering 25-49% of a program
 - Approved by Academic Council and College Effectiveness Committee during April meetings to send as a recommendation for Board of Trustees approval at their May Board meeting. Pending Board approval will be submitted to SACSCOC.
 - ✓ Closure of Administrative Office Technology program
 - ✓ Barber, Level 1 Certificate
 - ✓ Dental Assisting, Level 1 Certificate
 - ✓ Medical Assisting, Level 1 Certificate
- **Data Update –**
 - The **Student Success Data Fact** shared with the Board of Trustees during their April 10, 2019 meeting was Financial Aid by Melissa Elliott. Thank you Melissa.
 - The **College Effectiveness and Student Success Data Committee** held a combined meeting on April 26, 2019. The meeting included discussion of additional or edited Key Performance Indicators of Accountability and related Benchmarks. Additional suggestions/questions are encouraged to be emailed to Betsy Harkey.
 - Other focused data projects in April included:
 - ✓ Enrollment history and trends (11 years)
 - ✓ Wichita County enrollment history and trends (11 years)
 - ✓ Legislative Budget Board Performance Measures Report – submitted April 25, 2019
 - Anna Martin and Betsy Harkey delivered Meals on Wheels on April 17, 2019.

Institutional Advancement – Michelle Alexander

- Callee Serrano help with the Easter Hopping
- The Vernon College/Vernon College Foundation Scholarship Banquet was a resounding success
- Callee participated in the Raiser's Edge NXT: Fundamentals Overview and Data Entry webinar
- Monica Wilkinson attended a tour of Bonton Farms in Dallas, TX with the Priddy Foundation
- Bee Appreciation Day at the WF market was rained out on Saturday, April 13th with very low attendance numbers
- Monica met with Crane West and the WF Convention and Visitors' Bureau to plan the joint regional agritourism brochure, map and website project
- Final plans for the May 20th Long Table farm to table dinner with Fox Hill were made
- The Easter Market at the Wichita Falls Farmers' Market was well attended. Julie with Gidget's did a chef's demo of the spring recipe card: Berry Berry Gouda Melt
- The Vernon Farmers' Market Association accepted a \$1,000 grant from Capital Farm Credit
- The Vernon Farm to Table Dinner is scheduled for Saturday, June 8th at the Red River Valley Museum
- Free salad samples were distributed at the WF Farmers' Market for Salad Day

Marketing – Holly Scheller

- Welding Lab photos for presentation
- Barber Advisory Meeting
- Wichita Falls Living Ad Shoot and Edit
- Recruiting Athletic Video Shoot
- Creation of New Beginning Ad
- Program Video Culinary Shoot
- Surgical Tech Advisory Meeting
- DAG Planning meeting
- DAG Event marketing pieces designed and submitted
- DAG mailing list and mailer to parents created and mailed out
- Catalog editing

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement**
 - o **Community College Survey of Student Engagement at Vernon College.** Out of a 10-step process, Vernon College completed the last step of the 2019 CCSSE administration in April 2019. A component of the QEP assessment process, the [CCSSE](#) asks students about institutional practices and student behaviors that are highly correlated with student learning and retention. All 59 CCSSE surveys were administered, collected and returned to the Center for Community College Engagement before the May 08 deadline. The institutional reports will be available to Dr. Johnston and to CCSSE/CCFSSE Campus Coordinator Donnie Kirk on or before July 31, 2019. Donnie Kirk will make those reports available to key offices upon receipt. A big “thank you” to Kate Kennedy, Janice Turvaville, and Debbie Richard for their work in administering the surveys!
 - o **Community College Faculty Survey of Student Engagement.** [CCFSSE](#) is the faculty companion within the CCSSE survey process. A component of the QEP assessment process, the CCFSSSE elicits information from faculty about their perceptions regarding students' educational experiences, their teaching practices, and the ways they spend their professional time—both in and out of the classroom. The Center for Community College Engagement electronically disseminated the CCFSSSE to all 91 faculty teaching during the Spring 2019 term. As of 04-26-2019, 57 faculty have completed the survey, yielding a 62.6% response rate. The survey closes May 08. The institutional report will be available to Dr. Johnston and to CCSSE/CCFSSE Campus Coordinator Donnie Kirk on or before July 31, 2019. Donnie Kirk will make those reports available to key offices upon receipt.
- **Vernon College Professional Development**
 - o **April 2019 Highlights.** April 2019 in-house professional development programming include:
 - **April 01 and 02:** Self-care through Yoga at both campus fitness centers.
 - **April 06:** Vernon College Day of Service: Habitat for Humanity hosted by the Surgical Technology Students' Association.
 - **April 09 and 11:** One of the most popular in-house PD series, the Student Success Pathways Student Experience Series was featured at both the Vernon and Century City campuses. The April session highlighted Chaps Express.

- **April 17 and 18: Self-care Series by Dr. Scott Hamilton (Session 2 of 3)** was held at both the Vernon and Century City campuses.
- **April 23: Academic Mindset Group Watch Webinar.** Facilitated by Executive Director Evelyn Waiwaiole from the Center for Community College Student Engagement, this webinar featured findings from the Center's 2019 national report "*A Mind at Work: Maximizing the Relationship Between Mindset and Student Success.*" Hosted via ITV for both the Vernon and Century City campuses by Criquett Lehman, Student Success Pathway Director, and Donnie Kirk, Quality Enhancement Plan Director.
- **April 26:** Faculty Roundtable Series featuring Bettye Hutchins sharing the "*Advantages of Rubrics in Canvas.*"

Human Resources – Haven David

- Personnel
 - Hire:
Ashleigh Ochoa – Classified III, Financial Aid Processor/Direct Loan Clerk (April)
 - Termination:
Cristiano Garcia – Custodial Technician, CCC (April)
 - Retirement:
Bobbie Graf – ADN Instructor (July)
- Accepting applications for EMS Program Coordinator, Machining Instructor, Maintenance Specialist and Assistant Volleyball Coach.
- Participated in GPUG online academy training – HR and Beyond.
- First Draft of 19-20 Employee Handbook to committee for review.

ERP/SIS/Cyber Security – Ivy Harris

- **ERP/SIS**
 - Submitted additional demographic data to U4SM
 - Continued configuration discussion with U4SM
 - Attended the update meeting at 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 Annual Cybersecurity Conference in Austin, Texas to ensure Title IV compliance

DRJ Comments

- Please consider attending one or more of the upcoming events:
 - “A Concert of Short Pieces” – May 7, 2019 @ 7 pm – Vernon First Presbyterian Church
 - Vernon College Commencement – May 18, 2019 @ 10:30 am – Wilbarger Auditorium
 - Vernon ISD Scholarship Banquet – May 21, 2019 @ 6:00 pm – Vernon High School
 - Vernon College Police Academy Graduation – June 4, 2019 @ 6:00 pm – MPEC @ Wichita Falls
 - Continuing Education Programs Completion Ceremony – June 13, 2019 @ 6:00 pm – MPEC @ Wichita Falls
 - Community College Association of Texas Trustees conference – June 14-15, 2019 – Austin, TX
 - Board of Trustees meeting – June 12, 2019 – Board Room
 - Vernon College Firefighter Academy Graduation – June 25, 2019 @ 6:00 pm – MPEC @ Wichita Falls
- Commencement – Saturday, May 18, 2019 – 10:30 a.m. Wilbarger Auditorium
 - 9:00 am Rehearsal
 - 10:00 am Board members, faculty, staff, and students prepare for entrance
 - 10:30 am Graduation—All students not ADN
 - 11:15 am Reception
 - 1:15 pm ADN Graduation rehearsal
 - 2:00 pm ADN Graduation
 - TBA Pinning immediately following graduation
 - TBA ADN reception immediately following pinning

- Summer hours for 2019 will begin on Monday, May 20 and continue through Thursday, July 25. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, July 29, 2019. Vice-Presidents will provide leadership for developing flex schedules to keep offices open until 6:00 pm beginning Monday, July 29.
- Please contact me with any input or questions at:
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 - Cell – 940-261-0060