

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 of the Vernon College practices validated by the recent SACSCOC reaffirmation process is the current planning process. All employees have the opportunity for input in the current planning process. One action in the annual planning process is the annual board review and approval of the Philosophy, Vision, Values, and Mission statements as well as the updated Long Term Objectives for Vernon College. The board approval takes place after these have been reviewed and approved by the college wide College Effectiveness committee. The Vernon College Board approved these documents at the October board meeting.
- A tremendous amount of improvement in academic advising has taken place after review for improvement by a 2010 Task Force and subsequent meetings for improvement and clarifications. In order to continue the path of improvement and to meet the expectations of Texas Guided Pathways, SB 25, and 60x30TX—a new Task Force will review current policies, procedures, processes, practices, timelines, and functions and make suggested additions, deletions, and changes to ensure effectiveness, student friendliness, and compliance with state and federal regulations where applicable. In addition, the review recommendations will include suggestions for specific improvements in communicating with students during the advising process to alleviate as many potential student barriers to student success as possible. Charges to the Task Force include, but are not limited to:
 - o Identify and list in detail the specific expectations of Texas Guided Pathways, SB 25, and 60x30TX concerning advising of students.
 - o Review all current policies, procedure, processes, practices, timelines, and functions.
 - o Review policies, procedures, processes, practices, and timeline best practices as suggested by conference, journals, and other community colleges.
 - o Identify barriers in present policies, procedures, processes, practices, timelines, and functions to effectiveness and student friendliness.
 - o Develop additions, deletions, and changes to current policies, procedures, processes, practices, timelines, and functions to enhance effectiveness and student friendliness.
 - Specifically identify the role and functions of departments and/or positions in the advising process
 - ❖ Student Services
 - ❖ Instructional Services
 - ❖ Full-time faculty as Course Schedule Advisors
 - ❖ Counselors
 - ❖ Student Success Specialists
 - ❖ Division chairs
 - ❖ CTE Program coordinators
 - ❖ Other
 - Specifically review the coordination of various components of the college to enhance the advising process and make recommendations for improvement
- The Branch Campus Maintenance Tax (BCMT) proposal/request is working its way through the THECB review. Tentatively, the THECB committee review will take place in December and the full THECB board review will take place in January. The BCMT proposal/request details the following positive impact of a Branch Campus Maintenance Tax to Wichita County
 - Development and implementation of new Vernon College career/technical programs to train residents to meet local and regional business and industry workforce needs
 - Expansion and enhancement of current Vernon College career/technical programs which train residents to meet local and regional business and industry workforce needs
 - Reduction in tuition cost to Wichita County residents
 - o **Use of BCMT tax funds to offset** a reduction in tuition rate for Wichita County residents attending Century City Center, Skills Training Center or other Vernon College instructional sites because the BCMT code ensures they pay the same in-district tuition rate as Wilbarger County resident students.

- Currently, Wichita County residents pay \$95/SCH for tuition while Wilbarger County residents pay \$50/SCH for tuition because of the Wilbarger County tax support. This would save an estimate of \$675 per semester or \$1350 per year for each full-time Wichita County student taking 15 SCH per semester.
- **Use of BCMT tax funds to offset** a reduction in tuition from \$95 to zero tuition cost for all Wichita County high school students in dual credit academic, technical, or Early College High School classes. This would be the same zero tuition rate as Wilbarger County ISD high school students. This would create various savings for the Wichita County ISDs and student families.
- The Texas Association of Community Colleges is engaging in meetings, committee work, and task force work in preparation of the next legislative session. Working groups include:
 - Legislative committee
 - Metrics taskforce (Student Success points review and possible revisions)
 - Community/Technical College Funding Formula Advisory committee
 - 60X30TX Strategy committee

Instructional Services – Dr. Elizabeth Crandall, Vice President

- Instructional Services is very pleased to announce the approvals of **Dental Assisting, Medical Assisting, and Barber programs!!** These programs are scheduled to start January 2020, will be offered for SCH, and eligible for Financial Aid.
- On October 3rd, **Elisha Wehrwein and Angela Ward** attended the Burkburnett High School STEM Fair for students from 6th through 12th grade. Reaching out to 30 students and their parents explaining the field of Cosmetology and the options Vernon College had to offer.
- **Adrien Ivan** attended the CLARA meeting in Mesquite, Texas on October 3rd.
- On October 11th **Clint Wagoner** attended the NTCCC Instructional Innovation Conference to learn about STEM and developmental courses.
- **Amber Hunsaker** also attended the NTCC Instructional Innovation Conference also to learn about dual credit and composition course curriculum.
- **Mary Rivard and Beth Arnold** attended the TADDPNP, TOADN, and Deans and Directors meetings in Austin on October 17th and 18th.
- **Jeff Feix**, Faculty Advisor and all members of the **Surgical Technology Student Association** had a Halloween Party with 18 children at the Children’s Aid Society of West Texas. Pumpkins donated by United Market Street were painted and decorated. STSA members filled candy buckets for all the children and everyone dressed in costume for the party.
- **Diana Shipley** attended the Cosmetology Curriculum Summit on October 14th and Barber and Cosmetology Advisory Board in Austin, Texas on October 21st.
- **Mike Hopper and Greg Fowler** attended TCOLE Training in Corpus Christi, Texas October 20-25
- **Mark Holcomb** attended a training course on Infrared Thermography Level II to support curriculum in CDFM 2417 (Mechanical Maintenance) October 21-25.
- **Mary Rivard, Beth Arnold, and Casey Kolacek** attended the TAVNE meeting in Austin, Texas on October 29th.
- **Will Robertson, Amanda Snook, and Sharen Wang** traveled to Dallas on Oct. 18 for a Learning Symposium that was cancelled at the last minute. However, using their time wisely, spent the day at the Perot Museum viewing a traveling exhibit regarding the type specimens of *Australopithecus sediba* and *Homo naledi*, two of the most important human fossils known to science plus other exhibits that will bring new ideas to their teaching.
- Nursing department hosted the VISD special needs director, eight students, and their parents in the simulation lab for some desensitization to medical equipment and common procedures in Doctor’s offices.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Presented on VCs “Peer Mentor Program,” Louisville, Kentucky (October 4-7).
 - Began Approving Faculty Mini-Grants for Spring Semester 2019.
 - Continued scheduling Academic Coaching, Striving to End Probation Status (STEPS), and Early Alert appointments.
 - Preparing Data for 2019 Annual Performance Report.
 - Held “electronic” Title III Oversight Committee Meeting for October.

- **Student Activities/Housing/Student Government Initiatives**
 - Dormitory Decorating Contest (12 rooms) (10/1).
 - Participated in Zavala Latin Festival (10/5).
 - Celebration of Hispanic Heritage Month with “Mexican Breads” (30 students) (10/9).
 - Blood Drive – Vernon Campus (25 participants) (10/14).
 - Dormitory “Fire Drill” (75 students) (10/14).
 - Horror Movie Night (20 students) (10/17).
 - Pumpkin Carving Contest (28 students) (10/21).
 - MLB World Series Event (40 students) (10/22).
 - Gameshow Night – “Let’s Make a Deal” (100 students) (10/28).
 - Pool Tournament (20 students) (10/29).
 - Dormitory Room Inspections (10/31).
 - “Free Nacho Night” for Final Women’s Volleyball Game.
- **Career Services Initiatives**
 - Attended Business Management Advisory Committee Meeting (10/3).
 - Instructed four National Society of Leadership and Success Training Sessions (10/3, 10/4 and 10/9, 10/10).
 - Conducted Career Counseling Sessions (10/15, 10/16, 10/17, 10/21).
 - Attended Basic Law Advisory Committee Meeting (10/16).
 - Attended Surgical Technology Advisory Committee Meeting (10/16).
 - Attended Welding Advisory Committee Meeting (10/17).
 - Attended Health Information Management Advisory Committee Meeting (10/23).
 - Attended Machining Advisory Committee Meeting (10/22).
 - Held Job Fair in collaboration with the Vernon Chamber of Commerce (10/23).
- **General Student Services Initiatives:**
 - Held Student Services Leadership Council (SSLC) meetings (10/14 and 10/28).
 - Assisted with “Sports Day” (10/8).
 - Offered “Flu Shots” at all locations (10/14 – 10/17).
 - Attended “Poverty Awareness Workshop,” Hurst, Texas (10/29).
 - Attended Texas Success Initiative Assessment 2 (TSIA) Webinar (Kristin Harris and Tracy Catlin).
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Amanda Raines and Maria Servin attended Fall 2019 Jenzabar/POISE South Central Regional Users Group meeting at Rogers State University, Claremore, Oklahoma.
 - Held Successful Preview Day – Vernon Campus – (200 students) (Burkburnett, Chillicothe, Crowell, Harold, Iowa Park, Midway, Northside Rochester Voc.-Tech. (Munday, Knox City, Rule, Haskell), and Vernon.
 - Completed State Reports for information pertaining to student headcount and semester contact hours (CBM001, CBM004).
 - Held On-site Registration for Fall II.
 - Debbie Alexander presented at the Veterans Services Coalition, October 17.
 - Debbie Alexander attended the Café con Leche Financial Aid Saturday presentation held at Century City Center.
 - Registrations for “Walk for Warriors” are being processed. Event to be held November 7 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 2019-2020 Free Application for Federal Student Aid (FAFSA).
 - Created the 2019 – 2020 FAFSA presentation.
 - Provided FAFSA presentation to various schools in service delivery area.
 - Completed the 2018 – 2019 Financial Aid Audit.
 - Created and posted the VC Financial Aid Blog for October.
 - Completed the financial aid component of the Equity in Athletics Report.
 - Gathered and submitted 2018 – 2019 Key Performance Indicators of Accountability (KPIA) Financial Aid Data.
 - Submitted the Fiscal Year 2016 Cohort Default Rate Assessment Activity Report.
 - Completed active confirmation of VC assigned TG numbers.
 - Received approval from the Department of Education to offer three additional academic programs of study.

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

- **Business Offices**
 - Christie Lehman attended the POISE User Group conference in Tulsa.
 - Mindi Flynn and Margaret Kincaid attended the GPUG Conference in Orlando.
 - Malinda Fleming and Christie Lehman served as Business Office representatives at Preview Day.
 - Mindi Flynn taught ReqLogic courses for in-house professional development hours on both the Vernon and the CCC campuses.
 - Mindi Flynn assisted with the VC/Chamber of Commerce Job fair hosted in King Gym.
 - All Vernon Business Office employees continue working with auditors to finish the 2018/2019 audit.
- **Facilities**
 - Wichita Falls
 - Final mowing for fall at CCC and STC.
 - Cleaning flower beds at CCC and STC to prepare for fall planting.
 - Repair emergency light fixtures at CCC and STC.
 - Replace ballast and bulbs in lights at CCC and STC.
 - Repair roof ventilator on the roof of the pool area.
 - Installed a new roof top unit on the gym roof.
 - Installed a new wall in the robotic lab at STC.
 - Vernon
 - Ray Carr and Paul Frommelt installed a new icemaker in the SUB and replaced an AC compressor on bus 2.
 - Ray repaired the hydraulics on the John Deere tractor.
 - Lyle Bonner and Ray made repairs to the arena plow.
 - Paul retrofitted the King Center lobby and part of the Library with LED lighting.
 - Jim Anthony and Jimmy Dennis seeded the quad with rye grass.
 - Jesse Urquizo seeded the baseball park with rye.
 - Joey Lama, Steven Kajs, Ray, Paul and Lyle set up for the job fair and preview day.
 - Trees were planted by the Osborne building and along highway 70 to continue the replacement of trees lost in the drought.

College Effectiveness – Betsy Harkey

- **SACSCOC –Substantive Changes**
 - Approval responses received from SACSCOC for:
 - ✓ Closure of Administrative Office Technology program
 - ✓ Barber, Level 1 Certificate
 - ✓ Dental Assisting, Level 1 Certificate
 - ✓ Medical Assisting, Level 1 CertificateYEAH! These approvals complete the list. Thank you and congratulations to all for ensuring Vernon College remains in compliance with the substantive change issues mandated by the Department of Education.
- **Data Update –**
 - Betsy Harkey presented the Student Success Data Fact update for the November Board of Trustees meeting. Included in the update:
 - ✓ Vernon College Effectiveness Questionnaire Summary
 - ✓ 2019 Fall and Fall I Count Day Snapshot
 - ✓ 2019-2020 Assessment Activity/Report Calendar
- **The College Effectiveness Committee** met on October 18, 2019. Primary agenda items included the review and approval of Primary Goals 2020-2024, Priority Initiatives 2020-2021, Annual Action Plan Final Summary 2018-2019, and Institutional Effectiveness Plans Final Summary 2018-2019. All items will be on the November Board of Trustees agenda.
- **The Board of Trustees October** agenda included review and approved of [the 2020-2024 Philosophy, Vision, Values, and Mission](#) as well as the [2020-2024 Long Term Objectives](#) as recommended by the College Effectiveness Committee.

Institutional Advancement – Michelle Alexander

- Callee Serrano Delivered meals on wheels.
- Callee attended BBCon (the Blackbaud Conference) in Nashville the premier conference where technology and social good meet. This conference featured sessions ranging from networking events, amazing keynote sessions featuring

speakers like Connie Britton, higher education insights, cleaning up your data system, Raiser's Edge NXT technology sessions, how to engage alumni, and all the new features of Raiser's Edge NXT. This conference had over 3,000 attendees.

- Callee is in the process of testing online giving.
- Work continues on scanning in old donor records into RENXT.
- Michelle Alexander facilitated two CASE webinars: "How to use editme.com" and "What to Expect in Washington, DC as a member of the 2019 CASE Federal Funding Task Force."
- Michelle is the chair of the 2019 CASE Federal Funding Task Force, which is meeting in Washington DC, November 3-6. Task Force member will spend three days visiting with Federal Program Officers about grant opportunities for community colleges.
- Michelle is serving as a member of the CASE Conference for Community College Grants Professionals Planning Committee. The conference will take place in Washington, DC, November 7 and 8.
- Work continues on the USDA grant final report.

Marketing – Holly Scheller

- Presidents report design and edit
- Photographed the Vernon College rodeo
- Distributed the Vernon College Catalog out to all the department heads and content experts to have the catalog updated by February for the next Academic year.
- Created and posted media blitz for Med Assisting, Dental Assisting and Barber

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 on October 25. 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](#).
 - **Success through Inquiry QEP Quick Minute Newsletter**. In an attempt to provide institution wide awareness as transparently as possible, the "Success through Inquiry" QEP Quick Minute Newsletter will be published routinely during the 2019-2024 QEP implementation. The news letter will offer highlights and events regarding the newly launched QEP. View the [October 2019 edition](#) now!
- **Vernon College Professional Development**
 - **Fall 2019 PD Calendar**. The Fall 2019 In-house Professional Development calendar is now posted on the [Professional Development Page](#) within the Vernon College Website. Many staff, faculty, and administrator PD opportunities are included. The VCPD calendar is a living document—meaning that new items are added routinely and reminders are generated weekly! Access the most recent [Fall 2019 PD calendar here](#).
 - **October 2019 PD Calendar Highlights**. Vernon College employees attended the following in-house PD opportunities during October 2019:
 - **October 01 and October 03. Supervisors' Boot Camp**. Offered by Continuing Education and facilitated Penny Miller with Venture HRO—this session was offered on both the Vernon and Century City campuses. Miller offered crash course in supervision, designed to teach supervisors how to handle the many difficult and common situations they will encounter with employees on a daily basis. For more CE offering throughout Fall 2019, see the [Fall 2019 PD calendar](#).
 - **October 01 and October 02. You, Me, and the QEP: Launch Sequence Edition!** In this interactive session held on both the Vernon and Century City campuses, Donnie Kirk shared aspects of the much anticipated Fall 2019 launch of the "Success Through Inquiry" QEP initiative.

- **October 09 and October 10. ReQlogic Training Sessions.** On both the Vernon and Century City campuses, Vernon College Business Office Manager Mindi Flynn offered live tutorials on navigating the many functions of ReQlogic.
- **Friday, October 18. Faculty Roundtable Series--Engagement Strategies via the Canvas LMS.** During the October 18 “Faculty Roundtable Session--Engagement Strategies via the Canvas LMS”—faculty described several tools they are using to foster engagement within online learning environments. Check out some of tools and strategies below (tutorials included) that were included in the discussion: [Big Blue Button](#) (Video Conferencing); [Zoom](#) (Video Conferencing); [Canva](#) (Graphic Design Tool for Instructors and Students); [Padlet](#) (Team Collaboration Tool); [How to Facilitate Inquiry-Based Learning through your Online Course?](#) (QEP Related Engagement); [Respondus Monitor](#) (For Testing Integrity); [Canvas Commons](#) (Learning and Sharing Tool—See Activities/Assignments From Other Instructors).
- **Wednesday, October 30. Employee Health and Wellness Series: Self-care through Mindful Meditation.** 12 employees across all campuses joined Adam Deatherage at Balance Yoga Studio in Parker Square for a “Sound Bath” Mediation experience. During this experience, Adam helped attendees learn how to introduce mindful meditation practices into their everyday work environment. This session focused on meditation tools, practice, and benefits. In addition to helpful theory, attendees participated in a “sound healing” meditation session where Adam created a unique “sound bath” with traditional Tibetan bowls, chimes, cymbals, and gongs.

Human Resources – Haven David

- Personnel
 - Hires: Adrianna Caballero, Medical Assisting Instructor (November)
- Completed the TCCTA Salary survey.
- Attended the GPUC Conference in Florida.
- Interviewing for Dental Assisting Instructor and Barber Instructor.
- Accepting applications for ADN Instructor for the Spring.

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

- I look forward to the coffee input sessions. Please make an effort to attend.
 - Vernon Campus—Faculty lounge off the Dining Hall
Friday, November 15
10:00 am to 11:00 am
 - Century City Center—Joe Chat Sumner Conference Room
Friday, November 22
10:00 am to 11:00 am
- Please contact me with any input or questions at:
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