

**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**

- Fall Enrollment—the 12<sup>th</sup> day count for fall enrollment settled at 2933 of which 810 are dual credit high school students. The headcount last fall was 3050. Several departments will be working on recruitment, marketing, and advertising strategies to try to increase the enrollment in the future. When enrollment is flat or declining, every effort to retain a student is vital.
- Vernon College provides training and service in partnership with many area agencies. The Vernon College Board of Trustees approved the following “Zero” Tuition for Special Populations for the 2019-2020 school year:
  - Vernon Police Department—Continuing Education Classes
  - Wichita Falls Police Department – Continuing Education Classes
  - Wichita County Sheriff’s Office – In-Service Training
  - Texas Department of Criminal Justice – Pre-Service and In-Service Training
  - NORTEX Regional Planning Commission—Continuing Educations Classes
  - Area Agency on Aging—Continuing Education Classes
  - Vernon College Nursing IV Therapy—Continuing Education Classes
  - Vernon College Fire Services—Continuing Education Classes
- Texas Guided Pathways/SB 25/60x30TX Task Force-- 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-- this 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.
- Unit 4/POISE—as previously stated Vernon College has terminated its relationship with UNIT 4 for the new Student Information System. A new Request for Proposals for a new vendor for a new Student Information System will go out in the future. There have been several discussions with the vendor of POISE to ensure current functionality and to explore additional functionality.

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

- On September 28<sup>th</sup> **Justin Sanders** will be graduating with his MBA from University of Phoenix.
- The 2019-2020 Police Academy started on September 9<sup>th</sup> with 26 students!
- **Nina Feldman** attended the TACE board and planning committee meetings in Austin on September 11<sup>th</sup> and 12<sup>th</sup>.
- The **Surgical Technology Student Association (STSA)** filled and delivered 125 Goodie Bags for clinical sites in Wichita Falls on September 16<sup>th</sup> to celebrate National Surgical Technologists Week. Students dressed in Superhero attire to match the Surg. Tech Superhero theme for week.
- The STSA will be selling Salsa and Chili Seasoning during the fall semester. Same great flavor and the price is still \$5 for each.
- On September 18<sup>th</sup> **Michelle Downes** delivered Meals on Wheels for Instructional Services.
- **Tina Duke** attended the fall Wichita Falls Human Resource Management Conference on Friday, September 20<sup>th</sup>.
- **Shana Drury and Dr. Elizabeth Crandall** attended the SACSCOC Substantive Change workshop in Denton, Texas on September 20<sup>th</sup>.
- **Marian Grona** presented information during two VC Department Spotlight programs. One on the Vernon Campus on September 24<sup>th</sup> and one at the Century City Center on September 25<sup>th</sup>.
- **Shana Drury and Mark Holcomb** were Instructional Services representatives at the Wichita Falls Chamber Manufacturers meeting on September 26<sup>th</sup>.

- **Brandy Lowery and Rachel Herrmann** attended the TCCTA Faculty Leaders Conference as Faculty Fellows in Austin the 26<sup>th</sup> through the 28<sup>th</sup> of September.

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

- **Student Success/Title III Initiatives**
  - Created “Peer Mentor Program” presentation for upcoming conference in Louisville, Kentucky (October 4-7).
  - Continued to approve Faculty Mini-Grants for Fall Semester 2019.
  - Continued scheduling Academic Coaching, Striving to End Probation Status (STEPS), and Early Alert appointments.
  - Held successful visit with Dr. Luzelma Canales, Title III External Evaluator.
- **Student Activities/Housing/Student Government Initiatives**
  - “Ice Cream with Dr. N.” (Vernon Campus) (60 students) (9/4).
  - “Donuts with Dr. N.” (Century City Center Location) (100 students) (9/5).
  - “Coke and Pizza with Dr. N.” (Skills Training Center) (75 students) (9/10).
  - TBI Blood Drive at Century City Center (9/10).
  - Game Show Night – “Password” (50 students) (9/10).
  - Dodgeball (80 students) (9/18).
  - Movie Night (30 students) (9/19).
  - BBQ at the Dorms (70 students) (9/21).
  - Game Show Night – “Pyramid” (30 students).
  - Dormitory Room Inspections (9/30).
  - Created an SGA-CCC Canvas account for purposes of digitizing official business.
  - Created an SGA-CCC email for official communication with student members.
- **Career Services Initiatives**
  - Attended Boss’ Seminar “Emotional Intelligence” at Wichita Falls Chamber (9/4).
  - Conducting Career Counseling Appointments (9/18, 9/23, 9/26, 9/30).
  - Meeting with Amanda Diaz-Martinez at Vernon Chamber of Commerce (9/9).
  - Delivered “Meals on Wheels” (9/11).
  - Continued working on Collaborative Job Fair with Vernon Chamber of Commerce.
  - Attended New Student Orientation for Career Services Initiative (9/25).
  - Attended Industrial Automation Advisory Committee Meeting (9/25).
  - Attended Manufacturer Stakeholder’s Meeting at WFISD Career Education Center (9/26).
  - Attended Fire Academy Advisory Committee Meeting (9/30).
- **General Student Services Initiatives:**
  - Held Student Services Leadership Council (SSLC) meetings (9/11 and 9/23).
  - Celebrated “Constitution Day” (9/17).
  - Celebrated Vernon College’s Annual Faculty Appreciation Day (Vernon, Century City Center, and Skills Training Center) (9/18).
  - All Student Services units working toward completion of Annual Action Plans for 2018-2019.
  - Transitioned to the administration of group HESI testing for potential LVN students.
  - Set date for Annual “High School Counselor’s Luncheon” (November 6).
  - Set date for Honors Program 2020 at the MPEC (April 23).
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
  - Completed and submitted the following State Reports;
  - CBM002, CBM00S, CBM0E1, CBM001, CBM004, CBM00C, CBM009, and CBM00M (the above-listed reports compile semester related data for End of Summer, Summer II Contact Hours, Certified Summer Continuing Education, Certified Completers, and Certified Occupational Skills Completers).
  - Hosted Café con Leche at Century City Center (80 prospective students and parents).
  - Attended Café con Leche at Midwestern State University.
  - Assisted with Boys and Girls Club National Day for Kids (Vernon).
  - Scheduled, planned and began implementing Fall 2019 Recruitment Plan.
  - Preparing for upcoming “Preview Day” (October 30).

- Completed and submitted Summer 2019 Hazlewood Report to the Texas Veterans Commission.
- Attended the Veterans Services Coalition of Wichita County.
- Certified 117 veterans and dependents for Fall Semester 2019.
- Held initial planning meeting for upcoming “Walk for Warriors” (November 7).
- **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).
  - Completed federally mandated “Constitution Day.”
  - Completed and submitted federally mandated Fiscal Operations Report and Application to Participate (FISAP) to the Department of Education.
  - Reviewed Fiscal Year 2016 official Cohort Default Rate.
  - Completed and submitted 2018-2019 Annual Action Plan Final Summary.
  - Awarded Texas Educational Opportunity Grant (TEOG).
  - Created and posted the Vernon College Financial Aid Blog for September 2019.
  - Successful Internal Self-audit completed by Director of Financial Aid.
  - Additional academic programs of study submitted to the Department of Education for approval.

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

- **Business Offices**
  - Christie Lehman disbursed \$1.7 million in excess financial aid to students.
  - Margaret Kincaid updated all employee payroll records with new contract amount.
  - Shelly Mason and Margaret Kincaid delivered Meals on Wheels.
  - All business office employees continue working with Edgin, Parkman, Fleming & Fleming on our annual audit.
  - Mindi Flynn and Shelly Mason are working hard on closing out 18/19 books.
- **Facilities**
  - Wichita Falls
    - Weekly mowing and landscape work at CCC and STC.
    - Reworked the irrigation system at CCC and STC.
    - Replaced ballast and bulbs in fixtures at CCC and STC.
    - Removed broken mirrors in the gym and installed plywood panels with hooks to hang stuff.
    - Cleaned flooded gym floor due to the city replacing an 8 in. valve on the main water line on the south side of the building.
    - Updated the alarm system panel in telecom room at CCC.
    - Inspected the fire sprinkler system at CCC and repaired one valve.
  - Vernon
    - Ray Carr and Paul Frommelt replaced a compressor on the SUB AC and a fan and motor on the weight room AC.
    - Repairs/updates were made to the HVAC computer controls for the business office.
    - Jimmy Dennis replaced irrigation valves on the south lawn.
    - Paul patched roof on the SUB.
    - Steven Kajs repaired the lock on the athletic dorm entrance.
    - Lyle Bonner painted an office in administration.

### College Effectiveness – Betsy Harkey

- **SACSCOC –Substantive Changes**
  - Approved through Vernon College process and waiting on SACSOC response:
    - ✓ Closure of Administrative Office Technology program
    - ✓ Barber, Level 1 Certificate
    - ✓ Dental Assisting, Level 1 Certificate
    - ✓ Medical Assisting, Level 1 Certificate
- **More SACSCOC**
  - Bettye Hutchens received an invitation to participate in an invitation only Institutional Effectiveness Evaluator/Reviewer training in December.

- Dr. Elizabeth Crandall was approved and added to the SACSCOC Evaluator/Reviewer Registry.
- Dr. Crandall and Shana Drury participated in a SACSCOC Substantive Change Workshop and Betsy Harkey in a SACSCOC Liaison Training hosted by University of North Texas.
- Betsy Harkey is serving as an On-site Reaffirmation Team Evaluator and will make the official visit in October.
- **Data Update –**
  - Thank you to Amanda Raines for presenting the Fall 2019 Enrollment Update as the Student Success Data Fact for the September Board of Trustees meeting.
  - [The Fall and Fall I 2019 Count Day Snapshot](#) was reviewed by the Student Success Data and College Effectiveness Committees during their September 30<sup>th</sup> meeting. It on the agenda for the Board of Trustees in October.
  - Grade data information was provided for Program/Discipline Evaluation meeting the first deadline.
- **Thank you** to Mary King and Anna Martin for delivering Meals on Wheels.

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

- Callee Serrano managed the employee giving campaign for 2019-2020
- Callee helped with the volleyball tailgate event
- Continued to make progress on the old donor records.
- The Wichita Falls Farmers' Market Association (WFMA) met on September 4th to plan fall and winter events.
- Monica Wilkinson met without Wichita Falls Downtown Development to close out the project and move management and records back to their organization.
- Monica met with Crane West to close out and finalize the project
- The agritourism ad ran in Edible DFW and we are finalizing the brochure and website to turnover to the WF CVB.
- Wichita Falls Okra Jubilee was September 7th. Namaste Indian restaurant served two okra dishes that were very popular.
- The last project of the season – the Wichita Falls Wine Fest- is scheduled for Saturday, September 28th. Free wine samples all morning and jazz music from 9-11am by the Ken Nelson Trio.
- Monica closed out the Vernon Veggie Rx Program with Wilbarger General Hospital.
- The USDA Grant ended on September 29, 2019 and Monica is working on the final report, the last reimbursement request, and organizing grant documents for closeout of the project.

### **Marketing – Holly Scheller**

- President report design and edit
- Promotion of the Volleyball Community Day to all media outlets
- Website Redesign taskforce meeting with several edits
- Rodeo team and headshot photoshoot and edit
- Design and printing of rodeo poster in addition to the press release for the event
- Attended Advisory committee meetings to discuss marketing of programs
- Attended The Manufactures Lunch to represent Vernon College
- Filmed Softball practice and interviewed Julie Myers Kuhn and Jason Jenkins for Athletic recruiting video

### **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 begins 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 [September 2019](#) edition now!
- **SENSE Fall 2019 Update.** The [Survey of Entering Student Engagement](#) (SENSE) was administered in select “first-year” courses between September 16-26 during the Fall 2019 term. A big THANK YOU to Kate Kennedy and Janice Turvaville for their efforts in administering the surveys! The completed surveys are due to the Center for Community College Engagement for processing by Friday, November 08. Results of the survey will be available March 01, 2020. Access the [SENSE](#) for more information about the survey!
- **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 calendar here.](#)
  - **September 2019 PD Calendar Highlights.** Vernon College employees attended the following in-house PD opportunities during September 2019:
    - **Wednesday, September 04, 2019.** *Wichita Falls Chamber of Commerce Quarterly BOSS Program: How to Understand and Utilize Emotional Intelligence.* Attendees included Lisa Crandall—Vice-President of Instructional Services; Michelle Downes— Administrative Assistant/VP of Instructional Services; and Ruth Rascon-- Health Information Management Instructor.
    - **Tuesday, September 11 and Tuesday September 17.** The *Vernon College Spotlight featured Catholic Charities* at both the Vernon and Wichita Falls Campuses. [Catholic Charities](#) held one-hour programs sharing their mission of “ending poverty, one family at a time.” The CC presenters shared how their Vernon College “navigators” help reduce and remove poverty related roadblocks that impede our students from attaining their educational and career goals. Both sessions were well attended.
    - **Tuesday, September 24 and Tuesday September 25.** The *Vernon College Spotlight featured VC Library Services* at both the Vernon and Wichita Falls Campuses. Presenter Marian Grona—Director of Library Services, shared with both staff and student attendees how to check-out and download e-books and view the newest issue of a popular magazines. Students were on hand to share their favorite library services. Both sessions were well attended.

## Human Resources – Haven David

- Personnel
  - Hires:
    - Sonya Roberts – LVN Instructor (September)
    - Christopher Amador – Custodial Technician (October)
    - Robyn Hill – Health Occupations Instructor, Holliday (September)
  - Retirements:
    - Patti Jouett – Administrative Assistant, Library (December)
- Employee benefits updated in all systems.
- Workers Compensation audit, leave liability report for auditors, annual committee reports, Annual Action plan reviews, ORP report, I-9 audit, Open Records request, TASB Salary Survey all completed.

## 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
  - 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**

- I appreciate those employees who will be working on the new Task Force mentioned under College Governance. You may be contacted for input. I appreciate your input to improve this process. The Task Force members are:

Dr. Elizabeth Crandall	Dr. Jim Nordone
Greg Fowler	Kristin Harris
Paula Whitman	Joe Johnston
Mark Holcomb	Bradley Beauchamp
Criquett Scott	Amanda Raines
Shana Drury	

- Upcoming Events
  - VC Sports Day, Vernon Campus – Tuesday, October 8, 2019
  - Vernon College Regular Board Meeting – October 9, 2019
  - Vernon College Foundation Annual Board Meeting, Vernon – October 17, 2019
  - Vernon College Preview Day – Vernon campus – Wednesday, October 30, 2019
  - College for Heroes/Walk for Warriors, CCC – November 7, 2019
- Please contact me with any input or questions at:
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