

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 the 2019-2020 annual operating budget. The approved budget is a balanced budget based on state revenue, tuition/fee revenue, and tax revenue based on the effective rate. The budget includes a very conservative estimate of tuition and fee revenue based on the 18-19 actual enrollment numbers. The budget includes a 1.5% salary schedule step increase plus an additional 1.5% salary increase for a total 3.0% increase in employee compensation. The total budget decreased approximately \$1 million in reflection of the outsourcing of the bookstore operations. After reductions and reallocations, the unrestricted portion of the budget increased approximately \$300,000 primarily due to:
 - 3% total salary increase for employees—approximately \$290,000
 - Increase management tools for Cyber-Security and Disaster Recovery—approximately \$45,000
- The Vernon College Board of Trustees approved the effective tax rate to support the 2019-2020 annual operating budget. Based upon the WCAD certified appraisal data the approved **effective rate** for 2019 is **22.1055** cents per \$100 of appraised property value. This is a slight **decrease** from the previous year tax rate of 23.1469 cents per \$100 of appraised property value. This is a 4.50% reduction.
- There has been significant progress to develop a steering committee to support the branch campus maintenance tax for Vernon College in Wichita County initiative. The initial step in the process is a letter of application/request to the Texas Higher Education Board. The Vernon College Board of Trustees approved the application/request to the Texas Higher Education Coordinating Board (THECB) from Vernon College and the Wichita County Branch Campus Maintenance Tax (WCBCMT) steering committee for approval:
 - To hold an election to levy a branch campus maintenance tax in Wichita County to support Vernon College operations (Texas Education Code 130.087)
 - To establish a branch campus in Wichita County (Texas Education Code 130.003 (e) and 130.086)The Branch Campus Maintenance Tax (BCMT) steering committee, comprised of Wichita County residents, and members of the administrative team have worked diligently for the past two months to develop the BCMT self-study/feasibility study to submit to the THECB. The BCMT steering committee reviewed the document on August 5 prior to submission. THECB has responded that the request will go to a committee review in December and for consideration by the full THECB at the January 2020 meeting. If approved, the request would go the Wichita County Commissioner's Court for consideration to place on a ballot.
- 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
 - **Use of BCMT tax funds to offset** a reduction in tuition 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 rate as Wilbarger County ISD high school students. This would create various savings for the Wichita County ISDs and student families.

- Sustain and enhance current operations, programs, and services including instruction, student services, technology, physical plant, and maintenance at Skills Training Center, Century City Center and any future Wichita County instructional sites to provide vital, accessible, and affordable educational and training opportunities for Wichita County residents.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Mike Hopper** attended the WFPD’s Academy Graduation on August 3, 2019. He also attended the Poverty Summit at the Forum in Wichita Falls on August 13th.
- **Mike Hopper** is a current member of the Hotter N Hell Committee and was recently added to the executive board. He participated in events during the Hotter N Hell Ride where 11,484 people rode.
- **Dr. Elizabeth Crandall** attended The Open Educational Resources Summit hosted by The Higher Education Coordinating Board. In Austin, Texas on August 7-8.
- **Marian Grona** attended the Cross Timbers Library Collaborative Conference at Texas Women’s University in Denton on August 2, 2019.
- **Michael Schoppa** attended a course at Texas A & M on August 4th through the 7th, in College Station, on beef cattle.
- **Cosmetology students** on the Vernon Campus offered free haircuts to Veterans from July 1st to August 1st and we had 12 veterans come in and receive a haircut.
- On August 6th the **Vernon Campus Cosmetology students** hosted an event offering back to school haircuts for free. From 8:30am until 2:00pm they had 55 children come in and receive haircuts.
- On August 9, 2019 the **Surgical Technology** pinning was held at the MPEC in Wichita Falls with 13 students receiving certifications.
- **Vicki Bradley, Karla Monson, and Sabre Sharp** delivered Meals on Wheels for Instructional Services on Wednesday, August 14th.
- Instructional Services advised students and had successful first day of classes.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Commenced Chap Express Workshops scheduled for the first two weeks of Fall Semester 2019; an online Chap Express option is also available in Canvas.
 - Approved five Faculty Mini-Grants for Fall Semester 2019.
 - Began scheduling Academic Coaching, Striving to End Probation Status (STEPS), and Early Alert appointments.
 - Began preparing for visit from Dr. Luzelma Canales, Title III External Evaluator.
- **Student Activities/Housing/Student Government Initiatives**
 - Between 8/20 and 8/ 25 – 142 students moved into Vernon dormitories.
 - Conducted mandatory Housing Meeting (8/26).
 - Held “Welcome Back” celebration for students, faculty & staff (Vernon) (8/28).
 - Held “Welcome Back” celebration for students, faculty & staff (Century City Center) (8/29).
 - Attended SGA Advisor meeting via Skype (8/29).
- **Career Services Initiatives**
 - Recorded video on Career Services for online Chap Express (8/1).
 - Conducted Career Counseling appointments (8/1, 8/5, 8/7, 8/8, 8/13, 8/29, 8/30).
 - Attended New Student Orientations at Century City Center (8/1, 8/7, 8/12, 8/14, 8/15).
 - Began working on Career Services page for new website (8/2).
 - Began working on Vernon campus “Career Center” (8/3).
 - Attended New Student Orientation at Vernon campus (8/7).
 - Conducted site visit for North Texas State Hospital Job Fair (8/13).
 - North Texas State Hospital Job Fair held on Vernon campus (42 job seekers attended) (8/15).
 - Delivered presentation on Career Services at Faculty Meeting (8/23).
 - Conducted meeting with Amanda Martinez, Vernon Chamber of Commerce (8/28).
 - Sent emails to students whose majors are undecided with the goal of conducting career exploration sessions (8/29).
- **General Student Services Initiatives:**
 - Held Student Services Leadership Council (SSLC) meeting (8/7).
 - Participated in “Texas Pathways” meeting (8/8).

- Participated in Skype meeting with Dr. Johnston and Department of Education Title III liaison, Nalini Lamba-Nieves (8/12).
- Conducted National Society of Leadership and Success teleconference meeting with Anna D'Alfonso, NSLS liaison (8/13).
- Attended Vernon College Board Meeting (8/14).
- Participated in "Fall Kickoff/Professional Development meeting (8/19).
- Held open registration at Vernon Campus (8/20).
- Held open registrations at Century City Center (8/21 & 8/22).
- Attended Faculty Meeting (8/23).
- Completed Fire and Safety Clery Report.
- Continued with "Advising on Demand."
- Secured date for Spring 2020 Honors Program at MPEC – April 23.
- Met with Vernon College athletic coaches and athletic trainer concerning Fall 2019 student activities planning.
- Scheduled (through coordination with Marketing/Public Relations) delivery of mandatory student notification emails: (grievance disclaimer (9/3); register to vote (9/10); emergency notification system (10/29; Vernon College Sexual Assault policy (10/9); drug abuse prevention (10/15); student bill of rights (10/22).
- Scheduled League of Women Voters to visit campus with regard to assisting students with voter registrations.
- Conducted meeting with Continuing Education regarding Vernon College Testing Center serving as a testing site for Firefighter Certifications.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Onsite registrations held August 20 through August 22.
 - Enrollment numbers for Fall Semester 2019:
 - 2,965 unduplicated students registered.
 - Vernon – 493 students
 - Century City Center – 1,297 students
 - Skills Training Center – 181 students
 - Dual Credit/Concurrent – 820 students (includes students taking courses at the local high schools, as well as at Vernon College).
 - Seymour – 9 students
 - Online – 512 students
 - Assisted with "Project Back to School"
 - Presented at the VCAP meeting (8/5).
 - Continued with "Admit Me VC" sessions.
 - Attended Lawton High School Counselor Luncheon.
- **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).
 - Federal and state summer 2019 satisfactory academic progress review completed.
 - Awarded Texas Educational Opportunity Grant (TEOG).
 - Text and email alerts sent to financial aid applicants for 2019-2020.
 - Created and posted August 2019 Vernon College Financial Aid Blog
 - Internal self-audit completed by Director of Financial Aid.
 - Program updates submitted and approved by the U.S. Department of Education.

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

- **Business Offices**
 - Christie Lehman and Mindi Flynn continue working closely with Texas Book Company and POISE, getting the new bookstore process in place.
 - The entire business office staff have been gathering info in preparations for our onsite audit visit.
 - Mindi Flynn has updated the approved budget in Dynamics GP to be ready for Sept 1.
 - Lyle Bonner delivered Meals on Wheels.

- **Facilities**
 - Wichita Falls
 - Weekly mowing and landscape at Skills and CCC.
 - Repairing lighting in all area's at Skills and CCC.
 - Finished painting the floor in the machine lab at Skills.
 - Installed rubber mats for the steel material to set on in the machine lab.
 - Remodeled the storage room in the biology lab at CCC.
 - Installed new refrigerator and autoclave and dishwasher in the biology lab.
 - Worked on the sprinkler system that the contractors tore up at CCC.
 - Vernon
 - Bleacher covers at softball field were painted.
 - Ceilings were replaced in labs 304, 305 and 307.
 - A picnic table cover was built at the dorm.
 - Joey Lama and his crew have the dorms cleaned and ready.
 - Steven Kajs has changed out two AC units and repaired a water damaged wall at Cosmo.
 - Ray Carr and Paul Frommelt built a backstop for the baseball bullpen, replaced the expansion valve on the business office AC and a compressor and fan on the gym.
 - Ray also replaced the battery on van #9 and tires and air pressure sensors on van #7.
 - Lyle Bonner replaced brake pads and a rotor on the rodeo pickup.
 - Ray reworked the pool chlorinator pump for more reliable operation.

College Effectiveness – Betsy Harkey

- **SACSCOC –Substantive Changes**
 - Notification response letters received from SACSCOC in August:
 - ✓ Wichita Falls ISD Career Education Center as a dual credit site offering 25-49% of a program
 - ✓ Paramedic Program Certificate reactivation
 - Mary King keeps the official letters on file in the President's office. A copy is placed in the SACSCOC Substantive Change file in the Institutional Effectiveness Office (thanks Anna Martin) and copies have been shared with several offices at Vernon College. It is important to keep copies of SACSCOC responses within easy access. We seem to need more frequently and quickly than in the past.
 - Approved through Vernon College process and waiting on SACSCOC response:
 - ✓ Closure of Administrative Office Technology program
 - ✓ Barber, Level 1 Certificate
 - ✓ Dental Assisting, Level 1 Certificate
 - ✓ Medical Assisting, Level 1 Certificate
- **Data Update –**
 - Vernon College Effectiveness Questionnaire opened in August and will remain open until September 16, 2019. The closing date was extended a bit due to updates in mailing lists.
 - The Student Success Data Fact presented to the Board of Trustees during their August Board meeting was [Licensure-Certification](#).
- The **Board of Trustees** approved the 2019-2020 Institutional Effectiveness Plans during their August meeting.
- **A very special thank you to all who contributed to the BEST FALL Kick-off Day! Your consideration and effort was truly appreciated.**

Institutional Advancement – Michelle Alexander

- Callee Serrano delivered meals on wheels,
- Callee emailed the college effectiveness survey to 11, 896 alumni
- Watermelon Day in Vernon Saturday August 3 - Free watermelon slices
- Completed successful T/R educational programming for the summer at the WF Farmers' Market
- Last midweek Vernon market at Wilbarger General Hospital was on Aug. 6th - successful season distributing produce boxes through Angel Home Health care
- Doug Jeffery and Clint and Katie Thomas attended the Farm & Food Leadership Conference in San Marcos, TX Aug. 11-13 on farmer scholarships
- Monica Wilkinson coordinated with Chef Erik Scott from the Highlander on the final Farm to Table dinner in Wichita Falls. The dinner was Monday, Aug. 26th. 30 guests were in attendance. The Ken Nelson jazz trio provided music for the evening. Wine was provided by Scott Poenitzch with Horseshoe Bend Winery.

- Monica worked with Crane West to finalize the agritourism ad for Edible DFW. The fall edition was published September 1, 2019 and features a full 2-page spread and map on agritourism in the Red River Valley. She is not working with Crane west to produce a brochure and website to complete the agritourism project of the grant. The Wichita Falls Convention and Visitors' Bureau will take over the project and manage the website once complete.
- Wichita Falls Salsa Day on August 17th at the WF Farmers' Market was sponsored by Texoma Community Credit Union. 100 free salsa day tshirts were distributed. Chef Patrick Street with Pelican's prepared a green apple and tomatillo and red salsa to sample for the event. Salsa music and free dance lessons were also provided at the market.
- The last day of the Vernon Saturday market was on Saturday August 24th.
- WF Market Manager Meredith Buckley's last day of employment was on August 31, 2019.
- Monica continues to meet with the Agribusiness Economic Development group at NORTEX.

Marketing – Holly Scheller

- Coach Barbaree and I discussed ways to welcome the community to watch VC Volleyball games. A tailgate party is being planned through athletics and the community outreach committee of Vernon.
- Photographed and edited team and headshots of the volleyball team
- Attended and photographed the surgical tech graduation
- Oversaw the KAUZ interviews for the community spotlight piece
- Designed NSO logos
- Compiled a community leader list for Vernon for Dr. J
- Worked with Marian on photos of the library for the new website design
- Promoted the new bookstore merchandise and services on social media
- Organized Staff Development Day
- Helped with On-Site Registration
- Continue to work with the task force on the new website.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement**
 - **IBL-QEP 101 Leadership Training.** With the receipt of the accreditation reaffirmation confirmation, implementation of the “*Success through Inquiry*” QEP initiative finally launches in Fall 2019! To prepare for the launch, members of the instructional leadership team piloted the IBL-QEP 101 course—the “*Success through Inquiry*” Faculty Development course. Enrollees included Dr. Elizabeth Crandall, Joe Johnston, Greg Fowler, Paula Whitman, Mark Holcomb, and Mary Rivard. Completed in August 2019, participants are now armed with an inquiry-based learning implementation plan (IBLIP) ready to apply in their Fall 2019 courses. In addition, this group will be ready to mentor and assist faculty in QEP implementation efforts 2019-2024. Course facilitators are Dr. Brad Beauchamp, Dr. Donnie Kirk, and Roxie Hill.
 - **Success through Inquiry Webpage Updated.** The [Success through Inquiry Webpage](#) within the Vernon College Website was fully updated in August to reflect the “*Success through Inquiry*” initiative—just in time for our 5-year QEP mission launch! [The QEP page](#), a component of the [College Effectiveness page](#), is the transparent location for all QEP related documents including synopsis, development, progress reports, and timeline. Currently, the page houses the [QEP Proposal](#), [Ten Essential Questions About IBL](#)—an interactive faculty development session, the [Fall 2019 interactive launch session](#) presentation, and the [QEP 5-year timeline](#). In addition, the mock for the [QEP themed Sports Day 2019 t-shirt](#) is included.
 - **CCSSE Data Now Available.** The [Community College Survey of Student Engagement](#) was administered in the Spring 2019 ter. Vernon College received the results of the survey on July 31. Donnie Kirk disseminated those results to all appropriate offices on August 01. The CCSSE data is a component of the “[Key Performance Indicator](#)” data available on the [College Effectiveness page](#) within the Vernon College Website and will be updated to reflect the latest CCSSE data by October 01. Additionally, a snapshot of the CCSSE results were presented at the Fall 2019 Faculty Development Day as a part of the QEP Launch session.
 - **SENSE Fall 2019 Update.** The [Survey of Entering Student Engagement](#) (SENSE) will be administered in select “first-year” courses between September 16-26 during the Fall 2019 term . Upon receiving the sample list of courses to be surveyed, Donnie Kirk notified selected faculty as so they can prepare accordingly. Access the [SENSE](#) for more information about the survey!
 - **Welcome Crystal Tate!** The QEP Team proudly welcomes Crystal Tate to Vernon College! Crystal is the newly hired Director of Distance Education and Learning Technologies/Canvas Administrator. In addition to

her “DELT” duties, Crystal will assist with the faculty training component of the “*Success through Inquiry*” QEP initiative. Welcome, Crystal!

- **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.](#)

Human Resources – Haven David

- Personnel
 - Hires:
 - Bruce Zotz – ADN Instructor (August)
 - Crystal Tate – Director of Distance Education and Learning Technologies (August)
 - Emily Harmon – Classified II, Library - CCC (August)
 - Ronald Crone – Assistant Coordinator Nursing Simulation Lab (August)
 - De Anna Williams – Classified II, Faculty Assistant – LVN, CCC (August)
 - Resignations:
 - Ramon Amador – Custodial Technician, Vernon Campus (August)
 - Retirements:
 - Rick Haley, Maintenance/Custodial, CCC (August)
 - Rebecca Watkins, ADN Instructor (December)
- Interviewing for Health Occupations Instructor – Holliday
- Held two face-to-face orientations for new employees with Dr. Crandall and Roxie Hill

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 greatly appreciate the attitude and participation of all employees as we celebrated the successful SACSCOC reaffirmation process on Monday, August 19 at the Family Fun Center. I enjoyed seeing everyone have fun.
- I wish each of you a productive and successful fall semester as we all work together to meet the needs of the students who choose Vernon College.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060