

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

- At the March 11, 2020 Vernon College Board of Trustees meeting, the following was approved:
 - Financial and Investment Reports as of February 29, 2020
 - Certification of Unopposed Candidates and Order of Cancellation for May 2, 2020 Trustee Election
 - Substantive Change to SACSCOC for the Cosmetology program
 - 2020-2021 Annual Action Plan
 - Tax Resale Deeds
 - Reappointment of faculty for 2020-2021
- A Special/Emergency meeting of the Vernon College Board of Trustees was conducted on March 20, 2020 to adopt a resolution making certain delegations of authority to the President in order to efficiently and effectively prepare the college district in response to declarations of emergency announced by the United States, the State of Texas, and the City of Vernon, as well as in preparation for additional declarations of emergency in response to the COVID-19 pandemic.
- The Texas Guided Pathways/SB 25/60x30TX Task Force has met for several months with the primary purpose to make recommendations for improvement to the current student advising process. They have done an excellent job. A brief description of recommendations include:
 - Adopt a universal student advisement model (proactive and appreciative rather than transactional) and implement with select faculty and student services personnel.
 - Institute mandatory student advisement for all Vernon College learners (define mandatory intervals, for example, 15 credit hours, 30 credit hours, 45 credit hours, not to exceed one-year).
 - Restructure/reorganize job functions and have division of Student Services be responsible for the coordination of student advisement at Vernon College.
 - Continue to “front-load” career services training/planning to assist with ensuring incoming students are on their respective pathways and for “lighting- the-fire” as early as possible.
 - Continue to offer retention outreach services (after Title III Strengthening Institution’s Grant has concluded) to at-risk students, and explore creative ways to bring outreach services “to scale” for Vernon College students in an effort to create and maintain student success.
 - Procure new Student Information System (SIS) – one that is state-of-the-art with regard to the entering, processing, and tracking of students.
 - Reconfigure job title and responsibilities for the Director of Student Success Pathway, to take on leadership duties for student advisement at Vernon College.
 - Empower division chairpersons and select faculty to create logical meta-majors for Vernon College.
 - Refine and or create articulation agreements with colleges/universities where are our students most frequently transfer.
- The past month has been greatly impacted by the COVID-19 pandemic resulting in the transitioning of face-to-face classes to online, numerous changes to practices and process in student services, and significant change to all college routine operations. Communication of these changes to students and employees has been a top priority.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- The **Surgical Technology Student Association** and **Program Coordinator Jeff Feix** attended the Texas State Assembly of the Association of Surgical Technologists Annual Business Meeting and Workshop. All students enrolled in the program attended and raised \$1960.00 selling t-shirts and salsa.
- The **Surgical Technology Program** was recognized by the Association of Surgical Technologists as a Galaxy Program. The Galaxy recognition is for programs that promote excellence in the profession of surgical technology with at least 75% student membership in AST. The VC program has 100% student membership with AST.
- Instructional Services would also like to recognize our faculty who are working long hours to get all of their instruction transferred to online distance learning.

- **Crystal Tate**, Director of Distance Education and Learning Technologies, is working to help all of the faculty get class information transitioned into Canvas and make the online process go smoothly for students as well as faculty.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Submitted Title III Annual Performance Report to the Department of Education.
 - Created remote services options for all Student Success outreach programming (Student Course Advising, Academic Coaching, Counseling/Student Wellness, Striving to End Probation Status) via video conferencing, email, and telephone.
 - Sent communication plans to students with regard to Student Success remote services.
 - Continued with the planning of newly developed Student Success Pathway Advising Model.
- **Student Activities/Housing/Student Government Initiatives**
 - Health & Safety Event (40 students) (3/10).
 - “Girls Night in the Basement” (35 students) (3/12).
 - Student Move-out in response to Covid-19.
- **Career Services Initiatives**
 - “Adulting Day” meeting at Boys & Girls Club (3/2).
 - Associate Degree Nursing Job Fair at Skills Training Center (100+ students; 20 employers representing 8 cities).
 - Met with Beth Hinkle, Texas Workforce Solutions, to set date for “Christmas in July” job fair (3/5).
 - Career counseling appointments (3/9, 3/11, 3/12).
 - National Society of Leadership and Success trainings (3/5, 3/12, 3/13).
 - Veterans Affairs webinars (3/26, 3/30).
- **General Student Services Initiatives:**
 - Held Student Services Leadership Council (3/2, 3/23, 3/30).
 - MSU at VC (3/2).
 - Attended “Boss Seminar” (3/10).
 - Held “Health & Safety” event at Century City Center location (3/10).
 - Transitioned to Microsoft Teams.
 - Commenced utilizing Calendly to set student appointments.
 - Participated in “Advising & Counseling” online seminar.
 - Continued with partial Student Services restructuring.
 - Attended THECB TSIA2 workshop at the Region IX Service Center.
 - Communicated with staff and students with regard to current Covid-19 pandemic.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Implementation of electronic drop form to better assist students during COVID-19.
 - Reformatting of Campus Connect student contact information for student advising purposes.
 - Recorded and published “Important Dates” video.
 - Assisted Instructional Services with transition to total online instruction.
 - Finalizing Fall 2019 IPEDS reporting.
 - Spring II 2020 semester commenced online March 30.
 - Began working on Spring 2020 THECB reports (CBM001, CBM004).
 - Working on General Catalog edits for 2020-2021.
 - Transitioning employees to remote work.
 - Recruiting activities:
 - Recorded and edited “Applying through Apply Texas tutorial video.
 - Continued communication with prospective students and service area high schools.
 - Working on developing wide-scale email marketing campaign for prospective students using “Mail Chimp.”
 - Working to adapt “Admit Me VC!” in its entirety to online format.
 - Processing applications for admissions and mailing applicable status letters with registration information.
 - Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- **Financial Aid Initiatives**
 - Continued submission of Pell, Direct Loan, and Title IV program disbursements to the Department of Education for allocation purposes.

- Continued processing of 2019 – 2020 and 2020-2021 Free Application for Federal Student Aid (FAFSA).
- Completed and posted the Vernon College Financial Aid Blog for March 2020.
- Completed 2020-2021 Catalog edits.
- Validated 2019-2020 Financial Aid Database – Report 1.
- Annual Code of Conduct notifications completed.
- **Safety and Security Initiatives**
 - Prepared police officer schedules for month of March.
 - Reviewed daily patrol logs for all locations.
- **High School Relations**
 - Dual Credit meetings: (WFISD, Windthorst, Iowa Park, Christ Academy, Chillicothe, Holliday).
 - Presented to area high school counselors at College Transfer workshop.

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

- **Business Offices**
 - Normal operations.
- **Facilities**
 - Wichita Falls
 - Replaced two bathroom faucets to remove the electronic system.
 - Replaced the cut off valves on the Cosmo sink.
 - Repaired lights at skills and CCC.
 - Weekly mowing and cleaning flowerbeds.
 - Installed electrical outlets in the new room upstairs.
 - Installed data and electrical outlets in the financial aid room.
 - Sanitizing CCC and Skills multiple times a day with bleach water mixture.
 -
 - Vernon
 - Ray and Paul made repairs to the SUB ice machine.
 - Lyle replaced the engine on the Dixon mower.
 - Ray and Paul installed a hair dryer at Cosmo.
 - Ray and Lyle built a backstop for the baseball bullpen.
 - Jimmy and Josh have been repairing irrigation leaks.
 - Joey and his crew have stepped up disinfection on campus.
 - The sewer line from the library was replaced.

College Effectiveness – Betsy Harkey

- SACSCOC Temporary Location to Distance Learning due to COVID 19 received for all sites offering 25% to 49% and 50% plus.
- SACSCOC Modified Prospectuses for Cosmetology and Barber were approved by all Vernon College entities. We are waiting on approval from SACSCOC.
- The Board of Trustees approved the 2020-2021 Annual Action Plan during their March meeting.
- The Board of Trustees completed their 2020 Self-Reflection Questionnaire. Responses will be used for discussion and to help set agenda for summer Board retreat.
- Contact Betsy Harkey for a copy of the Spring and Spring I 2020 Count Day Snapshot.
- Betsy participated in the Texas Association of Institutional Research Conference in early March.
- Anna Martin and Betsy Harkey participated in ERS Professional Development wellness webinar on March 31, 2020.
- Betsy delivered Meals on Wheels on March 25, 2020

Institutional Advancement – Michelle Alexander

- The Vernon College Foundation's 20th annual online auction raised \$6,621.15. This will be matched on a 1:1 basis by our Foundation's General Fund resulting in a total of \$13,242.30 available for Departmental grant awards. The Call for Proposals will be sent out soon.
- Work continues on scanning in the old donor files, and file clean up in Raiser's Edge.
- The Vernon College Student Scholarship/Financial Aid Committee meet on March 13 and approved the funding model for offering 2020-2021 scholarships. Scholarship offers to qualified graduating high school senior applicants are going out now. Qualified returning applicants will receive offers after the spring semester grades are posted.

Marketing – Holly Scheller

- New Ad campaign edited.
- Athletic video was released
- Became proficient in MailChimp through webinars.
- Edited 20-21 catalog.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **Quality Enhancement Initiative Updates**
 - **Spring 2020 QEP Implementation Interrupted!** Fall 2019 QEP Training Cohort (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) began implementing IBL best practices in their Spring 2020 target courses. That implementation includes a pre-inquiry survey administered to students within the targeted course(s), the inquiry-based learning lesson plan implementation, and a post-inquiry survey students within the courses impacted. **Update:** Due to the COVID-19 Pandemic, the post-inquiry student survey will now be administered to students in the target courses electronically from the QEP Team. QEP 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](#).
 - **Spring 2020 IBL-QEP 101 Faculty Training Now in Session Extended!** The Spring 2020 IBL-QEP 101 Faculty Training Cohort is now in session! **Faculty who will participate in this** 8-week IBL-QEP 101 course—the heart of our “*Success through Inquiry*” QEP initiative include Belinda Alberry—Mathematics Faculty; Michelle Alexander—History Faculty; Jason Scheller—History Faculty; Jon Schreiber—English faculty; and Clint Wagoner—Mathematics Faculty. Spanning February 14-April 17, the training takes place in a hybrid format, allowing faculty to meet three times, and complete most of the training in an online environment. 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 Fall 2020 courses. In addition, this “Year One” group will be prepared to mentor and assist other faculty in QEP implementation efforts 2019-2024. **Update:** Due to the COVID-19 Pandemic, course deadlines have been extended to accommodate faculty while still garnering useful QEP data. 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](#).
- **In-house Professional Development Updates**
 - **Spring 2020 PD Calendar!** A copy of the full PD calendar is always available on the [Vernon College Professional Development Webpage](#) or by accessing the [Spring 2020 PD Calendar](#) directly.
 - **March 2020 In-house Professional Development Highlights.** Many exciting PD opportunities occurred in March 2020 including:
 - **Wichita Falls Chamber of Commerce Quarterly BOSS Program.** “Building Confidence in You and Your Team.”
 - **Growing with Canvas.** Online, self-paced course offered for faculty by the Director of Distance Education and Learning Technology. Offered throughout March 2020.
 - **Using Canvas as a Supplement to Face-to-Face Courses.** Offered for faculty at all campuses in February by the Director of Distance Education and Learning Technology. Offered throughout March 2020.
 - **Live Well Wichita County “Take Back Your Health” Workshop Series (Part 2): Nutrition for Optimal Health.** Samantha Mayfield and colleagues from the Wichita County Public Health District discussed nutrition for optimal health with attendees. **Update:** Due to the COVID-19 Pandemic, this remaining sessions in the series will be postponed until the Fall 2020 term.
- **Update:** As a result of the COVID-19 Pandemic, all remaining face-to face in-house professional development opportunities scheduled for the Spring 2020 term are cancelled. Vernon College employees are now directed to in-house development via electronic venues.

Human Resources – Haven David

- Personnel
 - Hires: Toni Reagan, A D N Instructor – April
 - Resignation: Mollie Williams, Classified III Administrative Assistant to Dean of Instructional Services, CCC – April
- Accepting applications for Health Occupations Instructor – Archer City.
- Faculty Re-appointments for 20-21 approved by Board of Trustees.
- During VID-19 altered work schedule, we are alternating office coverage and working from home.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Responded to new RFP questions
 - Tentatively scheduled onsite demos
 - Advised the Implementation Team of updates throughout the month
 - Began comprehensive training with Poise
- **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
 - Attended the annual DIR Conference in Austin, TX

DRJ Comments

- Thank you to each of you for your hard work, creativity, innovation, and flexibility during this uncertain time. I appreciate your efforts for our students, communities, and fellow employees.
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