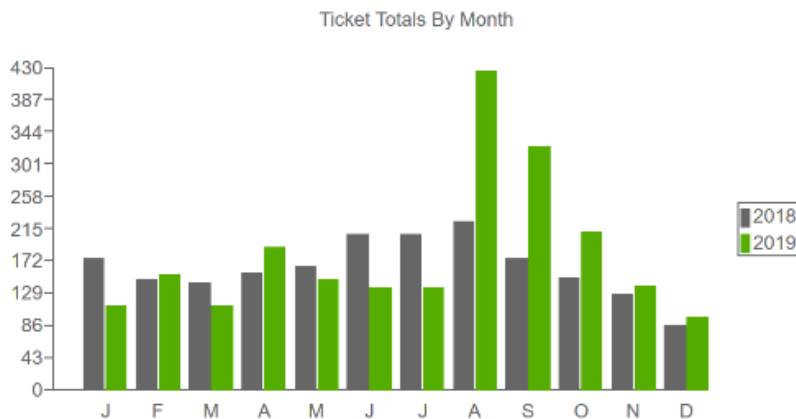


This monthly report is intended to provide the Vernon College Board of Trustees, Vernon College Foundation Board members, as well as college faculty and staff, with updated information regarding significant college activities, issues, and accomplishments.

College Governance – Dr. Dusty R. Johnston, President

- The Vernon College Board of Trustees approved the 2018-2019 audit at the January 8, 2020 meeting. The audit was a clean audit with no exceptions.
- Administration, faculty, and staff have worked diligently the past few months to develop workforce program handbooks for new programs. The Vernon College Board of Trustees also approved new handbooks for:
 - Barber
 - Dental Assisting
 - Medical Assisting
- The Vernon College Board of Trustees also reviewed the Information Technology Management Annual Report. Run Business Solutions continues to provide leadership and operational management of our wide-ranging information technology operations. The annual report reviews:
 - IT Strategic Plan
 - Server Virtualization and Consolidation Project
 - Business Continuity and Recovery
 - Enhanced Network and Data Security
 - IT Monitoring and Management
 - Custom Service Initiatives
 - ADHOC Projects
 - Replenishment Plan
 - Deployed 144 New PCs in 6 Labs
 - Deployed 90 New PCs for Faculty/Staff
 - Deployed 4 New Laptops
 - Deployed 2 New Server
 - Support Metrics
 - IT Support Tickets
 - 2,168 User Requested Service Tickets (January 2019 – December 2019)



- Breakdown of Tickets This Year
 - Total Tickets
 - 2,168 Tickets - User Requests
 - 791 Tickets - Backup Generated
 - 933 – Monitoring/Autofix
- VC Started with 843 PC's and 36 Servers in January 2019
 - December 2019 – 919 PC's & 39 Servers
 - The difference in PCs was the result of an inventory cleanup project

- The ERP/SIS Implementation Team is in various discussions with POISE personnel to pursue improvements to the current system while Vernon College moves forward to select a new ERP/SIS to replace Unit 4.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- During the week of January 13th Instructional Services staff and faculty attended staff/faculty development, registration, and faculty development.
- On January 21st, **Greg Fowler and Melissa Moore** attended the WFISD Parent meeting regarding Dual Credit.
- **Nina Feldman** attended the TACE board meeting as well as the TACE planning committee meeting on January 29th and 30th.
- **Mark Holcomb** attended Infrared Thermography training in Pasadena, Texas January 20th to the 24th.
- **Justin Sanders** attended the TACE planning committee meeting in Austin, Texas on January 30th.
- **Mary Rivard and Beth Arnold** traveled to Austin, Texas on January 30th through the 31st for a Deans and Directors meeting.
- Vernon College sponsored the FAITH meal at the Boys and Girls Club of Vernon on January 30th. Several employees helped in the preparation, serving, and clean up. From Instructional Services the following people helped serve: **Elizabeth Crandall, Vicki Bradley and Belinda Alberry**. Countless other volunteers made donations of desserts and paper goods to help the Boys and Girls Club.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Presented Title III Strategy 2 Update at Spring Kickoff (1/13). Also held Student Success Faculty Panel Discussion during Faculty Development (1/17).
 - Contacted 83 Students (either new to VC, developmental, or athletes) for purposes of attending Chap Express.
 - Contacted 195 Probation Students regarding information on the “Striving to End Probation Status (STEPS) Program.
 - Procured 11 Faculty Mini Grants for Spring Semester 2020.
 - Held a Spring Kickoff meeting for Peer Mentors (1/23).
- **Student Activities/Housing/Student Government Initiatives**
 - Baseball & Softball Move-ins (1/9).
 - All dormitory Student Move-ins (1/13 – 1/19).
 - College Football Championship Event (40 students) (1/13)
 - Student Government Association Meeting (SGA) (1/27).
- **Career Services Initiatives**
 - Met with Rosa Castillo and Tom Ostvich, Texas Workforce, for upcoming Job Fair (1/14).
 - Attended Vernon Chamber of Commerce Banquet (1/16).
 - Met with John Ater to discuss North Texas State Hospital upcoming Job Fair (1/17).
 - Set-up Census Tables in Vernon Sub (1/21, 1/22, 1/28).
 - Met with Region 9 to discuss Career Coach (1/23).
 - Met with Mark Holcomb to discuss ADN Spring Job Fairs at Skills Training Center (1/27).
 - Participated in Owens-Corning Plant Tour (1/27).
 - Met with Steven Underhill to discuss Internship Subcommittee for Wichita Falls Chamber of Commerce (1/28).
 - Assisted with the serving of Faith Meal at Vernon Boys and Girls Club (1/30).
- **General Student Services Initiatives:**
 - Continued with VC2MSU bridge program discussions.
 - Continued with Vernon College Task Force for Texas Pathways/SB 25/60 X 30 Texas.
 - Finalized Developmental Course tweaked withdrawal policy.
 - Began restructuring Student Services Division based on thrust of Vernon College Task Force for Texas Pathways/SB 25/60 X 30 Texas.
 - Set training dates and times for new Veterans Affairs staff members.
 - Interviewed one individual for Coordinator of Veterans Affairs.
 - Scheduled interview for one individual with regard to vacant Police Officer position, second shift, at Century City Center.

- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - On-site Advising and Final Registrations.
 - Continued Processing Applications for Fall 2020.
 - Processed Texas Higher Education Coordinating Board Reports (CBM00A, CCM00C, CBM00S, CBM0E1, CBM008, CBM002).
 - Continued working on Winter 2020 Integrated Postsecondary Education Data System (IPEDS) Report.
 - Completed Athletic Eligibility Monitoring for Baseball and Softball.
 - Continued working with POISE representative with regard to Instructor Notification of Student Withdrawals.
 - Continued Certifying Spring 2020 Veteran 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 January 2020.
 - Completed the SB 1210 Satisfactory Academic Progress review.
 - Completed the Fall 2019 R2T4 calculations.
 - Submitted Financial Aid Annual Action Plan for 2020 – 2021.
 - Sent texts and emails to students encouraging them to enroll for Spring Semester 2020.
 - Completed the Financial Aid Integrated Postsecondary Education Data System (IPEDS) Survey.
 - Reviewed and Updated New Webpage for Financial Aid.
 - Continued with the Processing of Spring 2020 Early Alerts.

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

- **Business Offices**
 - Routine business.
- **Facilities**
 - Wichita Falls
 - Replaced bulbs and ballasts in fixtures at STC and CCC.
 - Removed metal cabinets from the LVN department and installed them upstairs in the Cosmo storage area.
 - Repaired and painted the hallway to the upstairs at CCC.
 - Touched up paint in several halls at CCC.
 - Installed three new Ecobee thermostats in rooms 605, 606, and 2304 office area.
 - Installed new faucets in the women’s restroom in the 200 hallway.
 - Installed cutoff for the water feeding the restrooms in the 700 hallway.
 - Installed cutoff for the water feeding the outside faucet on the west side of building.
 - Vernon
 - Ray Carr, Paul Frommelt, Steven Kajs, Josh Cook and Jimmy Dennis repaired a water leak under the road at the warehouse.
 - Joey Lama and his crew set up for staff development, registration and nursing orientation.
 - Steven replaced the water heater at the athletic dorm.
 - Jesse Urquizo and Jimmy trimmed trees at baseball.
 - Joey repainted the Chaps sign at baseball.
 - Paul retrofitted the admin. lobby lights with LEDs.
 - Jim Anthony and the grounds crew have started spraying the lawns.

College Effectiveness – Betsy Harkey

- **SACSCOC –**
 - Believe it or not, strategic planning component documents for 2020-2021 will be included as artifacts for the next SACSCOC 5th Year Report. This includes Annual Action Plans for 2020-2021 that are due at the end of January.
- **College Effectiveness Committee**
 - Met on January 31, 2020. A primary agenda item was to review and approve the 2020-2024 Strategic Plan to send as a recommendation to the Board of Trustees in February.

- **Student Success Data Committee**
 - Met on January 24, 2020. Discussion included Texas Guided Pathways data as potential Key Performance Indicators of Accountability and Benchmarks. The committee will review recommendations by the Texas Guided Pathways, HB 25, 60X30TX Task Force.

Institutional Advancement – Michelle Alexander

- Completed the 19-20 holiday mailing sending out over 700 letters to alumni and constituents of the College. The holiday mailing raised over \$35,000.
- Callee Serrano helped decorate the table for the Chamber of Commerce Banquet
- Callee helped with the Boys and Girls Club Faith Meal.
- The 2020-2021 Scholarship application process is in full swing with a March 1 deadline.
- Michelle Alexander participated in January Council for Advancement and Support (CASE) 2020 Federal Funding Task Force (FFTF) Kick Off call on January 30. Michelle is serving as chair of FFTF this year.
- Michelle is working with several donors to complete the funding for their endowed scholarships.
- The Vernon College Foundation held its quarterly meeting on January 16, 2020.

Marketing – Holly Scheller

- Attended the Marketing and Innovation Conference by Carnegie Darlett
- Finished Quality Check and released new VC website
- Began Editing the Student Housing Handbook
- Designed new facebook pages for Welding and Comso/Barber.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **“Success through Inquiry” Quality Enhancement** - January 2020 Initiative Highlights
 - **Fall 2019 IBL-QEP 101 Faculty Training Cohort Now Implementing IBL in the Spring 2020 Term.** With the receipt of the accreditation reaffirmation confirmation, implementation of the “*Success through Inquiry*” QEP launched in Fall 2019! Faculty members on the QEP Implementation Team are the first cohorts to officially train and implement during the Year 1 launch. The 8-week IBL-QEP 101 course—the “*Success through Inquiry*” faculty training—began October 25 and ran through December 20. Faculty enrollees included 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. Fall 2019 training participants completed the course following IBL prescribed methodology and came away with an inquiry-based learning implementation plan (IBLIP) which they are now implementing in their Spring 2020 target courses. That implementation includes a pre-inquiry survey to students within the targeted course(s), the inquiry-based learning lesson plan implementation, and a post-inquiry survey students complete. Additionally, implementing faculty will complete an IBLIP-CR at the end of the term. Much like the ESCR report, the IBLIP-CR will ask implementing faculty to record their perceptions of the IBL training and implementation. Finally, 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](#).
 - **Spring 2020 IBL-QEP 101 Faculty Training Cohort Assembled.** The Spring 2020 IBL-QEP 101 Faculty Training Cohort is now assembled! **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 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](#).
 - **NEW ‘Pop Art’ QEP Posters.** Look around each campus in Spring 2020 for the new ‘pop art’ QEP posters. In sets of three, each poster promotes one of three student support offices and services vital to in-class student success including Student Success Pathways, Library Services, and Tutoring Services!

- **Vernon College Professional Development - Spring 2020 In-house Highlight**
 - **Spring 2020 PD Calendar!** Happy New Year! The Spring 2020 Professional Development Calendar is currently under construction and will be available for viewing and sign-up on Friday, February 07.

Human Resources – Haven David

- Personnel
 - Resignations – Michelle Barberee, Head Volleyball Coach
 - Hire – Robert Fannin, Assistant Baseball Coach/Residence Hall Assistant
- Held interview for Coordinator of Veterans Services/Financial Aid.
- Interviewing for Head Volleyball Coach.
- Accepting applications for ADN Instructor, Campus Police, Classified II - Library.
- IPEDs Human Resource report completed.
- Attended TACCA conference in Austin, January 16-17.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Researched new RFP requirements
 - Researched new SIS prospects
 - Submitted new and completed RFP to Dr. Johnston for publication
 - 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

- The softball team and the baseball team seasons are in full swing. Please take an opportunity to support the teams at one or more home games this season.
- I hope each employees as a productive and enjoyable spring semester.
- Please contact me with any input or questions at:
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 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060