

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

- There is a tremendous amount of activity occurring connected to the Title III grant. I am very humbled that Vernon College has such an opportunity. I am very excited about what the College can do with the \$2.2 million dollar grant over five years to increase student retention, completion, and successful transfer. The Title III Grant Oversight Committee and the Student Success Pathways Task Force are well underway in beginning to accomplish the grant expectations.
 - The ERP/SIS Task Force is exploring other college Request for Proposals (RFP) and will be quickly developing the Vernon College ERP/SIS RFP. The ERP/SIS Coordinator position is being posted this week.
 - The Vernon Campus Preview Day was a tremendous success. Over four hundred high school students, counselors and others had a great day on campus. We received numerous positive comments. Pilgrim Bank was a great partner to furnish t-shirts and to cook and serve lunch.
 - The Vernon College Leadership Academy is going very well. There are twelve participants that meet every other Friday afternoon for two hours. We have completed three sessions and have three more to go. Topics for discussion have included:
 - Characteristics of excellent leadership
 - John Maxwell's book—*Leadership 101*
 - “*Seven Steps to Boost Your Leadership Self-Confidence*” by Dr. Marshal Goldstein
 - Mark Sanborn's book – *You do not have to have a Title to be a Leader*
 - Self-reflection, real examples, questions, and discussion have all been important components of the sessions
- The dates for the spring sessions will be announced after Thanksgiving. Please consider attending the academy.
- The Sports Day was another huge success. Hundreds of students, faculty, and staff had a great day of competition and engagement.

Instruction – Dr. Gary Don Harkey

- Development of the **Spring 2016 Class Schedule** has been completed and the schedule is in the process of being posted online.
- Faculty will begin manning the **CSA Centers** beginning November 9 with online registration for the spring semester scheduled to open on November 17 for returning students with 30 or more VC credit hours. Online registration for spring classes will continue through January 5.
- On Saturday, October 24, 3 VC Faculty were joined by 4 students from the Surgical Technology Student Association and 4 other CCC students in participating in the **Vernon College Day of Service** by volunteering for a *Habitat for Humanity* in Wichita Falls. Special recognition to **Jeff Feix, Donnie Kirk, and Barbara Jinks** as well as the 8 students who spent the day working at the Habitat Store cleaning and organizing the materials donated. The staff at Habitat said it was the best group they had help at the store – Great job guys!
- Speech Instructor **Annette Bever** recently attended the *Texas Speech Communications Association Annual Conference* in Dallas.
- Kudos to Instructional Services Administrative Assistant **Michelle Downes** for serving as coordinator for Vernon College's participation in the *Wilbarger County United Fund* campaign. Over \$2500 was donated by Vernon College employees to support nine local agencies.
- Kudos also to Instructional Services Administrative Assistant **Linda Haney** for serving as coordinator for Vernon College's participation in the *North Texas Area United Way* campaign. Over \$300 was donated by Vernon College employees for this worthwhile endeavor.
- Cosmetology Instructors **Diana Shipley** and **Angela Ward** recently attended the *Toni & Guy Academy* for Cosmetology Instructors in Carrollton.

- Agriculture/Farm & Ranch Management Instructor **Michael Schoppa** along with 10 students from the VC Aggie Club helped host the annual *Wilbarger County Ag Day* on Oct. 7. The event focused on livestock production and was attended by over 400 Wilbarger County 4th & 5th grade students and teachers.
- Police Academy Coordinator **Mike Hopper** and Criminal Justice Instructor **Greg Fowler** recently attended the *Texas Commission on Law Enforcement (TCOLE) 2015 Training Coordinators' Conference* in Corpus Christi.
- Thanks to the many VC personnel who contributed, supported, and/or participated in the *Susan G. Komen Race for the Cure* on Oct. 10, 2015. Instructional Services personnel participating in the event included **Tina Baker, Cecil Duke, Nina Feldman, Linda Haney, Seth Hughes, Kasey Humphries, Donnie Kirk, and Connie Monteith.**
- ADN Director **Mary Rivard** and Assistant Director **Beth Arnold** recently attend meetings of the *Texas Organization for Associate Degree Nursing (TOADN)* in Austin.
- Director of Continuing Education **Nina Feldman** recently travelled to Eastfield College in Dallas to participate in the first of several *Consortium Leadership and Renewal Academy (CLARA)* workshops.
- LVN Director **Sherrie Denham** and Instructors **Mary Jane Batchelor, Sue Fitzwater, Tracie Fulton, Zela Haney, Charity Knight, Kim Perkins, Pam Rotz, Cassie Shaw, and Michael Scott** recently attended the *Texas Association of Vocational Nursing Educators (TAVNE)* Fall Conference in Austin.
- **Shana Munson** recently attended the *Texas Community College Instructional Leadership (TCCIL)* Fall Conference in Austin.
- Students from the **VC Surgical Technology Student Association** along with program coordinator **Jeff Feix** recently “partied” with children at the West Texas Children’s Home - providing buckets of candy and decorating pumpkins with the children while in full costume.
- To celebrate National Pharmacy Technician Day on October 27, Vernon College Pharmacy Technician Program students and instructors **Katrina Brasuell** and **LaCher Ingram** delivered cookies to pharmacies in the area as an expression of appreciation to all the technicians and clinical sites for their work and their support of the VC Pharmacy Technician Program.
- The annual **Cosmetology Fantasy Hair Contest** was held October 28 at both the Vernon Campus and Century City Center. Check out their creations on the Vernon College Facebook page.

Student Services/Athletics –

- Student Services would like to thank everyone for their participation and fellowship on Sports Day 2015! We hosted one of the biggest crowds we have had in years. The Dean of Student Services position is posted, a search committee has been selected and interviews to fill the position will begin mid-November.
- Student Success Specialist is currently transitioning into the Student Success Pathways Coordinator thanks to Vernon College’s Title 3 grant. The first task is becoming very familiar with the Title 3 grant and it’s expectations. During this the Student Success Pathways Coordinator will continue to finish out the Student Success Specialist duties for the semester including meetings with students.
- Security continues creating a student and staff evacuation plan for all campuses. When complete this plan will be available online and shared with our law enforcement partners in Wilbarger and Wichita counties.
- Housing is verifying housing payments from students and making arrangements for the small remainder of payments needed. Ongoing room inspections are occurring as well as the scheduled fire drill.
- Counseling and Student Forum at Century City will host the annual Halloween Costume Contest for students on October 29th. All counselors will attend the annual High School Counselor Appreciation Luncheon on November 4th at Century City. Currently, 29 area high school counselors have indicated they will attend. Clara Garza will be attending the Café Con Leche meeting on November 12th as the Student Services representative.
- Testing continues to offer testing to current and future students. Teri Reese from the Century City testing center is participating in the Vernon College Leadership Class offered by the President.
- Student Activities will be hosting Halloween activities including scary movie night, a costume contest, and a dance. In November, the Director of Student Activities will be transitioning to the Student Success Specialist Vernon Campus thanks to the Title 3 grant. The Director of Student Activities position will be posted soon.

Admissions, Records & Financial Aid/Registrar – Joe Hite

- **Admissions and Records:**
 - Certified THECB Annual Completers Report (CBM 009).
 - Certified THECB Annual Marketable Skills Achievement Awards Report (CBM 00M).
 - Amanda Raines working on development of Live Forms.
 - Processing Applications for Admissions and mailing applicable status letters.

- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to keep students informed of important dates and information.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- **Financial Aid and Veterans Affairs:**
 - Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
 - Processing of 2015-2016 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
 - TEXAS Grant funds requested from the THECB.
 - TEOG funds requested from the THECB.
 - Off-campus work-study agreement with the Boys and Girls Club written and signed.
 - FY 2012 Official cohort default rate assessment activity report completed.
 - Department of Education FISAP assessment activity report completed.
 - Financial Aid Blog written and posted on VC Homepage.
 - 2014-15 Athletic Scholarship Recipient report for Equity in Athletics.
 - Debbie Alexander attended the National Association of Veterans Programs Administrators in Nashville, TN.
 - Planning the WALK FOR WARRIORS event to be held on November 13, 2015 at CCC.
 - Planning the Memorial Flag Garden to honor military and veterans 11/1-11/13 at CCC.
 - Evaluating military training transcripts.

Finance/Administrative Services/Physical Plant – Garry David

- **Business Offices –**
 - Mindi Flynn and Margaret Tubbs attended a TRS Entity Reporting Seminar.
 - Jana Bohannon and Margaret Tubbs delivered Meals on Wheels.
 - Successfully completed another round of fire from the auditors, and are expecting a good report coming next month.
- **Bookstores**
 - Both stores are entering Textbook adoptions for the Spring Semester and returning Fall textbooks.
 - Also receiving and stocking supplies and clothing items and preparing for Fall buyback.
- **Facilities**
 - Wichita Falls –**
 - Grounds crew has been mowing lawns, trimming trees and working on flower beds.
 - Replaced belts and seat on one mower and repainted curbs around the parking lots at CCC.
 - Maintenance installed new data lines in dorms and the old retirement building in Vernon and new data and audio cables in room 300 at CCC.
 - They also re-lamped the welding shop and the automation lab at Skills and changed filters on rtu's at CCC and Skills.
 - Vernon –**
 - Replaced emergency exit light and retrofitted 12 florescent lights LED bulbs in the Wright Library.
 - Replaced 2 water hydrants and the shut off valve on the 2" water line supplying the arena at the arena.
 - Replaced A/C compressor on the Chevy bus.
 - Replaced security light on the SE corner of the SUB with LED light and replaced the grease trap at the SUB.
 - Ray Carr and Lyle Bonner traveled to Terrell to install an alternator and retrieve the Chevy bus.
 - John assisted in leveling the baseball field with 100 tons of sand.
 - Grounds crew planted rye grass in the quad area and set up the tent for sports day and Preview Day.

College Effectiveness – Betsy Harkey

- **Data update** –The Student Success Data Fact presented to the Board of Trustees in October was the [Fall and Fall I 2015 Count Day Snapshot](#). If you have any specific data needs, contact Betsy Harkey.
- The **College Effectiveness Committee** met electronically at the end of October. Their agenda included important strategic plan components to review and approve: documented evaluation of the 2014-2015 Annual Action Plan,

documented evaluation of the 2014-2015 Institutional Effectiveness Plans, Primary Goals for 2016-2020, and Priority Initiatives for 2016-2017. No changes were made from the previous year's Primary Goals and Priority initiatives. These documents will be on the November Board of Trustees agenda.

The meeting agenda also included a review of the primary writers for the **SACSCOC** Compliance Certification as well as notes from Dr. Johnston's offsite review.

- The **Board of Trustees** reviewed and approved the 2016-2020 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives during their October 21, 2015 meeting.
- The **Student Success by the Numbers Committee** met on October 16, 2015. The primary agenda item was review and discussion of the 2015-2016 Assessment Activity and Report Calendar, communication forms content, and General Glossary. The committee will continue to closely review this information to ensure that all titles are correct, the communication forms include highlights of data/information and glossary definitions are correct.
- **Title III, Strengthening Institutions Programs** is off to a fast and great start. Special thank you to all for jumping in with both feet while sharing positive comments and encouragement. The project is designed to have a positive impact for all Vernon College students, faculty, staff and our service area. Feel free to contact Betsy, as well as members of the Oversight Committee and task forces with questions about the project and ideas to ensure its success.
 - Oversight Committee: Garry David, Joe Hite, Dr. Gary Don Harkey, Kristin Harris, Amanda Raines, Michelle Alexander, Deana Lehman, Criquett Lehman, Roxie Hill, JoAnn Marquart, Brandi Brannon, Melody Bell, Kevin Winkle, Darian Leija, Cameron Hughes, Dr. Dusty Johnston, Betsy Harkey – chair
 - ERP/SIS Task Force: Garry David, Joe Hite, Dr. Gary Don Harkey, Shana Drury, Kristin Harris, Amanda Raines, Melissa Elliott, Haven David, Michelle Alexander, Deana Lehman, Greg Fowler, Roxie Hill, Christie Lehman, Minda Flynn, JoAnn Marquart, Dr. Bradley Beauchamp, Rebecca Ashlock, Jim Binion, Brandi Brannon, Nina Feldman, Dr. Dusty Johnston, Criquett Lehman – interim chair
 - Student Success Pathways Task Force: Kristin Harris, Michelle Alexander, Roxie Hill, Jackie Polk, Clara Garza, JoAnn Marquart, Dr. Donnie Kirk, Michael Ruhl, Sjhontont Fanner, Jeanne Ballard, Amanda Raines, Christie Lehman, Amber Hunsaker, Melissa Moore, Dr. Dusty Johnston, Brandi Brannon – chair
- **Reminder** – Institutional Effectiveness Plans for 2015-2016 are due to Betsy by November 13, 2015.

Institutional Advancement – Michelle Alexander

- LeAnn Scharbrough gave Senior Presentations at Harrold HS, Chillicothe HS, Holliday HS
- Individual appointments and tours are scheduled as needed with LeAnn and other employees
- LeAnn attended area College Fairs: Altus Area Wide, Frederick Area Wide, Lawton Public Schools, Lawton Area Wide, Duncan Area Wide, Bowie HS, Region 9 College Night, Vernon HS, Graham HS
- LeAnn and Scott McClure presented at the Transition Fair at Midwestern State University. Vernon College also had a booth for prospective students to visit.
- A group from Graham HS toured the Skills Training Center
- LeAnn is attending CTE Advisory Committee meetings
- Planning for Walk for Warriors/Veterans and Military Appreciation Event with Debbie Alexander
- Presented to two GED classes
- Grandfield HS juniors/seniors girls toured the Century City Center
- LeAnn participated in "Principal for a Day". This is an event that Partners in Education organizes where business partners shadow a principal in the morning and then attend a luncheon at the WFISD Education Center. LeAnn was chosen to shadow Mr. Dee Palmore who is the principal at Rider High School.
- Vernon College Preview Day! What a wonderful day! With everyone's help, we provided information and the Vernon College experience to 387 high school seniors, parents, and school sponsors from 13 high schools in the area.
- Michelle Alexander, Greg Fowler, Amanda Raines, Mick Hopper, LeAnn Scharbrough, Holly Scheller and Clara Gregory represented Vernon College at the Calle Ocho Festival on October 3 at the Downtown Farmers' Market in Wichita Falls. The College had a booth and was recognized as a sponsor of the event.
- Michelle and Holly prepared the information for our Vernon College Foundation Audit
- Clara Gregory took photos at the Vernon College Rodeo, the Softball Alumni Game, Sports Day, Vernon College Preview Day, and the Vernon Middle School Ag Day
- Rodeo Media Guide is in preparation
- Fall II Advertising
- Clara participated in Region 9 GED presentations, WFISD College Night and Vernon High School College Day

- Michelle participated in the Council for Resource Development Federal Funding Task Force in Washington, DC and presented at the Council Resource Development Annual Conference.
- Michelle gave Vernon College Professional Development presentations for employees on Social Media on the Vernon campus and at Century City Center

Quality Enhancement – Criquett Lehman

- The QEP Development Task Force continues to meet to further define the selected Reading initiative. Members have been researching other Reading QEP's, literature on the topic, and reviewing data. The Task Force will meet this month to determine what population of students will be targeted.
- The Technology Committee will be sending an educational technology survey to faculty and staff to help determine usage, accessibility, and professional development needs. This survey will aid in the planning of new technologies, the replenishment of existing technologies and coordinating future trainings.
- Assessment and Report communication forms are being collected on a monthly basis and can be viewed on the [Assessment Data](#) webpage located on the College Effectiveness homepage.
- As a reminder, faculty and staff should be tracking all professional development activities for January 2015-December 2015 to be used as part of the employee evaluation process. A PD Tracking Form template as well as all PD Calendars can be found on the [Professional Development](#) webpage.

Human Resources – Haven David

- October Resignation/Retirement: Mary Ann Noah – Financial Aid; John Hardin – Dean of Student Services
- Trained with Docubase to begin Live Form integration. Docubase had to be updated so the forms should begin being available in November.
- Employee Salary/Benefits Committee voted to add new vendors to the benefit options for VC employees including a new financial vendor in Wichita Falls, and two companies who offer whole life and other insurance options.

DRJ Comments –

- Everything we do is important to ensure that Vernon College is meeting its mission of teaching, leading, and learning as we strive to ensure we are meeting the needs of our students, communities, and employees. I must state that assisting (along with many others) Vernon College to receive the Title III grant which will enhance student retention, completion, and successful transfer as well allow for the implementation of a new web based ERS/SIS is the most significant thing that I have had the opportunity to be involved in in my career that will have such a direct impact on an institution. Due to much effort and energy on the part of many, many employees, Vernon College is poised to go to the next level of effectiveness and efficiency and this Title III grant will provide the fuel to get us there.
- Please contact me with any input or questions at:
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