

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

- Vernon College hosted a town hall meeting for Senator Charles Perry and Representative Drew Springer on October 26 in the Osborne Auditorium on the Vernon campus. Over sixty area residents attended the event. Many issues of local importance, including community college funding, were discussed by the legislators.
- Vernon College partnered with Monica Wilkinson and Meg Heatly to write and submit an USDA grant to expand, promote, and advertise regional Farmer's Markets. The College recently received news that the grant has been awarded. Michelle Alexander is the primary contact for Vernon College as the College is the fiscal agent and the primary lead. The grant will fund three part time positions to implement the grant and accomplish the grant initiatives. The grant is \$500,000 over three years.
- The Vernon College Leadership Academy is going very well. There are eight participants that meet every other Friday afternoon for two hours. Three sessions have been completed and there are three more remaining. 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
 - John Rouché's "Six Attributes of Effective Leadership"
- Vernon College Preview Day conducted on Wednesday, October 26 as specifically designed to highlight the Vernon campus to area high school students and counselors. Approximately 350 students attended from thirteen area high schools. The event included tours and information sessions and concluded with a nice outdoor lunch.
- The Campus Carry Task Force is finalizing recommendations after several months of study and discussion. The recommendations will be reviewed by the administrative team and forward to board members for final action. The task force has been extremely diligent in their efforts.

Instruction – Dr. Gary Don Harkey

- Development of the **Spring 2017 Class Schedule** has been completed and the schedule is in the process of being posted online.
- Faculty will begin manning the **CSA Centers** on November 9 with online registration for the spring semester scheduled to open on November 16 for returning students with 30 or more VC credit hours. Online registration for spring classes will continue through January 3.
- On Saturday, October 29th, members of the *Surgical Technology Student Association* and *Student Forum* along with faculty **Jeff Feix**, **Donnie Kirk**, and **Barbara Kinks** joined Student Services counselors Jackie Polk and Clara Garza to volunteer with *Habitat for Humanity*. The house was being built for a 2010 graduate of the Pharmacy Tech program who recently gained custody of her four grandchildren and her two bedroom house could not accommodate them. Channel 6 ran a story on the 10 pm news Saturday and the Times Record News had a front page story with pictures of the Vernon College volunteers.
- Thanks to **Michelle Downes** and **Judy Ditmore** who delivered *Meals on Wheels* on behalf of Instructional Services on October 19.
- Students in the **VC Culinary Academy** participated in *Empty Bowls 2016* on October 11th.
- Students from the **VC Surgical Technology Student Association** along with program coordinator **Jeff Feix** recently "partied" with children at the Children's Aid Society of West Texas on Thursday evening, October 27th - providing buckets of candy and decorating pumpkins with the children while in full costume.

- Speech Instructor **Annette Bever** recently attended the *Texas Speech Communications Association Annual Conference* in San Antonio.
- Students in the **LVN program** (all sites) recently travelled to Dallas to participate in a “mock trial” dealing with Ethics in Nursing. The objectives of this presentation which was sponsored by Texas Nurses Association, was to address identifying criteria for establishing negligence in the practice of nursing, the necessity for complete and accurate recording of patient care activity, legal implications of professional nursing practice, and legal terminology relevant to nurse negligence cases, all of which supplement the curriculum in both the didactic and clinical environments. Accompanying the students were LVN faculty **Mary Jane Batchelor, Tracie Fulton, Zela Haney, Tom Hickey, Casey Kolacek, Kim Perkins, Cassie Shaw**, and adjunct instructors **Reisa Johnston, Jamie Keel, and Lori Page**.
- ADN Director **Mary Rivard** and Assistant Director **Beth Arnold** recently attended meetings of the *Texas Organization for Associate Degree Nursing (TOADN)* in Austin.
- Cosmetology instructor **Elisha Wehrwein** recently recruited on behalf of the Cosmetology Department and Vernon College at the Great Plains Career Fair in Frederick, OK.
- Kudos to Instructional Services Administrative Assistant **Michelle Downes** for serving as coordinator for Vernon College’s participation in the *Wilbarger County United Fund* campaign. \$2354 was donated by Vernon College employees to support eight local agencies.
- Agriculture/Farm & Ranch Management Instructor **Michael Schoppa** along with 23 students from the VC Aggie Club helped host the annual *Wilbarger County Ag Day* on Oct. 19. The event focused on crop production and was attended by over 400 Wilbarger County 4th & 5th grade students and teachers.
- LVN Director **Sherrie Denham** and Instructors **Mary Jane Batchelor, Tracie Fulton, Zela Haney, Rachel Hermann, Casey Kolacek, Kim Perkins, Pam Rotz, and Cassie Shaw** recently attended the *Texas Association of Vocational Nursing Educators (TAVNE)* Fall Conference in Corpus Christi.
- Police Academy Coordinator **Mike Hopper** and Criminal Justice Instructor **Greg Fowler** recently attended the *Texas Commission on Law Enforcement (TCOLE) 2016 Training Coordinators’ Conference* in Corpus Christi.
- Pharmacy Technician Instructor **Katrina Brasuell** recently travelled to Tarrant County College – Southeast campus in Arlington to participate in the first of several *Consortium Leadership and Renewal Academy (CLARA)* workshops.
- **Shana Drury** and **Gary Don Harkey** recently attended the *Texas Community College Instructional Leadership (TCCIL)* Fall Conference in Austin.
- The annual **Cosmetology Fantasy Hair Contest** was held October 31 at both the Vernon Campus and Century City Center. Check out their creations on the Vernon College Facebook page.
- Math Instructor **Belinda Alberry** recently attended the *Lone Star Circle Math Symposium* in San Antonio.
- PASS Department Director **Deana Lehman** recently attended the *Disability Awareness Week Fall Conference* in Lubbock.
- Thanks to the many VC personnel who contributed, supported, and/or participated in the *Susan G. Komen Race for the Cure* on Oct. 8, 2016. Instructional Services personnel participating in the event included **Belinda Alberry, Tina Baker, Misti Brock, Cecil Duke, Nina Feldman, Linda Haney, Kasey Humphries, Barbara Jinks, and Connie Monteith**.
- Dean of Instructional Services **Gary Don Harkey** recently served on a *SACSCOC Reaffirmation On-Site Committee* for Nunez Community College in Chalmette, LA.

Student Services – Jim Nordone

- Dr. Luzelma Canales, External Title III Evaluator, visited our College last week. She offered many suggestions and commended the Title III Team on their continued progress with regard to outreach to at-risk students, and also for the progress on the ERP/SIS systems. Dr. Canales will send us an official report no later than November 4. The aforementioned report will help the Title III Team write the Annual Report, which is due 90 days from September 30, 2016.
- The Student Services TEAM held its first Staff Retreat at The Log Cabin at Lucy Park, Friday, October 28 between the hours of 9:00 a.m. to noon. Training items included the Myers-Briggs Personality Type Indicator as well as Leadership Development/Team Building.
- Beginning November 1, Student Services is transitioning to a newly developed/additional leadership structure to assist us with student services-related management/leadership. Three new committees will be formed, within student services, as follows:

1. **Student Services Employee Morale (S²EM) Committee** – The purpose of this committee is to solicit ideas from student services employees for purposes of improving division morale, thereby resulting in work becoming more fun, productive, and invigorating. This committee will be comprised of a chairperson (Sjohonton Fanner) and four additional committee members.
 2. **Targeting Improvements for Programs and Services (TIPS) Committee** – The purpose of this committee is to investigate all student services-related programs and services for purposes of recommending improvements with regard to customer service (both internally and externally). This committee will be comprised of a chairperson (Clara Garza) and four additional committee members.
 3. **Communication Adjustments for Student Services (CASS)** – The purpose of this committee is to investigate innovative ways to improve daily communications within the Student Services division. This committee will be comprised of a chairperson (Brandi Brannon and Amanda Lehman) and four additional committee members.
- Century City Campus Student Forum sponsored our **Annual Halloween Costume Contest** - Monday, October 31st. The fun took place in the back student lounge by the gym. First place costume winner received \$40, Second place winner received \$30 and Third place winner received \$20!
 - Vernon Campus Student Government sponsored our **Annual Halloween Costume Dance** – Monday, October 31st. Prizes were awarded for the best costumes, and a DJ be performed great dance music for all!
 - Our newly hired Counselor, Amanda Lehman, began her tenure at VC on November 1. Amanda’s office will be located in the Student Services Suite. Please stop by and welcome Amanda to our VC Team!
 - The next meeting of the Student Services Leadership Council (SSLC) is scheduled for Monday, November 14, 9:00 a.m. – 10:30 a.m., Century City Center, Joe Chat Sumner Conference Room.
 - Submitted SACS-COC writing assignments for FR 4.5, CR2.10, CS3.13.3, and CR 3.9.1
 - Compiled Student Services CCSSE and SENSE data
 - Completed Annual IEP responsibilities

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Actively participating in the Title III Grant projects.
- Working on SACSCOC narratives for Compliance Certifications.
- 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.
- Rachel White assisted with Café con Leche events at Wichita Falls High School & Rider High School.
- Certified Fall 2016 THECB (CBM001 & CBM004) contact hour reports.
- Re-certified 8 FY 2016 CBM 00A and 00C contact hour reports per THECB memorandum of 10/18.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Scheduling individual and group tours at each campus.
- Entering prospective student information into POISE software system.
- Scheduling school visits, classroom presentations, and other events with area high schools.
- Contacting prospective students that have entered information through the website.
- Hosted nearly 300 area high school seniors on the Vernon Campus for Preview Day.

Financial Aid and Veterans Affairs

- Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
- Processing of 2016-2017 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Compiled reports for the 2015-16 independent audit.
- Submitted a Texas Educational Opportunity Grant reimbursement request to the THECB.
- Provided financial aid high school nights at various high schools in the VC service area.
- October Financial Aid Blog created and posted on the VC homepage.
- Rosa Alaniz is contacting financial aid students via email who have received an Early Alert for attendance.
- Jeanne Ballard participated in FAFSA DAY helping student and parents complete the FAFSA at Wichita Falls High School.
- Participated and presented at the VC Preview Day on the Vernon campus.

- Contacting veteran students via email who have been sent an Early Alert.
- Working on events for military and veteran appreciation – WALK FOR WARRIORS and the MEMORIAL FLAG GARDEN.
- Assisted parents and students at Rider High School with the 17/18 FAFSA on 10/6.
- Assisted parents and students at Hirschi High School, Wichita Falls High School, and Rider High School on 10/8, 10/15, 10/29 with FAFSA applications in partnership with Café Con Leche.
- Attended Texas A&M Military and Veteran Education Symposium at Prairie View A&M.
- Submitted the annual packet requesting approval to train veterans to the Texas Veterans Commission.
- Participating in NSOs.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Christie Lehman attended the Annual BUC\$ conference in Austin October 10-12
- She also canceled students who had not paid for the Fall II Semester and prepared for the December Mini-Term.
- The audit field work was completed October 18th. Looks like we will get another good clean audit report.

Bookstores

- Both stores are in the process of counting books on shelves, sending Fall books back and getting ready to order Spring books. Stocking and organizing bookstore, assisting students with their school needs, taking pictures and creating badges for Continuing Ed classes.

Wichita Falls

- Jose Nieto and Robert Johnson have been doing the mowing and landscape work at CCC and Skills.
- Carl Brinkley, Gary Dotson and Chris Horton repaired light fixtures in the HVAC lab and classroom at Skills. They also cleaned carpet and installed new ceiling tiles in the flooded office at Skills, repaired lights in the gym at CCC and replaced sprinkler valve in west section of parking lot.
- We've had contractors out to work on roof leaks at CCC again. Every time they fix one leak two more pop up.
- Chris and Gary are changing filters on the roof top units at CCC and Skills.

Vernon

- Jim Anthony and his crew have been seeding rye grass in the quad area and assisting the coaches with seeding baseball and softball fields.
- Due to a leak 300 ft. of gas line was replaced between the Sumner bldg. and King Center.
- Since completing installation of door shims on the big dorm Steven Kajs has followed up on a couple of reports of doors giving problems and remedied them. At this time no further issues have been reported.
- Texoma Builders did a walk through at the dorm in preparation for installing dead bolt locks.
- Work was completed on the fire alarm panel damaged by lightning, system passed final inspection.
- Repairs are ongoing to the building energy management system also damaged by lightning.
- Ray Carr has sown wheat and it is up.
- Ray and Paul Frommelt have been servicing equipment, installed a new lock on the automotive shop and a new warmer in the kitchen.
- Lyle Bonner is in the process of putting together information for the Vernon fire department including grounds maps, building floor plans and chemicals/materials present on campus which pose a potential hazard to firefighters.

College Effectiveness – Betsy Harkey

- **Data update –**
 - The Student Success Data Fact presented to the **Board of Trustees** in October was the Key Performance Indicator of Accountability for Graduation, Persistence and Retention Rate. Benchmarks and data specifically related to Title III were highlighted.
 - Key Performance Indicators of Accountability updates for Fall 2016 should be completed and posted to the Vernon College website by mid-November.
 - Majors and completers data disaggregation is underway for Program/Discipline Evaluation.
 - The CBM 116 Adult Learner Follow-up Report required by the Texas Higher Education Coordinating Board is in the final edit stage and should be certified by November 3rd.

- The **Student Success Data Committee** met on October 21, 2016. A primary agenda item was to review the 2015-2016 Institutional Effectiveness Plan Final Summaries in regard to assessment, assessment results and use of results for improvement.
- The **College Effectiveness Committee** met on October 28, 2016. Action items discussed included review of the 2015-2016 Institutional Effectiveness Plan Final Summaries, 2015-2016 Annual Action Plan Final Summaries, 2017-2021 Primary Goals and 2017-2018 Priority Initiatives. All documents will be voted to approve or reject via electronic vote by Monday, November 7th. The next step will be to present to the Board of Trustees for review and adoption at their November 16th meeting.
- **SACSCOC** –
 - Draft narratives were due by the end of October. An audit of narratives will be conducted in November including the development of a list of possible issues/concerns identified when writing the drafts.
 - A Vernon College **Substantive Change Notification** was approved by the Board of Trustees on October 19, 2016 for the temporary deactivation of the Vernon College Paramedic program. The notification letter to SACSCOC was mailed on October 27, 2016.
- **Title III, Strengthening Institutions Program** – Betsy Harkey met with Dr. Luzelma Canales during her external evaluator visit on October 24 to discuss the data reporting requirements for Title III.
- **Vernon Campus Preview Day** – Betsy served as a group leader. Special thanks to Rachel White and all who took part in the scheduling, setting up equipment/tables, serving the meal, and presentations. It was truly a successful day.

Institutional Advancement – Michelle Alexander

- Michelle Alexander, Holly Scheller, Greg Fowler and Mike Hopper staffed the Vernon College Booth at the Calle Ocho Festival at the Downtown Farmer’s Market in Wichita Falls, October 1. The College is a sponsor of this Festival and participants came by to learn about the College and its programs.
- Michelle, Holly and Ivy Harris have been working since this past summer on AcademicWorks, the College’s new on-line scholarship application platform. We are on track to open the application for the 2017-2018 academic year on November 7.
- Michelle, Ivy and Dr. Johnston attended a meeting of the African American Education Coalition Committee in Wichita Falls, October 13.
- Michelle co-facilitated the Federal Funding Task Force Webinar on October 13.
- Michelle participated in the Federal Funding Task Force conference in Washington, DC October 23 – October 28. The Federal Funding Task Force is composed of community college grants professional volunteers from across the country who meet with Federal grants program officers to discuss funding opportunities for community colleges. The result of their work is the *Report of Federal Funding Opportunities for Two Year Colleges* which is used by community college grants professionals.

Quality Enhancement – Criquett Lehman

- [@VCReads needs a logo!](#) Visa gift cards will be given for those selected 1st – 3rd. The deadline to submit your logo design is: Tuesday, November 22nd at 5:00 PM and it is open to all students, faculty, staff and community. @VCReads is a plan to increase Vernon College students’ reading capability and reading goal orientation. Questions? Contact Criquett!
- The QEP Development Task Force and QEP Planning Committee will meet December 9th to review @VCReads including objectives, resources, activities, assessments and learning outcomes. Faculty and staff will be provided educational opportunities to learn about @VCReads beginning early Spring semester.
- The Technology Committee will be sending an educational technology survey to faculty and staff later this month. Results of the survey will help determine usage, accessibility, and professional development needs. Additionally, your input will aid in the planning of new technologies, the replenishment of existing technologies and coordinating future trainings.
- As a reminder Assessment/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.

Human Resources – Haven David

- We continue working on data migration and form building for Dynamics GP/Greenshades and on SACS-COC draft narratives.
- Personnel for October & November:
Holly Scheller transferred to Coordinator of Marketing and Community Relations in October.
- Interviews for new Project Coordinator – Red River Valley Local Food Expansion Project held October 31st.
- Internal I-9 Audit and TCCTA Survey completed.

ERP/SIS – Ivy Harris

- Data conversion for Dynamics GP has been mostly completed.
- Dynamics GP completed the installation of the system onto the servers. The test environment has been built, and is nearing completion for initial manipulation.
- An onsite visit was held on October 24-27, 2016. This visit comprised of an initial setup and configuration of the purchasing system, testing of that setup and a “train the trainer” session.
- Those who completed the training all agreed that the new system is much easier to learn and use and should provide a better experience for all of those who will use the system.
- U4SM is continuing to configure the base product for Vernon College’s specific needs.
- U4SM has installed the system on our dedicated cloud servers.
- The test environment for U4SM is being configured for Vernon College data.
- Data conversion for U4SM should begin within the next 1-3 months.
- There will be a training on November 10, 2016 for the Implementation Team with U4SM. This training will consist of a deeper dive into our specific modules that have been purchased.
- Following the training the Implementation Team will be given their logins to begin the testing and setup of the system.

DRJ Comments –

- I encourage you to participate and support the Walk for Warriors event on November 10 at CCC
- I encourage you to take your opportunity for input at one of the upcoming “Coffee Communication” sessions:
Century City Center – Joe Chat Sumner Conference Room
Friday, November 11
 - 9:00 am to 10:00 am
 - 11:00 am to 12:00 noonVernon Campus-Faculty lounge off the Dining Hall
Friday, November 18
 - 9:00 am to 10:00 am
 - 11:00 am to 12:00 noon
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060