

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

- The Vernon College Board of Trustees conducted an annual retreat on July 19. Topics of discussion included:
 - Vernon College USDA Farmer’s Market grant
 - USDED Title III grant
 - LVN program update
 - Facilities/Maintenance update
 - Budget/Tax appraisal/Tax rate
- The regularly scheduled board meeting was also conducted on July 20. Items of consideration which were approved included:
 - Updates to handbooks and manuals
 - ISD contracts for training
 - Issuance of employee contracts
- Draft 4 of the 2017-2018 Vernon College budget was discussed by the board members. This draft will be presented at the August 9 board meeting for approval for 2017-2018. The budget revenue is based primarily upon conservative estimates of tuition and fee revenue, state appropriations, and effective rate tax levy. The proposed budget includes the 1.5% step increased in salary schedules plus a 1.5% raise for a total of 3% increase in employee compensation. The 2017-2018 proposed budget increased approximately \$195,000 or for an increase of just under 1% over the current year budget.
- The Vernon College Leadership Academy will be conducted the fall. The academy will consist of six two hour sessions held 1:00 pm-3:00 pm with three sessions on the Vernon campus and three sessions at Century City Center. Additional information will be sent out this week from the president’s office.
- Mary King is working diligently on updating the Governance thru Committee document to ensure all current employees have committee responsibilities. This will be completed and available by the end of August.
- As the semester begins, please encourage students and employees to opt in to participate in the Vernon College emergency notification system. The process is very easy and is on the primary page of the Vernon College website. All students and employees will benefit from this emergency notification system as the College communicates regarding inclement weather or any other serious situation.

Instructional Services

- Faculty members continue to serve as **Course Scheduling Advisors (CSA)** and are currently assisting students with their course schedules for the Fall terms.
- Special thanks to **Sabre Sharp and Karla Monson** for delivering *Meal on Wheels*.
- **Joe Johnston, Dr. Brad Beauchamp, Dr. Donnie Kirk** attended the *SACSCOC Institute on Quality Enhancement* July 15-19 in Austin.
- **Kasey Humphries** attended the *Texas Career Education Conference* in San Antonio on July 16-19.
- **Tina Baker** attended the *Texas Workforce Commission Skills Development Summit* in Austin July 27-28 to become more familiar with SDF grants.
- Attending the *State Professional Improvement Conference* for Ag instructors was **Michael Schoppa**. This was held July 23-28 in Arlington.
- A professional development workshop was held for the **Math Department** regarding new *Math Pathways* on July 25. This was presented by Connie Richardson of the DANA Center.
- **Ruth Rascon** attended *TxHIMA* in Frisco on June 27-July1. TxHIMA provides updates regarding Health Information Management programs.
- **Michelle Downes, Katrina Brasuell, Dr. Donnie Kirk, Tina Baker, Jennifer Brumley, Dr. Mary Rivard, Angela Walker, and Ruth Rascon** attended the *BOSS* professional development opportunity in Wichita Falls July 13.

- **Kids College**, held on the Vernon Campus, wrapped up a successful summer the last week in July. Century City Center Kids College will wrap up on Aug. 3.
- **Arwyna Randall-Gay** taught an *Excel Refresher* for professional development on July 26 for 13 faculty and staff.
- The **Surgical Technology** Program students were treated to lunch on Monday, July 24 by recruiters from Hendrick Medical Center from Abilene. One recruiter was a 2005 graduate of the VC ADN Program and stated she knows the quality graduates Vernon College provides.
- On July 25 the **Surgical Technology** Program had 6 students travel to Lubbock to the Texas Tech Stadium Club attending a Career Fair for Surgical Technology Students and Graduates from 5 to 8 pm. Students attending were provided job opportunities at 20 healthcare facilities and served a full meal.
- **Ruth Rascon** attended the Faculty Development Institute/Assembly on Education for Health Information Management in Anaheim, California July 29-Aug 2.
- **Sharon “Mac” Wallace** has been teaching a contract class for Santa Rosa Telephone on the Vernon Campus regarding Excel and Comprehensive Software (programming) for the last 2 weeks.

Student Services – Jim Nordone

Title III Student Success Initiatives

- Continued recruiting peer mentors for fall 2017.
- Sent recruitment email and scheduled preparatory meeting with regard to faculty mini-grants for fall 2017.
- Continued with reach-out efforts to Early Alert students.
- Continued assisting with “Advising on Demand.”
- Continued with the compiling and analyzing of all Title III cohort data.
- Chap Express dates for fall 2017: August 29 (2:30 to 5:30 p.m. and 5:30 to 8:30 p.m.); August 30 (2:30 to 5:30 p.m. and 5:30 to 8:30 p.m.); August 31 (2:30 to 5:30 p.m.); September 1 (9:00 a.m. to 12:00 noon).
- Secured dates for Title III External Evaluator (Dr. Luzelma Canales) visit, September 5th and 6th.

Student Activities Initiatives and Housing

- Continued cleaning out dormitories and preparing for fall 2017.
- Continued with the processing of dormitory applications for fall 2017.
- Hosted successful (2nd annual) Catholic Youth Summer Church Retreat (approximately 100 guests).

General Ongoing Initiatives

- Instituted “Customer Service Perceptions” feedback/follow-up program for select internal and external customers receiving assistance from the division of Student Services.
- Procured “Feature Story” with News Channel 6 focusing on Vernon College’s “Student Success” initiatives.
- Finalized plans for Date Rape presentation (Katie Koestner) scheduled for August 30 in collaboration with First Step, Midwestern State University, and Sheppard Air Force Base.
- Submitted Student Services “Annual Accomplishments” report to Dr. Johnston.
- Planning to administer Learning and Study Strategy Inventories (LASSI’s) to 100 students (pre-and-post-tests) for fall semester 2017; the LASSI’s will be administered before the upcoming New Student Orientations.
- Commenced with the installing of camera system for both Vernon dormitories.
- Assisted with the 1st annual Vernon College Softball Camp for Area Youth.
- Appointed Lindsey David, Counselor, as the new advisor for Student Government (Vernon Campus).
- Appointed Jackie Polk and Clara Garza, Counselors, as co-advisors for Student Forum at the Century City Center Campus.
- Successful “Athletics Advising Day,” July 12.
- 8 New Student Orientations (NSOs) totaling 279 attendees.
- Conducted 292 academic advising sessions (“Advising on Demand” and scheduled appointments).
- Attended U4SM Stage 2 Discovery Meeting

Personnel Updates

- Hired two new full-time police officers (2nd shift), Daniel Brown and Nick Gregory (active date of employment is August 14).
- Hired a pool of 10 part-time police officers to work (4 to 6 hours per week) rotating security schedule for all three Vernon College sites (active date to commence with this initiative is August 14).

Admissions, Records & Financial Aid/Registrar – Joe Hite

Admissions, Records and Recruiting

- Processing Applications for Admissions and mailing applicable status letters with registration information.
- Sending Student Success Communication emails, VC Portal messages, and Facebook notifications to provide students important dates and information.
- Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- Campus Connect (online registration) open for students registering for Fall 2017 semesters.
- Prepared for changes to on-site Final Registration processing and flow for Fall semester.
- Working with POISE staff on TSI writing score change for Fall registration.
- Certified end of Spring semester THECB Reports (CBM002, CBM00S, CBM0E1).
- Certified contact hour funding THECB Reports for Summer I semester (CBM001 & CBM004).
- Submitting contact hour funding THECB Reports for Summer II semester (CBM001 & CBM004).
- 2017-18 Institutional Effectiveness Plan written and submitted.
- Working on Texas Workforce Commission Eligible Training Providers Report.
- Working on implementation and data transfer for Unit4 SM.
- Scheduling individual and group tours at each campus.
- Conducting an e-mail campaign targeting students who have applied for Fall 2017 but not yet enrolled.
- Scheduling Fall 2017 Recruitment Activities (college fairs, on-campus & community events, etc.).
- Entering prospective student information into POISE software system.
- Contacting prospective students that have requested information through the website.

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.
- Processing of 2017-2018 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- 2017-18 Institutional Effectiveness Plan written and submitted.
- Texas State Work-Study reconciliation completed.
- Federal Work-Study reconciliation completed.
- 2016-17 Texas State Work-Study EOY report submitted and certified.
- 2017-18 Texas Educational Opportunity Grant awarded.
- July financial aid blog written and posted.
- 2016-17 Texas Educational Opportunity Grant Institutional effectiveness report written and submitted.
- 2016-17 Texas State Work-Study institutional effectiveness report written and submitted.
- Notified the US Department of Education of our new default aversion services provider.
- 2017-18 athletic scholarships posted to student's accounts.
- 2017-18 academic scholarships posted to student's account.
- Memorandum of Understanding for state financial aid programs submitted to the THECB.
- Processing certifications for Fall enrollments of veterans/dependents to the VA.
- Participating in New Student Orientations (NSOs) for summer and fall.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Christie Lehman disbursed over \$280,000.00 in Summer & Summer II Financial Aid Monies
- Everyone is getting geared up for the year-end audit

Bookstores

- Both stores have been busy getting ready for Fall semester...Summer book returns, processing Fall books in...stocking supplies...assisting students with their college

Wichita Falls

- Rick Haley and Jose Nieto have busy with weekly mowing and landscape work.
- Gary Dotson and Chris Horton removed the smart board projector and the white board, patched the holes where the equipment was mounted and installed a new white board in room 509 at CCC, removed unused Panduit on the walls in room 210 at Skills and repainted the walls and ceiling and are working on cameras in the dorms at Vernon and striping the parking lot at Skills.

- Robert Johnson has been repairing lights around the building at CCC and Skills and performing general maintenance.

Vernon

- Painting was completed on the baseball fence, gate overhead, doors, metal trim and stairs.
- Lyle Bonner refurbished the rodeo entrance sign and shredded weeds at the farm.
- Lyle, Ray Carr and Paul Frommelt hung poster frames in Sumner and Biggs bldgs.
- Steven Kajs has been making repairs and changing air conditioners in the big dorm.
- Joey Lama and his crew have been refinishing floors and cleaning dorm rooms.
- Lyle and Paul repaired AC condensing units at the business office and baseball field house.
- Ray and Paul replaced the AC compressor at the Biggs bldg.
- The new chlorinator was installed at the pool.
- Ray replaced the door hinges on the rodeo feed pickup.
- Jim Anthony and the grounds crew have been trimming trees.

Institutional Advancement – Michelle Alexander

- Callee Serrano and Michelle Alexander attended the U4SM Workshop for Institutional Advancement on the Vernon campus July 12
- Callee participated in the Excel Refresher Workshop on the Vernon campus July 25
- Michelle participated in the Excel Refresher Workshop at Century City Center July 26
- Monica Wilkinson and Michelle attended the Grant Writing USA Grant Management Workshop in Arlington, TX July 16-18. The majority of the curriculum covered the Office of Management and Budget, Uniform Grant Guidance Regulations for Federal Grants
- Monica met with leaders at Wilbarger General Hospital regarding the development of the ‘Fresh Pharmacy: Fruit and Vegetable Prescription Project’ for the summer of 2018
- Monica and Michelle met with the Kemp Center regarding expansion of the farmers market room at the 2018 Home and Garden Show
- USDA Farmer’s Market Grant Activities:
 - Downtown Wichita Falls Farmers Market: Peach Day July 8; Black-eyed Pea Day July 15; and Watermelon Fest July 29 were very successful events with over 3,500 in attendance each Saturday
 - Vernon Farmers Market: Okra Day July 15 and Black-eyed Pea Day July 22 were successful with over 300 in attendance each Saturday.
 - Vernon College, the City of Vernon and Texas AgriLife sponsored a workshop on ‘How to Start a Community Garden’ on July 11th. The workshop content was excellent and very informative for City leaders and volunteers.
 - Vernon Midweek Market at Wilbarger General Hospital from 4-6pm on Tuesdays continues to go well with an average of 70 customers and 3-5 vendors in attendance
 - Monica and Michelle presented an update of the RRVLFEF at the July 19 Vernon College Board retreat
 - Monica and Michelle met with the Vernon College Culinary Academy, Pelican’s Restaurant, and Downtown Development to plan the September 2017 Farm-to-Table dinner
 - Dialogue is moving forward with the City of Graham regarding the development of a weekly farmers market in 2018. Monica is meeting with City leaders on August 7th.
 - The summer recipe card featuring Chef Demrick Davis of Bistro 2011 and his Summer Veggie and Quinoa Tabbouleh with Tzatziki Sauce was printed and distributed. Chef Demrick provided samples of his dish at the July 22 WF market.
 - July Tuesday/Thursday educational programs at the WF market are well attended and popular. This month’s programs included Bee Education with Randy Young from Bees Aria, Hands on Fermenting with Tarah Nyerg, Bath Bombs with Tracy Hyder of Mesquite Tree Hill, Whiteside Museum of Natural History, and a cooking demonstration by Kyle Dalka from Ganache Cupcake Lounge.
 - The WF Market will host a ‘Little Chefs Camp’ for ages 8-12 on Thursday, August 3rd at 10:00 am. Wichita Falls Area Food Bank nutritionist Jessica Bachman will be the instructor. The first 20 registered will receive a free apron and cutting board.

Marketing – Holly Scheller

- Attended the BOSS panel on public speaking.
- Discussed our role in the community with the Mayor of Wichita Falls.

- Attended Wake up Wichita Falls to support VC.
- Created a letterhead and first few bullet points for WF leadership to use at speaking engagements.
- Worked on redesigning presidents report.
- Created a series of videos for FB to show people what we do vs what they think we do. This included, student services, skills and marketing.
- Trained in SmartCatalog.
- Began editing our completed Smart Catalog.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **SACS-COC Summer Institute.** Dr. Brad Beauchamp, Mr. Joe Johnston, and Dr. Donnie Kirk traveled to Austin for the 2017 Institute on Quality Enhancement and Accreditation July 16 – 19. The theme from the conference: make sure your QEP idea is specific, assessable, and simple.
- **QEP.** Writing of the Inquiry-based Learning QEP narrative is in progress using the approved QEP narrative framework. To view a snapshot of the narrative framework, review page 49 of the [SACS-COC Handbook for Institutions Seeking Reaffirmation](#).
- **SENSE.** In Fall 2017, select new Vernon College students will participate in the Survey of Entering Student Engagement (*SENSE*)—an initiative through the Center for Community College Student Engagement. The SENSE helps community colleges discover why some entering students persist and succeed while others do not. The Center transmitted the finalized Fall 2017 SENSE course survey sample to Donnie Kirk on July 18, 2017. [Read more about the SENSE.](#)
- **QERI Update.** New administrative assistant Anna Martin has masterfully accounted for and updated all technology currently contained in the Quality Enhancement Resource Inventory (QERI). AWESOME JOB, Anna!!!

Professional Development Update

- **SACS-COC Professional Development Narrative Draft.** As a part of ongoing accountability and accreditation, the Professional Development Team is completing the SACS-COC 3.7.3 portion of the draft narrative. 3.7.3 asserts the following, “3.7.3 - *The institution provides ongoing professional development of faculty as teachers, scholars, and practitioners. (Faculty development)*” The finalized draft will be submitted to Betsy Harkey on or before August 14.
- **July 2017.** Several well attended PD sessions of note took place in July including a Vernon College Wellness Program Initiative led by City of Wichita Falls officials, two Excel Refresher sessions, and two Canvas Reboot sessions!
- **Fall 2017 PD Calendar.** The Fall 2017 Professional Development calendar is nearing completion. Many staff, faculty, and administrator PD opportunities are scheduled including a Grant Writing Workshop, a session by the National Alliance for Mental Illness in relation to campus mental health issues, office technology workshops, QEP sessions, instructional support sessions, as well as outside PD opportunities from the Wichita Falls Chamber of Commerce and the Non-profit Center of Texoma. The Fall 2017 PD Calendar will launch August 14.

Human Resources – Haven David

- Personnel: (Hires)
 - Shelli Pendleton – ADN Instructor - CCC
 - Daniel Brown – Campus Police - Vernon
 - Nick Gregory – Campus Police - CCC(Terms)
 - Chad Smith – Rodeo Coach
 - Paul Vogt – EMS Coordinator
 - Donna Egoavil – Classified III, Instructional Services - CCC
- We are working on auditing leave for accuracy.
- 2017-2018 Employee Handbook completed and approved.
- Contract are being prepared for distribution.

ERP/SIS – Ivy Harris

- The Dynamics GP/ReqLogic/Greenshades go-live date was successfully completed on March 1, 2017. The follow-up set-ups are continuing to be refined and adjusted according to departmental needs.

- All full-time, part-time, and adjunct faculty, staff, and administration were trained on the new systems in either a live group training session, one on one training session, or an online training.
- U4SM is continuing to configure the base product for Vernon College's specific needs.
- Data conversion for U4SM has begun with the first capture of data submitted for review, verification, and cleanup.
- Data from the admissions office is currently being captured from Poise and translated into Excel. Data is continuing to be captured and scrubbed for inconsistencies and errors. The data will then be validated against the Poise database to ensure accuracy.
- Data from financial aid and the business office will be the next phase of the data capture process.
- The ERP/SIS Coordinator continued to record training videos for the Dynamics GP and Reqllogic systems for use by all employees.
- The ERP/SIS Coordinator attended the annual U4SM Conference during the week of June 4-10, 2017.
- Dynamics GP representatives was onsite July 6, 2017 at the Vernon campus.
- U4SM Representatives met with the Implementation Team and employees from various departments during the week of July 10-14, 2017.
- U4SM conducted a gap analysis of the data collected from the initial discovery sessions in 2016.
- An outside Poise Data Consultant was contracted to assist with the data extraction of Poise data during the week of July 31, 2017-August 2, 2017.

DRJ Comments –

- I want to thank all employees in all departments for assisting in the development of the proposed 2017-2018 budget. A very small increase but every effort to meet the needs of our students, communities, and employees.
- Shana Drury, Greg Fowler, Joe Johnston, Paula Whitman, and Mark Holcomb continue to provide tremendous leadership for the instructional component during this time of transition. I greatly appreciate each of them and each of you for your assistance to them.
- I look forward to a big day on August 14. I look forward to seeing you.
- Please contact me with any input or questions at:
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