

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

- One significant purpose of the Annual Action Plan process is to help ensure compliance with SACS criteria. One effort is for the President’s office to make sure the Board of Trustees review the various documents associated with the planning process. In preparation of the next planning cycle, the Board of Trustees reviewed and approved the 2018-2022 Primary Goals and 2018-2019 Priority Initiatives of the college. The President, the Director of Institutional Effectiveness, and the College Effectiveness committee (with input from faculty and staff) worked diligently during the summer and fall of 2017 in reviewing, discussing, and finalizing Primary Goals and Priority Initiatives for Vernon College. The 2018-2022 Primary Goals and 2018-2019 Priority Initiatives have undergone review by the College Effectiveness committee to ensure the goal of student success is articulated. The planning documents are in alignment with the Texas Higher Education Coordinating Board *Strategic Plan for Public Community Colleges*.
- There exist at Vernon College a tremendous amount of information in print and on the website regarding emergency procedures. In developing information for the SACSCOC reaffirmation report, it became apparent there was not overarching crisis management plan that organized information and stated appropriate protocol for crisis situations. Jim Nordone, Garry David, Kristin Harris, and Kevin Holland, worked to develop a crisis management plan that would provide evidence that Vernon College has an organized and communicated plan with appropriate protocol to meet the needs of students, employees, and community members. The Vernon College board of trustees approve the Crisis Management Plan at the November 8 meeting.
- Skills Training Center lease—The facts are:
 - o Vernon College has leased the Skills Training Center facility from Wichita County for over 20 years.
 - o A five year lease that was set to expire on 12-31-17 was for 50,000 sq. ft. at \$1.08/sq. ft. per year or .09/sq. ft. per month or \$54,000 per year.
 - o Due to a complete new roof on the entire building (Vernon College occupies approximately 30% and the current county jail occupies approximately 70%), the Wichita County commissioners initiated new lease terms to recover a portion of the roof over time. The revised lease terms began on January 1, 2017 and details are
 - A ten year lease
 - Years 1-5 for 50,000 sq. ft. at \$2.08/sq. ft. or \$104,000 per year
 - Years 6-10 for 50,000 sq. ft. at \$1.33/sq. ft. or 66,500 per year
 - o My understanding is that Vernon College will be presented a revised lease agreement that continues the \$2.08/sq. ft. for years 6-10 or longer to assist Wichita County to recover approximately one-half of the cost of the new parking lot and additional parking lot lighting. This is an estimate as I have not seen the revised lease proposal.
 - o We like our current facility and the programmatic classroom/skills labs we have designed and established over the years.
 - o The proposed estimated cost of \$2.08 per sq. ft. per year is very advantageous compared to similar properties that we have looked at.
 - o Any relocation effort would be a significant increase in cost to our Skills Training Center operations so the extended lease is a positive solution for both entities and will allow Vernon College to continue operations at the Skills Training Center without interruption.
 - o After all the discussion, this is a simple business transaction. The owner of the facility will have invested over \$1.5 million in facility improvements and are choosing to recover a portion of that cost by increasing the rent to the tenant (Vernon College). I feel comfortable that at each discussion with the Wichita County Commissioners and Judge, I have been able to keep that increase to a minimum level and to extend the terms of the lease to decrease the cost burden to the Vernon College budget. This lease is paid from out of district tuition and fee dollars and/or state funding dollars produced by courses taught at the Skills Training Center.

- The Title III has created a tremendous amount of work and activity for numerous employees, but it is all needed and all good activity. Students and employees are benefitting from these activities. An external consultant was on campus in early September to provide an evaluation of the activities conducted in year two and to provide additional direction for improvement for year three of the grant. Both the Student Success Pathways and the ERP/SIS components of the grant are meeting expectations and moving forward into year three. The Title III team are working to prepare the year two annual report to submit to the U. S. Department of Education.
- Discussions have continued with Allen Patterson regarding the development of a North Central Texas Community Health Care Center at the Century City Center. Basically, Vernon College will permit the Center to establish and operate a primary care clinic on the Vernon College Century City Center for the benefit of College's students and personnel, as well as for other residents of the general community. The Center will fund all renovations in the undeveloped movie screen area that is currently used as a storage area.

Instructional Services

- **Paula Whitman** attended CLARA in Dallas, TX Nov. 9-10.
- **Donnie Kirk and Annette Bever** attended the National Communication Association Annual Conference in Dallas, Texas Nov. 17-19
- **Angela Ward** attended the Fall 2017 Cosmetology Camp in Austin, Texas Nov. 10-12.
- **Angela Ward, Elisha Wehrwein, and Diana Shipley** took Cosmetology students from the Vernon Campus and Century City Center to the Image Expo Hair Show in Dallas on Nov. 11-13 where they competed against other schools. The Vernon students received 3rd in the Fantasy Hair division. Two male students from Century City received 2nd and 3rd in the Barbering division.
- **Diana Shipley** attended the TDLR Cosmetology Advisory Board meeting in Austin on Nov 13.
- **Mark Holcomb** attended in Rockwall Training on equipment in Houston Nov. 14-17.
- **Cory Nava and Brian Deason** attended the EMS Texas Conference Ft. Worth Nov.19-22.
- **Vicki Bradley and Karla Monson** delivered meals on wheels on Wednesday, November 1st for Instructional Services.
- **Cosmetology** had its annual scholarship day. Vernon Campus raised over \$1300 and Century City Center raised over \$3800.
- **Pharmacy Technician** program had their 6 year accreditation site visit on November 20. We passed stating that our program was very good with only a few areas of suggested improvements to our lab and advisory board meetings.
- The **Vernon College Theater Ensemble** successfully presented "Tomorrowland" by Neena Beber. November 16, 17, & 18 at 8:00pm and the admission was a donation of canned goods for the food bank.
- **Michelle Downes** was a bell ringer for Salvation Army on Nov. 16 and **Melanie Milner** rang the bell on Nov. 27th.
- Vernon College held a successful Walk for Warriors event with several from Instructional Services assisting in the event:
 - **Judy Ditmore and Debbie Kennedy** – thanks for volunteering and working registration!!!
 - **Mike Hopper** – thank you for providing police academy cadets to present the colors. Thanks also for allowing and encouraging your academy cadets to participate.
 - **Steve Underhill** – thank you for all of the great ideas and for involving the Student Veterans Organization!
- **Mike Hopper** attended Law Enforcement Drone training. He and the cadets also participated in the City of Lights Parade on Nov. 18 in Wichita Falls.
- **Continuing Education** had 100% pass rate for the month of November for Certified Nurse Aides.

Student Services – Jim Nordone

Title III Student Success Initiatives

- The next Title III Oversight Committee meetings is scheduled for December 8th, 9:00 – 10:00 a.m., 204 (V) and 712 (CCC).
- Continued with the development of Peer Mentor and Peer Mentee Video Testimonials.
- Continued working on Title III Annual Report (Due February 2018).
- Completed "Exit Interviews" with Peer Mentors.
- Finalizing fall 2017 faculty "mini grants."
- Began accepting proposals for spring 2018 faculty "mini grants."

- Covered Course Schedule Advisor (CSA) Center weeks of November 27 and December 4.
- Continued with analyses of particular Title III outreach initiatives (Academic Coaching, Striving to End Probationary Status (STEPS), Peer Mentoring, and Student Success Series).
- The Title III Oversight Committee is currently assessing the Student Success Pathway for purposes of identifying best practices, barriers, and proposed improvements.

Student Activities Initiatives and Housing

- Volleyball “Send-off” for Regional Tournament, November 2 (60 students and 20 Faculty/Staff).
- Blood Drive, November 8 (Century City Center) – 35 donors.
- Turkey Trot Run, November 13 (Vernon) – 75 students and 13 faculty/staff).
- S’mores Night, November 16 (14 students participated in the event).
- Handball Intramural Night, November 29 (20 students participated in the event).
- Dorm Inspections, November 30 (one fine issued).
- Late Night Breakfast, December 5 (50 students participated in the event).

General Student Services Initiatives

- Held two successful Induction Ceremonies (November 30 - Century City Center and December 1 – Vernon) for the newly developed National Society of Student Leadership and Success – Vernon College Chapter. Seventy (70) students inducted.
- Continued to work on SACSCOC narratives and associated artifacts, Institutional Effectiveness Plans, and Annual Action Plans.
- Newly developed Crisis Management Plan approved at November Board Meeting.
- Began installing new Emergency Procedures flipcharts in all classrooms and offices.
- Participated in the New Hope Baptist Church Fall Festival, November 11.
- Began offering “Advising on Demand” for spring semester 2018.
- In compliance with State of Texas Law (HB 2895), added mental health services component to the Student Services homepage.

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.
- Working on Spring semester course schedule to facilitate POISE Campus Connect registration.
- Opened Campus Connect online registration for Spring semesters.
- Working on Fall semester CE contact hour THECB Reports (CBM00A, CBM00C).
- Working on narratives for SACSCOC Compliance Report.
- Amanda, Maria, and Marco attended the annual TACRAO Conference in South Padre.
- Scheduling individual and group tours at each campus.
- Scheduling Spring 2018 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.
- Congratulations to Rachel White on the birth of her baby girl, Macy!!!

Financial Aid and Veterans Affairs

- Submission of Pell, Direct Loan and Title IV program disbursements to Department of Education for allocation increases.
- Processing of 2017-2018 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- 2018-19 financial aid forms created.
- November financial aid blog written and posted.
- Completed and certified annual THECB Financial Aid Data Base (FADB) Report.
- 2018-19 FAFSA presentation created.
- Providing 2018-19 financial aid presentations at area high schools.
- 2016-17 FISAP assessment activity report written and submitted.
- Participated in New Student Orientations (NSOs) for Spring 2018.

- Evaluating remaining time frame for students who are within 40 hours of reaching 150% max time frame eligibility.
- Held 2017 WALK FOR WARRIORS, attended by over 150 participants.
- Participated in Financial Aid Saturday events with Café Con Leche partners.
- Processing certifications for Spring enrollments of veterans/dependents to the VA.
- Processing Hazlewood awards for Spring enrollments of veterans/dependents.
- Preparing approval packet for submission to Texas Veterans Commission.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Christie Lehman and Ann Schultz set up the billing information for the Spring Semester
- Christie Lehman meet with Catholic Charities about the upcoming spring semester and disbursed Fall II Financial Aid Monies.
- Garry David attended the fall TACCBO meeting in Austin.
- Mindi Flynn, Shelly Mason and Margaret Tubbs attended training with new financial software provider, GP Dynamics.
- Margaret Tubbs and Shelly Mason delivered Meals on Wheels.
- Mindi Flynn and Christie Lehman have been training with the new 1098-T vendor.
- Ann Schultz assisted in the Walk for Warriors Event at CCC and helped with the assembly and distribution of 300 Fall Finals Survival packs for ASA Fall project.

Bookstores

- Both stores have shipped fall books back to publishers and completed spring book orders.
- They are now receiving and shelving spring books and preparing for December Buybacks.

Facilities -

Wichita Falls

- Gary Dotson, Chris Horton and Jose Nieto mowed the lawns at CCC and Skills.
- Jose and Rick Haley planted some fall flowers in front planters at CCC.
- Gary and Chris installed new data line at the Seymour campus.
- Robert Johnson and Carl Brinkley cleaned the carpet in room 714 at CCC and replaced the faucet in the restroom by cosmo, replaced the drain pipes and cleaned the roof drains at CCC.
- Carl installed new lights on the utility trailer and repainted the trailer.
- Robert cleaned and replaced the lights in the stairwells and repaired the lights in the 600 hallway.
- Gary and Chris worked on cameras in Vernon.

Vernon

- Ray Carr and Paul Frommelt replaced the disposal at the SUB and an air handler motor in the Osborne bldg.
- Joey Lama set up the Santa house in the quad, maintenance and grounds put up Christmas decorations.
- Lyle Bonner built an alarm system for the walk-in freezer at the sub and repaired water leaks at Rodeo.
- Lyle, Ray and Paul ran electricity for the new scoreboard.
- Ray and Paul continue to make progress on the softball field house including electrical, plumbing and AC.
- Ray made repairs to the Rodeo 4 wheeler.

College Effectiveness – Betsy Harkey

- **Data update** – Continued data related projects from the Office of Institutional Effectiveness are:
 - ✓ Assessment/Report Calendar including gathering the final completed 2016-2017 and 2017-2018 communication forms
 - ✓ Key Performance Indicators of Accountability (KPIA) and related Benchmarks updates
- **SACSCOC** – Members of the College Effectiveness Committee/SACSCOC Team continue to work hard to complete final narratives and gather artifacts/evidence for the Compliance Certification (10 year) Report. Special thanks to all for their diligence.

Note that SACSCOC is the Number 1 priority for the Institutional Effectiveness Office for the next several weeks. All other projects are on hold. If you need information not related to the Compliance Certification Report contact Betsy.

- **Student Success Data Committee** postponed their November meeting until December. They will meet electronically to review updated KIAs and Benchmarks as well as receive an update on the Assessment/Report Calendar Communication process.
- **College Effectiveness Committee** met on December 1, 2017. Action items on the agenda included the review and approval of the 2018-2022 Strategic Plan as well as the 2016-2017 Institutional Effectiveness Plans and Annual
- Action Plans Final Summaries. The documents will be on the December Board of Trustees agenda as recommendations for approval.
- Betsy Harkey participated in the Texas Higher Education Coordinating Board Liaison Meeting and Data Fellows Training in November.

Institutional Advancement – Michelle Alexander

- Callee Serrano Handed out final survival packs for A.S.A.
- Callee served as a Salvation Army Bell Ringer for Community Interaction Committee.
- The Vernon Farmers Market Association sponsored the November 4th District 3 4-H Food Show best-themed award in three age categories. ‘Homegrown’ aprons and \$25 cash prize was awarded to the winner in each age group. Each participant received a ‘Homegrown’ market bag, recipe cards and information on eating local in the region.
- Monica Wilkinson continued to meet with Crane West on development of websites for the Vernon Farmers Market Association and the Wichita Falls Farmers Market, a winter commercial for the WF market and winter advertising campaigns.
- November 6th was the first Wichita Falls Farmers market association meeting. The meeting was well attended by over 20 vendors. The group discussed successes of the first year of the grant, market facility needs, market events for 2018, the 2018 Home and Garden Show, and the possibility of forming an official farmers market association with rules and bylaws.
- Monica met with the Kemp Center and David Graf on the 2018 Home and Garden Show. The USDA grant will co-sponsor rooms 8, 9 and 10 with Texas AgriLife. The rooms will be called the ‘Farm-to-Market Room’ and will have everything from a petting zoo, seed planting stations, carrot and radish picking area, erosion education, kids’ crafts, and farmers market vendors.
- Monica met with Chartwells staff with Wichita Falls ISD to further discuss ways in which the group could collaborate and work with projects under our USDA grant and the Wichita Falls Farmers Market.
- Thanksgiving the Local Way was held at the November 18th WF market. A shopping list of local produce, hostess gifts, baked items, etc. and recipes was distributed to local shoppers preparing for the Thanksgiving holiday.
- The USDA Year 1 annual report is being finalized
- The Vernon College Scholarship Application 2018-2019 is now open and will remain so until March 1, 2018. Michelle Alexander is meeting with individual students about our Scholarship Program and to assist with application completion.
- Dr. Dusty R. Johnston, Michelle Alexander, Melissa Moore and Marco Torres hosted 54 middle school students participating in the Road to College Program at Century City Center on November 29. In addition to presentations the group was given a tour of the facility.
- Michelle and Monica attended the Catholic Charities Lunch on November 16 in Wichita Falls.

Marketing – Holly Scheller

- Attended the Digital Summit in Dallas, to gain more information about how to effectively market Vernon College over all social media channels.
- Photographed the Leadership induction at both CCC and Vernon
- Photographed the LVN Pinning Ceremony in Vernon.
- Attended Computer Automation Advisory Committee meeting.
- Pulled SACs artifacts for many departments
- Redesign of NSO brochure.
- SACS reading team
- Worked with ad firm, media partners and social media to promote Vernon College.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **SACS-COC Annual Meeting.** Director of Quality Enhancement Donnie Kirk attended the [2017 SACSCOC Annual Meeting](#) December 2-5. Topics covered specific to the QEP included staging, writing, implementing, assessing, and continued improvement practices after formal QEP conclusion.
- **QEP.** Writing of the Inquiry-based Learning Quality Enhancement (IBL-QEP) narrative continued through November using the 9-point approved narrative framework. Dr. Donnie Kirk and Dr. Brad Beauchamp are principle writers on this project. To view a snapshot of the narrative framework, review page 49 of the SACS-COC Handbook for Institutions Seeking Reaffirmation.
- **IBL-QEP Short Courses.** Pilot QEP faculty training course entitled “IBL-QEP 101” launched in October 2017. Participating faculty continued the training process throughout November 2017 with completion scheduled for December 2017. The IBL-QEP training process is structured in an online 4-week series and introduces participants to inquiry-based learning concepts and strategies all the while actually leading them through the process. At the conclusion of the training, completers will have an Inquiry-based Learning Implementation Plan (IBLIP) ready to apply to their chosen course(s) in Spring 2018. Brad Beauchamp, Roxie Hill, and Donnie Kirk are principle course designers/facilitators. Contact Donnie Kirk if you would like a tour of the course.

Professional Development Update

- **December 2017 Professional Development Highlight.** Seven Vernon College employees attended the BOSS (Business Owners Sharing Solutions) quarterly session on December 06, 2017 at [French Country Meadow](#). The topic for discussing focused on “Bridging the Generational Gap.” Guest panelists for this interactive event included Sarah Quigley, USA800; Jennica Lambert, River Bend Nature Center; Keith Lamb, Midwestern State University; and David Toogood, Work Service Corporation. BOSS events are a production of the [Wichita Falls Chamber of Commerce and Industry](#).
- **Spring 2018 Professional Development Calendar.** Construction of the Spring 2018 Professional Development Calendar continues. Highlights to look for includes online training webinars and sessions from [NISOD](#), [STARLINK](#), and [SafeColleges](#).

Human Resources – Haven David

- Personnel:
November Hire: Rheasa Onder – Classified II, Faculty Assistant - ADN at CCC
- SACS final narratives

ERP/SIS – Ivy Harris

- The Dynamics GP/ReqLogic/Greenshades 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 are continuing to be trained as needed 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 continued with the first capture of data submitted for review, verification, and cleanup.
- Data from years 2010-2016 have been captured from Poise and translated into Excel. Data is continuing to be captured and scrubbed for inconsistencies and errors. The data will be scheduled for validation against the Poise database to ensure accuracy.
- U4SM Representatives will continue to meet with the ERP/SIS Director to discuss next steps.
- U4SM is reviewing the conducted gap analysis of the data collected from the initial discovery sessions in 2016.
- The first Title III Annual Report Planning Meeting was conducted. The members of said meeting will continue to gather necessary information for the Title III Annual Report.
- Dynamics GP representatives were onsite November 6-7, 2017 to conduct some refining training with the Business Office and Human Resources Staff.
- U4SM representatives were onsite November 13-15, 2017 for additional Gap Analysis, product discovery and limitation analysis. The gap analysis proved successful in that departments were able access the current version of U4SM against the needs of Vernon College.

DRJ Comments –

- The twelve person search committee for the Vice President of Instructional Services position has worked very diligently the past few months to review resumes, select candidates for interviews, and conduct interviews. Four candidates were selected and scheduled for interviews. Unfortunately, two candidates withdrew their application late last week. The committee and I conducted interviews for two of the finalist on Monday and Wednesday of this week .After lengthy discussion, the consensus of the committee was to not select either of the two applicants. The recommendation of the committee is to repost the position in January to gain additional applicants. I agree with the recommendation. The plan will be to select applicants to interview in March and to hire someone in April to begin work as soon as possible.
- Susie and I wish everyone an enjoyable and safe Merry Christmas.
- Please contact me with any input or questions at:
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