

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 action in the annual planning process is the annual board review and approval of the Philosophy, Vision, Values, and Mission statements as well as the updated Long Term Objectives for Vernon College. All of these were reviewed and approved by the college wide College Effectiveness committee. The College Effectiveness Committee recommended one additional Long Term Objective. *Communicate and build strategic alliances with local businesses and economic development partners to foster increased support of Vernon College's educational and economic benefits to the 12 county service area.* The board approved these at the October meeting.
- There exists 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 an overarching crisis management plan that organized information and stated appropriate protocol for crisis situations. Jim Nordone, Garry David, Kristin Harris, Kevin Holland, and I developed a comprehensive 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 will be an action item for the November 8 board meeting.
- The Vernon College Leadership Academy is going very well. There are seven participants that meet every other Friday afternoon for two hours. We have completed four sessions and have one more to go. Topics for discussion have included:
 - Characteristics of excellent leadership
 - John Maxwell's book—*Leadership 101*
 - Mark Sanborn's book—*You Don't Need a Title to be a Leader*
 - *Leadership Attributes*—John Rouché
 - Self-reflection, real examples, questions, and discussion have all been important components of the sessions
- The Vice President of Instruction search committee has narrowed the applicants down to four individuals to interview. All of the applicants selected to interview have appropriate education and instructional experience. All have experience working in Texas community college. The interviews are scheduled for November 27-30. The search committee members are:

Dr. Brad Beauchamp	Greg Fowler
Cindy Coufal	Mark Holcomb
Garry David	Bettye Hutchins
Shana Drury	Joe Johnston
Christina Feldman	Dr. Mary Rivard
Michael Schoppa	Paula Whitman
- Coffee input sessions—I will be hosting several coffee input sessions on the Vernon Campus and Century City Center to provide faculty and staff and opportunity for informal discussion and input. I try to conduct these sessions each fall.
 - Century City Center—Joe Chat Sumner Conference Room
 - Friday, November 17
 - 11:00 am to 12:00 noon
 - Vernon Campus-Faculty lounge off the Dining Hall
 - Thursday, November 9
 - 12:30 pm to 1:30 pm

Instructional Services

- October 28, 2017, twelve VC Career and Technical Education faculty participated in the Maker Faire STEMA event at the MPEC in Wichita Falls. Each instructor showcased their programs and the technology they use to teach program curriculum. **(Emergency Medical Services, Industrial Automation Systems, Computer**

Information Systems, Cosmetology, Automotive, Machining, Heat/Ventilation/AC, Farm and Ranch Mgmt, Administrative Office Tech, LVN, RN, and Surgical Technology)

- **Mike Hopper** participated in Calle de Ocho on Saturday October 7th. He also attended the Business Expo.
- **Mike Hopper and Greg Fowler** attended the TCOLE Training Coordinators Conference in Galveston, Texas Oct. 15-20.
- **Culinary Academy** participated in Empty Bowls on October 10th.
- **Justin Sanders**, Vernon High School CNA instructor, and his high school students awarded the outstanding award for High Schools large schools bracket for Coordinating Blood Drives on October 12th.
- Race for the Cure participants from Instructional Services 2017: **Tina Baker, Misti Brock, Nina Feldman, Debbie Kennedy, Debbie Richard and Angela Ward**. Many thanks to **Cosmetology** for student and adjunct volunteers for the event as well.
- **Katrina Brasuell** gave her presentation at NTCCC 12th annual Outcomes and Assessment conference at Hill College at Bridgeport on October 20.
- **Ariel Tart, Christina Hoffman, and Paula Whitman** attended the North Texas Regional meeting on HB 2223 (Implementing Co-requisites) at Brookhaven College in Farmers Branch, Texas on October 13th.
- **Mike Ruhl, Melody Bell, and Will Robertson** Biology instructor's toured Hill College's Open Biology labs in Hillsboro, Texas.
- **Ruth Rascon** attended the American Health Information Management Associations national conference held in Los Angeles, California October 6th through October 12th.
- **Jennifer Hatley** attended Simulation Users Network to learn about how to better utilize simulations/mannequins and new technology in simulations held in San Antonio, TX Oct 8-12.
- **Mary Rivard**, Director of Associate Degree Nursing and **Beth Arnold**, Assistant Director, attended the Deans and Directors meeting and the TOADN meeting in Austin, Texas on October 12th and 13th.
- **Mary Jane Batchelor** traveled to Austin, Texas to the annual TAVNE meeting conducted every fall for Vocational Nurse Educators and Instructors on Oct. 24-28.

Student Services – Jim Nordone

Title III Student Success Initiatives

- Continuing with “Early Alert” interventions for “at-risk” students.
- Title III Oversight Committee meetings are scheduled for November 17th, 10:00 – 11:00 a.m., 423 (V) and 717 (CCC); and December 8th, 9:00 – 10:00 a.m., 204 (V) and 712 (CCC).
- Began developing Peer Mentor and Peer Mentee Video Testimonials.
- Continued working on Title III Annual Report (Due February 2018).

Student Activities Initiatives and Housing

- Student Forum (Century City Center) met on October 3rd.
- Hispanic Heritage Day was celebrated at the Vernon Campus October 12th (100 students participated).
- A Pumpkin Carving/Painting competition was held at the Vernon Campus October 17th (30 students participated).
- Student Government (Vernon) met on October 23rd.
- Horror Movie Night was presented at the Vernon Campus October 24th (25 students participated).
- A Dodgeball Intramural was held October 25th (30 students participated in the event).
- Dormitory Inspections were conducted October 30th. Both dormitories met the housing standards; there were a few minor maintenance issues.
- Bingo Night returned October 30th. More than 60 students participated in the highly popular activity.
- A Halloween Dance sponsored by the Student Government Association was held at the Vernon Campus October 31st (90 students attended the event).
- A Halloween Costume Contest sponsored by Student Forum was held at Century City Center October 31st (Attendance was outstanding; 21 students entered the costume contest).
- Successful Blood Drive was held at Century City Center October 31st (30 individuals donated blood).

General Student Services Initiatives

- Newly developed National Society of Student Leadership and Success – Vernon Chapter now has 60 students enrolled for the Fall Semester 2017. We closed out our first month of leadership training on November 3rd. To date, 60 students have completed the Orientation (2 hour commitment), Leadership Training Day (3 hour commitment), and two Success Networking Teams/Leadership Speaker Broadcasts (4 hour commitment). The “homestretch” for the Fall Semester 2017 will consist of one additional Success Networking Teams/Leadership Speaker Broadcast (2 hour commitment), as well as attendance at the December 1 Induction Ceremony.

- Continuing to review the Community College Survey of Student Engagement (CSSE) 2017 Key Findings.
- Continuing to review College Effectiveness Survey results.
- Completed work with Dr. Kirk on revamping New Student Orientation (NSO); transitioning to an Inquiry Based Learning format. New format to be delivered in November of 2017.
- Continued to work on SACSCOC narratives and associated artifacts, Institutional Effectiveness Plans, and Annual Action Plans.
- Completed draft of the “Crisis Management Plan” and forwarded to Dr. Johnston for submission to the Board of Trustees at their November meeting.
- Volunteering for the New Hope Baptist Church Fall Festival on November 11th.
- Assisted with “Sophomore Roundup” on November 3rd.
- Flu Shots were offered at both the Vernon Campus (10/23 and 11/2) and Century City Center (10/24 and 10/25).
- Finalized and sent to the printer, the Emergency Procedures flipchart.
- Continued with the fine-tuning of Advising on Demand for Spring Semester 2018.

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 in POISE software.
- Certified Fall semester contact hour THECB Reports (CBM001, CBM004).
- Certified THECB Completer Reports (CBM 009, CBM00M).
- Completed Annual Plan and Institutional Effectiveness Summaries for 2016-2017.
- Scheduling individual and group tours at each campus.
- 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.
- Hosted 180 prospective students on our 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 2017-2018 Free Applications for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Awarded Texas Educational Opportunity Grant.
- 2018-19 financial aid forms created.
- October financial aid blog written and posted.
- SACS accreditation Federal Requirement 4.7 written.
- SACS accreditation Relationship with the U.S. Department of Education written.
- 2018-19 FAFSA presentation created.
- Providing 2018-19 financial aid presentations at area high schools.
- FY 2014 cohort default rate assessment activity report written and submitted.
- 2016-17 FISAP assessment activity report written and submitted.
- Attended FAFSA Day at Wichita Falls High School to assist students and parents complete the 2018-2019 FAFSA.
- Participated in VC Preview Day at the Vernon Campus.
- Preparing for “Walk for Warriors” event on November 9 at 5:00pm.
- Processing certifications for Fall enrollments of veterans/dependents to the VA.
- Participated in New Student Orientations (NSOs) for summer and fall.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Everyone has been busy with the year-end audit.

Bookstores

- We have been stocking shelves with supplies...book counts on shelf...a few book returns...organizing to get ready for the upcoming spring semester and of course assisting students on a daily basis.
- Returning Fall Books, working on Spring Booklist and ordering Spring Books, entering Buyback Books and Printing New Shelf tags
- In the bookstore I have been returning books back to the publisher, pricing snacks, and entering pens and supplies with Kim for the spring. I have been teaching the work study how to work the cash register and telling her about the Work study Job duties in the bookstore.

Facilities -

Wichita Falls

- Jose Nieto and Ricky Haley mowed and cleaned flower beds at CCC and Skills
- Robert Johnson and Carl Brinkley changed filters and cleaned the coils on all rtu at CCC and Skills
- Gary Dotson and Chris Horton worked on cameras at Vernon adjusting and relocating, relocate one Wi-Fi into the hallway at Vernon, replaced the pack unit in phone system at Vernon, repaired the main phone line for the dorms at Vernon, installed one new Wi-Fi and relocated another at Skills and moved video cables in room 400 at Skills.
- Everyone helped clean out the hanger at Skills to get ready for the demo.

Vernon

- Lyle Bonner and Joey Lama painted and prepped an office in the Sumner building for the Catholic Charities representative.
- Ray Carr, Paul Frommelt and Steven Kajs put up the framework for the Softball locker room.
- 12 Chinese Pistache trees were planted along College Drive.
- The uprights were set for the Softball scoreboard. New scoreboard should be in sometime next month.
- Ray planted alfalfa hay and made repairs to the Rodeo 4 wheeler.
- Steven has been making repairs to dryers at the dorm.
- Ray and Paul replaced the irrigation controller at the Softball field and replaced a boiler controller in the Osborne Bldg.
- Jim Anthony seeded the rye grass.
- Ray and Paul installed an emergency shower/eyewash station in the automotive shop and replaced the disposal in the SUB.

College Effectiveness – Betsy Harkey

- **Data update** – Continued data related projects from the Office of Institutional Effectiveness are:
 - ✓ Program/Discipline Evaluation data
 - ✓ Assessment/Report Calendar including gathering final completed 2016-2017 communication forms and creating the 2017-2018 calendar along with the Glossary
 - ✓ 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.
- Betsy Harkey participated in a SACSCOC Reaffirmation Committee Onsite visit during October.
- **Student Success Data Committee** met on October 13, 2017. The agenda included committee review and approval of the 2017-2018 Assessment/Report Calendar and Glossary along with the History of Vernon College Focus on Student Success. All three documents will be shared with the Board of Trustees during their November meeting.
- **College Effectiveness Committee** met on October 20, 2017. Action items on the agenda included the review and approval of Strategic Plan Components Primary Goals 2018-2022 and Priority Initiatives 2018-2019. The documents will be on the November Board of Trustees agenda as recommendations for approval.

Institutional Advancement – Michelle Alexander

- Michelle A. Alexander taught a Council for Advancement and Support of Education (CASE) webinar about the *Report of Federal Funding to Two Year Colleges* on October 19.
- Michelle participated in the CASE Federal Funding Task Force meeting in Washington, DC October 28 – November 1. She is the 2017 Chair of the Task Force.
- Michelle attended the CASE Conference for Community College Grants Professionals in Washington, DC November 1 through 4.

- Monica Wilkinson spoke at the Daughters of the American Revolution meeting in Vernon, TX on the USDA project
- Monica and Michelle attended planning meetings for the 2018 WF Home and Garden Show
- Monica Presented an annual report of year 1 of the RRVLFPP to the Vernon College Foundation on Thursday, Oct. 19th
- Monica coordinated with Jennifer Trufan and Texas AgriLife for the Vernon Farmers Market Association (VFMA) to sponsor the November 4th District 4-H Food Show in Vernon, Texas
- Monica volunteered with the Empty Bowls Gallery Show and Sale and main event
- USDA Grant activities:
 - Met with VFMA and Texas AgriLife to plan the Oct. 21st VFMA Farmers Fall Festival and Back to Basics Fair at Orbison Park in Vernon, TX. The event was successful with over 20 vendors, 3 bands, 4 life skills demonstrations (grain grinding, quilting, beekeeping, and canning), and over 1,000 in attendance.
 - Met with Sherin and WF vendors to plan the WF Harvest Festival at the WF downtown farmers market on October 14th. The fall festival featured free samples of pumpkin bread and locally-grown and pressed apple cider, free fall games, face painting and live music.
 - Met with Sherin and the Wichita Falls ISD Chartwells team to plan the Oct. 21st WFISD food truck debut and farm-to-school month celebration at the downtown WF Farmers Market. Charwells made several dishes featuring local produce and served them from their new school food truck. The event had a great turnout.
 - Conducted a follow-up and review meeting with Pelican's and DWFD on the first farm-to-table event.
 - Continued to meet with Crane West regarding marketing projects and website development
 - Conducted conference call with Graham, TX city leaders regarding plans to open a downtown farmers market in Graham in 2018
- Callee delivered meals on wheels
- Callee assisted during Preview Day on the Vernon Campus October 25
- Community Interaction Committee provided popcorn and drinks for volleyball game day

Marketing – Holly Scheller

- Marketed and assisted in the Grant Announcement
- Shot and edited HVAC, Welding and Comso program videos.
- Assisted with Calle Ocho
- Shot recruitment video at sports day and ccc (both full day shoots)
- Assisted with Mini Maker Faire, set up and execution
- Created and posted scholarship ads
- Created and posted Medical Assisting ads
- Worked with Kasey Humphries on ads for her programs
- Represented VC at the Nonprofit Showcase
- Begin to get information and prices for community event June 2018
- Began Marketing Blitz for Spring 2018

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **Institutional Effectiveness Plan Summary.** The QEP Institutional Effectiveness Plan Summary report for 2016-2017 was completed and submitted to the Director of Institutional Effectiveness, Betsy Harkey.
- **Annual Action Plan Summary.** The QEP Annual Action Plan Summary report for 2016-2017 was completed and submitted to the Director of Institutional Effectiveness, Betsy Harkey.
- **IBL-QEP Short Courses.** Pilot QEP faculty training course entitled “IBL-QEP 101” launched within Canvas on October 25. Structured in an online 4-week series, “IBL-QEP 101” introduces participants to inquiry-based learning concepts and strategies all the while actually leading them through the process. 6 faculty members are currently enrolled in this fall 2017 pilot series. 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.

- **QEP Promo Poster.** A finalized draft of the “Success through Inquiry” QEP promotional poster is now available for perusal. Check it out at the VCQEP Facebook page at <https://www.facebook.com/VCQEP/>

Professional Development Update

- **November 2017 Professional Development Highlight.** In an effort to ensure both breadth and depth in online course offerings at Vernon College, Roxie Hill is facilitating the “Reset for Rigor” series. In this three-part “reset” series, attendees diagnose current online course delivery methodologies; develop content appropriate strategies for sufficient online course intensity, support, and interaction; and subsequently deliver an equitable and accredited online course offering. Approximately 25 faculty are participating. Offered online via Canvas, the session runs through December.

Human Resources – Haven David

- Personnel:
(October Termination) Jennifer Brumley – Classified II, Faculty Assistant - ADN at CCC
- Attended GP User Group Summit in Nashville the week of October 9th.
- TCCTA Salary Survey
- SACS final narratives
- Applications have been received for Vice-president of Instructional Services and the Search Committee is in the process of reviewing all complete packets.

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 2012-2016 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 will be onsite November 6-7, 2017 to conduct some refining training with the Business Office and Human Resources Staff.
- U4SM representatives will be onsite November 13-15, 2017 for additional Gap Analysis, product discovery and limitation analysis.
- The ERP/SIS Director along with Haven David, Mindi Flynn, and Margaret Tubbs, attended the annual Dynamics GP Summit conference in Nashville, TN on October 9-13, 2017.
- The ERP/SIS Director and the Director of Institutional Advancement attended the annual Academic Works conference on October 1-3, 2017 in Austin, TX.

DRJ Comments –

- After all the discussion regarding the roof and the new parking lot at Skills Training Center, 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.
- Please contact me with any input or questions at:
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