

**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 magic 12<sup>th</sup> day enrollment was at 3016 students which is a 1.45% increase over the 2973 reported on the 12<sup>th</sup> class day last fall. This enrollment is similar to the statewide trend, but we need to continue all efforts to increase enrollment at Vernon College. I appreciate the many efforts of everyone including the Integrated Marketing/Recruiting committee for initiating a number of efforts.
- A number of technical program one-minute promotional/recruiting videos have been produced funded by Carl Perkins funds. These videos are available on the Vernon College website and are regularly placed on the Vernon College Face Book page. Everyone is encouraged to use them to assist with promotion and recruiting.
- Jim Nordone and the Student Services component are approved to begin offering students a new student leadership training opportunity. The program provides structured online training as well as community service opportunities.
- The entire college community is working hard to finalize the SACSCOC ten year reaffirmation report by October 30. The report will be edited and submitted for review by March 1, 2018.
- Discussions continue with Wichita County in regard to parking spaces at Skills Training Center as final plans for the new law enforcement center are being developed.
- The members of the Vice-President of Instructional Services search committee have been finalized. Dr. Johnston will facilitate the committee meetings. The committee will review applications during the month of October with a plan of conducting interviews in early November. The search committee members are:

Dr. Brad Beauchamp  
Cindy Coufal  
Garry David  
Shana Drury  
Christina Feldman  
Michael Schoppa

Greg Fowler  
Mark Holcomb  
Bettye Hutchins  
Joe Johnston  
Dr. Mary Rivard  
Paula Whitman

### **Instructional Services**

- Several VC personnel attended Indispensable Assistant workshop sponsored by the Non-profit Center of Texoma on Sept. 19. Those in attendance were: **Jennifer Brumley, Sabre Sharp, Karla Monson, Connie Monteith, Michelle Downes, Judy Ditmore, Jean Castle-Wade.**
- **Vernon College Fire Academy** held its graduation on Friday, September 29, 2017 with 12 students graduating.
- The **Culinary Academy** participated in the first Farm to Table dinner hosted by Vernon College. Local vendors and farmers from our service area were celebrated. Instructors, **Erika Colee and Jim Martin**, helped to make the evening successful.
- The **Surgical Technology Student Association and Faculty Advisor, Jeff Feix**, prepared and delivered 130 “Goodie Bags” to the clinical staff at three clinical sites in Wichita Falls during National Surgical Technologists Week. The theme for ST Week this year was the “The Backbone of the OR”. The STSA included a message to the clinical staff and their appreciation in advance for making their clinical experience a positive learning experience.
- **Sharon Wallace, Mark Holcomb, Nina Feldman, Dr. Mary Rivard, Erica Colee, Diana Shipley, Pam Rotz, and Zela Haney** participated in the Career Expo for area 8<sup>th</sup> graders. Over 1000 students attended these presentations.
- **Mike Hopper** attended the Texas Commission on Law Enforcement Quarterly meeting in Austin, Texas Sept. 6-7.
- **Diana Shipley** attended the State Cosmetology Advisory Board TDLR meeting in Austin, Texas Sept. 18.
- **Katrina Brasuell, Paula Whitman, and Shana Drury** attended the North Texas Community College Consortium Fall Conference at Hill College in Hillsboro on Sept. 15. **Katrina** is the 2016 CLARA graduate and **Paula** is our CLARA representative for 2017.
- Special thanks to **Melanie Milner** for delivering *Meal on Wheels*.

- Instructional Services finalized the 2016-17 Annual Plan. Work continues on our portion of the SACSCOC reaffirmation documents.
- Many faculty participated in the national advising workshop by Kathy Stockwell on Sept. 22 at Century City Center.

### **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 October 13<sup>th</sup>, 8:00 – 9:00 a.m., 204 (V) and 712 (CCC); November 17<sup>th</sup>, 10:00 – 11:00 a.m., 423 (V) and 717 (CCC); and December 8<sup>th</sup>, 9:00 – 10:00 a.m., 204 (V) and 712 (CCC).
- Sponsored a Professional Development opportunity on Academic Advising on September 22<sup>nd</sup> – Presenter Kathy Stockwell, NACADA Representative (National Academic Advising Association) (50 faculty and staff attended).

#### **Student Activities Initiatives and Housing**

- Held Bingo Night, September 5<sup>th</sup> (Vernon) – (90 students participated).
- Intramural Wiffle Ball Night – Home Run Derby, September 7<sup>th</sup> (Vernon) – (40 students participated).
- Movie Night, September 16<sup>th</sup> (Vernon) (20 students participated).
- Nighttime Water Balloon Fight, September 23<sup>rd</sup> (Vernon) (12 students participated).
- 9-Ball Tournament, September 26<sup>th</sup> (Vernon) (10 students participated).
- Dormitories Fire Drill, September 11 (Vernon).
- Dormitory Inspections, September 25<sup>th</sup> (Vernon).
- “Family and Friends” Volleyball Gathering, September 30<sup>th</sup> – Grilled and served hot dogs to guests.

#### **General Student Services Initiatives**

- Newly developed National Society of Student Leadership and Success – Vernon Chapter now has 50 students enrolled for the Fall Semester 2017. Orientation sessions are scheduled for October 12 and 13.
- Reviewing the Community College Survey of Student Engagement (CSSE) 2017 Key Findings.
- Student Government and Student Forum Updates: Two Student Forum meetings were held at the Century City Center site (9/6 and 9/17) - Officers were elected; Two Student Government meetings were held at the Vernon site (9/6 and 9/25) – Officers were elected.
- Reviewing College Effectiveness Survey results.
- Constitution Days were held at both the Vernon and Century City Center sites (Monday, September 18<sup>th</sup> – more than 200 students participated).
- Working with Dr. Kirk on revamping New Student Orientation (NSO); transitioning to an Inquiry Based Learning format.
- Continued to work on SACSCOC narratives, Institutional Effectiveness Plans, and Annual Action Plans.
- Began working on revised “Crisis Management Plan” for Dr. Johnston’s approval.

### **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 with POISE staff on TSI writing score change for Fall registration.
- Certified end of Summer semester THECB Reports (CBM002, CBM00S, CBM0E1).
- Working on Fall semester contact hour THECB Reports (CBM001, CBM004)
- Working on THECB Completer Reports (CBM 009, CBM00M)
- Working on implementation and data transfer for Unit4 SM.
- Completed Gainful Employment Reporting to Dept. of Education.
- Working on 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.

## **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.
- 2016-17 federally mandated Fiscal Operations Report and Application to Participate completed and submitted.
- Federally mandated Constitution Day requirement met.
- September financial aid blog written and posted.
- 2016-17 federally mandated gainful employment reporting requirements met.
- FY 2014 Cohort Default Rate received and reviewed.
- 2016-17 Annual Action Plan final summary completed.
- 2016-17 Institutional Effectiveness Plan final summary completed.
- 2017-18 assessment activity report calendar updated.
- Beginning of semester FAQ email sent to all financial aid recipients
- Beginning of semester email sent to all currently enrolled students that are on financial aid suspension.
- Email sent to all current student loan recipients introducing them to PPSLC, our default prevention provider.
- 18-19 financial aid presentations at area high schools scheduled.
- 2016-17 Pell Grant reconciliation completed with common origination and disbursements and the general ledger.
- 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**

- Christie Lehman disbursed \$2.3 Million dollars in Financial Aid money.
- Mindi Flynn, Shelly Mason and Garry David are continuing to work on yearend procedures.
- Rhonda Knox has been discussing accounts with various students and walking them through any issues they're having.
- Margaret Tubbs updated salary information on all employees for the 17/18 school year.
- Mindi updated the 17/18 budget in GP Dynamics.
- Everyone is continuing to work with auditors and provide necessary information.
- Garry, Mindi and Christie are busy finalizing and reviewing SACS-COC narratives

### **Bookstores**

- Both stores are busy finalizing paperwork for yearly inventory, checking returns for textbooks, restocking stores, receiving and marking merchandise and making nursing nametags for new nursing classes.
- The Vernon Bookstore welcomes TiSierra White as our new Bookstore Assistant. She has been busy cleaning, finishing inventory and counting books. She has also been re organizing the store, pricing snacks and folding sweatshirts, learning new things as in making sure that the cash register is balanced at the end of the day. She is enjoying her new position and loves being back at Vernon College!

### **Facilities -**

#### **Wichita Falls**

- Jose Nieto and Ricky Haley have been busy with weekly mowing at CCC and STC and removing dead shrubs in front of building at CCC and planting new ones.
- Robert Johnson and Carl Brinkley repaired lights at STC and CCC and replaced ceiling tiles from roof leaks at CCC.
- Chris Horton and Gary Dotson restriped the handicap parking spaces and re-stenciled the symbols at CCC and repaired the phone lines to a fax at Vernon.
- Maintenance staff also removed stuff that was in the hanger at Skills and stored some at CCC and hauled the rest to the transfer station.

#### **Vernon**

- Ray Carr and Paul Frommelt retrofitted the entire gym with LED lights and replaced an AC compressor over the coaches office suite.
- Lyle Bonner built backstops for the softball bullpens and repaired a water line at the rodeo barn.
- Joey Lama built a replacement fiberglass skirt for bus 1 that had been damaged by a blown tire.
- Ray and Paul replaced the compressor, filter and accumulator and flushed the AC system on bus 2.

- Jake Stringer painted the poles and stand at the sand volleyball court.
- Work has begun on the softball locker room.
- Ray and Paul replaced the Disconnect on an irrigation well that had been hit by lightning.
- Steven Kajs has been patching the roof on the big dorm.
- Ray replaced fuel lines on the rodeo ATV.
- Jim Anthony and the grounds crew have been mowing and trimming and general clean up.

### College Effectiveness – Betsy Harkey

- **Data update** – Current 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
  - ✓ The **2017 Fall and Fall I Count Day Snapshot** data was distributed to the email Data Group and the Board of Trustees in September. Contact Betsy Harkey if you missed receiving your copy.
- **SACSCOC** – Members of the College Effectiveness Committee/SACSCOC Team are working hard to complete final narratives and gather artifacts/evidence for the Compliance Certification (10 year) Report.
- **Student Success Data Committee** met on September 15, 2017. The committee approved to change the Benchmark for the License/Certification KPIA to 85% in order to continue to match the changed Perkins Program Measures Target.
- **College Effectiveness Committee** met on September 29, 2017. Action items on the agenda included the review, enhancement and approval of Strategic Plan Components 2018-2022 Philosophy, Vision, Values, Mission and Long Term Objectives. The documents will be on the October Board of Trustees agenda as recommendations for approval.

### Institutional Advancement – Michelle Alexander

- Callee Serrano attended the CASE Advancement Services Annual Conference in Denver, Colorado September 17-20
- Callee also participated in Texoma Giving Day at the Red River Valley Museum on September, September 7.
- Monica Wilkinson applied for a Priddy Foundation grant on behalf of Wilbarger General Hospital for summer 2018 fruit and vegetable prescription program in Vernon as a part of our USDA grant activities.
- Monica attended the Kemp Center Home and Garden Festival committee meeting to plan farmers market room for 2018 show.
- Monica and Michelle Alexander coordinated with partners to plan the Sept. 26th inaugural farm-to-table event at the Wichita Falls downtown farmers market. 56 guests attended. The menu included hydroponic lettuce salad, Texas-raised Akaushi beef, local potatoes and roasted veggies, and a honey pecan tart. The meal was prepared by Chef Patrick Street of Pelican's and Chef Erika Colee and students of Vernon College Culinary Academy. The event was the first of eight farm to table events to promote local foods.
- Planned and published the fall recipe card featuring sweet potato gnocchi with lemon ricotta by chef Kyle Dalka with Ganache. Food demo and distribution will be Saturday, September 30th at the WF market from 9-11 am.
- Planned Sept. 16th Okra Day at the WF market featuring homemade gumbo samples by the Crazy Cajun.
- Continued to meet with Crane West on project marketing objectives.
- Monica attended the 2017 FARM and Leadership Conference in McKinney, TX Sept. 24-26th with WF market manager Sherin Clarke and Vernon farmer/vendor Sarah Hernandez.
- Michelle facilitated the Federal Funding Task Force Orientation Webinar on September 28.
- Michelle taught a 2 hour Grant Writing Class on September 15 as part of the Vernon College Fall Professional Development series

### Marketing – Holly Scheller

- Social Media Management – increased twitter followers from 1749 to over 2000
- Created Ad and Marketing for VC rodeo
- Created Ad and Marketing for Farm to Table Dinner
- Worked with Recruiting on new print materials
- Team photos for the Website
- Volleyball game photos
- VC profile has been updated

- Smart Catalog has been edited and is now live on the VC webpage
- Program Videos are in preproduction
- Commercial Project logistics are being planned to roll out in November
- VC handbooks are now in the editing stage
- Worked with Shana to reissue Grant Award Announcement information

## **Quality Enhancement/Professional Development – Dr. Donnie Kirk**

### **Quality Enhancement Update**

- **SACS-COC Quality Enhancement Narrative Draft.** As a part of ongoing accountability and accreditation, the QE team is completing the SACS-COC C.S. 3.3.2 portion of the draft narrative. 3.3.2 asserts the following, “*The institution has developed a Quality Enhancement Plan that (1) demonstrates institutional capability for the initiation, implementation, and completion of the QEP; (2) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and (3) identifies goals and a plan to assess their achievement.*” Writing of this narrative continued throughout September. The finalized narrative will be submitted to the Director of Institutional Effectiveness, Betsy Harkey, by October 15.
- **QEP.** Writing of the Inquiry-based Learning Quality Enhancement (IBL-QEP) narrative continued through September using a 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.** As the piloting of the IBL-QEP requires employee training, the development of an online course (one-week duration) for staff and administrators and an online/hybrid course for faculty (four-week duration) continued through September. Completion is set for October 2017. Roxie Hill and Brad Beauchamp are principle course designers.
- **QEP Special Student Services Session.** The Inquiry-based Learning Quality Enhancement Plan (IBL-QEP) is an ‘all-hands on deck’ accreditation reaffirmation effort on the part of all Vernon College personnel. As piloting of QEP begins in Spring 2018, Student Services is looking to integrate IBL strategies into their New Student Orientation sessions. With that, a special session outlining the proposed QEP initiative was held along with ideas for piloting such an initiative within NSO.
- **SENSE.** In September, first-year Vernon College students participated 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. Kate Kennedy and Janice Turvaville administered 47 surveys to selected courses between September 11-21. The completed SENSE surveys were returned to the Center for Community College Engagement on October 02. [Read more about the SENSE](#).

### **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)*” Writing of this narrative continued throughout September. The finalized draft will be submitted to the Director of Institutional Effectiveness, Betsy Harkey, on or before October 15.
- **September 2017 Professional Development Highlight.** As part of a Title III initiative, the Office of Student Success hosted National Academic Advising Association (NACADA) guest speaker Kathy Stockwell on Friday, September 22. In this 3-hour professional development session, Stockwell provided critical student advising concepts and strategies to all 52 Vernon College staff, faculty, and administrators in attendance.

## **Human Resources – Haven David**

- Personnel:  
(September Hire) Marco Torres – Assistant Recruiting Coordinator at CCC
- Numerous reports completed – ERS Salary report, auditor leave report, Workers Compensation audit, ORP Report, Veteran’s quarterly report, year-end committee reports
- All 2017-2018 employee benefits entered in new system.
- SACS final narratives and annual plan year end reporting.

**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 2013-2016 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 ERP/SIS Director will attend the annual Dynamics GP conference October 10-14, along with Mindi Flynn, Margaret Tubbs, and Haven David.

**DRJ Comments –**

- I am one of thirty members of the Wichita Falls Chamber Strategic Planning committee. I have already made some new connections and I am excited about the direction the strategic planning is taking in regard to education and training opportunities for Wichita Falls. There has been tremendous focus on the value that Vernon College provides to the surrounding area in regard to workforce and economic development.
- Hats off to Marty Eakin, Cassidy Eakin, Henry Zarate, the Vernon College rodeo team members, and volunteer community members for the outstanding production of the 2017 Vernon College Rodeo.
- Please contact me with any input or questions at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office – 940-552-6291 ext. 2200
  - Cell – 940-261-0060