

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 approved the proposed Vernon College 2018-2019 operating budget at the August 8 meeting. The proposed budget was a result of several months of work including input from faculty, staff, administration, and board members. The Board of Trustees had reviewed the budget progress in the past four regular board meetings. The approved budget totals \$22,396,346 and is an increase of approximately \$344,291 or 1.5 % above the 2017-2018 budget. The budget includes a 1.5% increase step increase in accordance with approved salary schedules plus a 1.5% raise for a 3% total increase in compensation for all employees. The increase in the total 2018-2019 budget compared to the total 2017-2018 budget is primarily due to:
 - 3% total salary increase for employees—approximately \$290,000
 - Proactive plan for roof repairs—approximately \$100,000
 - College van replacement—approximately \$25,000
 - Increase management tools for Cyber-Security—approximately \$20,000
- The Vernon College Board of Trustees conducted a public meeting for discussion of tax rates on July 11, 2018. Based upon the WCAD certified appraisal data (which was a very slight increase over last year—approx. \$2 million), Vernon College published a tax notice on Thursday, August 9, 2018 stating the effective rate of 23.1469 cents per \$100 of appraised property value. This is a slight decrease from the previous year tax rate of 23.2367 cents per \$100 of appraised property value. The tax rate resolution was approved at a special meeting on August 16, 2018.
- The Fall Kick off for all employees was conducted on August 20. The agenda was very informative and the afternoon breakout sessions provided specific and pertinent information for groups of employees. The sessions conducted by Brooks Harper received very positive comments.
- The fourth offering of the Vernon College Leadership Academy for employees has twelve participants for the fall 2018 semester. The academy meets for six two-hour sessions on Friday afternoons during the fall. This year's academy is also supported by Canvas online supplemental instruction. The academy covers a wide range of topics to provide leadership development as well as specific information about Texas community colleges.

Instructional Services

- **Instructional Services** was very busy with on-site registration, faculty development, and preparing for the first day of classes. So nice to see students on campus and roaming the hallways!
- **Continuing Education** offered a fast track Medical Assisting program on the Vernon Campus for Fall. Four students are in the program and will receive 3 national licensures once they complete in Dec. Special Thanks to the **LVN faculty** for providing instruction for this program.
- **Continuing Education** brought on 2 new high schools – Petrolia and Electra – for the Health Occupations and CNA programs.
- **Marian Grona** attended the Cross Timbers Library Collaborative Conference at Texas Women's University in Denton Texas on August 9th and 10th.
- **Michael Schoppa** attended the Texas Professional Development Conference for Agriculture Teachers in Lubbock, Texas on July 29th through August 3rd.
- **Diana Shipley**, Director of Cosmetology, along with **Elisha Wehrwein and Angela Ward** attended a Behind the Chair Hair Show Educational event in San Antonio, Texas August 25-28.
- Special thanks to **Michelle Downes and her mom, Margaret**, delivered Meals on Wheels on August 8th. Then on August 22nd **Callee Serrano and Michelle Downes** delivered meals for Admissions and Financial Aid due to on-site registration.

Student Services – Jim Nordone

Student Success/Title III Initiatives

- Finalized schedule for visit from Title III External Evaluator, Dr. Luzelma Canales (September 10 and 11).
- Interviewed and hired Peer Mentors for Fall Semester 2018.
- Peer Mentor recruited 50 mentees to assist for Fall Semester 2018.
- Chap Express workshops are underway and will conclude week ending 9/7/18.
- Striving to End Probationary Status (STEPS), Academic Coaching, and Student Success workshops/appointments are being scheduled.
- Ten “Mini-Grant” applications have been received for Fall Semester 2018.

Student Activities/Housing Initiatives

- Coordinated Volleyball Team move-ins (8/4).
- Coordinated move-in for all other dormitory students (8/21).
- Welcome Back Barbecue for approximately 100 students (8/26).
- Mandatory Housing Meeting (8/28).
- SGA Officers Meeting (Century City Center) (8/30).

Career Services Initiatives

- Attended meeting with Catholic Charities, Wichita Falls (8/2).
- Received inquiry about welders for Chantex. Worked with Chaz Telfer on soon-to-be completers. Sent emails to students (8/6).
- Spoke with new local business owner, Erin Dobbins, Heavens Confections (8/6).
- Presented at Vernon College Access Program (VCAP) (8/7).
- Posted Holiday Inn Front Agent position (8/8).
- Posted Barista position for Heavens Confections (8/13).
- Posted Sales Associate position for Alon Brands (8/14).
- Posted Assistant Store Manager position for Alon Brands (8/14).
- Posted YMCA Early Childhood Education Aide position (8/14).
- Met with Department Chairperson Holcomb to discuss Oncur jobs and student resumes (8/21).
- Emailed VC coaches concerning Fall 2018 Career Services Workshop Schedule (8/28).
- Attended and presented at Chap Express (8/29).
- Created flyer and communicated with VC students concerning Texas State Hospital job fair (8/31).
- Spoke with ArrowMG CEO, Mike Bernhart, about welding positions (8/31).
- Other Business and Industry Contacts: Angels Care Home Health, Kindred Home Health, Tysons, Advanced Rehabilitation of Vernon, Wilbarger General Hospital.

General Student Services Initiatives

- Continued Advising and Information Sessions for Non-TSI Clear Students for Fall Semesters 2018.
- Continued working on all SACSCOC initiatives, with current emphasis on Focus Report.
- Conducted six New Student Orientations.
- Hosted Athletic Advising Day.
- Attended Catholic Charities Information Luncheon
- Assisted with all Open Registrations at Vernon and Century City Center.

Admissions, Records and Recruiting

- Unduplicated Fall Semester 2018 Enrollment: 3073
 - Vernon (540)
 - Century city Center (1421)
 - Skills Training Center (151)
 - Dual Credit/Concurrent (448)
 - Online (513)

Financial Aid and Veterans Affairs

- Submission of Pell, Direct Loan, and Title IV program disbursements to the Department of Education for allocation purposes.
- Processing of 2017 – 2018 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
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- Federal and state Summer 2018 Satisfactory Academic Progress review completed.

- SB 1210 Satisfactory Academic Progress review completed.
- Awarded Texas Educational Opportunity Grant (TEOG).
- Created and posted Vernon College Financial Aid Blog, August 2018.
- Internal self-audit conducted by Vernon College Director of Financial Aid.

Finance/Administrative Services/Physical Plant – Garry David

Business Offices

- Rhonda Knox, Ann Schultz, Sandy Odell and Christie have been taking payments and helping students set up payment plans.
- Shelly Mason has been busy paying bills and trying to get as many open PO's cleared up as possible before yearend.
- Margaret Kincaid has been keeping everyone happy as she gets ready for the new year.
- Mindi Flynn and Garry David have been cleaning up accounts and preparing for the audit.

Bookstores

- Selling textbooks to students during registration and first week of class.
- Making nursing name tags and ordering and receiving cosmetology uniforms.
- Making sure students purchase the right textbooks for their classes.
- Conducted book buybacks at both bookstore locations.
- Receiving and shelving textbooks and supplies.
- Jana Bohannon and Kim Bateman delivered Meals on Wheels
- Preparing for yearend inventory

Facilities –

Wichita Falls

- Rick Haley and Jose Nieto performed weekly mowing and landscape work at Skills and CCC.
- Robert Johnson Repaired lights in classrooms and hallways at Skills and CCC.
- Ran new lines in the ITV rooms for the new equipment.
- Chris Horton painted the front wall in room 715 .
- Carl Brinkley and David Teague moved the handicap operator from the old entrance at skills to the new entrance .
- Installed new carpet in room 715.
- Replaced broken sprinkler heads at CCC.

Vernon

- Jim Anthony and the grounds crew have been busy trimming trees.
- Ray Carr replaced the batteries on the busses and the window mechanism on van 6.
- Bus 2 was serviced, inspected and tires were rotated.
- Jimmy Dennis made some upgrades to softball irrigation and he and Josh Cook replaced a hydrant in the rodeo area.
- Jesse Urquizo trimmed hedges at the Chaparral Center.
- Steven Kajs retrofitted the outside lights on the dorm with brighter LEDs and replaced two A/C units.
- Steven, Joey Lama and his crew finished up cleaning and prepping dorm rooms.
- Ray and Paul Frommelt replaced fan motors on the Gym A/C unit and hung newly donated flags in the gym.
- Ray repaired the A/C on the John Deere tractor.
- Lyle Bonner has done some painting and touch up in offices.

College Effectiveness – Betsy Harkey

- **SACSCOC** –Final preparations were made to mail the Reaffirmation of Accreditation, Focused Report, and Quality Enhancement Plan (QEP) to the SACSCOC On-site Review Team. Thanks to all for the hard work! We are on schedule to meet our September 4th mailing deadline.

What's next – September and October will be filled with Host Committee plans, QEP presentation/interview preparation, and practice for potential interviews/tours. In addition, Betsy Harkey will provide additional evidence/artifacts as requested by the SACSCOC On-site Team prior to their arrival.

Very tentative schedule for SACSOC On-site Visit –

- October 22 – SACSCOC On-site Team arrives at Wichita Falls Regional Airport. Tours and requested interviews will be conducted at Skills Training Center and Century City Center sometime that afternoon. The team will then travel to Vernon for the rest of their visit.

September Update 2018

- October 23 – Interviews regarding Reaffirmation of Accreditation Report and Focused Report. Primary topics will be on Focused Report items and all Federal Requirements, but the team is free to ask a variety of questions regarding Vernon College policies, practices, processes, and about the QEP.
- October 24 – QEP Day with a presentation and interviews. Also additional interviews as needed regarding the Reaffirmation of Accreditation Report and Focused Report. The afternoon will probably include Dr. Johnston's interview and a discussion with a Board of Trustees member.
- October 25 – Exit discussion by SACSCOC Team with Dr. Johnston, Dr. Crandall, Bettye Hutchins, Betsy Harkey, Dr. Kirk (and maybe a few others), at the SACSCOC workroom in the Hampton Inn (Vernon) followed by a meeting in the Vernon Campus Auditorium to share the results of the visit.
☺ 5:00 p.m. party at Betsy's house ☺ All are invited.
- **Data Update** – The [Licensure/Certification](#) Key Performance of Accountability (KPIA) was presented to the Board of Trustees at the Student Success Data Fact for August. August also included updates to most KPIAs. As the information is updated, Betsy emails for review to related parties and posts to the website. The full list along with Benchmarks will be on the Student Success Data Committee agenda for review in September.
 - [Vernon College Effectiveness Questionnaire](#) opened in mid-August and will close on September 7th. This five minute questionnaire is designed to provide the opportunity for feedback from all Vernon College constituents. Your input is valued and we truly hope you participate.
- **Planning Process Update** – During their August 8, 2018 meeting, the Board of Trustees reviewed the 2018-2019 Annual Planning Calendar, 2017-2018 Institutional Effectiveness Plans Final Summary, and reviewed/approved the 2018-2019 Institutional Effectiveness Plans.

Institutional Advancement – Michelle Alexander

- Callee Serrano delivered meals on wheels for the President's office and delivered meals for financial aid/admissions.
- Callee started and distributed the employee giving campaign.
- Monica Wilkinson 2nd quarter reimbursement requests for payment from contract and partnering agencies
- Vernon Watermelon Day was on Saturday, August 4th. We had a great turnout. Attendance was also higher on Cruise Weekend (Saturday, Aug. 11) than in previous years.
- Wichita Falls Tuesday / Thursday family programs ended with Kids Seed Planting on Aug. 2, Cheese Quesadillas on Aug. 7, and Kids in the Kitchen with the Wichita Falls Area Food Bank Nutrition Services Dept. on Aug. 14. This year we extended midweek programming into August due to interest and high attendance rates during July.
- Wichita Falls Salsa Day was on August 18th and was again co-sponsored this year by Texoma Community Credit Union. Rodriguez Tamales and Fuzzy's Taco's served chips and Salsa for the event.
- Monica completed the Veggie Rx pilot program with Wilbarger General Hospital in Vernon. The program ended with a very good response and redemption rates.
- The last day of the Vernon midweek market Tuesdays at Wilbarger General Hospital was bittersweet. Over 100 in attendance and record sales for our vendors.
- The last Saturday of the Vernon market summer season on August 25th was well attended. All produce vendors sold out of produce early!
- Plans for the Fall Farm to Table dinner are underway. The dinner is scheduled for October 2, 2018 in downtown Wichita Falls. Tickets go on sale on Eventbrite in early September. Keep watching for the announcement.
- Michelle Alexander is chairing the 2018 CASE Federal Funding Task Force. This is a national committee for the Council for Advancement and Support of Education in Washington.
- Michelle will be a speaker at the CASE 2018 Conference for Community College Grants Professionals in November.

Marketing – Holly Scheller

- Presidents Report Redesign
- Press Release: On Site registration
- Redesign CE brochure
- Photographed and edited Softball and Volleyball players

Quality Enhancement/Professional Development – Dr. Donnie Kirk

Quality Enhancement Update

- **“Success through Inquiry” QEP Decorating Contest.** Vernon College staff and faculty supported the “Success through Inquiry” QEP initiative by participating in the ‘Office Wall/Bulletin Board’ Decorating Contest! Completed by Fall 2018 for the October SACS-COC accreditation reaffirmation visit, 13 offices across

all locations offered entries for consideration. Installations were evaluated by the QEP team based on neatness, creativity, and use of the QEP theme. Financial Aid took first prize in Vernon and Cosmetology first prize in Wichita Falls. Both entries won a catered office party. Thanks to all for promoting the Vernon College QEP initiative! See all submitted entries on the [VC-QEP Facebook Page](#).

- **“Success through Inquiry” QEP Awareness Sessions during the Fall 2018 Semester Kick-off.** QEP awareness sessions occurred during the Fall 2018 Semester Kickoff. Donnie Kirk delivered a 15-minute session complete with information packet distribution on Wednesday, September 22 during Adjunct Orientation. In addition, Donnie Kirk delivered a 1 hour and 20 minute interactive seminar to all fulltime faculty during the Friday Faculty In-Service Day on September 24.

Professional Development Update

- **Vernon College Fall 2018 Semester Kickoff.** Vernon College experienced yet another successful semester kickoff event! Keynote speaker [Brooks Harper](#) was a big hit during both the general morning session and afternoon faculty session. Outside guest speakers for the afternoon breakout sessions included Michael Olaya, CEO of [Dexter Learning](#) (21st Century Learners); Phyllis Cowling, CEO of United Regional Healthcare System (Personal Resilience in Times of Workplace Change); Joe Guidry, Instructional Technologist, WFISD (Google Practices in Our College Classrooms); Todd Hopkins, Southwest Regional Sales Manager, Link-Systems International (NetTutor Support); and Jessica Cartwright, [National Alliance on Mental Illness](#) Representative (Ending the Silence).
- **Fall 2018 PD Calendar.** The Fall 2018 Professional Development calendar is under construction. Many staff, faculty, and administrator PD opportunities are in the works. The Fall 2018 PD Calendar will launch via campus e-mail and post to the [Professional Development Page](#) of the Vernon College Website no later than September 07.

Human Resources – Haven David

Personnel

- August Resignations: Kara Sharp – Custodial Technician, CCC; Tami Hastwell – PBX Operator, CCC
- September Hire: Wallace Marley – Custodial Technician, CCC
- Continuous work on employee benefits to insure correct integration through Greenshades/Dynamics GP.
- Interviewing for the new Cosmo Lab Assistant/Mail Clerk position in Vernon next week.
- Busy getting many new adjuncts and work study employees onboarded.

ERP/SIS/Cyber Security – Ivy Harris

ERP/SIS

- Successfully retrieved 2007 financial aid data
- Submitted additional demographic data to U4SM
- Continued configuration discussion with U4SM

Cyber Security

- Continued screen visibility audits in the Osborne Administration Building
- Submitted the “Stay Smart, Be Safe” campaign graphics to the printer
- Educated the faculty and staff on new email procedures
- Coordinated cybersecurity measure for email security

DRJ Comments –

- The magic 12th day enrollment is still a few days away. Enrollment on September 7 stood at 3073 as compared to a final enrollment last fall of 3006. I believe our attention to retention, recruiting, marketing, and advertising is paying off. I appreciate the many efforts of everyone including the Integrated Marketing/Recruiting committee for initiating a number of efforts.
- I encourage you to attend:
 - Vernon College NIRA Rodeo at the Wilbarger County Events Center October 4-6
 - Vernon College Volleyball games in the King Center
 - Fall Softball games
 - Fall Baseball games
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060