

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, President

- The Vernon College Board of Trustees conducted the annual board retreat on July 8, 2020. Retreat topics included:
 - Review items from Board Self-Reflection survey
 - Board policy
 - Participation in National Associations/Conferences
 - Student Success
 - Operations
 - Facilities
 - 2021 legislative session
 - Impact of CARES ACT funding on Vernon College
 - KPIA review
 - Potential tax abatement requests
 - Tentative plans to reopen college for fall semester
 - Revenue/expenses by location review
 - 2020-2021 draft budget review
 - Tax Rate Review
 - Effective rate
 - Roll back rate
 - Tax Levy
 - Lunch
 - Regularly Scheduled meeting
 - Handbook/Manual Updates
 - ISD Contracts
 - 2020-2021 Budget Discussion
 - Tax Appraisal/Tax Rate Discussion
- Primary actions at the regular board meeting on July 8 included approval of:
 - *2020-2021 Handbook/Manual Updates and Revisions*
 - Employee Handbook
 - Athletic Policy Manual
 - Library Services Handbook
 - Testing Center Manual
 - *2020-2020 I.S.D. Contract Agreements*
 - Archer City I.S.D. – Health Occupations
 - Burkburnett I.S.D. – Health Occupations, Culinary Arts
 - City View I.S.D. – Health Occupations
 - Electra I.S.D. – Health Occupation
 - Haskell I.S.D. – Health Occupations
 - Holliday I.S.D. – Health Occupations
 - Iowa Park I.S.D. – Health Occupations
 - Vernon I.S.D. – Health Occupations
- Mike Fry, representing Savion, made a presentation to the Vernon College Board of Trustees on July 8 explaining the company’s tax abatement request for the proposed Adams Creek solar project north of Harrold. The board asked several questions and Mr. Fry has been invited to attend the August 12 board meeting for further discussion.
- 2020-2021 Budget— the proposed 2020-2021 budget has undergone tremendous scrutiny the past several months. The proposed budget is based on state revenue, tuition/fee revenue, and tax revenue based on the effective rate. The budget includes a very conservative estimate of tuition and fee revenue based on the 19-20 actual enrollment numbers and a 6% reduction in case of enrollment decline due to COVID-19. The budget revenue is also based on a possible 5% reduction in local tax collection. The proposed budget includes a 1.5% salary schedule step increase.

College Governance – Dr. Dusty R. Johnston, President (continued)

- Tax Appraisal/Tax Rate— the Vernon College Board of Trustees conducted a public meeting which included a discussion of tax rates on July 8, 2020. Based upon the WCAD certified appraisal data the **no new revenue tax rate** (formerly called the effective rate) for 2020 will be **23.2436** cents per \$100 of appraised property value. This is a slight increase from the previous year tax rate of **22.1055** cents per \$100 of appraised property value. As a reminder, the 2018 tax year rate was 23.2367 per \$100 of appraised property.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Criquett Scott, Amanda Raines, Brad Beauchamp, and Lisa Crandall** participated in the TX Pathways workshop put on by CCRC entitled “Accelerating Guided Pathways Reforms by Analyzing Students’ Entry into Programs of Study”.
- **Katrina Gundling** will attend the Pharmacy Technician Educators Council virtual conference from July 21 thru July 25.
- Thank you to **Michelle Downes** who delivered Meals on Wheels for Instructional Services on July 22nd.
- **Shana Drury** is writing the Perkins Basic Grant and finalized the CLNA for Perkins.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Continued with Student Advising for Fall Semester 2020.
 - Presented the Student Success Pathways Advising Model to the Board of Trustees (C. Scott – July 8).
 - Conducted a pre-nursing (LVN, ADN) advisor training with Dr. Rivard (C. Scott – July 9).
 - Hosted Athletic Advising Day (Vernon – July 20).
 - Attended the Texas Success Center virtual workshop- July 28 (C. Scott); Focus was on Analyzing Students’ Entry into Programs of Study (Community College Research Center).
 - Held Student Success “Squad Meetings” (July 1, 8, 15, 22).
- **Student Activities/Housing/Student Government Initiatives**
 - Continued receiving applications and making move-in appointments for Fall Semester 2020.
 - Completed Fall 2020 rooming assignments.
 - Created daily checklist for all rooms in compliance with Covid-19 requirements.
 - Continued assisting with TSI testing.
 - Preparing to move-out Summer Semester 2020 students.
- **Career Services/Veterans Affairs Initiatives**
 - Submitted VA Packet to Department of Veterans Affairs for approval.
 - Preparing for upcoming Veterans Affairs Audit.
 - Attended the Veterans Services Coalition meeting, Wichita Falls (C. Henry - July 23).
 - Career Services appointments: (July 1, 22, 27, 28).
 - Assisted with TSI proctoring: (July 1, 8, 9, 13, 15, 16).
- **General Student Services Initiatives**
 - Registered nine students for newly developed VC2MSU program (K. Harris).
 - Held Student Services Leadership Council (SSLC) (7/6, 7/20).
 - Continued working with dual enrolled high schools and respective students for Fall Semester 2020 (M. Moore).
 - Continued with massive TSI testing initiative for Fall Semester 2020.
 - Several Student Services team members attended College Effectiveness Meeting (July 29).
- **Admissions, Records, and Recruiting Initiatives**
 - Assisted with Athletic Advising Day.
 - Certified THECB CBM00A (Continuing Education Report) and CBM00C (Student Course Report) for Quarter 3, 2020.
 - Collected, researched, and sorted data for the Texas Higher Education Coordinating Board (THECB) Pathways Institute.
 - Successful online registration for the newly admitted Generic RN Students, Fall Semester 2020.
 - Campus Connect (VC online registration) remained open for Fall 2020 Semester registrations.
 - Hired Amanda Jasso, Recruiting Coordinator.
 - Conducted interviews for newly tweaked Admissions/Registrar Specialist position.
 - Continuing email campaign targeting students who have applied for Fall Semester 2020, but who have not yet enrolled.

Student Services – Dr. Jim Nordone, Vice President (continued)

- **Financial Aid Initiatives**
 - Continued submission of Pell, Direct Loan, and Title IV program disbursements to the Department of Education for allocation purposes.
 - Continued processing of 2019 – 2020 and 2020-2021 Free Application for Federal Student Aid (FAFSA).
 - Posted July Financial Aid Blog.
 - Validated 2019 – 2020 Financial Aid Database Report 2.
 - Texted and emailed alerts to financial aid applicants for 2020 – 2021.
 - Awarded Texas Educational Opportunity Grant (TEOG).
 - Posted academic scholarships for 2020 – 2021.
 - Posted athletic scholarships for 2020 – 2021.
 - Identified approved work study positions for Fall Semester 2020.
- **Safety and Security Initiatives**
 - Prepared police officer schedules for month of August.
 - Reviewed daily patrol logs for all locations.
 - Continued covering Covid-19 check-in stations at all campus locations.

Finance/Administrative Services/Physical Plant – Garry David, Vice President

- **Business Offices**
 - Ann Schultz, Sandy Odell and Cindy Rogers have been assisting with COVID kiosk.
 - Mindi and Karter Flynn delivered Meals on Wheels
- **Facilities**
 - Wichita Falls
 - Weekly mowing and landscape work at CCC and STC.
 - Replaced the belts on two ac units.
 - Repaired lights at STC and CCC.
 - Repaired the drain line on the autoclave in the biology lab.
 - Installed the doors on the two new offices in financial aid.
 - Prepping the loading dock lift for painting.
 - Vernon
 - Joey Lama, Tim and Chris refinished the gym floor.
 - Ray Carr and Paul Frommelt replaced the AC compressor on unit one of D Bldg. and made repairs to unit 2.
 - Lyle Bonner built sneeze guards for the PASS dept.
 - Ray and Lyle assembled new combination shampoo sink/chair for Cosmo. Installation is taking place.
 - Hay was swathed and baled.
 - Josh Cook has sprayed weeds at rodeo.
 - Lyle has been finalizing plans with contractor to replace the freezer and cooler at the SUB.

College Effectiveness – Betsy Harkey

- Data for reports and projects was the primary task for July e.g. Key Performance Indicators of Accountability, Assessment/Report Calendar, and related information.
- Key Performance Indicators of Accountability along with related Benchmarks were reviewed as part of the Board of Trustees Retreat on July 8th.
- The College Effectiveness Committee met via TEAMS on July 29th. Primary agenda items included the “all hands on deck” charge and discussion of upcoming SACSCOC Fifth-Year Report as well as approval of the 2020-2021 Annual Planning Calendar. The approved calendar will be reviewed by the Board of Trustees during their August meeting.

Institutional Advancement – Michelle Alexander

- Michelle Alexander facilitated virtual meetings of the CASE 2020 Federal Funding Task Force on July 9 and July 16. She is serving as Chair of the Task Force this year.
- The Vernon College Foundation held their Quarterly Meeting electronically.
- Michelle participated in the third webinar about the Texas Higher Education Coordinating Board Emergency Aid grant given to Vernon College.
- Callee Serrano delivered Meals on Wheels July 8
- Work continues on the record migration project

Marketing – Holly Scheller

- Created and posted the “wear your mask” video
- Posted “Wear your mask” signage all over CCC and Skills, thank you to Michelle Downes who posted it all over the Vernon Campus.
- Created and posted several posts that explained the “new language” of education (synchronous, asynchronous, online and Face to Face).
- Created and posted “Equal education, less money” to highlight online education.
- Directed and edited the Business Management program video.
- Directed the Police Academy program video
- Edited the LVN program video
- Broadcast and social paid ads continue to highlight fall enrollment
- For our broadcast advertising we're running on KFDX, KAUZ, KJTL and Suddenlink.
- On Suddenlink we're running on: Comedy Central, CNN, Discovery, Fox News, HGTV and TLC.
- We have a nice mix of news and popular tv shows.
- We finished the viewbook and sent it off to be printed.
- Several social videos and ads were created to highlight fall 2020
- Fire and Barber program videos were completed
- All face masks delivered, 10,000 civilian masks and 1000 VC branded reusable masks for staff and dorm students.
- **There will not be a snack cart at registration this August, just letting everyone know so they can bring their own snacks to work. B.Y.O.S J**
- Finished Medical Assisting post to help enrollment

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - Fall 2020 QEP Implementation Structure/Committee Meeting dates identified
 - 2019-2020 Institutional Effectiveness Plan Summary now in development.
 - QEP Year One Report now in development.
 - QEP Training Course currently undergoing edits and modifications.
 - Year Two Training Recruitment underway (Department of Communication).
- **Professional Development Highlights**
 - **Community Service in Wichita Falls.** Vernon College staff and faculty assembled on Friday, July 17 to collect trash along the Wee-Chi-Tah Trail System in Wichita Falls, TX. Those in attendance included Ellen Binion, Jim Binion, Justin Sanders, Denise Sanders, Marissa Underhill and son, Melissa Moore and sons, Katrina Gundling and daughters, Sandy O’Dell, Teri Reese, and Donnie Kirk.
 - Fall 2020 PD Committee Structure/Meeting dates identified.
 - 2019-2020 Institutional Effectiveness Plan Summary now in development.
 - Fall 2020 In-house Professional Development Calendar in production

Human Resources – Haven David

- Personnel
 - Resignations: Bob Fannin – Assistant Baseball Coach/Residence Hall Assistant (July)
 - Retirement: Connie Montieth – Classified II, Continuing Education (July)
 - Hire: Dawn DeLacy – Health Occupations, Archer City (August)
- We are screening applications for Vice-President of Administrative Services and Classified II, Continuing Education. We are also accepting applications for Admissions/Registrar Specialist, ADN Student Success/Retention Specialist, Director of Human Resources, and Assistant Baseball Coach/Residence Hall Assistant.
- Title IX document updates ready for Board review/approval.
- Open Enrollment completed.
- 20-21 Contracts are being issued.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Finalized the selection of the SIS add-ons. The selection includes the following:
 - Aviso- student advising, degree planning, early advising of at-risk students
 - Softdocs- secure student portal for students to upload documents, form builders, form tracking and tracing
 - Parchment- electronic transcripts and diploma requests and delivery

ERP/SIS/Cybersecurity – Ivy Harris (continued)

- Magnus Health- student health record verification and authentication
 - Contracts were received, reviewed, and signed. Estimated implementation should begin in August.
- **Cybersecurity**
 - Filed annual Employee Cybersecurity Training Report.
 - Filed monthly Cybersecurity Report.

DRJ Comments

- I invite you to consider participation in the Vernon College Leadership Academy this fall. Dr. Donnie Kirk has sent out an email with additional information.
- I look forward to on-site and late registration and a great start to the semester.
- Please contact me with any input or questions at:
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