

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 approved the updated Primary Goals and Priority Initiatives. 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 2021-2025 Primary Goals and 2021-2022 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 2020 in reviewing, discussing, and finalizing Primary Goals and Priority Initiatives for Vernon College. The 2021-2025 Primary Goals and 2021-2022 Priority Initiatives have undergone review and approval 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*.
- The Vernon College Board of Trustees approved the application to THECB for a new AAS program, Associate Degree Nursing—Military to RN Track. The proposed Military to RN Transition Program curriculum will mirror the current Vernon College LVN to RN Transition track with the exception of credit being given for courses taken toward medic or corpsmen training in the military rather than LVN training. The Vernon/Wichita Falls community consists of many members and former members of the armed services. Military installations such as Sheppard Air Force Base (AFB), Altus AFB, and Fort Sill Army Base fall within a one hour commute of Vernon College learning sites. Vernon College officials are certain a program designed to provide military and former military members trained as Army Combat Medics, Navy Corpsmen, or Air Force Medics a fast track option to further their education would be a great benefit to these individuals, the community, and the nursing profession. Discussions with representatives from Sheppard AFB and the local veteran's agency have been conducted to provide additional information concerning needs and options related to active duty personnel. Talks have been positive and revealed a desire for this type of program. The addition of this program to Vernon College will assist in recruitment of military personnel and veterans and provide for a meaningful career with the opportunity to earn a living wage and provide the necessities for themselves and their families.
- The annual audit will be presented in the January 13, 2021 meeting. Unfortunately, the net position will again be negatively affected by GASB 68 and GASB 75. I will provide more specific data when the audit is complete. In my discussions with other college presidents, this will be a continuing issue until GASB (Governmental Accounting Standards Board) changes their approach to insurance and retirement liabilities. The continuing impacts of GASB 68 and GASB 75 (which we have discussed the past few years) are caused by ERS (insurance) and TRS (retirement) having made changes to actuarial assumptions they use in calculating the outstanding liability for future retirement and insurance claims in additions to changes in these approaches made by GASB. Keep in mind that these two are book entries only and do not affect the College's cash position. Vernon College has been assured that these do not affect the College's bond rating.
- Additional discussion/presentation items at the November 11 board meeting include:
 - Vernon College Foundation meeting update – Dr. Todd Smith
 - COVID-19 Update
 - 2019-2020 Institutional Effectiveness Plan final summary—Betsy Harkey
 - 2019-2020 Annual Action Plan final summary—Betsy Harkey
 - Student Success Data Facts—Betsy Harkey
 - ✓ Vernon College Effectiveness Survey results
- The Red River Health Clinic has opened at the Century City Center. A reminder that students and employees are eligible to utilize the services of the clinic. Additional signage is being placed at CCC to assist clients in locating the clinic.
- Upcoming events include:
 - SACSCOC Virtual Annual Conference – December 2-9, 2020
 - Vernon College Board of Trustees meeting – Wednesday, December 9, 2020 11:30 am
 - College Closed for the Holidays – Friday, December 18, 2020 12:00 noon
 - College Re-opens for Spring Semester – Monday, January 4, 2021

- o Faculty Return/All Employee Professional Development – Monday, January 11, 2021
- o On-site Registration: Vernon: January 12, 2021 – Wichita Falls: January 13-14, 2021
- o January Board of Trustees Regular Meeting – Vernon campus – Wednesday, January 13, 2021
- o Classes Begin – Tuesday, January 19, 2021
- Vernon College Foundation Quarterly Board Meeting – Vernon – Thursday, January 21, 2021

Instructional Services – Dr. Elizabeth Crandall, Vice President

- On November 4th Sabre Sharp, Janice Turvaville, and Karla Monson delivered meals on wheels for Instructional Services.
- **Mike Hopper** sent in the license renewal for the Police Academy and he is currently working on the 5 year plan.
- **Continuing Education** was approved through THECB to begin offering a **Court Reporting Program** starting in January 2021.
- Nicholas Long and Brian Deason attended the EMS Fall Conference virtually on the 23rd- 25th.
- Vernon College TX Guided Pathways Team completed Institute #2. They developed a new Action Plan with the next steps of improvements in the Student Success Advising Model.
- Shana Drury and Dr. Elizabeth Crandall attended the virtual SACSCOC Substantive Change Workshop.

Student Services

- **Dean of Student Services Initiatives**
 - o Dual Credit and VA attended Equity Training through the North Texas Community College Consortium
 - o Dual Credit, VA and VC2MSU are advising and registering students for Spring 2021
 - o VC2MSU reviewed all student records and sent a mid-semester check-up email to students in the program
 - o Dean of Student Services attended the UNT Higher Education Law Conference
 - o College Wide Student Activities – October celebrated Hispanic Heritage Month and November celebrated Veterans Day
 - o VA completed School Certifying Official yearly training and creating the VC yearly approval packet
 - o Career Services completed career and resume building appointments with student
 - o Housing is checking out students for Fall 2020 and creating Spring 2021 room assignments
 - o Student Activities in Vernon offered socially distanced Bingo
 - o VA, Dual Credit, and VC2MSU attended Advisor Training
- **Student Success/Title III Initiatives**
 - o Welcomed two Student Success Specialists to CCC, Colleen Moore and Gregg Chesterman.
 - o Began Spring 2021 mandatory academic advising.
 - o Continued advising trainings for Career and Technical Education Advisors, Special Population Advisors, Student Success Advisors (five select faculty members), and Student Success Specialists.
 - o Continued with Academic Coaching appointments.
 - o Participated in Virtual Texas Pathways Institute #2 and completed action plan with Team.
 - o Worked with colleagues to implement Aviso, Comevo, and SoftDoc forms.
- **Admissions, Records, and Recruiting Initiatives**
 - o Opened “Campus Connect” (online registration portal) for Spring 2021. To date, 1,007 registrations have been completed.
 - o Processed 303 new applications for Spring 2021.
 - o Processed 93 new applications for Fall 2021.
 - o Continued with the evaluation of transfer student transcripts.
 - o Attended the Virtual Texas Association of College Registrars and Admission Officers (TACRAO) Conference.
 - o Attended program advisory committee meetings.
 - o Contacting High Schools regarding Spring 2021 visits.
- **Financial Aid Initiatives**
 - o Continued submission of Pell, Direct Loan, and Title IV Program Disbursements to the Department of Education for allocation purposes.
 - o Continued processing of 2020 – 2021 and 2021-2022 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
 - o Continued 2021-2022 FAFSA presentations to various schools in our 12 county service area.
 - o Conducted Financial Aid Awareness Week.
 - o Completed and posted the November 2020 Financial Aid Blog.
 - o Completed and posted the Fall 2020 issue of the Financial Aid Times.

- Completed and submitted Governor's Emergency Education Relief (GEER) monthly reports.
- Completed Department of Education Active Confirmation.
- Requested Texas Educational Opportunity Grant (TEOG) funding.
- Provided Equity in Athletics data.
- Completed Coronavirus Indicator reporting.
- Submitted and certified the 2019-2020 Financial Aid Data Base Report.
- Provided documentation and information for the 2019-2020 financial aid audit.
- Gathered and submitted 2019-2020 KPIA financial aid data.
- **Safety and Security Initiatives**
 - Prepared police officer schedules for months of December and January
 - Prepared monthly Fire and Safety Reports
 - Reviewed daily patrol logs for all locations
 - Continued covering Covid-19 check-in stations at all campus locations
 - Making sure police coverage is maintained in all locations
 - All officers are constantly enforcing the mask and social distancing rules on all locations
 - Yearly firearms qualifications were done this month
 - Began tallying variables for the Clery 2020 report which will end at the end of December 2020

Finance/Administrative Services/Physical Plant – Mindi Flynn, Vice President

- **Business Offices**
 - Disbursed Fall II financial aid
 - Set up billing information for Spring semester
 - Garry David and Christie Lehman delivered Meals on Wheels
 - Mindi Flynn attended TWC Security Training
 - Filed state sales tax
 - Filed application for NRSB grant
 - Paying bills and employees, per usual
 - Working daily with auditors to finish 19/20 audit
- **Facilities**
 - Wichita Falls
 - Cleaning and sanitizing daily and nightly.
 - Vernon
 - Ray Carr and Paul Frommelt took the old freezer/cooler out of service and removed it
 - Outside doors to chemistry lab were replaced
 - Tree limb cleanup was completed
 - Steven, Ray, Paul and Lyle moved lockers into the new locker room
 - Cosmo shampoo area remodel was completed
 - Christmas decorations were put up
 - Cleaning and sanitizing daily

College Effectiveness – Betsy Harkey

- Strategic Planning Components were reviewed and approved as prescribed through the planning process by the College Effectiveness Committee and Board of Trustees during their November meetings:
 - 2021-2025 Primary Goals
 - 2021-2022 Priority Initiatives
 - 2019-2020 Institutional Effectiveness Plans Final Summary
 - 2019-2020 Annual Action Plan Final Summary

Each of these documents takes time and thoughtful attention. Thank you to all who participated in this process. The next step is to begin 2021-2022 Annual Action Plans for initial resource and budget discussions. Drafts are due by the December break.

Please contact Betsy if interested in a training to review the planning process.

- The Assessment/Report Calendar and Glossary process has been enhanced. Document updates are due by December 18th. For questions please contact Betsy.
- SACSCOC Fifth-Year Report Reviews and Zoom meetings continue for Betsy through the first week in December.
- Mary King and Betsy served as Salvation Bell Ringers on November 19th.

Institutional Advancement – Michelle Alexander

- Callee Serrano attended the virtual four-day Case Development Writing Workshop
- Callee delivered meals on wheels
- Callee is developing the annual holiday mailer for 1,000 letters and 200 plus emails.
- Michelle Alexander led the 2020 CASE Federal Funding Task Force Debrief webinar as part of the virtual CASE Conference for Community College Grants Professionals series on December 3
- 2020-2021 Scholarship Awards Reports are being sent to fund donors
- The application for the 2021-2022 Vernon College/Vernon College Foundation Scholarship Program is underway. The application will close March 1.

Marketing – Holly Scheller

- Video shoots were done to include masked footage. Seems like an odd thing but in this new reality we get lots of negative feedback if we use “non masked” people in our commercials. We have had a number of video shoots to replace the four years of footage we have been using.
- Ad campaign was released after the election. “Secure your future at Vernon College” and an emphasis on our flexible learning methods, Online, Face to Face, or TEAMS are being highlighted.
- Working through the Presidents Annual Report to highlight the accomplishments of last year.
- Unrelated but still handled by the marketing office, we have awesome new furniture in the back lobby!!! If you haven’t seen it please have a look! Gone are the love seats, with their torn upholstery. Now fancy new (got em at a great deal) learning friendly chairs!

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **QEP Year One Report** was reviewed by both the QEP Committee and the College Effectiveness Committee. This report provides a brief summary of the approved QEP initiated in Fall 2019 which includes a snapshot of Fall 2019 and Spring 2020 trainings and implementation. In addition, this report details changes made during Year 1, offers a preliminary assessment report, and offers a reflection of the process leading up to Year 2 implementation. The finalized report went to Mary King on December 01 and will be included in the December 09 Board Meeting materials.
 - **QEP Year Two Data Collection Under Way.** Year Two QEP implementing faculty are submitting student artifacts for QEP assessment purposes during this week and next. Implementing faculty receive instructions from the QEP director on how to transfer student work/artifacts into their designated One Drive file folder, making data collection easy for all involved.
 - **QEP Year Two, Spring 2021 Semester Recruitment Under Way.** Recruitment for the IBL QEP 101 Workshop from the Division of Communication faculty is now under way. Structured in an 8-week hybrid series, “IBL-QEP 101” introduces participants to inquiry-based learning concepts and strategies while leading them through the IBL process. At the conclusion of the training, faculty participants have an inquiry-based learning implementation plan (IBLIP) ready for implementation within their courses for the following term. A mailer has been sent to faculty. Follow-up visits will follow.
- **Professional Development Highlights**
 - **Foundations of Equity and Anti-Racism for Change Agency and Institutional Transformation.** This 5-part module series program is delivered via Zoom and was developed and delivered by Shani Barrax Moore, CCDP/AP. The workshop supports North Texas Community College Consortium member colleges and their efforts to create an anti-racism learning and development series. VC participants include Chelsey Henry, Donnie Kirk, Melissa Moore, Jackie Polk, and Criquett Scott. **December:** Module 4: “*Systemic Privilege Disparities, and Moving Towards Accompliceship,*” Wednesday, December 02, 1:00PM-5:00PM. In the December 02 session, participants explored their own relative privilege and individual and institutional capacity for advocacy and “accompliceship,” addressing disproportionality and disparities as a barrier to racial equity. Module 5: “*Change Leadership, Action Planning, and Charting a Course,*” Wednesday, December 16, 2020. This session will apply concepts and awareness learned throughout the modules to action planning through policies, programs, practices, and people. Participants will explore the process of change leadership to actualize their desired objectives.
 - **Fall 2020 In-house Professional Development Calendar posted.** Updated December 2020 dates included. [See a copy here.](#)

Human Resources – Haven David

- Personnel
 - Resignations: Amanda Jasso - Recruiting Coordinator (November)
 - Termination: Jeddediah Fagg – Assistant Baseball Coach/Residence Hall Assistant (November)
 - Hire: Jana Bohannon - Classified II, PASS (November)
 - Gregory Chesterman - Student Success Specialist (December)
 - Colleen Moore - Student Success Specialist (December)
 - Linda Hollingsworth - Classified III, Financial Aid (December)
- We are accepting applications for Technology Support Specialist.

ERP/SIS/Cybersecurity – Ivy Harris

- Retrieved first iteration of files from POISE for import into AVISO
- Begin Comevo discussions internally and with Comevo representative
- Sent first iteration of student orientation course to Comevo
- Attended AVISO Virtual Summit on Wednesday 11/8
- Worked with Mike from Runbiz on system backend configurations for SIS additions
- Continuing with initial system design and scripting for the individual SIS additional programs.
- Participated in sic cybersecurity webinars
- Continued working on E-Trieve forms setup, configuration, and routing
- Compiling ADA standards for Spring 2021 implementation
- Preparing for the final Title III annual report

DRJ Comments

- I appreciate the employees that participated in the informal coffee input sessions the past few weeks. I always appreciate the opportunity to answer questions and receive input.
- Susie and I wish each of you an enjoyable, healthy, and safe holiday season.
- Please contact me with any input or questions at:
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