

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

- An Order of Election was approved by the Vernon College Board of Trustees for the purpose of electing one trustee each for Place #1 (Norman Brints) and Place #2 (Anne Spears) for full six (6) year terms. A requirement directing the posting of the filing period has been met by posting the filing period in the Osborne building. The election will be Saturday, May 2, 2020. The first date to file is January 15, 2020 and the deadline to file is February 14, 2020 at 5:00 pm.
- The Biggs Arts and Science building roof replacement was completed in December. The large resident hall roof was replaced last fall. Parson's Roofing, a state approved vendor for school and state agencies roof repair, did an excellent job. They are well respected in the state. A five-year plan has been developed to replace all roofs on the Vernon Campus. The Biggs building roof replacement included:
 - Install ½" Polystyrene insulation over existing roofing
 - Fasten a white 50 mil. Duro-Last roof with a 20-year NDL warranty.
 - Install all flashings, encapsulate all parapet walls and install 24 gauge prefinished fascia bar at roof perimeter.
- Vernon College was successful in getting approval from the United States Department of education officials to rollover Title III grant year four funds that we chose not to spend on Unit 4, to year five. Using these funds and currently budgeted year five Title III funds, Vernon College will issue an RFP in January to procure a new ERP/SIS platform since the contract with Unit 4 has been terminated. Legal action is proceeding against Unit 4 to recoup expended funds.
- The Texas Higher Education Coordinating Board (THECB) Committee on Academic and Workforce Success **approved** the Vernon College/Wichita County Steering Committee Branch Campus Maintenance Tax feasibility study/proposal on December 11, 2019. The proposal will be recommended to the full THECB at the regular meeting on January 23, 2020. This is the first step in a continuing process, but it is an important step that is now successful. Timing is always important. Vernon College can continue to influence community members to be receptive to the BCMT as we talk with others and attend community meetings. We will not officially approach the Wichita County Commissioners Court until early spring 2021. An interesting part of the legal code on this issue is that the election must be called not less than twenty days nor more than sixty days from the date of approval by the commissioner's court.
- A Vernon College team has met three times with a Midwestern State University team to develop plans to improve co-enrollment opportunities, transfer advising, and review of core curriculum. This is going to assist the 300+ Vernon College students that transfer to MSU each year.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- During the first part of December Judy Ditmore and Michelle Downes helped the Salvation Army Red Kettle campaign by ringing bells at United and Walmart.
- **Mike Hopper** attended the Texas Commission on Law Enforcement Commission meeting in Austin, Texas on December 4th and 5th.
- **Michael Schoppa** attended the Texas AgriLife Extension training for utilizing ultrasound technology in livestock production in San Angelo, Texas December 4-6
- **Adrien Ivan** attended the CLARA meeting in Terrell, Texas on December 5th and 6th.
- **Tina Duke, Nina Feldman and Mike Hopper** attended the Vernon College Preview Day held at Skills Training Center on Friday, December 6th. Approximately 120 were present for the event.
- **Chris Rivard** attended a training in fusion 360 software and computer aided machining in Zanesville, Ohio December 6-9
- **Bettye Hutchins, Greg Fowler, Shana Drury, and Elizabeth Crandall** attended the SACSCOC training on new principles and requirements in preparation for the 5th year interim report in Houston, Texas December 6th through the 10th.

- On Saturday, December 14th, **Diana Shipley and Angela Ward** with one current student, Audrey, and two graduates, Brea and Sabra participated in the Camp Lindsey event providing free haircuts to homeless vets.
- **Brianne Bate George** our CCC Fitness Center Coordinator graduated with a BAAS degree from Midwestern State University.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Continuing to review Faculty Mini-Grant proposals for spring 2020.
 - Continued assisting with “Advising on Demand” and Athletics Advising.
 - Began gathering data for Title III Annual Performance Report; portal opens January 6, 2020 and closes March 6, 2020.
- **Student Activities/Housing/Student Government Initiatives**
 - Closed out dormitory final inspections for fall 2019.
 - Jesse Dominguez assisted with Assistant Baseball Coach interviews.
- **Career Services Initiatives**
 - Began working on Career Services Lab for Vernon Student Services office.
 - Closed-out assistance with the National Society of Leadership and Success fall training sessions and induction ceremonies.
- **General Student Services Initiatives:**
 - Participate in Vernon College/MSU “Bridge Program” discussions.
 - Participated in Vernon College Task Force for Texas Pathways/SB 25/60 X 30 Texas.
 - Participated in Developmental Course tweaked withdrawal policy.
 - Assisted with Skills Training Center Preview Day.
 - Participated in graduation regalia meeting with new bookstore representatives.
 - Attended Vernon College Board of Director’s meeting.
 - Held two successful and well attended National Society of Leadership and Success Induction Ceremonies.
 - Posted 2nd shift Police Officer position for Century City Center.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Continued processing applications for spring 2020.
 - Continued to manage and monitor “Campus Connect” (online registration portal) for spring 2020.
 - Continued evaluating transfer student transcripts.
 - Created draft policy for Developmental Course withdrawals.
 - Posted coordinator of veterans/financial aid position.
- **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).
 - Completed and posted the Vernon College Financial Aid Blog for December 2019.
 - Completed the Fall 2019 Satisfactory Academic Progress review.
 - Completed the SB 1210 Satisfactory Academic Progress review.
 - Sent texts and emails to students encouraging them to enroll for spring semester 2020.
 - Submitted the financial aid draft 2020-20201 Annual Action Plans.
 - Texas Educational Opportunity Grant awards reviewed and updated.

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

- **Business Offices**
 - Christie Lehman processed December Mini Financial Aid and started year-end processes for 1098T’s
 - Rhonda Knox and Shelly Mason delivered Meals on Wheels.
 - Mindi Flynn completed the Integrated Fiscal Report for THECB.
- **Facilities**
 - Wichita Falls
 - Patched and repaired walls in east lobby and touch up paint in halls at CCC.
 - Cleaned carpets in several classrooms and the main floor of the gym.
 - Repaired lights in the main lobby at CCC and several lights at STC.

- Removed and stored all the Christmas trees and all decorations.
- Moved one hospital bed from and lab to the LVN lab upstairs and brought one down from LVN lab and store it.
- Vernon
 - The Christmas tree was put up.
 - Paul Frommelt completed the LED lighting retrofit in the King center.
 - Roofing project on C building was completed.
 - The drain line for the SUB was re-routed due to the old line collapsing and a new grease trap was installed.
 - Ray Carr is building a utility trailer from a salvage golf cart.
 - Steven Kajs replaced elements in the dorm water heater.
 - Bus 2 was serviced.
 - Ray replaced the control module in the automatic pool cleaner.
 - Joey Lama and custodial crew have been re-waxing floors and cleaning carpets.
 - Jim Anthony and grounds crew have kept the quad area green and looking really nice.

College Effectiveness – Betsy Harkey

- **SACSCOC –**
Dr. Johnston, Dr. Crandall, Bettye Hutchins, Shana Drury, Greg Fowler, and Betsy Harkey participated in the December SACSCOC Annual Meeting in Houston. It was great to see Vernon College’s name on the “big screen” as an institution approved for Reaffirmation (without reservations, sanctions, ...) Congratulations again to all!

The SACSCOC Institutional Profile for General and Enrollment Information was prepared by Betsy Harkey. Special thanks to Amanda Raines for supplying Enrollment and Graduation Rate information.
- **College Effectiveness Committee** and friends spent the month of December drafting their 2020-2021 Annual Action Plans. Final approved plans are due by the end of January.

Institutional Advancement – Michelle Alexander

- Submitted the Farmer’s Market Final Grant Report to the USDA Program Officer for review and approval. Began grant closeout.
- Callee Serrano assisted the community with the Vernon campus Santa visit.
- Callee prepared and sent the annual Holiday solicitation to alumni and other College constituents.
- Scholarship Reports are being sent to the donors.
- Online giving has been implemented and can be accessed from the College’s homepage; click on the Donate to VC button at the top. It is a very simple and straightforward process.

Marketing – Holly Scheller

- Designed and printed the post cards for U @VC event
- With the help of our amazing work study Brenna and Linda Haney, 250 presidents reports were sent out to community members and VC supporters.
- Helped with the Skill Center preview day
- Attended and photographed LVN Graduation
- Worked on the Program Video Schedule.

Human Resources – Haven David

- Personnel
 - Resignations:
 - Mitchell Huckabay – Assist. Baseball Coach/Residence Hall Assist. (December)
 - Michael Little – Campus Police, CCC (December)
- Interviews for Assistant Baseball Coach/Residence Hall Assistant held.
- Accepting applications for ADN Instructor, Campus Police, Coordinator of Veterans Services/Financial Aid, Classified II - Library.
- AAUP Salary Survey completed.
- Adding National Life as a retirement vendor.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Researched new RFP requirements
 - Researched new SIS prospects
 - Advised the Implementation Team of updates throughout the month
- **Cybersecurity**
 - Continued screen visibility audits in the Century City Administration Building
 - Completed screen visibility audits in the following buildings and offices on the Vernon Campus: Sumner Applied Arts Center, Electra Waggoner Biggs Arts and Sciences, Wright Library, Bookstore, Business Office, Financial Aid, Admissions, President’s Office, Institutional Effectiveness, and QEP.
 - Distributed the “Stay Smart, Be Safe” campaign graphics on the Vernon Campus and Century City Campus
 - Continued to educate the faculty and staff on Cybersecurity procedures
 - Attended the monthly Cybersecurity meeting to ensure Title IV compliance

DRJ Comments

- I hope everyone had a great holiday break. I am looking forward to a productive semester as we all work together for our students, communities, and employees.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060