

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

- 2020-2021 Budget draft three—Since summer enrollment has held steady compared to last year and we are using that as a predictor for fall enrollment, the budget draft 3 includes a 1.5% total salary increase (salary schedule step increase) for all employees (total increase to budget of \$150,000). Draft 3 is based upon a conservative estimate of tuition and fee revenue with a 10% holdback and a 5% reduction in state appropriations, which are expected next year. The budget still not completely balanced, but I am confident we can balance it without considering any tax increase above the effective rate. A few revenue projections will be finalized in July. Based upon the increased pre-certified appraisal values, the **estimated** effective rate for 2020-2021 will be 0.2190 compared to this year's rate of 0.2210. A decrease of about 2/10 of one cent per \$100 of evaluation. Just as reminder, last year's effective rate was a decrease of nearly 2 cents per \$100 of evaluation from the year before.
- Travel Policy revision—The Vernon College Board of Trustees approved a revision to the travel policy. Current policy provides meal reimbursement to employees for same day travel for college business. In preparing for budget reductions, it was recommended to discontinue this reimbursement. The mileage reimbursement portion of the policy and the overnight travel portion remain as is.
- The Vernon College Board of Trustees also approved:
 - Distance Learning Handbook update
 - Residence Hall Handbook update
 - Student Handbook update
 - TASB Policy 38 update
 - Great Western Dining contract
 - Tax Resale Deeds
- The annual Vernon College Board of Trustee retreat is scheduled for July 8 in the boardroom on the Vernon campus. The very full proposed agenda includes:
 - Review items from Board Self-Reflection survey
 - Board policy
 - Participation in National Associations/Conferences
 - Student Success
 - Operations
 - Facilities
 - 2021 legislative session
 - Impact of CARE 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

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Deana Lehman** and **New Beginnings** received a grant from the Priddy Foundation.
- Thank you to **Michelle Downes** who delivered Meals on Wheels for Instructional Services on May 17th.
- The **Surgical Technology Program** had two students each receive a \$1000 Scholarship from the AST Foundation in June. The students will receive the funds this summer to help with the final semester expenses. The two scholarships awarded were funded by the Texas State Assembly of AST and this is the second year in a row Vernon College ST students received these awards.
- **Math and Science programs** piloting new, flexible teaching methodologies during summer terms to more easily respond to changes during a pandemic.
- The **Director of Instructional Assessment, Brad Beauchamp**, worked with Amanda Raines, Paula Whitman, and Criquett Scott to develop and launch the COVID questionnaire in AEFIS for use with Canvas. Students will now submit the self-report in their Canvas course shells. Faculty will be able to monitor these directly beginning in the Summer II term.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Continued trainings with regard to academic advising, Academic Coaching, and Striving to End Probation Status (STEPS).
 - Held Student Success team “Squad Meetings” (6/3, 6/10, 6/17, 6/24, 6/30).
 - Began planning for the formal closeout of five-year, Strengthening Institutions Title III, Department of Education grant. Formal grant ends 9/30/2020.
- **Student Activities/Housing/Student Government Initiatives**
 - Continued working on digital housing application.
 - Commenced with housing room assignments for Fall Semester 2020.
 - Tweaked Housing Check-in procedures to minimize potential COVID-19 exposures.
 - Coordinate with maintenance crew the cleaning and disinfection of all college dormitory rooms.
 - Began brainstorming potential social distant student activities for Fall Semester 2020 (for example: Remote Control Car Demolition Derby).
- **Career Services Initiatives**
 - Conducted career counseling appointments (6/9, 6/17, 6/18, 6/25).
 - Attended Vernon Chamber of Commerce Open House (6/18).
 - Attended Veterans Services Coalition meeting (6/25).
 - Continued with VA certifications, advising, and registrations.
 - Continued working on Annual VA Programs Report.
- **General Student Services Initiatives:**
 - Completed 2020 – 2021 Student Handbook.
 - Completed 2020 – 2021 Student Resident Handbook.
 - Completed Testing Center Manual 2020 – 2021.
 - Held successful onsite registrations for Summer, Summer I, and Summer II.
 - Held Student Services Leadership Council (SSLC) (6/1, 6/15).
 - Attended Wichita Fall Area Food Bank community service event (J. Polk) (6/6).
 - Attended North Texas Community College Consortium – “Diversity, Equity, and Inclusion” via Zoom (J. Polk) (6/29).
 - Delivered “Meals on Wheels” (6/10) (C. Henry & L. David).
 - Planned and completed “Get Caught Up with Placement Testing” mass offerings as a result of COVID-19 shutdown (month of June).
 - Communicated, planned, and began Summer and Fall 2020 advisements and registrations for dual enrollment students and their respective high schools.
 - Participated in Texas Education Agency (TEA) “College Bridge” webinar.
 - Contacted 35 VC2MSU students for Fall Semester 2020 advisement and registration.
 - Conducted interviews for Recruiting Coordinator.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Certified degrees and certificates through May 2020.
 - Assisted with Legislative Budget Board reporting.
 - Assisted with Perkins reporting.

- Held onsite, final registrations for Summer terms 2020.
- Coding 2020 – 2021 degree audits in POISE for advising purposes.
- Certified THECB Student Report (CBM001) and Course Report (CBM004) for Spring Semester 2020.
- Submitted end-of-semester reports for National Student Clearinghouse and Texas Higher Education Coordinating Board.
- Extracting data for the Texas Bookstore and Course Availability merger. Price of textbooks will soon be available in searchable course availability.
- Continued with the adaptation of in-person recruiting presentations to online/virtual formats and made available to respective ISDs, as well as other internal and external stakeholders (VC Career & Technical Education Programs; How to Register Online Using MYVC/Campus Connect).
- Completed edits of Viewbooks 2020 – 2021.
- **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 June Financial Aid Blog.
 - Submitted Net Price Calculator data.
 - Offered online Financial Aid Awareness presentations.
 - Reconciled 2019 – 2020 Federal Work Study.
 - Reconciled 2019 – 2020 Texas Work Study.
 - Posted 2020 – 2021 Athletic Scholarships.
 - Awarded Higher Education Emergency Relief Fun; a new federal grant funded by the CARES Act.
 - Completed 2018 – 2019 Direct Loan Closeout.
 - Completed VC CARES Act Emergency Student Aid 30-Day Report.
- **Safety and Security Initiatives**
 - Prepared police officer schedules for month of June.
 - Reviewed daily patrol logs for all locations.

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

- **Business Offices**
 - Christie Lehman and Malinda Fleming delivered meals on wheels
 - Disbursed the last round of CARES act money
 - Ann Schultz volunteered at the food bank.
 - Sandy Odell, Ann and Cindy Rogers have been helping out with the Covid sign in table.
- **Facilities**
 - Wichita Falls
 - Weekly mowing and landscape work at CCC and STC.
 - Removed two dead trees on the south side of CCC.
 - Remove broken tree limbs from the high winds on the east side of CCC.
 - Installed six new shampoo sinks in the Cosmo dept.
 - Installed new sand filter in the pool.
 - Patched the broken plaster, acid washed and painted the pool.
 - Continued sanitizing the rooms and computer labs.
 - Finished the two new offices in the financial aid dept. and moved furniture in.
 - Vernon
 - Two areas of the Osborne building were reroofed.
 - Wiring was re-routed to the parking lot and tennis courts to improve safety.
 - Ray Carr and Paul Frommelt repaired the condensing unit on the Sumner bldg. and mounted soil display monoliths in the Ag classroom.
 - Dorm cleanup and floor refinishing was completed.
 - Ray and Paul removed a heater from the automotive shop to prepare for replacement.
 - Ray replaced the radiator in the John Deere tractor.

College Effectiveness – Betsy Harkey

- Data for reports and projects was the primary task for June e.g. SACSCOC Financial Profile, Legislative Budget Board Performance Measures, Perkins grant.
- In lieu of face-to-face meetings, pertinent information continues to be emailed from the Office of Institutional Effectiveness to the College Effectiveness and Student Success Data Committees. July emails will include action items for both committees to ensure continuation of the College Planning Calendar.

Institutional Advancement – Michelle Alexander

- Work continues on migrating the old paper records and gift information into RENXT.
- Callee Serrano participated in the THECB Emergency Aid webinar on behalf of the College on June 16.
- Michelle Alexander participated in the Department of Education Grantee CARES Act webinar on June 23.
- The 2020-2021 Scholarship Program is in full-swing.

Marketing – Holly Scheller

- Edited program videos for Fire, and Barber.
- Began work on Career and Tech posters for high schools.
- Implemented the communication plan utilizing Mail Chimp to send out automatic emails to batches of students in the enrollment process
- Created several graphics for social posts about class, registration, covid-19 and honors program
- Completed the Housing Handbook for SmartCatalog transfer
- Completed the edit of the 20-21 Viewbook for release in mid-July
- Created signs to help move students toward testing or info desk protocol testing.
- Completed and posted “start with the end in mind” video for social posts
- Completed and posted “Join us” campaign for fall enrollment
- Designed and posted Medical Assisting campaign on social
- Working with Smart Catalog on additional apps the help students with syllabi through our catalog page
- Spent a lot of time securing face masks for the public and logoed masks for VC employees, all have been ordered and are on their way.
- Had a program video shoot for LVN

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - 100 “Success through Inquiry” face coverings distributed throughout all three campuses.
 - Fall 2020 Semester Kickoff Breakout Sessions identified. Facilitators confirmed.
 - Completing the [Gardner Institutes](#) “Motivating Learners Virtually” online workshop
 - 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 soon (Department of Communication)
- **Professional Development Highlights**
 - **Fall 2020 Kick-off Proposal.** A draft proposal for a “virtual” Fall 2020 Kickoff was submitted for review
 - **July 2020 PD Calendar.** The July 2020 updated PD calendar is located at the [Summer 2020 Professional Development Calendar](#).

Human Resources – Haven David

- Personnel
 - Resignations: Bradley Marciszewski – Custodial Technician, CCC (June)
Marco Torres – Assistant Recruiter (June)
- Internal Transfer: Rachel White from Recruiting Coordinator to Tutoring Center Coordinator, Vernon (July)
- We are still looking for a Health Occupations Instructor – Archer City. We are interviewing for Recruiting Coordinator.
- Employee Handbook updates for 20-21 have been completed for Board approval.
- Working on Title IX document updates.

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
 - Magnus Health- student health record verification and authentication
 - Contracts are being received and will be reviewed by legal counsel. Estimated implementation should begin in August.
- **Cybersecurity**
 - Completed DIR required training. Submitted required DIR monthly and yearly reports.

DRJ Comments

- As we continue working in an unusual environment, I want to ensure each of you how much I appreciate your dedication to our students and your loyalty to Vernon College.
- Please contact me with any input or questions at:
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