

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

- Anne Spears and James Brock began their new six-year term starting with the May 13 board meeting. Each board member was issued a *Certificate of Election*, completed a *Statement of Office*, and took an *Oath of Office*. A new slate of officers recommended by the nominating committee was accepted.
 - Chairperson—Dr. Todd Smith
 - Vice-Chairperson—Mr. Bob Ferguson
 - Secretary—Mrs. Ann Wilson
- Draft two of the proposed 2020-2021 budget was reviewed and discussed. Several expenses have been reduced or eliminated and other changes have been implemented since draft one. CARES act institutional funds are included as revenue (still receiving guidance on how the funds can be spent) and draft two includes a conservative estimate of tax revenue from the Lockett Wind Farm. Draft two estimates a 10% reduction in state funding, a 15% reduction in tuition and fee revenue, and 5% reduction in tax collection. Even though expenditures have been reduced by over \$550,000 from 2019-2020, draft two still has over \$175,000 more of expenses than revenue at this time. Additional expenditure reductions are being reviewed. The proposed 2020-2021 budget does not include an increase in the tax rate above the effective rate (currently .2210/\$100). The preliminary property taxable values indicate a slight increase, which would cause the effective rate to slightly decrease (estimate .2190/\$100). This can shift either way before the final values are determined.
- The board discussed a travel policy revision. Vernon College currently reimburses employee meals for routine day travel. An example such as any employee traveling to Wichita Falls and back could claim a lunch reimbursement or vice versa. It is recommended to discontinue this meal reimbursement as a budget reduction. Employees would continue to have meal reimbursement by current policy for overnight travel.
- Vernon College has been operating with summer hours for several weeks due to COVID-19 and will continue through Thursday, July 30. Operating hours are Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, August 3, 2020. Vice-Presidents will provide leadership for developing flex schedules to keep offices open until 6:00 pm beginning Monday, August 3.
- The annual Board of Trustees retreat is scheduled for Wednesday, July 10 in the boardroom in the Osbourne building.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- Our **Continuing Education Program Culinary Academy** had 100% pass rate for the 5 students receiving certifications through the National Restaurant Association.
- **Continuing Education Kids College** is providing to go camps for the month of June.
- Instructional services participated in successful drive through RN pinning ceremony.
- Instructional services are busy assisting students with Summer and Fall Registrations.
- Thank you to **Michelle Downes** who delivered Meals on Wheels for Instructional Services on May 13th.
- Congratulations to our 3 of our Nursing faculty: Sonya Roberts completed her Bachelor's Degree in Nursing, Brent Braswell completed his Master's Degree in Nursing and successfully completed his certification exam to become a Nurse Practitioner, and Toni Reagan completed her Master's Degree in Nursing.
- The **Police Academy** had 24 cadets who took the TCOLE exam and we are proud to announce that we had 100% pass rate. Congratulations to **Mike Hopper** and everyone involved in the academy.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Onsite registrations for Summer 2020 went smoothly with regard to new Academic Advising and Registration tweaks.
 - Student Success Advisor – “Transfer Advising” training conducted (5/6).
 - Faculty Mini-Grant participants submitted final reports for Spring 2020.
 - Attended THEBB/TxCan “Transitioning Students into Higher Education Virtual Forum” (Criquett Scott) (5/14).
 - Attended Texas Success Center Pathways through the Pandemic Webinar (Criquett Scott) (5/18).

- **Student Activities/Housing/Student Government Initiatives**
 - Began working on the creation of a digital housing application.
 - Continued working on Resident Handbook 2020.
 - Began working on new housing letter for Fall 2020.
 - Welcomed summer students to dormitory (5/25).
- **Career Services Initiatives**
 - Completed advising training for purposes of serving VA students during registrations.
 - Reviewed National Society of Leadership and Success Induction Kits from Spring Semester 2020.
 - Update Vernon College “Job Board.”
 - Continued familiarizations/trainings with regard to Veterans Affairs.
- **General Student Services Initiatives:**
 - Held Student Services Leadership Council (SSLC) (5/4, 5/11, 5/18).
 - VC2MSU now up to 35 students for Fall Semester 2020.
 - Commenced with offering testing, which was originally halted due to pandemic.
 - Continued communications with local area high schools with regard to the testing and registering of dual enrolled students.
 - Continued to train with regard to newly developed Academic Advising arrangement (case load format).
 - Continued communicating with staff and students with regard to current Covid-19 pandemic.
 - Continued offering online services to students due to Covid-19 long distance learning modes.
 - Continued with the advising and registration of students.
 - Finalized Health Clinic hours for Summer Semester 2020: Tuesdays, Wednesdays, Thursdays – 2:00 to 4:00 p.m.; Doctor’s hours: Tuesdays – 3:00 to 4:00 p.m.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
 - Verified grade entries for all Spring and Spring II courses; rolled to history (moved to transcripts).
 - Ran Academic Probation and Suspension reports for Spring Semester 2020.
 - Assisted with the development of electronic COVID-19 Questionnaire for Vernon College.
 - Certifying degree/certificate audits on students for May 2020.
 - Held onsite, final registrations for Summer terms 2020.
 - Assisted financial aid office with CARES ACT disbursements.
 - Continued adaptation of in-person recruiting presentations to online/virtual formats; made available to local ISDs and other potential stakeholders: Career and Technical Education; How to Register Online utilizing MyVC/Campus Connect.
 - Represented Vernon College at Café con Leche (Marco Torres) (5/4 & 5/18).
 - Sent targeted email campaign to all students who had meningitis vaccination holds on accounts (701 students).
 - Created and sent targeted email campaigns to students that had applied for admission, but who had not yet registered for upcoming Summer and/or Fall Semesters 2020.
 - Commenced with first round of edits for 2020 – 2021 Viewbooks and other prospective student information materials.
- **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 Satisfactory Academic Progress (SAP) review for Spring Semester 2020.
 - Completed SB 1210 tuition and exemption satisfactory academic progress review for the Spring Semester 2020.
 - Posted 2019 – 2020 academic scholarships.
 - Posted 2020 – 2021 academic scholarships.
 - Posted May financial aid blog.
 - Determined eligibility and awarded Higher Education Emergency Relief Fund; new federal grant funded by the CARES Act.
 - Completed 2019 – 2020 Supplemental Educational Opportunity Grant reconciliation.
 - Completed 2019 – 2020 Texas Educational Opportunity Grant reconciliation.
- **Safety and Security Initiatives**
 - Prepared police officer schedules for month of May.
 - Reviewed daily patrol logs for all locations.

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

- **Business Offices**
 - Christie Lehman and Malinda Fleming processed 992 Cares act Refunds
 - The Business Office Called 130 students with remaining balances for the summer to remind them of the payment deadline.
- **Facilities**
 - Wichita Falls
 - Weekly mowing at CCC and STC.
 - Removed three dead trees on the south side of CCC.
 - Install sneeze guard barriers in front of counters at CCC.
 - Replaced the sand filter in the pool area.
 - Pressure washed the pool and washed with acid.
 - Patched the area where the plaster was bad.
 - Painted the pool with an oil based pool paint.
 - Vernon
 - Lyle Bonner has been building sneeze guards for service windows and desks and putting out signage for COVID-19 protocols and social distancing.
 - Joey Lama has been building disinfecting wipe dispensers to put out in buildings.
 - Jim Anthony, Jesse Urquizo, Josh Cook and Jimmy Dennis have done extensive tree trimming as well as storm damage clean up.
 - Ray Carr and Paul Frommelt have been repairing outdoor lighting.
 - Paul has completed painting exterior doors, stair and bridge rails.
 - Lyle, Ray and Paul replaced the shed roof on the Biggs building damaged by high winds.
 - Steven Kajs has been making repairs to dorm rooms and custodial is cleaning and prepping rooms.

College Effectiveness – Betsy Harkey

- The Texas Higher Education Coordinating Board Licensure Report was certified on May 29, 2020. The related Key Performance Indicator of Accountability, Licensure/Certification, is updated and available on the Vernon College [website](#). Thank you to all who contributed to and reviewed the information.
- Data for Perkins continues to be a major project for Institutional Effectiveness. It should be completed in early June.
- 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.

Institutional Advancement – Michelle Alexander

- Work continues migrating paper donor files in the RENXT cloud-based platform
- The first round of Vernon College 2020-2021 Academic Scholarship offers is completed.
- Preparation for round two – Retention Scholarships is underway.
- Michelle Alexander wrote a grant in response to the THECB Emergency Aid Grant RFP; we received \$10,000.

Marketing – Holly Scheller

- Publishing the finished catalog on line, completed the format edit for the printed copies
- Again encouraging departments to use the online version of the catalog as opposed to the printed versions
- Began 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
- Began editing the Housing Handbook for SmartCatalog transfer
- Began editing the 20-21 Viewbook for release in mid-July
- Created signs to help move students toward testing or info desk protocol testing.
- I attended the drive through nursing graduation

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **Spring 2020 IBL-QEP Assessment Practices.** Gisela Knightstep, Cindy Coufal, Amber Hunsaker, Steven Underhill, Shelly Pendleton implemented their inquiry-based learning (IBL) lesson plans in selected courses sections (169 students across 8 sections). Students in those selected sections completed a pre-inquiry survey (paper and pencil) to ascertain their perceptions of active learning environments. After the implementation of the IBL lesson plan and accompanying activities in each section, students in those same sections completed a post-inquiry survey (via AEFIS in their Vernon College e-mail). Their pre- and post- responses are being correlated to

determine if perceptions of active learning (IBL strategies being the treatment) have changed in any way. In addition, participating faculty completed an IBL-ESCR—an end of semester course review detailing their reflections of the IBL strategy implementation experience. Finally, the above participating Spring 2020 faculty each submitted 5 samples of students work (artifacts) related to the IBL assignment (identified in their original IBLIP). The artifacts will be examined by a QEP assessment team for evidence of the 4 steps of IBL. Dr. Brad Beauchamp and Dr. Donnie Kirk are conducting and reviewing the assessment practices.

- **SENSE 2019 Results—June 2020 Board Report.** In the Fall 2019 term, entering Vernon College students had the opportunity to complete the [Survey of Entering Student Engagement \(SENSE\)](#) 2019 Survey. The SENSE, a product and service of the [Center for Community College Student Engagement](#), helps community colleges discover why some entering students persist and succeed and others do not. Vernon College received the results of the survey Fall 2019 survey administration in March 2019. Donnie Kirk will deliver those results to the Vernon College Board during their June 10 session.
- **Professional Development Highlights**
 - **Spring 2020 in-house Professional Development Survey Completed.** The annual Spring In-House Professional Development Survey launched on Wednesday, May 20 and concluded on Monday, June -01. Of the 307 Vernon College employees who received the survey request via e-mail, 72 responded across all three campuses (Vernon Campus, Century City Campus, and the Skills Training Center). Respondents included both full and part-time faculty, administrative and classified staff, and administrators. Of the 72 responses, 56 rated professional development on an A-F scale (31 rated as A, 20 rated as B, and 5 rated as C. No D or F ratings were recorded. Respondents positively rated online offerings and the variety of programming. Respondents would like to see multiple offerings of in-house sessions, technology training sessions to include the Microsoft Office Suite tools, specific ADA accommodations strategies, and explanation of FERPA guidelines, customer service trainings, communication trainings, POISE and ReQLogic trainings, office management skills, student engagement strategies, and more outside presenters. Three winners of the Spring 2020 In-house Professional Development Survey drawing will be announced soon! Each winner will receive a \$25 VISA gift card!
 - **Summer 2020 In-house Professional Development Calendar.** The first draft of the [Summer 2020 Professional Development Calendar](#) is now available! This draft of the Summer 2020 Professional Development Calendar offers something for everyone at Vernon College! The most [up-to-date in-house PD calendar](#) is located on the [Vernon College Professional Development Page](#).
 - **June 2020 In-house PD Highlights:**
 - **Appropriate for all Campus Employees**
 - **June 2020 Online.** Seven free trainings are currently available from ed2go Online Education on the Summer PD Calendar. The sessions range from customer service, effective communication, supervision and management skills, marketing seminars, and an individual excellence seminar. The sessions are free, accessible for 30 days, worth 3 hours of PD credit, and offer a certificate of completion at the conclusion of the training! Select the course that best fits your training needs! Appropriate for all faculty and staff!
 - **June 2020 Community Service—The Wichita Falls Area Food Bank.** Pamela Tracy from the Wichita Falls Area Food Bank has reached out to Vernon College and is looking for volunteers to box food items for distribution. She has an immediate need for volunteers on Monday, June 01, Tuesday June 02, and Wednesday, June 03. Shifts available each day include 9-12 or 1-4. If you and/or your team can work any of these days/shifts, please contact [Pamela Tracy](#) directly at 940.766.2322. For those of you who cannot volunteer during the weekday, Ms. Tracy has set up a special time for Vernon College employees to volunteer on Saturday, June 06 from 9AM-12:00PM. If you and/or your team can work this Saturday shift, please contact Donnie Kirk directly to sign-up! Appropriate for all college personnel!
 - **June 2020 Webinar Series—Microsoft Teams.** College personnel are encouraged to participate in free webinars tailored specifically to educational contexts. The content covers best practices using Microsoft Teams as a digital hub that brings conversations, assignments, and apps together in one place. Hosted directly by the Microsoft Teams Product Group, select from the on-demand trainings and/or live webinar trainings provided within the link below. Be mindful that Microsoft Teams is a free application for students and faculty. Appropriate for all faculty and staff wishing to learn more about the application. [Access here for available Microsoft Teams Trainings.](#)

Human Resources – Haven David

- Personnel
 - Retirement:
Vicki Bradley, Faculty Assistant (May)
- We are still looking for a Health Occupations Instructor – Archer City. We are also accepting Internal applications for Tutoring Coordinator in Vernon.
- Employee Handbook updates for 20-21 are being made for Final Draft.
- Re-appointment list for Staff completed for June Board meeting.
- Working on Title IX document updates.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Continued upgrade efforts with POISE
 - Coordinated and participated in demonstrations for Poise additions
 - Advised the Implementation Team of updates throughout the month
- **Cybersecurity**
 - Attended the monthly Cybersecurity meeting to ensure Title IV compliance
 - Attended the DIR weekly webinars
 - Reviewed federal compliance measures
 - Researched and distributed cybersecurity safety bulletins to all employees
 - Purchased and distributed additional QERI items for remote employees
 - Continued QERI responsibilities

DRJ Comments

- Summer enrollment is stable. We can all hope this is an indicator for fall enrollment. I appreciate the effort to improve the on-site registration process.
- The administrative team continues to discuss the format of fall kick-off professional development day on August 17. I will keep you informed as plans are finalized.
- Please contact me with any input or questions at:
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