

**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**

- Transition to online classes has gone well. All full-time and part-time faculty worked diligently and continue to work tirelessly to make the transition the best it can be for Vernon College students. Crystal Tate, the Director of Distance Education and Technology, worked above and beyond. She, Dr. Crandall, Shana Drury, the divisions chairs—Mary Rivard, Paula Whitman, Greg Fowler, Joe Johnston, and Mark Holcomb as well as faculty members with more on-line teaching experience—worked with full-time and part-time faculty to bring courses completely online. This tremendous transition was accomplished in a very narrow window of time with great professionalism.
- The April 8 Vernon College Board of Trustees meeting was cancelled due to COVID-19 concerns. Information for April that was provide to board members in Canvas included (1) Financial and Investment Reports, (2) President’s travel report, and (3) Draft 1 of the 2020-2021 budget. The May 13 board meeting is still planned to take place following social distancing guidelines.
- Budget 2020-2021 draft 1—all initial budget requests were turned in by April 1. The first draft of the budget has been sent to board members for review. I have been stating for several months that the 20-21 budget was going to be a hard one for several reasons. It just got a great deal harder the last few weeks. A budget is simply an estimate of a series of choices. We usual do a good job of estimating tuition and fee revenue based on previous year’s actual enrollment and we usually know exactly what the state appropriation is going to be. We also usually have a good idea of the local tax revenue. At this time, we will be struggling to make an estimate of next year’s enrollment that predicts next year’s tuition and fee revenue. Even though we think we know next year’s state appropriation, I anticipate it will be reduced over the summer due to the low price of oil. In addition, I am not sure of the impact of the COVID-19 economy on local tax revenue. Therefore, our estimate of revenue will have to be conservative because of the unknowns. Draft 2 will include an early estimate of new property tax funds from the Lockett Wind Farm and funds from the institutional portion of the CARES ACT. A document with very detailed information regarding the 20-21 budget was sent to all employees on April 22.
- The following two websites are very helpful regarding Texas and Texas higher education during this time of COVID-19:
  - [www.thecb.state.texas.us](http://www.thecb.state.texas.us) See the Texas Higher Education Coordinating board COVID-19 updates as well as Frequently Asked Questions (FAQs) regarding impacts on college and university operations.
  - <https://gov.texas.gov/organization/opentexas> Governor Abbott’s response and plans to open Texas
- Revised COVID-19 screening questionnaires for employees and students were sent to all employees on May 5. Please refer to the protocol and submit the forms in a timely fashion. The primary purposes of the forms are:
  - Ensure the health and safety of employees and students as the college resumes operations
  - Provide documentation to the Governor’s office and THECB that the institution is screening employees and students

### **Instructional Services – Dr. Elizabeth Crandall, Vice President**

- Although working remotely Continuing Education has worked to promote new online opportunities for healthcare, professional development and all CE programs.
- **Crystal Tate**, Director of Distance Education and Learning Technologies, as well as faculty continue to transition to online processes
- **Michelle Downes** delivered Meals on Wheels for Instructional Services on April 8<sup>th</sup>.
- Nursing has been busy with current students completing the final HESI exams and the giving first round of HESI entrance exams to new students.

### **Student Services – Dr. Jim Nordone, Vice President**

- **Student Success/Title III Initiatives**
  - Mini-Grant faculty are completing their projects for Spring Semester 2020.
  - Academic Coaching appointments continued through April.

- Academic Advising (new caseload system) commenced April 13. Student Success Specialists and Student Success Advisors met with students utilizing the following modes: Video Conferencing (Microsoft 365 Teams); Telephone; Email. Students have been very responsive to remote advising.
- Online New Student Orientation (NSO) launched April 1. Will continue to offer online NSO through registration periods for Summer and Fall 2020 Semesters.
- **Student Activities/Housing/Student Government Initiatives**
  - Continued assisting with the cleaning and disinfecting of dormitories.
  - Worked on the coordination of partial refunds for dormitory students due to Covid-19.
  - Continued processing incoming resident housing applications for Fall Semester 2020.
  - Began work on room assignments for Fall Semester 2020.
- **Career Services Initiatives**
  - “Trained on updates to “Career Coach.”
  - Participated in Veterans Affairs webinars (4/14 & 4/30).
  - Finalized National Society of Leadership and Success Inductees for Spring Semester 2020.
  - Career counseling appointments (4/6, 4/27, 4/28).
  - Update Vernon College “Job Board.”
- **General Student Services Initiatives:**
  - Held Student Services Leadership Council (SSLC) (4/6, 4/13, 4/20, 4/27).
  - VC@MSU now up to 20+ students for Fall Semester 2020.
  - Continued to train with regard to newly developed Academic Advising arrangement.
  - 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.
- **Admissions, Records, Recruiting, and Veterans Affairs Initiatives**
  - Processed in excess of 200 withdrawals for Spring 2020 semester.
  - Processed more than 200 applications for admission for Summer 2020 and Fall 2020 semesters.
  - Locked Fall 2019 IPEDS reporting.
  - Continued working on Spring 2020 THECB reports (CBM001, CBM004).
  - Completed General Catalog edits for 2020-2021.
  - Recruiting activities:
    - Regular communications with high school counselors.
    - Sent emails to prospective students utilizing “Mail Chimp.”
    - Commenced new email campaign to encourage former students to reenroll for Summer and/or Fall semesters 2020.
    - Continued assisting local area high school counselors and Scholarship unit at VC with respective scholarship offers.
    - Completed “How to Register Online through Campus Connect” video.
  - Evaluating transfer student transcripts for acceptable credit, posting to VC transcript, and notifying students.
- **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).
  - Distributed Annual Student Loan Debt Disclosure.
  - Awarded and requested Texas Educational Opportunity Grant.
  - Updated Federally mandated Consumer Information requirements.
  - Submitted and successfully resolved student complaint to the Department of Education.
  - Posted April financial aid blog.
  - Completed and submitted Cost of Attendance assessment activity for 2020 – 2021.
  - Completed Catalog changes for 2020 – 2021.
  - Validated 2019 – 2020 Financial Aid Database (FADB) Report 1.
  - Updated financial aid webpages.

- **Safety and Security Initiatives**
  - Prepared police officer schedules for month of April.
  - Reviewed daily patrol logs for all locations.
  - Police officers began doing regular checks of libraries for purposes of ensuring social distancing rules were being followed.

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

- **Business Offices**
  - Website updates for Summer and Fall
  - The new College Green Payment options are now available to students in their MyVC
  - Setting up the billing configurations for the disbursement of Cares Act Funds.
  - Margaret Kincaid, and her daughter ZayLeigh, delivered Meals on Wheels.
  - Mindi Flynn updated the SAM & CAGE codes for grant reporting purposes.
  - Mindi Flynn and Garry David completed the financial portion of IPEDS.
- **Facilities**
  - Wichita Falls
    - Planting new plants and flowers and cleaning flowerbeds as well as weekly mowing and edging at CCC and STC.
    - Repairing lights at CCC and STC.
    - Repainting the halls at STC to match the side that was flooded installing new corner guards on all the new painted areas.
  - Vernon
    - April projects
    - Jimmy has been preparing the quad for summer.
    - Jesse and Josh continued spraying.
    - Ray and Paul repaired the sign light on Hwy.70, replaced two tires on the Kubota tractor, replaced wiring to a pole light in the quad and have been painting light poles and handrails around campus.
    - Paul removed a false wall backstage in the auditorium for the drama instructor.

### **College Effectiveness – Betsy Harkey**

- SACSCOC Modified Prospectuses for Cosmetology and Barber were received by SACSCOC. We are waiting on SACSCOC approval.
- Betsy Harkey participated in the SACSCOC and COVID 19 webinar on April 19, 2020.
- The SACSCOC Fifth-Year Report Matrix document with deadlines and responsibilities was emailed in April to the College Effectiveness Committee. Believe it or not, it is time to start the countdown. To help writing teams get a head start, the SACSCOC share drive *2024 Fifth-Year Report* has folders for each standard along with templates for narratives.
- 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**

- Filed the grant applications for CARES Act Funding parts 1 and 2. Part 1 has been awarded and we are waiting for the Grant Notification Award (GAN) from the Department of Education for part 2.
- Callee Serrano delivered Meals on Wheels
- Completed Round 1 2020-2021 Scholarship Offers to graduating high school seniors.
- Preparing for Round 2 2020-2021 Scholarship Offers to returning students and new, out of high school, applicants
- Michelle Alexander is working with high school counselors on our two Dual Credit Scholarship Programs for the fall 2020 semester
- Inputting old gifts and scanning old donor files into RENXT continues
- Creating a 2019-2020 Scholarship Booklet to send to donors in lieu of the Scholarship Banquet
- Received word from USDA that the final review of our grant was completed and that the College met all grant terms and conditions. The Department has closed our grant in good standing.

### **Marketing – Holly Scheller**

- Changing marketing to meet the newly unemployed.
- Working on new ads highlighting workforce programs.
- Catalogs edited as they roll in. Drafts 1 and 2 have been completed.

- Set up template for MailChimp blast with Rachel White.
- Designed new campaign to speak to the recently unemployed.
- Designed posts for remote advising
- Created a quick register now post for social to be released April 27.
- Designed in Covid posters to hang everywhere

### Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **Quality Enhancement Initiative Updates**
  - **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 have now received a post-inquiry survey (via AEFIS in their Vernon College e-mail). Their pre- and post- responses will be correlated to determine if perceptions of active learning (IBL strategies being the treatment) have changed in any way. In addition, participating faculty will complete an IBL-ESCR—an end of semester course review detailing their reflections of the IBL strategy implementation experience. Dr. Brad Beauchamp and Dr. Donnie Kirk are conducting and reviewing the assessment practices.
- **Professional Development Highlights**
  - All in-house professional development sessions meeting in a face-to face format have been cancelled for the remainder of the Spring 2020 term. Electronic in-house professional development is now available to all employees. The most [up-to-date in-house PD calendar](#) is located on the [Vernon College Professional Development Page](#).
  - Week of May: May 04—May 09 In-house PD Highlights:  
**Appropriate for all Campus Employees**
  - **May 2020. Online.** SAFECOLLEGES TRAINING: Online. May Week 1. Vernon College employees have been directed to comprehensive Cyber-security and COVID-19 trainings available through [SafeColleges](#).

### Human Resources – Haven David

- Personnel
  - Resignation:  
Anna Martin, Classified II Administrative Assistant College Effectiveness  
Clinton Wagoner, Coordinator – Pass Center
  - Termination:  
Andrew Escobedo, Custodial Technician, CCC
- Application receipts have really slowed down during this time. We are still looking for a Health Occupations Instructor – Archer City.
- Employee Handbook updates for 20-21 are being made for Draft 1.
- Open Enrollment reminders being sent to benefit eligible employees. Open Enrollment is July 6-18.

### ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
  - Trained with POISE
  - 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
  - Assumed QERI responsibilities

**DRJ Comments**

- I personally thank each of you for your commitment to Vernon College students, communities, and employees during this out of the ordinary time.
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