

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

- One action in the annual planning process is the annual board review and approval of the Philosophy, Vision, Values, and Mission statements as well as the updated Long Term Objectives for Vernon College. These are reviewed annually and approved by the college wide College Effectiveness committee prior to submission to the board of trustees. The updated Philosophy, Vision, Values, and Mission statements as well as the updated Long Term Objectives for Vernon College were approved by the Vernon College Board of Trustees at the October 14 meeting.
- The Vernon College Board of Trustees approved to:
 - Transfer the college's interest in tax-foreclosed lots to the City of Vernon. The two lots are located adjacent to the property that once was the old Gipson Building that were struck off to the taxing entities on September 1, 2020. These lots are located at 2802 Bacon and 2804 Bacon. The City of Vernon plans to add these to the other lots around the Gipson lot to make an attractive site for a truck stop, motel or a business that would provide additional sales tax, ad valorem taxes and employment to our city, county, schools, hospital and college. These two lots will actually provide close to 10 acres of land to attract a large facility of some sort. The intent is for the city to acquire these properties from the taxing entities and to transfer ownership of them to the Vernon Business Development Corporation for economic development.
 - Proceed to apply for a new program in Court Reporting. Vernon College plans to apply for a THECB Continuing Education Certificate in Court Reporting (758 contact hours). The 18-month program is scheduled to begin in Spring 2021. With local and national demand for this career, the program will be open to a maximum of 30 students per cohort. This program will be offered online and allow VC to recruit students within the 12 county service area allowing no transportation barriers for students. Students who complete this program and pass the certification exam will be eligible for job opportunities in the courtroom, freelance reporters, broadcast captioners, or Communication Access Realtime Translation (CART) providers; thus providing the workforce with educated and trained individuals every other year and keep a high demand for these occupations.
 - Revision to tax abatement guidelines and criteria
 - New Carl Perkins operational manual
 - Tax foreclosure property structure demolition—The City of Vernon recently received a new list of tax properties from Texas Communities Group (TCG) that have been taken for back taxes. Two of the properties have structures (houses) that are in disrepair and need to be demolished instead of sold and reoccupied. Both 2600 15th Street and 1429 Yamparika have been struck off to the city as trustee. The City of Vernon is seeking permission from the remaining taxing entities for the city to demolish these two structures before the lots are sold by TCG.
- Additional informational updates to the board of trustees include:
 - COVID-19 campus update
 - Fall 2020 Instructional update
 - Student Success Data Fact
 - Electronic Information Accessibility update
 - Annual Health Clinic report
- The 12th day count for fall enrollment settled at 2786 of which 788 are dual credit high school students. The headcount last fall was 2933. Community college enrollment across the state and the nation has decreased this fall.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Anne Patterson and Brianne George** participated in the Social Media Summit (online) through the WF Chamber on October 8th.
- **Continuing Education** held an A to Z class to help market for the new **Court Reporting Program** beginning January 2021 which helped to recruit new students for CE!!! We are very excited to host a new program for 2021. Tina Duke will be overseeing the program.
- **Justin Sanders** attended the TACE Health Committee meetings in October.

Instructional Services – Dr. Elizabeth Crandall, Vice President (continued)

- **Nina Feldman** attended the TACE board meeting online as the secretary and is now on the TACE finance sub-committee to assist in building the online conference for 2021.
- Congratulations to **Adrianna Caballero** and her husband on the birth of a bouncing baby boy Alastor Dante, born October 15th.
- The first credit cohort of **Dental Assisting** students took their state exam and we are proud to report a 100% pass rate.
- **Instructional Services, Michelle Downes**, delivered Meals on Wheels on October 7th for another department that was not able to deliver.
- On September 14th **Crystal Tate** attended the first day of the two-day Zoom conference Zoomtopia.
- On September 15th **Crystal Tate** attended INSTCON20, the Canvas conference for 2020 which was also virtual this year. Both focused on ways of engaging students and being successful in spite of the challenges we have faced this year.
- **Crystal Tate** updated the Vernon College Canvas Knowledge Base with more instructions and information for our Canvas Tech Support. That is the information that they use to help students with specific VC Canvas questions. It was very out of date. Hopefully this will streamline and improve the support students get from Canvas.
- Pathways Institute participation

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Continued with newly created and implemented advisement caseload procedures.
 - Preparing to transition to mandatory academic advisement for all Vernon College students.
 - Continued to meet with student regarding Striving to End Probation Status (STEPS).
 - Completed Student Success Series for Fall Semester 2020: (“Self-Regulation,” “Mindset and Motivation,” “Critical Thinking,” “Time Management,” “Active Reading,” “Note Taking,” “Test Anxiety,” “Stress Management.”)
 - Continued with Academic Coaching appointments.
 - Continued to work with VC Team to implement Aviso, a caseload management and degree planning software system.
 - Conduct advising trainings for Career and Technical Education Advisors, Special Population Advisors, Student Success Advisors (five select faculty members), and Student Success Specialists.
 - Attended Virtual Texas Pathways Institute # 2.
 - Commenced with Interviews for Student Success Specialist.
 - Attended Training Session # 1 for Foundations of Equity Series through North Texas Community College Consortium.
- **Student Activities/Housing/Student Government Initiatives**
 - Continued performing weekly Room Cleanliness Checks and disinfecting bathrooms.
 - Celebrated Hispanic Heritage Event – Students enjoyed street tacos, Mexican sweet bread, and participated in varied trivia questions for a chance to earn gift cards.
 - Halloween Door Décor – Students decorated their rooms in fulfillment of the Halloween spirit (October 19 through October 26).
- **Career Services/Veterans Affairs Initiatives**
 - National Society of Leadership and Success Trainings: 10/9, 10/16, 10/23, and 10/30.
 - Participated in Whova Demonstrations on 10/8 and 10/19 (Virtual Job Fair Platform).
 - Participated in Veterans Higher Education Symposium: 10/12 through 10/15.
 - Represented Vernon College at Champion’s Day recognizing National World Hunger Day – 10/14.
 - Attended School Certifying Official’s Webinar – 10/14.
 - Delivered Meals on Wheels in Wichita Falls – 10/14.
 - Attended Veterans Benefits Administration Town Hall meeting – 10/15.
 - Participated in Advisory Committee Meetings: 10/21, 10/22, 10/26, 10/28, and 10/29.
 - Participated in Advisor Training – 10/22.
- **General Student Services Initiatives**
 - Held Student Services Leadership Council (SSLC) (10/12 and 10/26).
 - Continued with COVID-19 Possible Exposure/COVID-19 Positive coordination.

Student Services – Dr. Jim Nordone, Vice President (continued)

- **Admissions, Records, and Recruiting Initiatives**
 - Completed the following State Reports: CBM001 and CBM004 – these reports focus on information pertaining to student headcount and contact hours; CBM009 and CBM00M – these reports focus on information pertaining to graduation.
 - Attended Fall 2020 Jenzabar/POISE South Central Regional Users Group meeting via TEAMS (Amanda Raines and Maria Servin).
 - Entering Spring 2021 Course Schedule into POISE.
 - Submission of IPEDS – Institutional Characteristics, Completions, and 12-Month Enrollment.
 - Held on-site Registration for Fall II 2020.
 - Recruitment Initiatives: Attended Café con Leche via Facebook Live; Attended Virtual College Fairs; Participated in VC presentations for various groups.
- **Financial Aid Initiatives**
 - Continued with the submission of Pell, Direct Loan, and Title IV program disbursements to the Department of Education for allocation purposes.
 - Continued processing of 2020-2021 Free Application for Federal Student Aid (FAFSA) and packaging of all eligible applicants.
 - Created the 2020 – 2021 FAFSA presentation and provided presentations to various high schools in the 12-county service area.
 - Provided documentation and information for the 2018 – 2019 financial aid audit.
 - Created and posted the Vernon College financial aid blog for October 2020.
 - Updated the 2021 – 2022 financial aid forms and completed POISE programming.
 - Gathered and submitted 2019 – 2020 KPIA financial aid data.
 - Completed and submitted the 2019 – 2020 Annual Action Plan final summary.
 - Submitted the FY 17 Cohort Default Rate assessment activity report.
 - Submitted the FISAP assessment activity report.
 - Received approval for change of Chief Financial Officer from the U.S. Department of Education.
 - Completed and submitted Governor’s Emergency Education Relief (GEER) monthly reports.
 - Completed CARES quarterly reporting.
 - Awarded Texas Educational Opportunity Grant (TEOG).
 - Awarded GEER Emergency Educational Grants and TEOG.
- **Safety and Security Initiatives**
 - Prepared police officer schedules for month of November
 - Reviewed daily patrol logs for all locations.
 - Continued covering Covid-19 check-in stations at all campus locations.
 - Worked Vernon College Rodeo 2020.

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

- **Business Offices**
 - Working continuously with auditors to finish 19/20 audit
 - Mindi Flynn and Margaret Kincaid attended the GPUG Conference.
 - Processed 3rd Party Billings for Fall and Fall I
 - Disbursed the 2nd half of semester only loans & TEOG monies
 - Disbursed GEER funds
 - Mindi Flynn and Garry David attended the TACCBO Fall Meeting
 - Garry David completed the State Campus Based Programs Annual Report
 - Garry David submitted the Legislative Appropriation Request
- **Facilities**
 - Wichita Falls
 - Work has begun on remodeling the shampoo area in Cosmo
 - Weekly mowing and landscape work at STC and CCC.
 - Changing bulbs and ballast in the halls and classroom at STC and CCC.
 - Closed up the open walls in the president’s office and installed a new door in the hallway.
 - Repaint the walls and remove the old desk and install a newer desk in the same office.
 - Paint hall walls and the staff bathrooms in the front halls.
 - Sanitizing the cosmo dept. with and all empty classrooms as they are available with the vaporizing gun.

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

- Vernon
 - Completed heater installation in the automotive shop
 - Prepped boilers for winter
 - Seeded rye grass in the quad
 - Replaced an irrigation valve at baseball field
 - Painted the new volleyball locker room
 - Placed additional hand sanitizer stations on campus
 - Massive tree cleanup after ice storm

College Effectiveness – Betsy Harkey

- The College Effectiveness (CE) Committee met on October 30th. They reviewed and approved strategic planning documents that will be on the Board of Trustees November meeting agenda: 2021-2022 Priority Initiatives, 2021-2025 Primary Goals, and final summaries for the 2019-2020 Annual Action Plans and Institutional Effectiveness Plans. Thank you to the CE Committee for your hard work!
- Data presented for review to the Student Success Data Committee and College Effectiveness Committee included: [Graduation, Retention, and Persistence Key Performance Indicator of Accountability](#) along with Vernon College National Student Clearinghouse institutional reports for Persistence and Retention, and Transfer Tracks for Fall 2010, Fall 2011, and Fall 2012 cohorts. The Student Success Data Committee continues to review data via email in lieu of meetings. Thank you to this committee for your diligence in this process.
- The [Fall and Fall I 2020 Count Day Snapshot](#) was presented as the Board of Trustees Student Success Data Fact during their October meeting.
- SACSCOC Fifth-Year Report Reviews and Zoom meetings continue for Betsy through the first week in December.

Institutional Advancement – Michelle Alexander

- Callee Serrano continued scanning of old donor records
- Callee is working on record clean up in RE
- Callee delivered meals on wheels
- Michelle Alexander led a FFTF Team meeting with the Substance Abuse and Mental Health Services Administration (SAMHSA) which is a part of the U. S. Department of Health and Human Services.
- Michelle participated in the FFTF Team meeting with the USDA National Institute of Food and Agriculture
- Helping students complete their 2021-2022 Scholarship Applications
- Research federal grant possibilities

Marketing – Holly Scheller

- Presented plan to increase enrollment on the Vernon Campus to Dr. J.
- Met with Delilah Fowler on the plan for her preview days in the spring
- Completed Retractable banner project for display at CCC, VC, STC
- Continue to work on Presidents Report
- Posted Surgical Tech for #NationalHandWashingDay
- Posted the SUB for #NationalDessertDay
- Attended the Digital Summit National Conference.
- Lining out for our message for next year. (short sentence but a monster project)
- Catalog tear apart is coming soon.... We will start editing for 21-22 by the end of November

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **Year Two QEP Training Workshop.** Five faculty candidates are participating including Sharon Bly, Art Adjunct Faculty; Bettye Hutchins, History Faculty/SACSCOC Liaison; Dean Johnston, English Faculty; Chase Thornton, Government Faculty; and Teresa Wallace, Associate of Arts in Teaching Faculty. Participants met for a progress report on 10.30.2020. The training wraps on November 13 with an exhibition of finalized lesson plans.
 - **QEP Year One Report** being finalized for November approval.

Quality Enhancement/Professional Development – Dr. Donnie Kirk (continued)

- **Professional Development Highlights**
 - **Foundations of Equity and Anti-Racism for Change Agency and Institutional Transformation.** Five Vernon College staffers are participating in the North Texas Community College Consortium Foundations of Equity Series: "[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. This five-part, 20 hour series is a fantastic leadership opportunity to raise awareness regarding this issue and to network with other NTCCC institutions! VC participants include Chelsey Henry, Donnie Kirk, Melissa Moore, Jackie Polk, and Criquett Scott. **This month:** Module 2: Bias Awareness, Socialization, and Identity Formation, Wednesday, November 4, 2020. Module 3: Microaggressions and Inclusive Communication, Wednesday, November 18, 2020.
 - **Fall 2020 In-house Professional Development Calendar posted.** Updated November 2020 dates included. [See a copy here.](#)

Human Resources – Haven David

- Personnel
 - Resignations: Nicole Fleitman – Assistant Volleyball Coach (November)
Casey Kolacek – LVN Instructor (December)
 - Retirement: Clara Garza – Student Success Specialist (December)
Nancy Arnold – Classified Financial Aid (January)
 - Hire: Cindy Henry – General Ledger Accountant (November)
- We are interviewing for Student Success Specialist and for Classified PASS Dept.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Continued implementation and set-ups for the individual programs.
 - Currently preparing for the Title III Annual Report
- **Cybersecurity**
 - Attended the monthly Cybersecurity meeting to ensure Title IV compliance
 - Attended the DIR weekly webinars
 - Reviewed federal compliance measures
 - Purchased and distributed additional QERI items
 - Continued QERI updates and digitalization

DRJ Comments

- In spite of many obstacles and challenges, you have completed ten weeks of the fall 2020 semester. Thank you for your dedication to students and to Vernon College. Only a few more weeks to go before everyone can take a well-deserved rest.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060