

**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**

- Enrollment—Twelfth day class total enrollment was 2786 students. This is slightly below the final enrollment last fall of 2933. This is a positive number considering all of the disruptions the past few months. I appreciate the many efforts to initiate a number of efforts to improve registration processes and enrollment.
- Tax Rate resolution— the Vernon College Board of Trustees conducted public meetings that included a discussion of tax rates on July 8, 2020 and August 12, 2020. Based upon the WCAD certified appraisal data the no new revenue tax rate (formerly called the effective rate) for 2020 is 23.2436 cents per \$100 of appraised property value. This is a slight increase from the previous year tax rate of 22.1055 cents per \$100 of appraised property value. The Vernon College Board of Trustees approved the no new tax rate. At the September 9 board meeting.
- The Vernon College Board of Trustees heard two presentations from Savion representatives regarding a solar abatement application in July and August. At the September 9 board meeting, the Vernon College Board of Trustees approved a Payment in Lieu of Taxes (PILOT) equivalent to a 55% abatement. The agreement will provide an estimate of \$140,000 of revenue for the first ten years of the project once it is completed.
- Mindi Flynn has been selected as the next Vice-President of Administrative Services and Jackie Polk has been selected as the next Director of Human Resources.

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

- The new Police Academy began September 8<sup>th</sup> with 18 students.
- **Mark Holcomb** virtually attended the Universal Core Training on September 14<sup>th</sup> and 15<sup>th</sup>.
- On September 30<sup>th</sup> **Michelle Downes** delivered Meals on Wheels for Instructional Services.
- Working on the Spring 2021 schedules

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

- **Student Success/Title III Initiatives**
  - Continued with newly created and implemented advisement caseload procedures.
  - Provided guidance to students with regard to Striving to End Probation Status (STEPS).
  - Continued with Student Success Series for Fall Semester 2020: (“Self-Regulation,” “Mindset and Motivation,” “Critical Thinking,” “Time Management,” “Active Reading,” “Note Taking,” “Test Anxiety,” “Stress Management” for Fall 2020 Semester by delivering services to faculty (upon request) in their respective classrooms.
  - Commenced with Academic Coaching appointment.
  - Worked with VC Team to implement Aviso, a caseload management and degree planning software system.
  - Hosted successful Title III External Evaluator visit with Dr. Luzelma Canales (9/24).
  - Successful completion of five-year, Strengthening Institutions, \$2.2 million dollar Title III, Department of Education Grant.
- **Student Activities/Housing/Student Government Initiatives**
  - Performing weekly Room Cleanliness Checks and disinfecting bathrooms.
  - “Movie Night” – 20 students socially distanced in the SUB; popcorn, candy, and drinks were provided (9/4).
  - “Intramural Tennis” – 12 students socially distanced at the tennis courts and competed with the assistant coaches (9/16).
  - Fire Drill – conducted at the main dormitory and baseball dormitory; student were reminded of what to do in the event of a fire (9/30).
- **Career Services/Veterans Affairs Initiatives**
  - Advising Training (9/9, 9/15, 9/23).
  - Labor Market webinar (9/16).
  - Updated online VA Handbook (9/22).
  - Attended meeting with Nursing Department and Sheppard Air Force Base (9/23).
  - Attended Veterans Services Coalition meeting (9/24).

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

- Attended Texas Career Center meeting (9/25).
- Advisory Committee meeting – Medical Assisting (9/30).
- **General Student Services Initiatives**
  - Held Student Services Leadership Council (SSLC) (9/14 and 9/28).
  - Trained on National Society of Leadership and Success new “Online/Live” portal (9/29).
  - Continued with COVID-19 Possible Exposure/COVID-19 Positive coordination.
  - Clery Act email sent to all students and employees as required by Federal regulation.
  - Viewed all Title IX webinars created by the Federal Government.
  - Created Emergency Procedures review for employees.
  - Reaching out to service area high schools to identify Spring 2021 class scheduling needs.
- **Admissions, Records, and Recruiting Initiatives**
  - Spring 2021, Summer 2021, and Fall 2021 applications are now open in Apply Texas.
  - Presentations at Guthrie High School, Paducah High School, and Harrold High School.
  - Completed the following State Reports: (CBM002, CBM00S, CBM0E1, CBM001, CBM004, CBM00A, CBM00C, CBM009, and CBM00M).
    - Reports focus on Certified End-of-Summer Semester, Summer II Semester Contact Hours, Certified Summer Continuing Education, Certified Completers, and Certified Occupational Skills Completers.
  - Finalizing the Texas Association of Collegiate Registrar and Admissions Officers Virtual College Fair Booth.
  - Preparing for Virtual Preview Day 2020 (Tentative Date – November 5)
  - Completed and submitted the Texas Association of Community Colleges (TACC) Fall 2020 Survey.
  - Initial phase of Parchment electronic delivery of Vernon College diplomas.
- **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 2020-2021 Free Application for Federal Student Aid (FAFSA) and packaging of all eligible applicants.
  - Completed Federally mandated Constitution Day.
  - Completed and submitted Federally mandated 2019-2020 Fiscal Operations Report and Application to Participate (FISAP) to the Department of Education.
  - Completed 2019-2020 Federal Pell Grant reconciliation with the Department of Education.
  - Posted the September Financial Aid Blog.
  - Participated in the POISE South Central User Group meeting.
  - Determined eligibility for the Governor’s Emergency Educational Relief Grant.
  - Assisted with the VC2MSU program.
- **Safety and Security Initiatives**
  - Prepared police officer schedules for month of October.
  - Reviewed daily patrol logs for all locations.
  - Continued covering Covid-19 check-in stations at all campus locations.
  - Prepared to work upcoming Vernon College Rodeo 2020.

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

- **Business Offices**
  - Disbursed over 1.8 Million dollars in Financial Aid Monies
  - Christie Lehman attended the Jenzabar Virtual Regional Meeting on September 29
  - Shelly Mason and Mindi Flynn have been working to close out payables for last fiscal year.
  - Margaret Kincaid has updated all employee contracts in Dynamics GP.
  - All of us are working on audit preparations.
- **Facilities**
  - Wichita Falls
    - Built new office for the new barber instructor for Cosmo.
    - Weekly mowing and landscaping.
    - Repainting the parking lot curbs.
    - Repaired lights at STC and CCC.

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

- Repaired the police van.
- Repainted hall walls at CCC.
- Vernon
  - New freezer/cooler combo was installed at the SUB
  - Ray Carr and Steven Kajs changed the AC compressor at the athletic dorm.
  - Ray and Paul Frommelt set the second new heater at the automotive shop.
  - Lyle Bonner and Steven began work on the volleyball locker room
  - Metal work was painted on the library and gym
  - Grounds is preparing to seed rye grass

**College Effectiveness – Betsy Harkey**

- Vernon College Effectiveness Questionnaire had 1087 total respondents. Results were emailed to College Effectiveness and Student Success Data Committees. The Questionnaire summary will be the Board of Trustees Data Fact in November.
- 2020 Fall and Fall I Count Day Snapshot was finalized on September 18 after a review by the Student Success Data Committee. It was emailed to the College Effectiveness and Student Success Data Committees. The Snapshot is the October Board of Trustees Data Fact.
- Data gleaning information from reports submitted by Vernon College is provided in many different formats by several organizations such as the Texas Higher Education Coordinating Board and the National Center for Education Statistics. Two examples are
  - Texas Public Higher Education Almanac 2020  
<https://www.highered.texas.gov/data-reports/texas-public-higher-education-almanac/>
  - IPEDS Data Feedback Report 2019  
<https://nces.ed.gov/ipeds/dfr/2019/ReportHTML.aspx?UnitId=229504>
- Betsy Harkey will be serving on a SACSCOC Fifth-Year Review Committee. The review schedule started the last full week of September and will end the first part of December. The entire process will be virtual. She is assigned standards for nine institutions.
- Dr. Dusty Johnston and Betsy Harkey delivered Meals-on-Wheels on September 16<sup>th</sup>.

**Institutional Advancement – Michelle Alexander**

- The 2020-2021 Employee Giving Campaign raised over \$8,000. Congratulations to Callee Serrano for leading this successful effort.
- Michelle Alexander is chair of the 2020 CASE Federal Funding Task Force and facilitated two training webinars for participants.
- Michelle participated in the Title III meetings with our off-site Evaluator.
- Preparations are underway for the 2021-2022 online scholarship program. The on-line application will open on October 1.

**Marketing – Holly Scheller**

- Shot our Mascot around campus to get “masked” photos that were light hearted for promotions
- Met with Chelsey Henry on Marketing for Job Fairs
- Attended the Sprout Summit international marketing conference
- Finished the Institutional Profile as well as redesigned it
- Created the Workforce retractable banner design
- Attended the Business Management Advisory Committee Meeting.
- Designed "we see you" videos for social
- Highlighted "Why Apply" students
- Reviewed new names for 300x300 it has been decided that that name is too much of a tongue twister
- I went through edits on the new Pathways webpages with Jon Michael
- Updated all the programs with the videos we have available
- Pulled all the pictures for this year’s Presidents Report... there were some, so that was nice.

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

- **QEP Highlights**
  - QEP Pre-inquiry assessment launched in courses where faculty are implementing IBL lesson plans.
  - Year Two QEP Training Workshop began 10-02-2020. 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.
  - Annual Plan Content Summary submitted
  - QEP Year One Report being finalized.
- **Professional Development Highlights**
  - NTCCC Foundations of Equity Series: "[Foundations of Equity and Anti-Racism for Change Agency and Institutional Transformation](#)" advertised.
  - Fall 2020 In-house Professional Development Calendar in production and posting early October.

## Human Resources – Haven David

- Personnel
  - Resignations: Dr. Nordone – VP of Student Services (November)
  - Retirement: Jan Shoemaker – Classified II, Pass Dept. (October)
  - Hires: James Gullage – ADN Student Success/Retention Specialist (September); Kathleen Ervin – Classified II, Financial Aid (October); Elizur McLaughlin – Director of Cosmo/Barber (TBD)
  - Internal Transfer: Ellen Binion from Classified II, Financial Aid to Classified III, Financial Aid (September); Jackie Polk from Student Success Specialist to Director of HR (October)
- We are accepting applications for General Ledger Accountant.
- Worker's Comp audit, Veterans Quarterly report, benefit verifications, 19-20 Annual Action Plans completed.

## ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
  - Finalized all contracts for new systems.
  - Participated in kickoffs and first steps for the individual programs.
  - Participated in the final Title III Annual Visit meetings
  - 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

- I appreciate everyone's hard work to ensure a successful semester for Vernon College students.
- I encourage you to continue following COVID-19 protocol of wearing face coverings, social distancing, and limiting opportunities for exposure.
- Please contact me with any input or questions at:
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  - Office – 940-552-6291 ext. 2200
  - Cell – 940-261-0060