

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

- The Vernon College Board of Trustees approved the proposed 2020-2021 budget. The proposed 2020-2021 budget has undergone tremendous scrutiny the past several months. The proposed budget is based on state revenue, tuition/fee revenue, and tax revenue based on the effective rate. The budget includes a very conservative estimate of tuition and fee revenue based on the 19-20 actual enrollment numbers. The budget included a 1.5% salary schedule step increase and institutionalize the three Title III grant positions since the grant ends September 31. The final approved budget of \$21,138,730 is nearly \$200,000 less than last year's budget. All employees contributed to successfully producing the effective and efficient budget.
- The Vernon College Board of Trustees approved updates to the Title IX policy. In the past year, there has been tremendous revision to federal policy regarding the issue of campus sexual misconduct. In response, Haven David and Kristin Harris were asked to review current policies, procedures, processes, and practices to be sure Vernon College meets current Title IX expectations and to make recommendations for improvement. The approved revisions will be placed appropriately in the Student Handbook and the Employee Handbook.
- The Vernon College Board of Trustees also approved:
 - Investment Policies, Procedures, and Strategies as required by the Public Funds Investment Act
 - 2020 Fall Continuing Education Schedule and Fees
 - 2020-2021 Workforce Program Handbook updates
- The Vernon College Board of Trustees listened to an abatement proposal from Savion concerning the Adams Creek Solar project. The board will consider the abatement request at the September 9 board meeting.
- There are eight Vernon College employees participating in the fall VC Leadership Academy. The need and the encouragement to develop programs is well documented in literature. The Leadership Academy is designed as a thorough program of leadership training geared to community college needs. This will be the fifth offering of the academy. For the first time, the class will be conducted using Canvas and Office 365 TEAMS instead of in person meetings. The plan will be for individuals to complete assignments in Canvas and to conduct four TEAMS meetings on four Friday afternoons.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Mike Hopper** completed his Nonprofit Management Certificate and attended and hosted a one-day class on Advanced Human Trafficking.
- After 17 years of service to Vernon College, **Connie Monteith** will retire August 31st! Congrats Connie.
- **Nina Feldman** was awarded the Leroy Estes Award for Excellence, congratulations!
- Congrats to **Brianne George** on her new baby girl (who we did not announce yet 6/5/2020) born in June! Welcome Emmie Lee George to the VC family.
- Faculty Development Day took place on August 17.
- The Licensed Vocational Nursing program had 32 students receive pins in August.
- Thank you to **Michelle Downes** who delivered Meals on Wheels for Instructional Services on August 26th.
- **Shana Drury and Judy Ditmore** are writing the Perkins Basic Grant.
- The Comprehensive Local Needs Assessment required by Perkins was approved by Texas Higher Education Coordinating Board on August 10, 2020
- Instructional Services advised students and has had a successful first week of classes.

Student Services – Dr. Jim Nordone, Vice President

- **Student Success/Title III Initiatives**
 - Continued with Student Advising for Fall Semester 2020 by appointment and during all open registration periods.
 - Concluded Fall 2020 Online New Student Orientations.
 - Continued with newly created and implemented advisement caseload procedures.
 - Provided guidance to students with regard to Striving to End Probation Status (STEPS).

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

- Commenced 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.
- Presented Guided Pathways for faculty during Fall Kickoff (August 17).
- **Student Activities/Housing/Student Government Initiatives**
 - Resident Move-ins (August 18 through August 22) (Move-in by appointment, due to Covid-19 was highly successful).
 - Mandatory Housing Meeting (via letter from Housing Director – August 24).
 - Current housing residents (124).
 - Socially distanced, Move-in Ice Cream Party (August 26 for 35 students).
 - Working with RunBiz on current internet problems in dormitories.
- **Career Services/Veterans Affairs Initiatives**
 - Veterans Affairs students advised and enrolled (151).
 - Career Services appointments: (August 6, 13, 21, 25).
 - Attended Veterans Services Coalition of Wichita County (August 27).
 - Attended Catholic Charities Poverty Meeting (August 27).
- **General Student Services Initiatives**
 - Advised and registered 41 students for newly developed VC2MSU program.
 - Held Student Services Leadership Council (SSLC) (8/3).
 - Continued working with dual enrolled high schools and respective students for Fall Semester 2020.
 - Continued with massive TSI testing initiative for Fall Semester 2020 (administered more TSI tests Fall 2020 compared to Fall 2019).
 - TSI 2 Implementation moved to January 2021.
- **Admissions, Records, and Recruiting Initiatives**
 - Onsite registration held August 10 through August 20th.
 - Unduplicated Fall 2020 Semester Enrollment: 2,800 students as of 8/31, broken out as follows: Vernon (441); Century City Center (1109); Skills Training Center (139); Dual Credit/Concurrent (360 – at high school only); Seymour (4); Online (747).
 - Held Late Registration August 24 through August 27.
 - Hired Admissions/Registrar Specialist, Delilah Fowler.
 - Successful submission of the Eligible Training Provider Report
- **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) and packaging of all eligible applicants.
 - Posted August Financial Aid Blog.
 - Validated 2019 – 2020 Financial Aid Database Report 2.
 - Texted and emailed alerts to financial aid applicants for 2020 – 2021.
 - Awarded Texas Educational Opportunity Grant (TEOG).
 - Posted academic scholarships for 2020 – 2021.
 - Posted athletic scholarships for 2020 – 2021.
 - Identified approved work study positions for Fall Semester 2020.
- **Safety and Security Initiatives**
 - Prepared police officer schedules for month of September.
 - Reviewed daily patrol logs for all locations.
 - Continued covering Covid-19 check-in stations at all campus locations.

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

- **Business Offices**
 - Mindi Flynn has loaded the 2021 budget into GP to prepare for next year.
 - We have begun preparing for the annual audit.

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

- **Facilities**
 - Wichita Falls
 - Weekly mowing and landscape work at CCC and STC.
 - Replaced four can lights in the east student lounge area with LED fixtures.
 - Building new office for the new barber instructor in Cosmo.
 - Repainting halls and lounge area at CCC.
 - Repaired lights at STC.
 - Repaired two RTU's at STC and three at CCC.
 - Vernon
 - Ray Carr and Paul Frommelt: Moved the old freezer/cooler over and wired it back in so it would be out of the way when the replacement arrives but still usable until then.
 - Set one of the replacement heaters on the automotive shop.
 - Replaced a compressor in the weight room AC unit.
 - Made repairs to the lighting in the quad.
 - Repaired refrigerant leaks in units 1 & 2 of the D bldg. AC.
 - Steven Kajs: Replaced two AC units in the big dorm.
 - Joey Lama: Assisting in arranging classrooms for social distancing.
 - The custodial crew continues with stepped up disinfection procedures.
 - Lyle Bonner: Installed sneeze guards in the library and SUB.

College Effectiveness – Betsy Harkey

- It is wonderful see students on campus for Fall 2020!
- SACSCOC approval of the Cosmetology modified prospectus for substantive change was received via email on Friday, August 28, 2020.
- The High School to College Key Performance Indicator of Accountability and related Benchmark was presented to the Board of Trustees during their August meeting.
- The College Effectiveness Committee met electronically to review and approve the 2020-2021 Institutional Effectiveness Plans. Thank you to all who participated in this important part of the planning process. The approved plans will be presented to the Board of Trustees in September.

Institutional Advancement – Michelle Alexander

- Callee Serrano delivered meals on Wheels
- Callee continued work on old donor records
- Callee is working with Blackbaud on the RENXT database clean up projects
- 2019-2020 Alumni will be moved from POISE into RENXT by mid-October; we will be working with Amanda Raines and Ivy to get this accomplished
- Preparations are underway to open the 2021-2022 Blackbaud Award (formerly AcademicWorks) scholarship application
- Working on year-end reports and preparing for the Foundation's Audit

Marketing – Holly Scheller

- Met with Amanda Jasso to discuss upcoming year of recruiting and advertising
- Met with MSU marketing Director Julie Gaynor, to discuss a collaborative partnership to promote VC to MSU
- Mid-August we came to the end of our Fall Marketing Blitz, broadcast ads will go dark until we start the spring blitz in November
- Lots of editing and design work on High School poster campaign that is funded by Perkins (Thank you Shana)
- Resign is underway for the CTE brochure
- Looking for good press releases, if anyone has anything big or small we can highlight. Would love the news cycle to cover something other than Covid J
- We finished our last program video in August, a seven year project led by Shana and Perkins, has wrapped up. Now we have videos for all our programs to use for recruiting and advertising.
- I shot the LVN virtual pinning ceremony
- Released the Business Management Program Video
- Worked with Amanda and Criquett on breaking down the “applied but not...” spreadsheet to find more students we can reach out to. Every department has been amazing fielding questions for potential students in the zero hour.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - Fall 2020 QEP Implementation Structure/Committee Meeting dates identified
 - QEP Year One Report now in development.
 - QEP Training Course currently undergoing edits and modifications.
 - Year Two Training Recruitment underway (Department of Communication).
- **Professional Development Highlights**
 - Fall 2020 PD Committee Structure/Meeting dates identified
 - Fall 2020 In-house Professional Development Calendar in production

Human Resources – Haven David

- Personnel
 - Resignations: Henry Zarate – Assistant Rodeo Coach (July); Jimmy Dennis – Grounds (July); Crystal Wells – Classified III, Financial Aid (August); Brent Braswell – LVN Instructor (August)
 - Hires: Jeddediah Fagg – Assist. Baseball Coach/Residence Hall Assist. (August); Melissa Williams – Classified II, Continuing Education (August); Colby Winstead – Assistant Rodeo Coach (August)
 - Internal Transfer: Delilah Fowler from Student Services to Admissions/Registrar Specialist (August)
- Interviews for Vice-President of Administrative Services and Classified III, Financial Aid are set for the first week of September. We are accepting applications for ADN Student Success/Retention Specialist, Director of Human Resources, and Director of Cosmetology/Barber.
- Title IX has been placed on the Vernon College homepage.
- 2020-2021 Employee Handbook has been placed on the website.

ERP/SIS/Cybersecurity – Ivy Harris

- **ERP/SIS**
 - Finalized the contracts and purchases 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 were received, reviewed, and signed. Estimated live systems should begin in November.

DRJ Comments

- I appreciate employees and students diligently following COVID-19 protocol. As situations have arisen, people have responded appropriately to reduce exposure.
- I greatly appreciate the creativeness, innovativeness, and flexibility of Vernon College faculty as you work hard to meet the education and training needs of students who choose us.
- Please contact me with any input or questions at:
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