

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 primary agenda action item at the March board meeting was a resolution to approve the submission of a law enforcement grant. Vernon College is submitting a Law Enforcement Training grant application to the Office of the Governor/Criminal Justice Division. One requirement of the grant application is a Board resolution that supports and recommends the submission of the grant. The grant funds will be used to upgrade the simulation equipment and software used in the Police Academy and other training classes.
- The Vernon College 50th Anniversary is September 2022. Initial planning has begun for the event. A primary focus will be to promote a Vernon College 50th Anniversary Endowment Fund to provide additional scholarships to students. The goal will be to raise a minimum of \$50,000 to establish the fund. More information will be provided this summer.
- All initial budget requests were turned in by April 1 to provide information to prepare draft 1 of the 2021-2022 budget. I have been stating for several months that the 21-22 budget was going to be a hard one for several reasons. A budget is simply an estimate of a series of choices. We usually do a good job of estimating tuition and fee revenue based on previous year's actual enrollment. At this time, it is a struggle to make an estimate of next year's enrollment that predicts next year's tuition and fee revenue. It will be a conservative estimate. We do have a very good estimate of property taxes for next year and it does appear Vernon College will come out of the legislative session with similar state funds as the past two years.
- As you are aware, the federal government has provided relief funds to higher education. The institutional funds can only be used for:
 - Personnel costs, technology costs, and student support costs associated with the transition to virtual activities/learning methodologies as a result of the disruption caused by COVID-19.
 - Payroll, lost revenue, sanitization, and safety related costs associated with activities/functions that transitioned/changed as a result of the disruption caused by COVID-19.

A summary of Higher Education Emergency Relief Funds (HEERF) includes:

- CARES ACT passed April 2020 (HEERF I)
 - \$690,553 Student Emergency aid (disbursed May 2020)
 - \$690,553 Institutional Funds (majority expended summer/fall 2020)
 - \$200,827 Developing Minority Serving Institution (expended summer/fall 2020)
- CRRSAA passed December 2020 (HEERF II)
 - \$690,553 Student Emergency aid (disbursed April 2021)
 - \$2,331,088 Institutional Funds (majority will be claimed for lost revenue and eligible payroll expenditures)
- ARP passed March 2021 (HEERF III)
 - \$3,244,500 Student Emergency aid (will be disbursed to eligible students over 21-22 fall/spring and 22-23 fall/spring semesters)
 - \$3,244,500 (majority will be claimed for lost revenue and eligible payroll expenditures)
- Several events have been cancelled for the spring semester because of COVID-19 concerns. We are moving forward in planning the commencement ceremony at Kay Yeager Coliseum on May 20. The Kay Yeager Coliseum is the only facility that can allow for a large crowd and social distancing.
 - (1) 25th Anniversary/Softball Friends and Family Day—Saturday, April 10, 2021—Vernon Campus — **not cancelled**
 - (2) Easter Eggstravaganza – cancelled for 2021
 - (3) Preview Day—virtual
 - (4) Board of Trustees meeting – Wednesday, April 14, 2021 – 11:30 a.m. Vernon Campus
 - (5) Vernon College Foundation Board meeting – Thursday, April 15, 2021 – 10:00 a.m. – Vernon campus
 - (6) Scholarship Banquet – cancelled 2021
 - (7) Honors Convocation – ceremony cancelled, honors will be mailed to students
 - (8) Sports Banquet – cancelled

(9) Commencement – Thursday, May 20, 2021– 7:00 p.m. Kay Yeager Coliseum, Wichita Falls

- 6:00 p.m. Rehearsal—all students
- 6:30 p.m. Board members, faculty, staff, and students prepare for entrance
- 7:00 p.m. Graduation – All students
- Social distancing and face mask protocol will be posted and expected of employees, students, and guests

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Bruce Zotz**, ADN faculty member, and **Tom Hickey**, LVN faculty member, completed their Master’s Degrees in Nursing.
- **Nick Long**, Emergency Medical Services Coordinator, attended the CAAHEP Accreditation Workshop with CoAEMSP online March 4 and 5.
- **Mike Hopper**, Police Academy Coordinator, attended the 35th Annual Jail Conference in accordance with TCOLE rules in Austin, Texas March 9 through March 14.
- **Continuing Education** is starting new programs with Burkburnett ISD (Fire Academy), Henrietta (Health Occupations), Crowell (Health Occupations), and City View (Culinary).
- **Instructional Services** has developed the Summer and Fall course schedules.

Student Services

Dean of Student Services Initiatives

- Housing/Student activities including:
 - March 1 Residence Assistant Meeting
 - March 10 Fire Drill
 - March 22 Room Inspections
 - Student Activities – snow cones at softball game, picnic at baseball game, Easter Egg hunt and movie night, Just Dance competition
 - Accepting applications for 2021-2022 Residence Assistants
 - Submitted proposal for new Housing furniture for individual rooms
- VA/Career Services
 - Submitted yearly VA packet
 - Cross training staff/completing Required VA webinars and training
 - Toured Owens Corning
 - Updating website
 - Advising Training as scheduled by Student Success
- Dual Credit
 - Updating dual credit website
 - Dual Credit New Student Orientation filming and editing
 - Scheduling ISD meetings for Fall 2021 course planning
 - Working on degree plans for students with 12+ hours
- Testing
 - TSI2 testing
 - HESI testing
 - Focus 2 interest inventory implementation
 - Helping train area High School Counselors to give the TSIA2 to potential dual credit students
 - Scheduled VISD TSIA2 testing dates
 - Installed cameras in CCC testing center
- Dean of Student Services
 - Honors Program
 - Completed Budgets
 - Reskilling Grant meeting
 - TSI Manual Update
 - Catalog Updates
 - Title IX meeting with VC HR

Student Success

- The revised New Student Orientation has launched using our new software Comevo. The three primary components of NSO are Student Success Pathways, Communications, and College Expectations. A big shout out to **Lindsey David** and **Colleen Moore** for taking the lead on this project!
- Finalizing the Title III Strengthening Institutions Annual Performance Report for Grant Year 5 (final report).
- Conducting Academic Coaching sessions for students referred by faculty through proactive “Early Alerts.”
- Continuing to develop protocols and resources for Student Wellness/Counseling.
- Conducted Pre-Nursing Advisor Training on March 31, 2021 with Mary Rivard.
- Participating in the setup of Aviso, a caseload management and degree planning software.
- Accepting applications for Peer Mentors to begin this Summer/Fall registration period. If you have a student you would like to refer, please email Teri Reese treese@vernoncollege.edu.

Admissions, Records, and Recruiting Initiatives

- Reviewed May graduate degree audits
- Participated in the Digitex Consortium meeting
- Updated Probation/Suspension policy and procedures
- Working with Jenzabar/POISE on CE course input into Schedware
- Certified THECB Fall 2020 End of Semester Reports
- Submitted Volleyball, Baseball, and Softball athletic eligibility
- Successful Immigration and Customs Audit
- Submitted Certification of Nursing Graduate Report
- Data Validation for AVISO implementation
- Parchment Diplomas is “live”. First batch of Parchment diplomas will be issued May 2021
- We are officially “LIVE” with Parchment Transcripts
- Identified and notified students who qualify Heerf II
- Entering Fall 2021 and Summer 2021 Schedule into POISE
- Extracting and filtering data for Fall 2020 IPEDS
- Certified Spring 2021 THECB CBM001(Student Report), CBM004(Course Report), CBM00A(CE Student Report), and CBM00C (CE Course Report)
- Finalizing May 2021 Graduation list
- Sending graduation information out to students
- Gathering Consumer Information Artifacts
- Student Right to Know Reporting
- Delilah is conducting TEAMS Q&A sessions with individual applicants.

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 and 2021 - 2022 Free Application for Federal Student Aid (FAFSA) and packaging to eligible applicants.
- Completed and posted the Vernon College Financial Aid Blog for March 2021.
- Completed assessment activity reports.
- Completed the Annual code of conduct notification.
- Completed and submitted Governor’s Emergency Education Relief (GEER) TEOG monthly report.
- Completed the Get Your Pell On email campaign.
- Title 3 Matching Waiver approved.
- Awarded and requested Texas Educational Opportunity Grant funds from the THECB.
- Updated consumer information.
- Submitted federally mandated Net Price Calculator information to the THECB.
- As per THECB rules, 2021-22 cost of attendance posted on website.

Safety and Security Initiatives

- Prepared the officer schedules for the month of April. All home sports games have officers schedule to be present during the times they are playing.
- All Fire, Safety, and Clery Reporting are up to date.
- All officers’ daily logs are complete and have been looked through. No issues at this time.
- Officers are constantly monitoring mask and social distancing rules and regulations.
- New servers for the cameras have been installed and are up and running.

Finance/Administrative Services/Physical Plant – Mindi Flynn, Vice President

Business Offices

- Christie Lehman attended 2 webinars on the new ArmyIgnitED website.
- Disbursed semester only loan monies to students.
- Working on summer and fall billing information set up.
- Started draft 1 of the 2021-22 Budget
- Mindi Flynn attended PFIA training.
- Continually tracking HEERF expenses and calculating lost revenues.
- Shelly Mason and Rhonda Knox delivered Meals on Wheels.
- Filed state sales tax.
- Paying bills and employees, per usual

Facilities

- Vernon
 - AC condenser replacement was completed on D bldg.
 - Ray and Paul rewired pole lights in front of library.
 - Ceilings in baseball concession building that were damaged by burst pipes were repaired.
 - Jesse and Josh replaced the top rail on the softball field fence, Lyle repaired the gate.
 - Work has begun on fencing the storage area at the softball field.
 - Had Vent-a-hoods cleaned in the dining hall.
 - Steven Kajs was hired as the new Grounds Supervisor.
 - Gathering quotes from several vendors for summer projects.
 - Cleaning and sanitizing daily
- Wichita Falls
 - Completed cosmetology renovation.
 - New HVAC was installed over the testing area at CCC.
 - Assembled new stations for cosmetology.
 - Repaired and painted hallways at CCC.
 - Replaced air filters in part of the building at CCC.
 - Cleaning and sanitizing daily and nightly

College Effectiveness – Betsy Harkey

Institutional Effectiveness

- The 2021-2022 Annual Action Plan as well as related committee reports (Facilities, Technology, Personnel, and Institutional Improvement) was reviewed and approved by the College Effectiveness Committee on March 26th. The Plan is on the April 14, 2021 Board of Trustees agenda with a recommendation from the College Effectiveness Committee for approval.
- SACSCOC – Members of the College Effectiveness Committee also serve as the SACSCOC Oversight Committee. During their March 26th meeting, committee members reviewed and discussed available resources and the Vernon College matrix designating responsibilities for each SACSCOC policy along with each standard listed in the 2018 Principles of Accreditation. Believe it or not, it is time to ensure policies/procedures are up-to-date and followed and data/evidence is being collected to ensure an adequate self-study and report for the upcoming SACSCOC Fifth-Year Report. For questions regarding the SACSCOC Fifth-Year Report, please contact Betsy Harkey.
- The IPEDS 2020 Data Feedback was downloaded and emailed by Betsy to members of the Student Success Data and College Effectiveness Committees. One use of this information is to update some of the Vernon College Key Performance Indicators of Accountability and related Benchmarks. For those needing copies of the report, that were not included in the initial email, please contact Betsy.
- The Board of Trustees completed their annual Self-Reflection Questionnaire. The Self-Reflection Summary was completed by Betsy and shared with Dr. Johnston and the Board members. Information gleaned from this questionnaire is used to plan Board training, ensure detailed communication, and also satisfies Vernon College policy along with SACSCOC expectations.
- The Texas Higher Education Coordinating Board Accountability System has gone through another update to provide “more data.” Review of the Accountability System will be the Board of Trustees Student Success Data Fact for April <http://www.txhigheredaccountability.org/acctpublic/>

Institutional Advancement – Michelle Alexander

- The 2021 Vernon College Foundation On-Line Auction raised a total of \$4,934 which will be matched 1:1 by our Vernon College Foundation General Fund. A total of \$9,868 will be available to award in Department Grants in October 2021.
- Work continues on completing the Title III Fifth Year report. This is the final report for this grant.
- The 2021-2022 Scholarship application closed on March 31, 2021. The work begins qualifying applicants and making offers.

Marketing – Holly Scheller

- Set up and logistics for two Covid vaccination clinics
- Catalog editing
- Credited and posted ads for
 - Medical assisting
 - Dental Assisting
 - Machining
- Ads for our tutoring center, created and posted.
- Created t-shirt for Cajun fest volunteers so VC can be represented
- Promoted Nursing application deadline
- Created posts about the scholarship deadline extension
- Designing “yes you can” marketing piece for Rolling Plains
- Redesigning the entire Vets page on our site (to be released soon).
- Working on the Dual Credit webpage redesign with Jon Michael from RunBiz
- Worked with Crane West on our Fall Blitz campaign
- Met with Chelsey Henry on Vets marketing requirements
- Attended the Carnegie Dartlet Conference

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **Spring 2021 QEP Faculty Training Course.** The Spring 2021 workshop runs February 12 through April 16 for faculty within the Department of Communication. The current cohort just completed Unit 3 of the 4-unit workshop. Participants met at the Karat Bar and Bistro March 15 for a working luncheon progress report. During the course finale on April 16, participants will formally present their newly created IBL lesson plans suitable for implementation in the Fall 2021 term.
 - **Community College Survey of Student Engagement (CCSSE).** The CCSSE launched on March 22 electronically. All eligible VC students 18+ are enrolled in a Canvas course containing the survey link. The CCSSE will be available to students through May 12, 2021.
 - **Community College Faculty Survey of Student Engagement (CCFSSE).** The Center for Community College Engagement will send out the invitation to faculty to participate the Community College Faculty Survey of Student Engagement (CCFSSE) on Monday, April 5, 2021. All faculty members with valid email addresses listed in the submitted Course Master Data File will be sent invitations for participation. The survey will conclude on May 12, 2021.
- **Professional Development Highlights**
 - **Updated April/May Offerings on the Spring 2021 In-house Professional Development Calendar.** The Spring 2021 In-house [Professional Development Calendar](#) is now updated and posted via the [Professional Development tile](#) on the [Faculty and Staff Page](#). Look for wellness webinars from [ERS](#), webinars and workshops from [NISOD](#), virtual and live events from the [Wichita Falls Chamber of Commerce](#), a volunteering opportunity from [Wichita Falls Downtown Development](#), special student populations webinars from [NACADA](#), and an inclusivity and empathy session offered by [The Opal Center](#). In addition, look for suggested titles within the [SafeColleges](#) and [Starlink](#) PD offerings for both staff and faculty. Updates occur monthly. Let Donnie Kirk know if you have any events that might qualify as PD for posting!

Human Resources – Jackie Polk

- Personnel
 - Hires
 - Rusty Sheppard- Burkburnett ISD Fire Fighter Academy Instructor
 - Dona Jo Rich, ADN/LVN Secretary – Vernon Campus

- Internal Transfer
 - Karla Monson transfer *from* Part-time ADN/LVN Secretary *to* Full-time ADN/LVN Secretary
 - Steven Kajs transfer *from* Housing Maintenance Supervisor *to* Grounds Supervisor,
- Accepting applications for:
 - Assistant Volleyball Coach-VC
 - City View ISD Culinary Instructor
 - Grounds Tech- VC
 - Henrietta ISD Health Careers Instructor
- Working on various reports, working on employee handbook and collecting final evaluations.

ERP/SIS/Cybersecurity – Ivy Harris

- **ADA**
 - Submitted accessibility standards for implementation in Summer 2021 semester for formal approval by Board of Trustees during the April 2021 meeting
- **Cybersecurity**
 - Participated in two webinars
 - Investigated the new Title IV reporting requirements for the 2021-2022 academic year.
- **ERP/SIS**
 - Conducted a Technology Responsibility Matrix meeting. The responsibilities document will be drafted and sent to all employees once reviewed.
 - Continued to research and study Poise system capabilities

SIS Upgrades and Additions Progress Report:

- **Aviso Retention**
 - The data is being pulled on a regular schedule as set up by Poise and being dropped into our remote server where Aviso connects to that server and gathers the data. Both Aviso and Poise have been involved in all of the data pull process. We have met five times as a group with both systems to make sure we understand what is being asked and what further changes need to be made.
 - Completed Administrator Training for Criquett, Amanda, and myself. We also begin the process of data validation. Validation will continue this week along with another administrator training.
- **Softdocs**
 - The change of major form has been fully tested and is fully deployed.
 - The only piece missing is the docubase storing of the completed forms. We will continue working with Docubase for this portion of the process.
 - The employees have been trained on the process of completing the form and the form flow process.
 - Ivy and Softdocs representatives will continue to bring more forms online, meet with the form holders for the routing, test the forms, and then train on the forms.
 - We are live with Softdocs for the change of major form as of **Monday, March 8, 2021**.
 - Ivy announced the live form via email with a refresher 1-page instruction sheet for all faculty and staff.
- **Parchment**
 - Parchment Diplomas is live.
 - Parchment transcripts is live.
- **Magnus Health**
 - Met with the representative for the system configuration meeting on Friday, 3/26.
 - We are compiling the initial students who will be uploaded into the system. The initial students will be incoming students and nursing students admitted in the Spring 2021 semester.
 - The target for deployment is Monday, April 19, 2021.
- **Comevo**
 - We are live with the new orientation as of Thursday, April 1, 2021.

Athletics

- **VOLLEYBALL**
 - Volleyball's season ended with loss to Ranger in 1st round of the NTJCAC tourney
- **SOFTBALL**
 - Softball's record: Conference 10-2 and Overall 28-3
- **BASEBALL**
 - Baseball's record: Conference 5-7 and Overall 16-14

- **RODEO**
 - Rodeo athlete's places at both Eastern New Mexico and Ranger rodeos
 - Howard College rodeo April 8-10th

DRJ Comments

- Summer hours for 2021 will begin on Monday, May 17 and continue through Thursday, July 29. Operating hours will be 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 2, 2021.
- I look forward to a strong finish to the 2021 Spring Semester and the enjoyable commencement exercise.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060