

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 conducted the annual retreat and monthly meeting on July 14 in the Joe Chat Sumner Conference Room at the Century City Center. Topics included:
 - 8:30 – 9:00 Breakfast, coffee, etc. available
 - 9:00 – 9:45 Tour of Century City Center
 - 9:45 – 10:15 Review items from 2021 Board Self-Reflection survey
 - Board policy review
 - Participation in National Associations/Conferences
 - Operations
 - Facilities—Mindi Flynn
 - 2021 Texas legislative session
 - 10:15 – 10:30 Break
 - 10:30 – 11:00 Student Success/Advising—Criquett Scott Chapman
 - 11:00 – 11:15 Impact of HERF I, II, & III funding on Vernon College
 - 11:15 – 11:30 VC Foundation endowment review/fundraising—Michelle Alexander
 - 11:30 – 11:45 2021-2022 draft budget review
 - 11:45 – 12:00 Tax Rate Review
 - Effective rate—“no new revenue tax rate”
 - Roll back rate—“voter-approval rate”
 - Tax Levy
 - 12:00 Lunch
 - 1:00 pm Regular meeting
- At the meeting on July 14, the Vernon College board approved to purchase a new bus. The proposal is to keep the two current buses and to purchase one new bus to provide safe travel for all students, athletes, coaches, and employees. The board approved to purchase a 37-passenger bus from National Bus Sales via the Texas state purchasing contract for a total price of \$198,300.
- The board discussed draft four of the 2021-2022 budget. The 2021-2022 budget has undergone tremendous scrutiny the past several months. Since summer enrollment has held steady compared to last year and we are using that as a predictor for fall enrollment, the budget draft 4 includes a 1.5% salary schedule step increase and a 1.5% salary increase for a total of a 3% compensation increase for all employees. Draft 4 is based upon a conservative estimate of tuition and fee revenue with a 5% holdback since 2021-2022 enrollment is a speculative estimate at this time. Because of the “surprise” state funding, we have been able to include two additional roof replacements on the Vernon campus and fund additional improvements to instructional technology across all campuses. Draft four tax revenue is based upon the estimated effective “no new taxes” rate. Draft four includes the following expectations:
 - Conservative estimate of tuition and fee revenue
 - 1.5% salary schedule step increase in compensation for all employees
 - 1.5% additional salary increase in compensation for all employees
 - 1 new van
 - 2 roof replacements
 - 1 new grant writing position
 - 1 new student success specialist position to support mandatory advising (funds reallocated from one retirement and one internal transfer)
 - Increase in the number of paid faculty advisors (5 to 10)
 - Increase in faculty professional development travel
 - Increase in instructional technology
 - Increase in distance learning technology
 - Increase in nursing testing budget to be more accurate
 - Increase in information technology equipment

- Some of the above will be possible due to reallocated HEERF funds claimed for “lost revenue” due to the impact of COVID-19 disruption
- Discussions continue with the Wichita County Commissioner’s Court regarding the possibility of a branch campus maintenance tax being placed on the ballot for the November 2 election. Basic information include:
 - ✓ **Purpose:**
The purpose of the branch campus maintenance tax (BCMT) supported by Wichita County residents is to enable Vernon College to develop additional career and technical programs and courses to support local business and industry workforce needs. The BCMT tax revenue would also assist to sustain and enhance current operations, programs, and services including instruction, student services, fiscal operations, physical plant, maintenance, and technology at Skills Training Center, Century City Center and other Wichita County instructional sites to provide vital, accessible, and economical educational and training opportunities for Wichita County residents.
 - Texas’ statutes permit the creation of a limited property tax to support, maintain, and operate a community college campus in locations (jurisdictions) outside of its’ taxing district. Vernon College’s taxing district is Wilbarger County and Texas law restricts those tax revenues to fund facilities and operations only in Wilbarger County. The branch campus maintenance tax (BCMT) may not exceed \$.05 per \$100 of assessed valuation in the jurisdiction. The current Vernon College tax rate for Wilbarger County residents is \$.2318 per \$100 of assessed valuation.
 - ✓ **Positive Impact**
 - Development and implementation of new Vernon College career/technical programs to train residents to meet local and regional business and industry workforce needs
 - Expansion and enhancement of current Vernon College career/technical programs which train residents to meet local and regional business and industry workforce needs
 - Reduction in tuition cost to Wichita County residents
 - Offset a reduction in tuition for Wichita County residents attending Century City Center, Skills Training Center, or other Vernon College Wichita County instructional sites because the BCMT code ensures they pay the same in-district tuition rate as Wilbarger County resident students
 - Currently, Wichita County residents pay \$100/Semester Credit Hour (SCH) for tuition while Wilbarger County residents pay \$60/SCH for tuition because of the Wilbarger County tax support. This would save an estimate of \$600 per semester or \$1200 per year for each full-time Wichita County student taking 15 SCH per semester.
 - Offset a reduction in tuition for all Wichita County high school students in dual credit academic, technical, or Early College High School classes to ensure they pay the same in-district tuition rate as Wilbarger County resident students.
 - Vernon College currently charges \$0 tuition to in-district high school dual credit students
 - This would create various savings for the Wichita County ISDs
 - Sustain and enhance current operations, programs, and services including instruction, student services, physical plant, maintenance, and technology at Skills Training Center, Century City Center and other Wichita County instructional sites to provide vital, accessible, and economical educational and training opportunities for Wichita County residents.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Jeff Feix** attended the AST Surgical Technology Conference July 21-23 in Las Vegas, Nevada with nine students from the STSA. Jeff represented the Texas State Assembly in the AST House of Delegates Business Meeting and Elections. The students also participated in the Student Forum during the conference.
- **Hired a new English Instructor** -Sarah Stewart
- **New Beginnings grants received:** The Priddy Foundation \$160,000; J.S. Bridwell Foundation \$20,000; Fain Foundation \$2,500; Bryant Edwards Foundation \$7,500
- **Reviewing Perkins data. New core indicators** put into place last year. Here are VC numbers:
 - 1P1 Postsecondary Retention and Placement
 - 2019-2020 State Performance/Target = 83.13%
 - 2019-2020 VC = 91.38%
 - 2P1 Earned Recognized Postsecondary Credential
 - 2019-2020 State Performance/Target = 53.27%
 - 2019-2020 VC = 70.28%
 - 3P1 Non-Traditional Program Enrollment
 - 2019-2020 State Performance/Target = 16.76%
 - 2019-2020 VC = 12.54%
 - (VC grew from 12.15% in 2018-2019 to 12.54% in 2019-2020)

- **National Alliance for Partnerships in Equity training** with VC Team (Criquett, Holly, Colleen, Delilah, Shana)
- **Perkins 21-22 submitted**
- **Judy Ditmore and Harli Adams** delivered meals on wheels for Instructional Services on June 30th
- **On behalf of the library.** Just a reminder that the library sells used books at \$.50 each with proceeds going to the Faculty Senate for charitable projects. All paperback books have been marked down to \$.25 each or 5/\$1.00
- **Continuing Education**
 - **Nina Feldman** participated and completed Business Owner Bootcamp - Ziglar leadership July 15-16, 2021.
 - **Kids College completed** on both Vernon campus and Century City center! Congrats to a successful in person Kids College for 2021.

Student Services

Dean of Student Services Initiatives

- Housing/Student Activities:
 - New dorm furniture being installed
 - Fall 2020 Student Activities planning – game show, intramurals, dorm orientation
- VA/Career Services:
 - Very successful job fair held at CCC on July 27
 - Advising and Certifying VA students
- Dual Credit:
 - Communicating with High School partners
 - Registering Students
- Testing:
 - Heavy TSI testing utilizing computer labs to maintain social distancing suggestions
- Dean of Student Services
 - Working on IEP's
 - Working with Holly Scheller for welcome back programming at CCC
 - Planning for Fall onsite registration
 - Vernon Campus Health Clinic supervisor Ms. Lindsay Streit, RN, FNP MOU completed
 - Simplified Emergency Protocol charts completed for all emergency phones

Admissions, Records, and Recruiting Initiatives

- Fall 2021 Onsite Registration will be August 17th – 19th
 - We will need guides to navigate our students thru the process. Be on the lookout for a sign-up sheet
- Mass email was sent to all students who had applied but not enrolled. Delilah Fowler performed 28 Q&A with perspective students as a result of this email.
- Submission of the Eligible Training Provider Report
- Worked with Criquett, Paula Whitman, and Shana on realigning the Digitex/Acadeum section numbers. This will allow for better identification of the courses for VC staff members
- Attended the TCCTA Leading from the Middle conference
- Gained valuable knowledgeable from the THECB SB 25 reporting webinar
- Working with Coach McIntosh on international student admission processes
- Certification of Spring 2021 – THECB CBM002, CBM00S, CBM008, and CBM0E1Eligible Training Provider Report.
- Certification of CE Quarter 3 THECB CBM00A and CBM00C.
- Trying to get as many students cleared as possible for Fall 2021.

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 and 2021 - 2022 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Completed HEERF II Quarterly Reporting
- Posted the Financial Aid Blog for July 2021.
- Validated 2020-2021 Financial Aid Database Report 2.
- Texted and emailed alerts to 2020-2021 financial aid applicants.
- Awarded Texas Educational Opportunity Grant.
- Identified approved work-study positions

- Submitted the THECB Program Participation Agreement
- Completed assessment activity reports.
- Completed the 2020-21 FADB 2 assessment activity report.

Safety and Security Initiatives

- Prepared the officer schedules for the month of August.
- 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.
- I attended the Texas Police Chiefs Conference in San Antonio.
- All officers have completed their mandated TCOLE CE hours for this two year cycle, as well as other non-mandated training hours.

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

Business Offices

- Contracted with Str'Eats to serve breakfast and lunch at the CCC Café beginning this fall.
- Disbursed Summer II financial aid funds to students.
- Turned over \$56,075.04 in outstanding balances from 2018-19 fiscal year to collections .
- Continually tracking HEERF expenses and calculating lost revenues.
- **Cindy Hotz & Malinda Fleming** delivered Meals on Wheels.
- **Mindi Flynn** attended a Truth in Taxation training at Region IX.
- Completed Relief Funds Cost Survey for LBB.
- Met with Herring Bank to ensure all ID cards comply with Senate Bill 279.
- Working on Draft 4 of the 20021-22 budget.
- Filed state sales tax.
- Paying bills and employees, per usual.

I.T.

- Replenishment computers are being imaged before installation.
- Upgraded Lab 506 at CCC.
- Working on ITV upgrades in rooms 310 in Vernon and 602 at CCC.

Facilities

- Vernon
 - Donated 35 mattresses and bed frames to FAITH Mission.
 - Baseball field house was painted, as well as halls and lobby in King Gym.
 - Completed work on the BiFork building.
 - Trimmed and cleaned up trees after wind gusts.
 - Completed work on the stalls in the rodeo facilities.
 - Cut and bailed hay.
 - Continued cleaning and repairs on both dorms and replaced air compressor at small dorm.
 - Hired **Paul Frommelt** as Housing Maintenance Supervisor.
 - Hired **Ramon Amador** for custodial crew.
 - Cleared out and rearranged storage areas of nursing offices.
 - Working on HVAC units as needed.
 - Gathering quotes from several vendors for summer projects.
 - Cleaning and sanitizing daily.
- Wichita Falls
 - Removed broken/unused equipment from gym.
 - Painted room above gym for massage therapy classroom.
 - Remodeled restroom in massage therapy lab space.
 - Repaved over 70 parking spaces in the east parking lot at CCC.
 - Installed fiberglass reinforced panels in Café and repainted the space.
 - Installed a new handicap door operator in the 400 hallway.
 - Restriped the spaces in the west parking lot at CCC.
 - Repairing and replacing HVAC units as needed.
 - Mowing weekly and landscaping at CCC and STC
 - Cleaning and sanitizing daily and nightly

College Effectiveness – Betsy Harkey

- Data – The Vernon College Effectiveness Questionnaire is schedule to open on August 12th. To ensure access to all constituents the questionnaire link will be posted on the VC website, shared via social media, posted in CANVAS, and emailed to selected lists of students and other VC constituents. This process is designed as a wonderful opportunity to gather information and input from VC constituents.
- SACSCOC – Substantive change approval for Surgical Technology was received in late July. The document was submitted in January 2021. This change was the for the deactivation of the Surgical Technology Certificate of Completion due to the National Board of Surgical Technology and Surgical Assisting stating that students will no longer have the option of the Certificate of Completion for Surgical Technology. Students must successfully complete the Associate of Applied Science degree requirements to be eligible to complete the program and sit for the national Certified Surgical Technology (CST) credentialing exam. Thank you to Instructional Services for ensuring that Vernon College stays current with required Department of Education and SACSCOC substantive change policy and procedures.
- Planning - Late July and August will include the completion of Institutional Effectiveness Plan Final Summaries 2020-2021 and Institutional Effectiveness Plans for 2021-2022. Due date is August 20th. Be sure to contact Betsy with questions.

The College Effectiveness Committee reviewed and approved the 2021-2022 Annual Planning Calendar. Other than dates, no changes/additions were made to the 2021-2022 calendar edition. It is schedule for review by the Board of Trustees during their August meeting.

Institutional Advancement – Michelle Alexander

- Callee Serrano delivered Meals on Wheels
- The 2020-2021 Scholarship Booklets were mailed to donors
- Work continued migrating old donor records in RENXT
- Callee started the data health clean-up project
- Callee compiled the Facebook statics for the Alumni Association page for use in our IEP and Annual Plan
- Callee attended Raiser’s Edge NXT: “Preparing You Year-End Fundraising Plan” webinar
- Michelle Alexander co-chaired the North Texas Area United Way Governance Committee meeting on July 7
- Michelle participated in the Federal Funding Task Force Leadership Team Meetings July 8 and July 20 , 2021
- Michelle participated in the North Texas Area United Way Board of Directors Meeting, July 9
- Participated in the “Tips for Tracking Grants with Opportunities in RE: NXT” webinar July 13
- Attended the “The Logic Model” webinar July 14
- The Vernon College Foundation met at Century City Center on July 15
- Michelle co-facilitated the 2021 Federal Funding Task Force Team Captain’s training webinar July 16
- Michelle participated in the Greater Texas Foundation Emergency Aid Program Introductory Call on July 20
- Attended the CASE “About NSF ATE Grants” webinar on July 29

Marketing – Holly Scheller

- Migration of the Student Handbook into Smart Catalog
- CTE Recruitment Video First Draft, looks fantastic and really gets the heart of VC
- Completed the “Move on” tile for testing to get people over to Student Services as well as the handout explaining the process and necessary information for students who leave after testing. A pilot program to see if we can help move people through testing on to advising.
- Catalog was approved and printed for internal use only; hard copies arrived last week of July.
- Fall Blitz continues with our message being seen over 1.4 million times on social platforms.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **SACSCOC Virtual Institute on Quality Enhancement and Accreditation.** Five Vernon College employees attended the SACSCOC Virtual Institute on Quality Enhancement and Accreditation July 19-22. Those who attended include Brandy Lowery, English Instructor; Crystal Tate, Director of Distance Education and Learning Technologies; Donnie Kirk, Director of Quality Enhancement; Jon Schreiber, English Instructor; and Sharon Bly, Art Instructor. Session regarding accreditation measures, QEP procedures, and instructional strategies were available, making the conference most relevant for all attendees. A live luncheon for attendees was convened on Friday, July 23 at The Karat so as to share relevant conference take-aways.

- **SENSE 2021.** Vernon College will participate in the [SENSE](#) Survey in Fall 2021. The [SENSE](#), a product and service of the Center for Community College Student Engagement, helps community colleges discover why some entering students persist and succeed and others do not. Administered during the 4th and 5th weeks of the fall academic term, SENSE asks students to reflect on their earliest experiences (academic and services-related) with the college. SENSE serves as a complementary piece to the Community College Survey of Student Engagement (CCSSE), with a more narrowed focus on early student experiences. For Fall 2021, Vernon College has submitted the **data verification** form required to participate (initial stage of the survey process). Students will complete the survey in an online format. [See a sample of the survey here.](#)
- **Quality Enhancement Plan Institutional Effectiveness Planning/Summaries.** 2020-2021 and 2021-2022 QEP IEPs will be ready for submission by Friday, August 06.
- **QEP Year Two Report.** The QEP Year Two Report is now in development.
- **QEP Year Three Cohorts.** The QEP Year Three Cohort consists of the Behavioral and Social Science Department. All faculty within the division received an invitation to participate on Monday, August 02. Further follow-ups will occur during Faculty Staff Development Week (Monday, August 16).
- **Professional Development Highlights**
 - **Wichita Falls Chamber of Commerce Quarterly BOSS Program: “How to Network Effectively.”** In this interactive networking session, attendees learn essential business tips for navigating the 21st Century business world! Various panelists from area business and industry present—then attendees share in small groups! Three Vernon College employees attended this impactful BOSS event on Tuesday, July 27 including Brianne George, Coordinator of Community and Recreational Services; Jason Jenkins, Athletic Trainer; and Donnie Kirk, Director of Quality Enhancement. The next installment of the BOSS program is scheduled for Tuesday, October 26, with the theme being “*Navigating Negativity in the Workplace.*” Contact [Donnie Kirk](#) for more details and to register.
 - **TCCTA 2021 Leading from the Middle Conference.** Seven Vernon College employees attended the [TCCTA 2021 Leading from the Middle Virtual Conference](#). Attendees included Amanda Raines, Director of Enrollment Management/Registrar; Crystal Tate, Director of Distance Education and Learning Technologies; Donnie Kirk, Director of Quality Enhancement; Greg Fowler, Division Chair/Instructor - Behavioral & Social Sciences/Criminal Justice; Joe Johnston, Division Chair/Instructor – Communications; Michael Ellerkamp, Instructional Design/Technical Support; and Paula Whitman, Division Chair/Instructor - Mathematics/Sciences are slated to attend. Legislative updates, a SACSCOC update, a legal update, and several breakout sessions were presented.
 - **Professional Development Institutional Effectiveness Planning/Summaries.** 2020-2021 and 2021-2022 PD IEPs will be ready for submission by Friday, August 06.
 - **Summer 2021 PD Calendar.** The final updated [Summer 2021 In-house Professional Development Calendar](#) is posted (August dates) for your viewing consumption. The calendar is posted via the [Professional Development tile](#) on the [Faculty and Staff Page](#). Updates occur monthly. Let Donnie Kirk know if you have any events that might qualify as PD for posting!

Human Resources – Jackie Polk

- Personnel
 - Employment
 - a) Barbara Steere – Tutoring Center Coordinator – CCC – effective July 26, 2021
 - b) Elisabeth Ainsworth – LVN Instructor – CCC – effective August 16, 2021
 - Resignations
 - a) Geneva Smith – Assistant Softball Coach/Resident Asst- VC- effective July 29, 2021
 - b) Brittanie Talley – Head Softball Coach- VC – effective August 2, 2021
 - c) Rachel Herrmann- LVN Instructor- VC – effective August 31, 2021
 - d) Melissa Elliott – Director of Financial Aid - VC, effective September 17, 2021

ERP/SIS/Cybersecurity – Ivy Harris

- **ADA**
 - Participated in three ADA webinars
 - Preparing for annual ADA review and Assessment

- **Cybersecurity**
 - Participated in four webinars
 - Investigated the new Title IV reporting requirements for the 2021-2022 academic year.
 - Preparing for the Fall 2021 cybersecurity training initiatives
 - Preparing for the Fall 2021 cybersecurity reporting requirements
 - Completed monthly cybersecurity report
 - Compiling cybersecurity status report for the 2021-2022 academic year
- **ERP/SIS**
 - Continuing to meet with POISE and discuss functionality of the current system and apply necessary updates and upgrades.

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 seven 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 and data validation for Criquett, Amanda, and myself. Validation continues along with administrator training. Had initial staff training with Student Success team members and AVISO
- **Softdocs**
 - 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.
- **Magnus Health**
 - Compiled the initial students who have been uploaded into the system. The initial students will be incoming students and nursing students admitted in the Fall 2021 semester. Initial training for the portal will be conducted on Friday, 8/6/2021. Those required to attend have been sent invitations.

DRJ Comments

- The Vernon College Board of Trustees is very complimentary of the great work accomplished by Vernon College employees. They are supportive of college efforts to meet the needs of our students. I appreciate their support for a 3% total increase in compensation.
- I look forward to seeing everyone on Monday, August 16. Plans are being made to conduct the semester kick-off/employee professional development at the MPEC in Wichita Falls. Agenda details will be sent out soon.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060