

**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 recently approved:
  - Primary Goals and Priority Initiatives—one significant purpose of the Annual Action Plan process is to help ensure compliance with SACS criteria. One effort is for the President’s office to make sure the Board of Trustees review the various documents associated with the planning process. In preparation of the next planning cycle, the Board of Trustees reviewed and approved the 2022-2026 Primary Goals and 2022-2023 Priority Initiatives of the college. The President, the Director of Institutional Effectiveness, and the College Effectiveness committee (with input from faculty and staff) worked diligently during the summer and fall of 2021 in reviewing, discussing, and finalizing Primary Goals and Priority Initiatives for Vernon College. The 2022-2026 Primary Goals and 2022-2023 Priority Initiatives have undergone review and approval by the College Effectiveness committee to ensure the goal of student success is articulated. The planning documents are in alignment with the Texas Higher Education Coordinating Board *Strategic Plan for Public Community Colleges*.
  - Ellucian Colleague as the new ERP/SIS—The ERP/SIS is the technology infrastructure that runs all college operations such as business office, human resources, payroll, instruction, student services, admissions, registration, financial aid, etc. A Request for Proposals (RFP) was published. The College received completed RFPs from three vendors. The vendors were narrowed down to two by a seven-person selection/review team. It was a very difficult task because each company provides different solutions and functions as well as differing pricing structures. It is not like comparing three shiny apples, it is more like a shiny banana, orange, and apple. The team was very diligent in the review, exploration, and attention to detail. Jenzabar and Ellucian both scheduled to demonstrate their product via live and virtual formats. The overall goal was to determine the proposal that offered the best value to the college as well as functionality for employee and student users. The team and I recommended the Ellucian product called Colleague. The initial five-year total cost includes application software, subscription service to host product in the cloud, implementation services, training, and annual maintenance. The total initial cost over five years is estimated to be \$2.6 million including all modules, yearly service, license, and annual maintenance cost. After the initial five years, the annual subscription service, license, and maintenance cost will average approximately \$425,000 per year. Vernon College pays our current ERP/SIS vendor \$150,000 per year plus another approximately \$75,000 per year for different software platforms that will no longer be needed after Ellucian Colleague is successfully up and running.
  - Brown, Hendrix, and Associates as the consultant company to assist Vernon College personnel to successfully and timely implement a new ERP/SIS. The primary functions provided in working with Vernon College and Ellucian are:
    - Project management/oversight
    - Project planning
    - Data Conversion resources
    - Technical resources including skilled personnel
    - Training
    - Post implementation assistance

The Vernon College Board of Trustees approved a professional services contract with Brown, Hendrix, and Associates to manage and facilitate implementation of the new ERP/SIS for \$25,000 per month up to 28 months. The project should be complete in 24 months or less.

- New Policies—
  - Senate Bill 1359 requires any agency of the state that is authorized by law to employ peace officers to develop and adopt a policy allowing the use of mental health leave for officers that experience a traumatic event in the scope of their employment. Kevin Holland, VC Chief of Police, has worked with other state agencies to develop a policy that provides three days of mental health leave upon request by affected peace officers employed by Vernon College.

- Texas Local Government Code Sec. 180.008 requires any agency of the state that is authorized by law to employ peace officers to develop and adopt a policy providing leave to officers who are ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty. Basically, the leave will not count against sick leave, vacation leave, or other forms of leave. Kevin Holland, VC Chief of Police, has worked with other state agencies to develop the policy.
- The annual Leadership Academy completed its classes on November 19. There were six participants that discussed a wide variety of topics including:
  - The need for leadership development
  - Leadership characteristics
  - The value of self-reflection
  - Leadership must haves
  - Community college leadership skill sets
  - You do not have to have a title to be a leader
  - Community college organizational structure
  - Texas Association of Community College
  - Texas community college data

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

- Second year the Barber program has been at the CCC.
- 100% pass rate on the state written exam.
- 100% pass rate overall.
- Cosmetology also has a 100 % pass rate overall as well.
- Met with Wilbarger ISD’s discussing ideas to increase the number of Wilbarger County students at VC
- Prepared data for TX Guided Pathways meeting
- Participated in TX Success Center webinar about Cloud Computing credentials
- Received a TRUE grant as a Partner with Grayson College and Weatherford College
- Hired Cosmetology Instructor, Susie Ferguson
- Pathways Conference attended by Lisa Crandall, Shana Drury, Greg Fowler, Criquett Scott Chapman, Kelly Peterson, Sjhonton Fanner, Amanda Raines
- Pathways Invited Breakout Session – Criquett Scott Chapman
- Ms. Tracy Catlin began a new position as CTE Navigator
- Hired new Director of Continuing Education, Ms. Andrea Sanchez
- Updating MOU with Wayland Baptist University
- Provided CBM 116 follow up report on 2020-2021 VC graduates to Institutional Effectiveness

### **Student Services**

#### **Student Services Initiatives**

- Housing/Student Activities:
  - Intramurals/Student Activities – tennis, wiffle ball home run derby, dodgeball
  - CHAPS LEADers program every Wednesday at 12:20
  - Room Checks completed
- VA/Career Services:
  - Registration Appointments
  - Degree Plans
  - Workforce Solutions Job Fair – November 4
  - NTSJ Job Fair – November 10
  - VA students recognized via social media
- Dual Credit:
  - Spring 2022 registration
  - Updating MOUs
  - Degree Plans
- Testing:
  - All tests being offered
  - Testing Coordinator position posted
- Dean of Student Services
  - Student Covid tracking

- CHAPS LEAD program
- November 1-3 Texas High Education Law Conference

### **Student Success**

- Kelly Peterson, Sjhonton Fanner, and Criquett Chapman attended the Texas Guided Pathways Institute November 3-5 as part of the Vernon College team. The focus of the institute was onboarding practices.
- Dr. Crandall and Criquett Chapman presented “Unmasking the Impossible Mission: Aligning the Student Experience to Success” at the Texas Guided Pathways Institute.
- Student Success Advisors attended a webinar hosted by Eduology titled “High Impact At-Risk Student Success Initiatives” on November 9, 2021.
- An Aviso software training was conducted on November 17, 2021 to demonstrate caseload management features including filters and dashboards. These features are being piloted during the Spring Registration Period by the Student Success Specialists, Student Success Advisors, and volunteer CTE Student Success Advisors.

### **Admissions, Records, and Recruiting Initiatives**

- Amanda Raines attended the Texas Guided Pathways Institute in Dallas, Texas
- Delilah Fowler, Maria Servin, and Amanda Raines attended the 2021 TACRAO Conference in Lubbock
- Registration is now open for Spring 2022
- Certified THECB CBM001 and CBM004 for Fall 2021
- Amanda Raines and Delilah Fowler participated in the Texas Greater Foundation Emergency Aid Workshop #2
- Amanda Raines and Maria Servin attended the first mandatory meeting of the THECB Compliance Monitoring Formula Funding Desk Review
- Recruiting Activities - Graham College & Career Fair, Region 9 College & Career Fair, Bellevue High School Tour, Vernon High School College & Career Fair, Rider Application Workshop, Crowell Presentations, 4 Advisory Meetings, 3 CCC Tours, and Q&A Sessions
- Continuing to process all Spring 2022, Summer 2022, and Fall 2022 applications

### **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 2021 – 2022 and 2022-2023 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Continued 2022-2023 FAFSA presentations to various schools in our 12-county service area.
- Conducted Financial Aid Awareness Week.
- Completed and posted the November 2021 Financial Aid Blog.
- Completed and posted the Fall 2021 issue of the Financial Aid Times.
- Completed Department of Education Active Confirmation.
- Texas Educational Opportunity Grant awards reviewed and updated.
- Requested Texas Educational Opportunity Grant (TEOG) funding.
- Provided Equity in Athletics data.
- Processing the 2020-2021 Financial Aid Data Base Report.
- Provided documentation and information for the 2020-2021 financial aid audit.
- HEERF III Quarterly Reporting Training via TEAMS.
- FY 21 TPEG Guidelines submitted to THECB.
- State Campus Based Programs Annual Report submitted to THECB.

### **Safety and Security Initiatives**

- Prepared the officer schedules for the month of December and January.
- All Fire, Safety, and Clery Reporting are up to date.
- All officers’ daily logs are complete and have been looked through. No major issues at this time.

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

#### **Business Offices**

- Margaret Kincaid gave birth to a beautiful baby girl, TinzLeigh Kincaid, on November 1, 2021. Mom and baby are both doing well.
- Calculated lost revenues for Fall 2021 and drew down HERRF funds accordingly.
- Disbursed Fall II financial aid.
- Submitted the State Based TPEG Program Annual Report.

- Completed the TACC FY22 Local Revenue Survey.
- Christie Lehman attended the Emergency Aid meeting.
- Began preparation for 2021 1098-T's with Jenzabar and Herring Bank.
- In accordance with Senate Bill 279, we changed our process for ID card distribution. A MasterCard will be mailed directly from the bank for students who open a Herring Bank account for their refund choice. Students who want a regular ID card will still be made in the Business Office.
- Ann Schultz completed the VC Leadership Academy with Dr. Johnston.
- Mindi Flynn attended the webinar on Texas Completion Repayment Grant and also a webinar on HERRF reporting.
- Continuous work on the annual audit is being done by the Business Office.
- Filed state sales tax.
- Paying bills and employees, per usual.

#### **I.T.**

- Updated the GP Dynamics server.
- Replaced network switches.
- Replacing Web Root with Sentinel One.
- Monitoring TEAMS errors and making adjustments to bandwidth as necessary.
- **Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.**

#### **Facilities**

- **Vernon**
  - Additional rye grass was sowed around Osborne Administration bldg.
  - Replaced the fuel pump and particulate filter on bus #2.
  - Began distribution of hand sanitizer.
  - Replaced the washing machine in the softball locker room.
  - Moved furniture in the Chaparral Center to prepare for painting.
  - Put up Christmas decorations.
  - Oversaw bleacher removal from King Gym.
  - Routine lawn care.
  - Cleaning and sanitizing daily.
- **Wichita Falls**
  - Cleaned flower beds and installed mulch.
  - Repaired lights at both CCC and STC.
  - Building new walls and moving a door in admissions.
  - Replaced ceiling tiles that were damaged by water leaks.
  - Textured and painted new walls in the financial aid area.
  - Mowing weekly and landscaping at CCC and STC.
  - Cleaning and sanitizing daily and nightly.

#### **College Effectiveness – Betsy Harkey**

- **SACSCOC** – The Substantive Change Notification approval process began in November for the Level Change of the inclusion of the Paramedic of Associate of Applied Science effective August 2022. The goal is to have the final approval for submitting to SACSCOC in December. Instructional Services deserves recognition for “staying on top of” this important task.

The College Effectiveness Committee November agenda included a detailed review of the Fifth-Year Report process, responsibilities, and resources. Members of the College Effectiveness Committee serve as the SACSOC Fifth-Year Report Oversight Committee.

- **Planning** – The Vernon College Strategic Plan 2022-2026 was reviewed and approved by the College Effectiveness Committee on November 19, 2021. The Plan will be on the December Board of Trustees agenda for final approval.

Annual Action Plan Final Summaries for 2020-2021 were reviewed and approved by the College Effectiveness Committee in November. These plans will be included on the Board of Trustees December agenda for review.

In lieu of a December College Effectiveness Committee meeting, components and departments are encouraged to schedule time to work on the 2022-2023 Annual Action Plans. Drafts are due by the December holiday break with final plans due the end of January.

- **Data** – The CBM 116 Ault Learner Follow-up Report 2019-2020 collection process began in November and will be submitted to the Texas Higher Education Coordinating Board in early December. This report provides the opportunity

for Vernon College programs to submit continued education and/or career information for former students not located by THECB. It is a great opportunity to improve the success rates of the programs. Thank you to all who participated in the collection process.

- December and January are months designated by Institutional Effectiveness to update Key Performance Indicators of Accountability and related Benchmarks. If you have need for KPIA information please contact Betsy Harkey. Your feedback will help to prioritize the updates.

### **Institutional Advancement – Michelle Alexander**

- Callee Serrano and Donna Adams attended the CASE Community College Advancement Online Conference November 2, 4, and 10.
- Callee mailed out 1250 letters to alumni and friends of the college for the 2021-2022 holiday solicitation.
- Callee emailed an additional 561 alumni for the holiday solicitation. We will be monitoring the effectiveness of this solicitation method.
- Donna Adams and Michelle Alexander attended the virtual CASE Conference for Community College Grant Professionals November 10, 16, and 18.
- Michelle presented during the Conference's Federal Funding Task Force Debrief session on November 18.
- Donna participated in various webinars during November.
- Michelle participated in the Greater Texas Foundation Grant Second Workshop November 12.
- Michelle participated in the Department of Education HEERF Quarterly Reporting webinar November 17.
- Michelle and Donna participated in the Texas Completion Repayment Grant Program Technical webinar November 30.

### **Marketing – Holly Scheller**

- Worked on a Postcard to send to former dual credit students who may come back to town for summer break.
- Need an easy way for them to reenroll to VC without filling out the Texas Apply Texas app
- Updated the Vernon College Profile for official Use
- Crane West Strategy meeting discussed message for Fall 2022 enrollment push
- Throughout a normal week I work on posts, and promotional material. If your office needs something like that, please let know. I'd be happy to design something for you to print off, or post.... Just let me know a week out.
- Working on Presidents Report
- Worked on social tiles to do a Question Asked Question Answered series across all platforms. Aimed at answering student questions before they ask them. Questions found on Answer the Public about all community college questions asked in Google Searches.

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

- **QEP Highlights**
  - **SENSE 2021 Wrapping Up Soon!** The [2021 SENSE](#) launched late September and wrapped on November 05. 451 eligible students were invited to participate via an invitation through the Canvas LMS. 72 students reached the end of the survey. Results of the survey will be provided by The Center for Community College Engagement in March 2022.
  - **QEP Fall 2021 Faculty Workshop Finale.** The Fall 2021 Faculty Training Workshop launched in September. Faculty from the Behavioral and Social Sciences Division are participating this term and include, Lori Arnold, Dr. Scott Hamilton, Adrien Ivan, Linda Kalski, Kirk Polk, Chase Thornton, and Angel Williams. In this 8 week blended workshop, attendees meet three times for activities and reflection (an orientation, a progress session, and an exhibition of their final IBL lesson plan). All other activities and interactive assignments occur within four scaffolded units in the Canvas LMS. By the end of the workshop, participants have a completed IBL lesson plan ready to implement in the Spring 2022 term. Completers of the workshop finalized their IBL lesson plans, completed peer reviews, and presented those final lesson plans in an exhibition on Friday, November 12 at 10:00AM. Division chair Mr. Greg Fowler attended as well. Rapid Fired Pizza catered the event.
  - **QEP Fall 2021 Implementation Progress.** Faculty completers of prior term QEP workshops are finalizing their IBL lesson plans in classes during the Fall 2021 term. Participating faculty are submitting student works/artifacts that reflect the IBL projects completed in class through finals week. Those artifacts are submitted in a specified One Drive file. Thank you to all participating faculty!
  - **SACS-COC Annual Conference Attendance.** The 2021 Annual SACSCOC Conference occurred as a virtual event again this year. December 02-07, QEP Director Dr. Donnie Kirk and the following QEP Implementation Committee Members participated in the event: Dr. Adrien Ivan, Faculty Senate President/History Faculty; and Teresa Wallace, Associate of Arts in Teaching Coordinator/Instructor.



- **QEP Year Two Report.** The QEP Year Two Report is now being finalized for publication in January 2022.
- **CCSSE 2021 Results Presented to the Vernon College Board of Trustees.** Vernon College received CCSSE 2021 results in August 2021. QEP Director Donnie Kirk disseminated those results electronically to key department directors within the college on August 05, 2021 for data driven report completion. QEP Director Donnie Kirk presented findings from the report to the Vernon College Board of Trustees on Wednesday, December 08, 2021.
- **Professional Development Highlights**
  - **Spring 2022 Professional Development Calendar in Development.** The Spring 2022 Professional Development Calendar is now under development. Please contact Donnie Kirk if you have events to be added to the Spring 2022 Professional Development Calendar.
  - **Fall 2021 Professional Development Calendar.** The final updated [Fall 2021 Professional Development Calendar](#) is posted. Please remember to track all events of which you participate for end-of-year professional performance review purposes.

### **Human Resources – Jackie Polk**

- Personnel
  - New Hires:
    - Roxie Hill, Director of ERS/SIS – effective 2/1/2021
  - Internal Transfers
    - Andrea Sanchez – To Director of Continuing Education from Admission Clerk- 12/13/2021- CCC
- Upcoming interviews:
  - Director of PASS Department – VC – December 17<sup>th</sup>
  - Testing Coordinator – CCC/VC – December 16<sup>th</sup>
- Michelle and Jackie met with Betsy regarding SACS requirements 11/17/2021.
- HR is working on various reports and audits, processing new employees, processing employees retiring and quitting.
- Working on 2022-2023 Annual Actions plans

### **Athletics**

- All sports seasons are completed for the Fall semester is about it.

### **DRJ Comments**

- I appreciate the employees that participated in the informal coffee input sessions the past few weeks. I always appreciate the opportunity to answer questions and receive input.
- Susie and I wish each of you an enjoyable, healthy, and safe holiday season.
- Please contact me with any input or questions at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office – 940-552-6291 ext. 2200
  - Cell – 940-261-0060