

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

- Because of COVID-19, there was no all-employee professional development for spring 2021. Monday, January 11, 2021 was a routine working day for all non-faculty. All faculty met virtually on Monday, January 11, 2021 with Dr. Crandall and division chairs. I appreciate the agenda items and information that were shared. I sent all employees written comments to highlight important issues and functions to be aware of as we plan for a successful spring semester.
- The 2019-2020 Audit was presented in the January 13, 2021 meeting by David Parkman of Edgin, Parkman, Fleming & Fleming, PC. The board approved the acceptance of the successful clean audit. The annual audit assists in providing citizens, taxpayers, students, employees, customers, and creditors with a general overview of the College's finances and to demonstrate the College's accountability for the money it receives.
- Anne Spears resigned from the Board of Trustees in December due to relocating outside of the College's taxing district. Following board policy (BBC) the board accepted the resignation and took action to fill the position. The remaining board members chose to appoint an individual to fill the position until the next regular election, which is May 2022 instead of conducting a special election. The appointed individual (if they choose) and other interested individuals can file for the May 2022 election. Whoever prevails in the election will complete the remainder of the position term, which is four years until May 2026. The appointment will be an action item at the February 10 board meeting.
- The annual evaluation of the president will take place in executive session at the February 10, 2021 board meeting. The President, Vice-President, and Dean contracts are extended annually at the February meeting after professional reviews have been conducted.
- Vernon College primary facility improvements for 2020 shared with board members at the January 13, 2021 meeting include:
 - **VERNON**
 - ✓ Sheet metal roofing was painted on the Wright library and King Center.
 - ✓ Majority of the Osborne building received a new roof.
 - ✓ Heaters were replaced in the automotive shop.
 - ✓ The gym storage room was converted to a volleyball locker room.
 - ✓ Great Western Dining replaced the walk in freezer/cooler at the SUB/Dining Hall.
 - ✓ Several gas lines were replaced and valves installed.
 - ✓ Cosmetology shampoo area was upgraded.
 - ✓ Updated all offices that engage with students with plexi-glass barriers.
 - ✓ Increased the number of sanitation stations on campus.
 - **CCC and STC/WICHITA FALLS**
 - ✓ Constructed two offices in the Financial Aid area. One for Dual Credit and the other for Veterans Affairs.
 - ✓ Renovated offices in the Administrative Suite for Human Resources and President.
 - ✓ Constructed an additional office in the cosmetology suite for the barber instructor.
 - ✓ Restriped the parking lot at CCC.
 - ✓ Replaced one HVAC unit at CCC and another at STC.
 - ✓ Added a keypad lock system at STC.
 - ✓ Repaired and repainted the small pool at CCC.
 - ✓ Added electrical lines to the undeveloped upstairs space.
 - ✓ Updated all offices that engage with students with plexi-glass barriers.
 - ✓ Increased the number of sanitation stations on campus.
 - ✓ Coordinated with the WF Community Health Clinic to install parking spots and signage.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Justin Sanders** completed his TDHHS training and is a certified Community Health Worker
- **Brianne George** completed Facebook Ads & Facebook Marketing Mastery 2021.
- **Nina Feldman** attended sessions for the 10th Annual Spring Leadership Conference (NTCCC) on January 22, 2021.
- **Amy Costello**, ADN faculty and **Kim Perkins**, LVN faculty, completed their Master's degrees in Nursing.

- **Sabre Sharp, Janice Turvaville, and Karla Monson** delivered meals on wheels for Instructional Services on January 13th.
- **Shana Drury and Dr. Elizabeth Crandall** completed and submitted the THECB Reskilling Grant
- **Shana Drury** submitted the Perkins V Amendment and received another \$35,000 from Perkins Reallocation.
- **Faculty Development Day** was held virtually
- **Crystal Tate, Dr. Elizabeth Crandall, and Ivy Qwarells** completed and submitted the THECB Distance Education Survey
- **Shana Drury** worked with Marketing on CTE brochure updates, SAFB, and Rolling Plains
- Finalizing curriculum for Massage Therapy program.

Student Services

Dean of Student Services Initiatives

- Dual Credit, VA and VC2MSU – registration and late registration
- Housing – student move in, monitoring new Housing internet, training new Resident Assistants
- Testing – new TSIA2 administration began January 11, beginning Texas teacher certification testing, exploring career and interest inventory options, spring HESI tests scheduled
- Career Services- very successful job board facebook advertising
- VA- certifying Spring 2021 students, cross training staff, review and updating website
- Dual Credit- beginning scheduling Fall 2021 schedule with high schools, creating new dual credit orientation
- All areas working on professional reviews

Student Success

- Successfully completed Spring 2021 registration period and on-site registration.
- Prepared Spring 2021 caseloads for Career and Technical Education Advisors, Special Population Advisors, Student Success Advisors (five select faculty members), and Student Success Specialists.
- Worked with recruiting to develop the automated New Student Checklist.
- Colleen Moore and Gregg Chesterman attended an Innovative Educators webinar titled: Developing An Online Orientation In 30 Days: Implementation, Evaluation Data & Next Steps on January 25th.
- Began outreach to students on academic probation and those receiving early alerts regarding participation in our STEPS (striving to end probation status) program or Academic Coaching.

Admissions, Records, and Recruiting Initiatives

- Certified CBM001 (Student Report) and CBM004 (Course Report) for Fall 2020
- Finalizing edits on the new Virtual New Student Checklist
- Manually processed 164 nursing clinical registrations for Spring 2021
- Completed Volleyball Athletic eligibility
- Completed Softball and Baseball Athletic Eligibility
- Successful Immigration and Customs Audit of the International Students
- Completed Softball and Baseball Athletic Eligibility
- Submitted Certification of the Nursing Graduate Report
- Certified CBM00A (CE Student Report) and CBM00C (CE Course Report) for Quarter 1 2020
 - Enrollments were extremely low due to COVID-19
- Scheduling HS scholarship workshops
- Working with Ivy Qwarells and Michelle Alexander on missing students in Blackbaud/Academic Works
- Correcting POISE data for Aviso data verification
- Wrapping up Fall 2020 End of Semester reports for THECB
- Working on IPEDS
- Updating majors on currently enrolled students
- Visited 15+ high schools. Distributing the CTE posters to all surrounding schools

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 the financial aid section of the Higher Education Emergency Relief Fund (HEERF) Annual Report
- Completed and posted the January 2021 Financial Aid Blog.
- Completed the Fall 20 Return to Title IV calculations.

- Sent texts and emails to student encouraging them to enroll.
- Reviewed and updated Texas Educational Opportunity Grant awards.
- Completed the 2019-20 Financial Aid Database Report 3 assessment activity report.
- Completed the 2019-20 Independent Audit assessment activity report.
- Texas Educational Opportunity Grant awards reviewed and updated.
- Continued processing of Spring 2021 Early Alerts
- Completed and submitted Governor's Emergency Education Relief (GEER) TEOG monthly report.
- Completed and submitted Governor's Emergency Education Relief (GEER) Emergency Education Grant final closeout report.
- Sent encouragement email to Spring 2021 enrolled students on suspension.

Safety and Security Initiatives

- Prepared the officer schedules for the month of February. All at 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.
- Spring registration at all locations went well with no reported problems.
- The first day of classes went well with no reported problems.
- The 2020 Racial Profiling Report has been completed and turned into TCOLE.
- All Professional Developments for 2020 are completed and turned into HR.

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

Business Offices

- W-2s and 1095s were processed and loaded into GreenShades
- Processed the students 2020 1098T's
- 1099's were mailed out to appropriate vendors
- Processed R2T4's for the end of the Spring semester
- HEERF, CARAT and ROE reports were filed.
- Submitted appropriate reports with Wilbarger and Wichita Appraisal districts.
- Completed monthly COVID-19 cost study
- Advertised and accepted bids for a 3.41 acre lot for sale in Vernon.
- Filed state sales tax
- Mindi, Karter and Saydi Flynn delivered Meals on Wheels.
- Mindi Flynn attended a Business Continuity Workshop.
- Paying bills and employees, per usual

Facilities

- Vernon
 - Ray and Paul have power washed the pool, replaced some railing and are starting to repaint.
 - Lyle is doing some touch up painting in the gym lobby.
 - Ray and Lyle began training modules on Ideal Impact control systems.
 - Paul removed shelving from the Bi-fork building some remodel was started.
 - The boiler flue was rerouted in the library to insure fumes will not enter the building.
 - Lyle repaired two pitching machines.
 - Work has begun on a cover and fence around the new freezer/cooler at the SUB.
 - Cleaning and sanitizing daily
- Wichita Falls
 - Repaired entry canopy lights at the west entrance.
 - Painted classrooms at CCC before classes started.
 - Repainted halls that were damaged.
 - Working on the new area for cosmo painting and adding new electrical.
 - Annual fire system tested at CCC and STC.
 - Installed new roof top unit on the south side of CCC.
 - Cleaning and sanitizing daily and nightly.

College Effectiveness – Betsy Harkey

- Annual Action Plans for 2021-2022 were finalized by the end of January. The combined plans will be ready for committee review and approval by mid-February.
- Reports submitted included SACSCOC Annual Enrollment Profile and the Texas Higher Education Coordinating Board CBM 116 Adult Learner Follow-up. This process would not have been successful without contributions from Amanda Raines, Dr. Crandall, and many from Instructional Services. Thank you to all.
- The *History of Vernon College Focus on Student Success* was updated and reviewed by the College Effectiveness Committee, Student Success Data Committee, and the Board of Trustees. It is incredible to see the numerous efforts from Vernon College departments and components to help our students reach their goals of success. For a copy of the document please contact Betsy Harkey.
- The College Effectiveness Committee and Student Success Data Committee were able to successfully take care of business via email for the month of January. TEAMS meetings will be scheduled later in the semester.
- Betsy Harkey delivered Meals on Wheels on January 20th.

Institutional Advancement – Michelle Alexander

- Callee Serrano is starting to solicit for the online auction. If you have an item(s) to donate, please contact Callee at cserrano@vernoncollege.edu. Proceeds from the annual auction are matched 1:1 by the Vernon College General Fund and returned to the College in the form of departmental gifts.
- Callee attended a webinar on Demystifying Diversity.
- Callee attended a webinar on The journey to a major gift.
- Working on preparing the Title III Fifth Year Report
- Completing the First Year Annual Report for CARES Act round 1 funds.
- Filed the second CARES Act Institutional and MSI Quarterly Report

Marketing – Holly Scheller

- Designed video, static posts and doodly ads for onsite registration
- Helped potential students through the process of On-Site registration
- Continued to work and edit CTE brochure (Massive overhaul)
- Sent out Catalog to all department heads for editing. Edits due back February 12th.
- Designed video and static post for Barber Program clients
- Designed video to blast Scholarship deadline
- Working with Crane West on our message for the Fall enrollment season that begins in March
- Working on a static billboard campaign to hit underserved population (thanks to Dr. Crandall for the idea and data)
- Drafted press release on our high ranking Softball Team.
- Worked with Kristin Harris on another great surprise delivery for students (like the cookie drop from December).
- Working with Mary Rivard on promoting Military to RN!

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **Spring 2021 QEP Faculty Training Course.** The Spring 2021 QEP Training Course is currently undergoing edits and modifications. The workshop will run February 12 through April 09 for faculty within the Department of Communication.
 - **Spring 2021 QEP Committee Session Calendar in Development.** The Spring 2021 QEP Committee Session Calendar is currently in development. The committee, comprised mainly of faculty implementing the “Success through Inquiry” QEP initiative, will mainly cover issues related to the continued promotion, implementation, and assessment of the QEP.
 - **Community College Survey of Student Engagement (CCSSE).** Vernon College will disseminate the 2021 [Community College Survey of Student Engagement](#) (CCSSE) during the Spring 2021 term. The CCSSE is a well-established tool that helps institutions focus on good educational practice and identify areas in which they can improve their programs and services for students. Administered during the spring to mostly returning students, CCSSE asks about institutional practices and student behaviors that are highly correlated with student learning and retention. CCSSE serves as a complementary piece to the Survey of Entering Student Engagement (SENSE), with a more broad focus on the student experience.
 - **Community College Faculty Survey of Student Engagement (CCFSSE).** Vernon College will disseminate the [2021 Community College Faculty Survey of Student Engagement](#) (CCFSSE) during the Spring 2021 term. Developed in response to demand from the community college field, the Community College Faculty Survey of Student Engagement (CCFSSE) elicits information from faculty about their perceptions regarding students'

educational experiences, their teaching practices, and the ways they spend their professional time—both in and out of the classroom. Offered as a companion to the CCSSE student survey, CCFSSSE is an online census survey that invites all faculty teaching CCSSE-survey eligible courses at participating colleges to contribute their front-line perspectives on student engagement. With a flat-rate fee regardless of college size, CCFSSSE is an affordable way to create a faculty data set for comparison with student data. Perhaps more importantly, CCFSSSE provides colleges with an effective way to invite faculty into a college-wide conversation about student engagement and success while spurring interest in their CCSSE survey results.

- **Professional Development Highlights**

- **Spring 2021 In-house Professional Development Calendar is posted.** The Spring 2021 In-house [Professional Development Calendar](#) is now posted via the [Professional Development tile](#) on the [Faculty and Staff Page](#). Many activities and events are included—a little something for everyone! Webinars, workshops, and on-demand development opportunities are offered by Association of College and University Educators, NISOD, Achieving the Dream, ERS, The Chronicle of Higher Education, SafeColleges, and Starlink. In addition, employees may investigate upcoming events by clicking on the organizational icons for TCCTA, the Gardener Institute, AAC&U, League for Innovation in the Community College, the National Organization for Student Success, and ISTE. Updates occur monthly.

Human Resources – Jackie Polk

- Personnel
 - Accepting applications for the following FT positions:
 - Assistant Volleyball Coach-VC
 - Daytime Custodian/Maintenance-CCC
 - Accepting applications for the following PT positions:
 - for Fitness Center Front Desk Associate-CCC
 - Retirees:
 - Four January retirees
 - One February retiree
 - One March retiree
 - Terms:
 - One February term

ERP/SIS/Cybersecurity – Ivy Harris

- Participated in three webinars on Cybersecurity advance reporting requirements coming Fall 2021
- Participated in monthly Cybersecurity meetings
- Submitted monthly Cybersecurity reports
- Investigated ADA accessibility standard document requirements
- Researched ADA accessibility training requirements for faculty
- Retrieved POISE data for AVISO
- Continued discussions for SIS implementation systems

DRJ Comments

- Professional reviews are well underway. Thorough and complete professional reviews are one methodology to ensure effective and quality work for our students and communities.
- Please continue to follow COVID-19 health and safety protocols on and off-campus so we can meet our goal of a successful spring 2021 semester for students and employees.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060