

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

- Vernon College Board of Trustees approved to enter an energy savings agreement with Ideal Impact for the Vernon campus, CCC, and STC. Garry, Mindi, Lyle, Carl, and Dr. Johnston have been working with a company for a couple of months called Ideal Impact. The company began by specializing in energy audits and cost savings plans for churches in Texas. The company now has several hundred independent school districts as clients. They are just now entering the community college market—all clients are in Texas. Company employees have been on our campuses performing energy audits—looking at all heating and cooling that uses electricity or gas, thermostats/controls, automatic system control units, associated equipment, lighting, square footage, building plans and auditing our utility bills for the 12 months prior to COVID-19. The company fronts all the cost of improvements and is reimbursed from actual energy savings in an estimate of five years.
- Vernon College, City of Vernon, and Wilbarger County are in discussions with Tyson regarding a proposed tax abatement request from the company. The company is seeking abatement on a \$25 million improvement project. The City of Vernon is the lead entity on the project.
- As the spring semester begins, everyone is reminded of the professional review/evaluation process that takes place each spring. All supervisors should be scheduling professional reviews/evaluation soon.
- Division chairs and others have been in discussions with Vernon ISD, Harrold ISD, and Northside ISD regarding ideals to improve college-going rates of Wilbarger county residents. Initial discussions have produce the following ideas to be explored:
 - VC assistance completing the FAFSA
 - Exploring more local TSI testing or VC assistance with TSI testing
 - Explore more CTE dual credit
 - Automotive
 - Cosmetology
 - Welding
 - HVAC
 - Electrical Systems/Automation
 - Scheduling 2 hour time slots MW and TTH estimated at 1 pm to 3 pm
 - Develop brochure to market Vernon campus CTE to Wilbarger County ISD students
 - Scholarships dedicated to Wilbarger County ISD graduates
 - Scholarships dedicated to Wilbarger County non-traditional age students
 - Recruit for CTE on high school campuses
 - Work with Vernon ISD alternative education plans
 - Open house to promote new Vernon Campus CTE program offerings
 - Additional CTE offered at night for non-dual credit students
 - Grant for VC Advisor housed/rotating to Harrold, Northside, and Vernon locations to assist with FAFSA and college applications
- Significant facility improvements accomplished in 2020 include:
 - VERNON
 - Sheet metal roofing was painted on the Wright library and King Center.
 - The Library and the majority of the Osborne building were roofed.
 - Heaters were replaced in the automotive shop.
 - The gym storage room was converted to a volleyball locker room.
 - The walk in freezer/cooler was replaced at the SUB.
 - Several campus gas lines were replaced and valves installed.
 - Cosmetology shampoo area was upgraded.
 - Updated all offices engaging with students with plexi-glass barriers.
 - Increased the number of sanitation stations on campus.

- Extensive dirt work at the rodeo arena to alleviate long-time drainage issues
- Continued upgrade of the auditorium
- CCC/STC
 - 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.
 - Added an 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 pool at CCC.
 - Added electrical lines to the undeveloped upstairs space.
 - Updated all offices engaging with students with plexi-glass barriers.
 - Increased the number of sanitation stations on campus.
 - Coordinated with the completed Community Health Clinic to install parking spots and signage.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Dr. Elizabeth Crandall, Belinda Alberry, Melanie Milner, and Toni Reagan** volunteered to ring bells on behalf of Vernon College Instructional Services for the Salvation Army Red Kettle Campaign for the 2020 holidays.
- **Brianne George, Tina Duke, Justin Sanders, Anne Patterson, Mike Hopper and Nina Feldman** attended the TACE North Region virtual meeting on December 4, 2020.
- **Nina Feldman** attended the TACE Board Meeting online December 10, 2020.
- **Shana Drury** attended an online TACTE Board Meeting on December 14th.
- **Michelle White and Margaret Kincaid** delivered Meals on Wheels for Instructional Services on December 16th.
- Completion of the Board Accountability Report
- Completion of the 2021-2022 Annual Action Plan
- THECB Approval of the new Court Reporting Program in Continuing Education that began on January 4, 2021.
- Virtual graduation of 27 LVN students
- Delivery of 12 snack baskets to the staff at Wilbarger General Hospital
- Delivery of meals to United Regional COVID Unit
- THECB Approval of new Military to RN program, awaiting approval of BON

Student Services

- **Dean of Student Services Initiatives**
 - Dual Credit, VA and VC2MSU are advising and registering students for Spring 2021
 - Housing completed student check for Fall 2020 and creating Spring 2021 room assignments
 - Housing is assisting with new internet installation at the dorms during Christmas Break
 - Submitted 2021-2022 Annual Action Plans for Dual Credit, VA/Career Services, Testing, Housing and Security
 - Celebrated National Cookie day by handing out 500 cookies to students and employees
 - All areas attended SIS online forms training with Ivy Harris
- **Student Success/Title III Initiatives**
 - Continued Spring 2021 advising using new Student Success Pathway Model.
 - Preparing for new TSIA2 test and corresponding course placement beginning January 11th.
 - Worked with colleagues to implement Aviso, Comevo, and SoftDoc forms.
 - Preparing for final Title III grant report to the Department of Education.
 - Met with Region 9 regarding student success course offerings.
- **Admissions, Records, and Recruiting Initiatives**
 - Campus Connect registration is ongoing. To date, 2014 total registrations have been completed with 655 of those being dual credit
 - Processed 449 new applications for Spring 2021. 104 have registered
 - Processed 152 new applications for Fall 2021.
 - Beginning phases of Parchment Electronic Transcripts and Diplomas
 - Conducted ApplyTexas application workshops at surrounding high schools

- Continued with the evaluation of transfer student transcripts.
- Contacting High Schools regarding Spring 2021 visits.
- **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 December 2020 Financial Aid Blog.
 - Completed the Fall 2020 Satisfactory Academic Progress review.
 - Completed the SB 1210 satisfactory academic progress review.
 - Sent texts and emails to students encouraging them to enroll.
 - Submitted the financial aid draft 2021-2022 Annual Action Plans
 - Texas Educational Opportunity Grant awards reviewed and updated.
 - Completed CARES Quarterly Reporting.
 - Completed and submitted Governor’s Emergency Education Relief (GEER) TEOG report.
 - Completed and submitted Governor’s Emergency Education Relief (GEER) Emergency Education Grant preliminary closeout report.
 - Professional development training of financial aid staff.
- **Safety and Security Initiatives**
 - All officers are constantly enforcing the mask and social distancing rules on all locations.
 - All Clery reporting was completed and tallied for 2020.
 - All buildings and vehicles were secured for Christmas break.

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

- **Business Offices**
 - Christie Lehman attended and GoArmyEd/ArmyIgnite webinar to change all Army third party billing to a new website
 - Christie Lehman attended 2 online 1098T webinars
 - Margaret Kincaid rang the Salvation Army Bell and delivered Meals on Wheels twice.
 - Disbursed 30 day delay loans
 - Filed TACC Local Revenue Survey
 - Filed Administrative Accountability Report
 - Filed Rider 22 report
 - Completed IFRS reporting
 - Completed 19/20 audit
 - Completed monthly COVID-19 cost study
 - Filed state sales tax
 - Paying bills and employees, per usual
- **Facilities**
 - Wichita Falls
 - Installing electrical and sheetrock in the new cosmo area.
 - Replacing light bulbs at CCC and STC.
 - Worked on two roof leaks.
 - Cleaning and sanitizing daily and nightly.
 - Vernon
 - Ray, Paul and Joey cleaned up and organized the shop and warehouse.
 - Ray and Paul removed two 40 ton AC units from D bldg that are set to be replaced.
 - Drained the swimming pool and began cleaning so it can be painted.
 - A door inspection for possible warranty issues was conducted, no issues were found.
 - Cleaning and sanitizing daily
 - Set up Santa house

College Effectiveness – Betsy Harkey

- December was filled with completion of the SACSCOC Fifth-Year Review Committee responsibilities as well as participation in the virtual Annual SACSCOC Meeting. Over the next few weeks, Betsy will be contacting individuals regarding training possibilities from the Annual Meeting for SACSCOC standards.

- Reminder - Final supervisor review and document edits of the Annual Action Plan 2021-2022 Strategic Planning Component are due February 1. Thank you to all who posted drafts by December 18! Please continue to contact Betsy if interested in a training to review the planning process.
- The Texas Higher Education Coordinating Board Institutional Input for the Accountability Report was submitted in December. Thank you to Dr. Crandall and Instructional Services for collecting and providing information for the completion of this report.
- Thank you to all in Instructional Services who have completed and submitted forms for the CBM 116-Adult Student Learner Follow-up Report required by the Texas Higher Education Coordinating Board. The completed forms are being entered in to the THECB portal soon after received. Reminder that the deadline for sending the forms to Betsy is January 11th.
- My wish for all is a very happy, peaceful, and productive 2021 as we work together to meet the needs of our students, constituents, colleagues, families, friends, and as we fulfill our personal goals. Happy New Year!

Institutional Advancement – Michelle Alexander

- Sent Holiday solicitation mailing to more than 1,200 individuals
- Working with students on their 2021-2022 Vernon College Scholarship Applications
- Michelle Alexander led the 2020 Federal Funding Task Force Debrief presentation at the virtual CASE Conference for Community College Grants Professionals, December 3, 2020

Marketing – Holly Scheller

- Analytic tracking, ad buying, research on trends and finally tying up the Presidents Report.
- The BIG deal was #NationalCookieDay! It sounds so simple but running around Vernon and CCC handing out chick-fil-a cookies really lifted spirits. It felt like pre-covid times. It was wonderful. There are photos on our VC facebook, insta, and twitter pages.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **QEP Year Two, Spring 2021 Semester Recruitment Under Way.** Recruitment for the IBL QEP 101 Workshop from the Division of Communication faculty is now under way. Structured in an 8-week hybrid series, “IBL-QEP 101” introduces participants to inquiry-based learning concepts and strategies while leading them through the IBL process. At the conclusion of the training, faculty participants have an inquiry-based learning implementation plan (IBLIP) ready for implementation within their courses for the following term. A mailer has been sent to faculty. Follow-up visits will follow.
 - **Spring 2021 QEP Faculty Training Course.** The Spring 2021 QEP Training Course is currently undergoing edits and modifications. The workshop will run February 08 through April 02 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,

CCFSSE 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 Under Development.** The Spring 2021 In-house Professional Development Calendar is currently under development.

Human Resources – Jackie Polk

- Personnel
 - Accepting applications for the following FT positions:
 - Technical Support Specialist position - CCC
 - Assistant Volleyball Coach - VC
 - Daytime Custodian/Maintenance – CCC
 - Evening/Saturday PBX Operator/Admin Asst- CCC
 - Accepting applications for the following PT positions:
 - Part time Campus Security Officer - VC
 - Fitness Center Front Desk Associate - CCC

ERP/SIS/Cybersecurity – Ivy Harris

- Retrieved first iteration of files from POISE for import into AVISO
- Begin Comevo discussions internally and with Comevo representative
- Sent first iteration of student orientation course to Comevo
- Conducted Softdocs training during the week of December 7-11
- Worked with Mike from Runbiz on system backend configurations for SIS additions
- Continuing with initial system design and scripting for the individual SIS additional programs.
- Participated in six cybersecurity webinars
- Continued working on E-Trieve forms setup, configuration, and routing
- Compiling ADA standards for Spring 2021 implementation
- Preparing for the final Title III annual report

DRJ Comments

- I fully believe the following describes the 2020 highlight for Vernon College
 - Student, faculty, and staff effort, resilience and commitment to meeting educational goals by overcoming the various challenges presented by the COVID-19 pandemic!
 - Thank you to all Vernon College employees
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
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 - Cell – 940-261-0060