

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

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- Draft 3 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 4 will be presented to the Board at the July 14 board retreat and meeting. Included in the budget at this time is:
 - Conservative estimate of tuition and fee revenue
 - 1.5% salary schedule step increase and an additional 1.5% salary increase for a total of a 3% increase in compensation for all employees
 - 1 new van
 - 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
 - Funds for additional roof repair on the Vernon campus
 - Some of the above will be possible due to reallocated HEERF funds claimed for “lost revenue” due to the impact of COVID-19 disruption
- Surprise state funding—in general, the legislative session started off good for the 50 community colleges. The beginning funding was the same in total for community colleges as last session. However, due to statewide enrollment fluctuations, once the funding went through the formula 32 colleges lost funding and 18 gained funding. Several lost \$1-\$2 million for the biennium. Vernon College’s enrollment was down, but not as much as many others percentage wise so Vernon College was set to lose about \$200,000 for the biennium or \$100,000 per year.

TACC began to lobby for “95% hold harmless” meaning a supplemental appropriation to ensure that no college lost more than 5% of the funding it received last session. This was about \$90 million of supplemental funding. This would not impact Vernon College, as we did not lose 5% to begin with. This appeared to have legislative support and made it to the final hours of the higher education appropriations conference committee. In an unrealistic decision, the conference committee decided the supplemental funding was not necessary because of the large influx of funding from federal stimulus money to higher education institutions. Therefore, the “hold harmless” supplemental funds were cut from the appropriation.

The “surprise” is that after that, an east Texas state representative introduced a rider based on metrics none of us had seen, to provide a supplement of \$500,000 each year of the biennium to eleven small, rural colleges. In the last hours of the conference committee, the rider was accepted and eleven colleges, including Vernon College will receive the supplements. So, in short, instead of losing \$100,000 per year for the next two years—Vernon College will receive an additional \$400,000 per year of state funding for the next two years. In the big political picture, this makes no sense—but we will be glad to have it!

- The Vernon College Board of Trustees approved new seating for the King Gym. In addition to a great improvement to the King Center Gym seating for numerous student events, the seating provides the opportunity for large employee meetings with some social distancing. The proposal provides 457 Hussey Maxam Plus seats and the seating is moveable and changeable as needed. The cost is \$176,407 from Specialty Supply and Installation, LLC. The company is a member of several of the Texas state purchasing systems so it does not require a request for proposal or bid.

- The Vernon College Board of Trustees will conduct the annual retreat on July 14 in the Joe Chat Sumner Conference Room at CCC. A regular meeting will follow the morning retreat.
 - 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

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Pharmacy Technician** program has 100% pass rate for 20-21 class
- **Deana Lehman** just learned that New Beginnings (one of the three programs in the pass DEPARTMENT) will receive a \$160,000.00 grant for textbooks, gasoline reimbursement, tutoring, and child care for the 2021-2022 year from **The Priddy Foundation**.
- CE Celebration link was sent out June 10th, 2021.
- **Police Academy** held graduation June 10th, 2021 at Skills Training Center. It was live on Facebook. Congrats to the **15 cadets that completed**.
- **Police Academy**, Graduated **15 students**, which 7 are already employed. Starting counseling Student for the Academy – 11 so far this week
- **Nina Feldman** attended TACE Virtual Board Meeting June 23, 2021 and TACE Planning Committee meeting June 24, 2021.
- **Justin Sanders** attended the TACE Planning Committee meeting June 24, 2021.
- The library would like to invite everyone to view our new [online catalog](#)! Recent updates include a marquee of new books, a virtual bookshelf, and a user-friendly search interface.
- **Demo of Complete Anatomy** for Biology, Nursing, EMS, Dental Assisting
- **Hired new HVAC instructor** – Nicholas Pruitt
- **Hired new English instructor at CCC** – Sarah Stewart
- New **LEAD course training** of instructors
- **Reskilling grant webinar**
- **Perkins grant awards assignment**
- **Dr. Crandall and Melissa Moore** attended the THECB P-16 College Ready Conference
- **Ruth Rascon** attended the TXHIMA Conference in Austin, TX Jun 19th-21st

Student Services

Dean of Student Services Initiatives

- Housing/Student activities including:
 - Deep Cleaning all rooms while furniture is out
 - Removed old furniture
 - Inspecting Rooms for summer Repairs
- VA/Career Services
 - Advising students for Summer and Fall
 - School Certifying Officials Training June 16
 - SAFB Job Fair at CCC June 24
 - Multiple mock interviews and resume building workshops with students

- Dual Credit
 - Working on degree plans for students with 12+ hours
 - Registering and advising for Fall 2021
- Testing
 - TSI2 testing
 - CCC Room 610 for overflow testing completed
 - Testing Center Policy Manual updated and submitted for Board approval
- Dean of Student Services
 - Student Handbook sent to Marketing for SmartCatalog input
 - Searching for new physician for Vernon Campus health clinic

Admissions, Records, and Recruiting Initiatives

- Summer 2021 classes began on Tuesday, June 1, 2021
- TSIA2 scores are now uploaded directly into POISE
- College Access Coordinator is actively tracking Fall 2021 applicants. She is offering 30 minute Q & A sessions to help with the enrollment process.
- Maria Servin, Delilah Fowler, and Amanda Raines participated in the THECB p-16 Professional Development
- Continue to work with Ivy and Criquett on Aviso Data Validation
- Working with Coach McIntosh on new international baseball recruits
- Processing applications, transcripts, and meningitis vaccinations for all Fall 2021 prospective students
- Transitioning all KINE courses to PHED courses to align with the Academic Course Guide Manual
- Built all 2021-2022 degree audits in POISE. They can now be used for advising purposes.

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.
- Posted the Financial Aid Blog for June 2021.
- Completed on-line Financial Aid Awareness Week.
- Reconciled 2020-2021 Federal Work-Study and Texas Work-study.
- Posted 2021-2022 academic scholarships.
- Posted 2021-2022 athletic scholarships.
- Completed our HEERF III Act Emergency Student Aid 30-Day Report
- Completed 2020-2021 Texas Educational Opportunity Grant satisfactory academic progress.
- Posted 2021-2022 academic scholarships.
- Posted 2021-2022 athletic scholarships.
- Completed 2019-2020 Direct Loan Closeout.
- Started 2020-2021 independent audit.
- Started 2020-21 Financial Aid Database (FADB) Report 2.

Safety and Security Initiatives

- Prepared the officer schedules for the month of July.
- 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.

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

Business Offices

- Refunded Summer and Summer I financial aid money to students.
- **Christie Lehman & Malinda Fleming** attended the JAM online conference as well as an online collections on webinar.
- Worked with Run Business Solutions to complete the Safety and Security Audit.
- Updated financial profile for SACSCOC.
- Posted and received bids for new depository agreement.
- **Ann Schultz** has been training with Ideal Impact on HVAC software.
- Continually tracking HEERF expenses and calculating lost revenues.
- Drew down remaining funds provided in HEERF II.
- **Margaret Kincaid and Malinda Fleming** delivered Meals on Wheels.

- **Mindi Flynn** attended the spring TACCBO conference and business officers meeting.
- Working on Draft 4 of the 2021-22 budget.
- Filed state sales tax.
- Paying bills and employees, per usual.

I.T.

- Room 610 CCC is being set up as a testing overflow area.
- Replenishment computers are being imaged before installation

Facilities

- **Vernon**
 - Replaced AC compressor at the library.
 - Rerouted plumbing and replaced hydrants at the rodeo arena.
 - Air conditioning was repaired, ceiling replaced and floors stripped at the Bi-Fork building.
 - Sprinklers were replaced in the quad with an automated system and irrigation problem areas were repiped.
 - Repaired suspension and tires on Bus 2.
 - Removing old furniture from dorms.
 - Striping and waxing floors in dorm rooms, while cleaning and servicing ACs in each room.
 - Working on HVAC units as needed.
 - Gathering quotes from several vendors for summer projects.
 - Cleaning and sanitizing daily.
- **Wichita Falls**
 - Cleaned out condensation lines on HVAC units at CCC.
 - Repairing and replacing HVAC units as needed.
 - Replacing broken heads on the irrigation system at CCC.
 - Testing emergency systems, as required by State of Texas.
 - Repairing and repainting walls at CCC.
 - Mowing weekly and landscaping at CCC and STC
 - Cleaning and sanitizing daily and nightly

College Effectiveness – Betsy Harkey

- **Data –**
Data Management Dictionary – Thank you to all who provided information to update this useful resource.
Key Performance Indicators of Accountability – High School to College requested data was received from the Texas Higher Education Coordinating Board. The related Vernon College KPIA will be updated in July.
- Texas Higher Education Coordinating Board Licensure Report submitted. It will be certified following review for questions/edits.
- **SACSCOC –**
Annual Financial Profile submitted. Thank you to Mindi Flynn for providing the data.
SACSCOC Portal for Vernon College information was reviewed and updated. This is an ongoing process.
Substantive changes continued to be monitored through the SACSCOC portal.
- Communication/shared updates and news continues via email with the College Effectiveness and Student Success Data Committees through the summer. Thanks to all who review the information and participate in tasks as needed

Institutional Advancement – Michelle Alexander

- Callee Serrano continued working on data migration into RENXT
- Michelle Alexander participated in Seminar 7 of the CASE Conference for Community College Grant Professionals on June 3
- Work continues on 2021-2022 Academic Scholarship Awards
- Michelle attended the annual Martin Luther King, Jr. Scholarship Committee on June 10

Marketing – Holly Scheller

- Created and posted CTE in Vernon posts
- Shared Delilah's amazing transcript request "how to" video
- Worked on yard signs for Sputter Park event (teaming with City Hope Church/Rolling Plains)
- KFDX segment prep and shoot
- Learned Adobe Premiere through training videos
- Worked with Student Services/Testing/Admissions on Hall Pass and one sheet to move students through the process

- Beginning to move current student handbook into smart catalog.
- Press releases went out for CTE programs in Vernon and our Rodeo student.
- Pulling social analytics for review
- Creation of lots of ads for culinary open house/ career services/ promoting the virtual tours
- Met with Rolling Plains on collaborative project to help reach underserved population. The Yes You Can project, which will need marketing materials
- Pulled video for CTE recruitment video
- Attended/ photographed Police Academy Graduation

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **QEP Year Two Report.** The QEP Year Two Report is now in development.
 - **EP Year Three Cohorts.** The QEP Year Three Cohort consists of the Social and Behavioral Science Department. Recruiting is now underway.
 - **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.](#)
- **Professional Development Highlights**
 - **TCCTA 2021 Leading from the Middle Conference.** Seven Vernon College employees are set to attend the [TCCTA 2021 Leading from the Middle Virtual Conference](#). Set for July 12-13, 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.
 - **SACSCOC Virtual Institute on Quality Enhancement and Accreditation.** Five Vernon College employees are set to attend [the SACSCOC Virtual Institute on Quality Enhancement and Accreditation](#). Set for July 19-22, 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 are slated to attend.
 - **Summer 2021 PD Calendar.** The updated [Summer 2021 In-house Professional Development Calendar](#) is posted (July and 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
 - Internal Transfer
 - Paul Frommelt transfer *from* Maintenance Specialist *to* Housing Maintenance Supervisor, effective July 7th, 2021
 - Employment
 - Ramon Amador, Custodial Technician – Vernon Campus effective June 6th, 2021
 - Brianna Chapman, Classified II/Switchboard position- Vernon, effective June 15th, 2021
 - Devin McIntosh, Head Baseball Coach – Vernon, effective June 15th, 2021
 - Nicholas Pruitt, HVAC instructor – STC – effective July 12th, 2021
 - Sarah Stewart, English Instructor – CCC – effective August 16th, 2021
 - Resignations
 - James Nordone, COVID-19 Case Investigator, June 30, 2021
 - Donna Rich, Part time Nursing Administrative Assistant-Vernon Campus- June 23, 2021
 - Amber Hunsaker, PASS Center Coordinator, Century City Campus- August 6, 2021
 - Trent Troxell, Assistant Baseball Coach, Vernon Campus- August 2021
- Sending out reappointment letters and working on 2021-2022 employee contracts

ERP/SIS/Cybersecurity – Ivy Harris

- **ADA**
 - Participated in three ADA webinars
- **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
- **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 for Criquett, Amanda, and myself. We also begin the process of data validation. 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**
 - 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.

DRJ Comments

- In preparation for a safe and successful fall semester, Vernon College encourages all unvaccinated students and employees to take advantage of COVID-19 vaccination opportunities. In addition, students and employees are reminded to monitor their health for COVID-19 symptoms and to remain off campus and out of class if such symptoms exists. Classroom and workplace attendance is vital for a successful semester, so this balance of decision making is important for all students and employees. Students should always initiate contact with instructors when a health related class absence is necessary and employees should be in contact with a direct supervisor. Students and employees should report any COVID-19 related positive case or exposure to the appropriate health authorities and to the appropriate Vernon College contact. Vernon College students should report to Dona Crow at dcrow@vernoncollege.edu and Vernon College employees should report Dr. Crandall at lisa.crandall@vernoncollege.edu
- I look forward to a great fall enrollment and a successful semester for all.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060