

**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 administrative team has worked hard on draft two of the 2021-2022 budget. Several expenses have been reduced or eliminated and other changes have been implemented. We have estimated 7.5% reduction in tuition and fee revenue as enrollment is hard to estimate for next year. Even though we have reduced expenditures over \$500,000, draft two still has over \$200,000 more of expenses than revenue at this time. We are continuing to look for additional expenditure reductions and will review all revenue estimates. Draft two tax revenue is based upon the estimated effective “no new taxes” rate. Draft two includes the following expectations:
  - Conservative estimate of tuition and fee revenue
  - 1.5% salary schedule step 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
    - Some of the above will be possible due to reallocated HEERF funds claimed for “lost revenue” due to the impact of COVID-19 disruption
- A topic of discussion has been continuation of the Vernon on-campus limited-hours health clinic for students and employees. The clinic has been in operation for several years, but the current doctor who provides oversight to the clinic is retiring. The College will begin finding a replacement so the clinic can continue operation.
- The annual Vernon College Board of Trustees retreat is scheduled for July 14 at 9:00 am in the Joe Chat Sumner Conference Room at the Century City Center. Proposed topics include:
  1. Facility tour
  2. Based on input received from the January 2021 Board Reflection Survey
    - Board Policy review
    - Participation in National Associations/Conferences
    - Operations
    - Facilities
    - Student Success
    - State Legislative session
  3. Impact of HEERF I, II, III on Vernon College
  4. 2021-2022 budget discussion
  5. Tax Rate review
    - Effective Tax rate/“Non new tax” rate
    - Roll-back Tax rate
    - Tax levy
  6. Revenue/Expense by location review
  7. Lunch at noon with the regular scheduled board meeting at 1:00 pm.
- The first quarterly report for energy savings from Ideal Impact was very positive. Please forward any comments or concerns to your supervisor.

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

- Vernon College, in conjunction with Wichita Falls Fire Department held the **Fire Academy graduation** for 11 students, 9 of those students were offered positions with the WFFD on May 6, 2021. **Rusty Downs and Nina Feldman** attended the graduation.
- **Mike Hopper** attended the Texas Jail Association Conference in Austin May 10-14, 2021.
- On May 12, 2021 **Mike Hopper** and some of the cadets from the Vernon College Police Academy participated in the Santa Rosa Rodeo parade driving the academy police cars.
- Also on May 12 several Vernon College employees and their children participated in the Santa Rosa Rodeo parade on the Vernon College “Careers In the Making” float representing several of the programs offered at Vernon College including from Instructional Services: **Virginia Amador, Deana Lehman, Roger Blackmon, Anne Patterson, and Shana Drury.**
- On Friday, May 14<sup>th</sup> Vernon College held the **ADN Pinning** for 87 graduates.
- May 18<sup>th</sup> **Mike Hopper** hosted a Glock Armorer School at Skills Training Center, at which he was able to attain recertification.
- **Mike Hopper, Tina Duke, Justin Sanders, Elizur McLaughlin, Elisha Wehrwein, Shani Page, Mark Holcomb, and Nick Long** attended and Adulting Day at Vernon Boys and Girls Club on May 19<sup>th</sup>.
- Vernon College **Surgical Technology Program** featured in the PeriopSimVR April Newsletter, for implementation of Virtual Reality software for student lab training and pre-clinical experience.
- **Phi Theta Kappa** raised over \$4,000 for Peers Against Tobacco Initiative. This is the seventh year participating in this program that is funded by the University of Texas.
- **Phi Theta Kappa** provided funds for the “Hungry Hearts” food drive for K-12 Archer City to have meals in the summer.
- **Phi Theta Kappa**, in conjunction with Assent realty, donated \$16,500 to Haynes Elementary School to purchase a new playground, a plan is under way to provide the same assistance to Lamar Elementary School.
- **Crystal Tate, Dr. Donnie Kirk, and Dr. Elizabeth Crandall** completed a National Certification Faculty Developer course for teaching online and hybrid courses.
- **Dental Assisting** had a 100% pass rate on the Registered Dental Assistant licensure exam.
- **Medical Assisting** had a 83% pass rate on the Certified Clinical Medical Assistant and Certified Phlebotomy Technician licensure exams.
- **Kids College** took the stage on KFDX twice in May! Spread the word Kids College has face to face, online and to go options.
- **Nina Feldman** will participate in the Barwise student job fair on May 26, 2021.
- Presenting GradCast and LEAD1100 Work Ethic information to advisors.
- Police Academy was awarded a \$34,000 grant from Nortex for a new simulation machine; finished first for an extension package for \$56,000 for the CJ grant, State of Texas, to be awarded October 1, 2021.
- VC is part of a Perkins Leadership consortium consisting of Temple College, North Central Texas College, Lee College, and Coastal Bend College. We will take part in training provided by the National Alliance for Partnership in Equity (NAPE) *Leading for Equity and the Program Improvement Process for Equity*. Serving from VC: Shana Drury, Criquet Scott, Colleen Moore; Delilah Fowler, Holly Scheller
- Holding an Outside Barber Event on June 5 at CCC to gather interest in the program and to build clientele.

## Student Services

### **Dean of Student Services Initiatives**

- Housing/Student activities including:
  - Finals snacks
  - Dorm Check Outs
  - Removing old furniture
  - Inspecting Rooms for summer Repairs
  - Student Resident Handbook updated
- VA/Career Services
  - Advising students for Summer and Fall
  - LEAD course training
  - NTWS Job Fair at CCC
- Dual Credit
  - Working on degree plans for students with 12+ hours
  - Registering and advising for Summer 2021 and Fall 2021

- Testing
  - TSI2 testing
  - HESI testing
  - Working with Instructional Services to retrofit room 610 for overflow testing to be shared by Special Services and Testing
- Dean of Student Services
  - Honors Program certificates mailed to 78 students
  - Catalog updates completed
  - Student Handbook updates completed
  - Student Resident Handbook completed
  - Thank you to all staff for assisting with Vernon College Graduation

#### **Student Success**

- Reminder: Walk-in advising is available daily for those students not wanting to wait for an appointment or unable to connect with their advisor (including CTE).
- Eleven Peer Mentors have been selected for the Fall 2021 Registration Period. They are currently offering assistance to 366 students who have applied to VC but have yet to enroll.
- The Student Success Specialists are creating 2021-22 degree plans for advising use.
- Advising continues for Summer II and the Fall semester; Academic Coaching and STEPS (Striving to End Probation Status) begin next week for Summer students.

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

- Posted grades for Spring 2021
  - 180 students were placed on Academic Probation
  - 83 students were placed on Academic Suspension
- May 2021 Graduation was a HUGE Success! Thank you to everyone making it a great night!
  - 190 AA/AS/AAS/AAT degrees were awarded
  - 52 Certificates of Completion were awarded
- Summer 2021 Onsite Registration was held May 25<sup>th</sup> and 26<sup>th</sup>
- Summer 2021 classes began on Tuesday, June 1, 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.
- Posted the Financial Aid Blog for May 2021.
- Completed Satisfactory Academic Progress (SAP) review for Spring Semester.
- Completed SB 1210 tuition and exemption satisfactory academic progress review for the Spring semester.
- Posted 2021-2022 academic scholarships.
- Posted 2021-2022 athletic scholarships.
- Updated the 2020-2021 College Financing Plan
- Completed 2020-2021 Supplemental Educational Opportunity Grant reconciliation.
- Completed 2020-2021 Texas Educational Opportunity Grant reconciliation.
- Completed 2019-2020 Pell Grant closeout.
- Completed HEERF II Quarterly Reporting.
- Processed pass-thru scholarship refunds.

#### **Safety and Security Initiatives**

- Prepared the officer schedules for the month of June.
- 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.
- Graduation went well no problems to report.

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

##### **Business Offices**

- Continually tracking HEERF expenses and calculating lost revenues.

- **Margaret Kincaid** lead a “Stacking Cash” presentation at the Boys and Girls Club of Vernon’s 2<sup>nd</sup> annual Adulting Day.
- Authorized audit form 1295 with the Texas Ethics Commission.
- Updated financial portion of KPIAs
- Mailed out depository bid contracts to local banks.
- Updated Governmental Units Survey for US Census Bureau
- Continually tracking HEERF expenses and calculating lost revenues.
- Drew down MSI funds provided in HEERF II.
- **Christie Lehman & Margaret Kincaid** helped build the parade float and rode on float.
- **Mindi Flynn** starred as Chappy the Chaparral in the Santa Rosa Parade.
- **Malinda Fleming** welcomed her first grandbaby, Brayleigh Kate on May 3, 2021.
- Working on Draft 3 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.
- **Donna Turney** assisted with summer registration at CCC.
- Replenishment computers are being imaged before installation.
- Upgrading servers after hours.
- Updated Microsoft Campus agreement.

#### **Facilities**

- Vernon
  - Hired **Corey Camacho** as the new grounds technician.
  - Removed metal siding from stalls of rodeo arena to prepare for new wall construction.
  - Installed cosmetology workstations in lab after removing old stations and stripping floors.
  - **Joey Lama** helped build the float for the Santa Rosa parade.
  - Valves and controller were installed for automatic irrigation in the quad
  - Removed ceiling in the Bi-Fork building.
  - Gym floor has been refinished.
  - Fenced in an area for equipment storage at the softball field.
  - Removing old furniture from dorms and cleaning all dorm rooms.
  - Retrofitted baseball fieldhouse exterior lights with LED.
  - Tested all fire alarms.
  - Working on HVAC units as needed.
  - Gathering quotes from several vendors for summer projects.
  - Cleaning and sanitizing daily.
- Wichita Falls
  - Repaired entry way canopy lights.
  - Replaced a door control panel at CCC.
  - Installed cosmetology workstations in lab after removing old stations.
  - Removed shelving from wall, textured and repainted walls, then installed new mirrors in cosmetology.
  - Repainted handicap ramps.
  - Installed floor mats in gym to cover old carpet.
  - Painted the aerobics room at the gym.
  - Mowing weekly and landscaping at CCC and STC
  - Cleaning and sanitizing daily and nightly

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

#### **Institutional Effectiveness**

- The Board of Trustees reviewed the preparation process for the SACSCOC Fifth-Year Report during their May meeting.
- Data – Key Performance Indicators of Accountability (KPIA), along with related Benchmarks, updated and posted to the Vernon College website during late April and May were Budget, Licensure/Certification, Continuing Education Funded and Contract Training, Percent of Contact Hours Taught by Full-Time Faculty, and Course Completion Success. KPIA updates will continue as data is provided or made available.

- Pathways data was provided for review and to determine future needs.
- Be sure to contact Betsy Harkey with targeted data requests.

### Institutional Advancement – Michelle Alexander

- Callee Serrano participated in the Blackbaud Raiser's Edge webinar "The Life Cycle of an Event"
- Callee delivered Meals on Wheels for the President's Office.
- Michelle Alexander participated in the CASE webinar "Catching Up with Capitol Hill: Federal Policy Issues Affecting Community Colleges."
- Michelle participated in the Hope Center's webinar "#RealCollege, Lone Star Edition: Meeting College Students' Basic Needs in Texas."
- Michelle participate in the CASE webinar "NSF Opportunities for Community Colleges."
- Continued work on 2021-2022 Academic Scholarship Offers.
- The final report was submitted to the Texas Higher Education Foundation and we received our grant closeout letter.

### Marketing – Holly Scheller

- Created ads for Onsite Registration
- Helped with graduation set up
- Attended Adulting Day at the Boys and Girls Club of Vernon
- Worked with Shana on concept for CTE recruiting video
- Designed and placed new static billboards to promote "Get Ahead" campaign.
- Site are being worked on for improvement
- Shared our Employer based job board
- Created mailer and ads for Dual Credit Wilbarger County
- Published the Catalog online, preparing for print version through a new printer
- Took Nursing Pinning pics and edited for social
- Ironed out Pathways website with Criquett.
- Commercial Shoot for "Thank you Vernon" ad
- Designed and printed "Post Your Proud Moment" card to mail out with Kristin's Honor Awards
- Approved and placed "thank you" ad for the auction sponsors

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

- **QEP Highlights**
  - 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 Social and Behavioral Science Department. Recruiting is now underway.
  - **Community College Survey of Student Engagement.** [The Community College Survey of Student Engagement](#) closed on May 12. Of the 1761 invitations sent via Canvas to eligible students, 176 completed the survey.
  - **Community College Faculty Survey of Student Engagement.** [The Community College Faculty Survey of Student Engagement](#) closed on May 12, 2021. Of the 125 faculty who received the survey invitation, 91 completed the survey (yielding a 72.8% response rate).
- **Professional Development Highlights**
  - **Spring 2021 Professional Development Survey.** This yearly survey serves as a metric in determining how well the PD team is developing, promoting, and offering in-house, mission-essential professional development opportunities for staff and faculty at Vernon College. Collectively, all 50 participant-responses to the Spring 2021 PD Survey will positively impact the development and implementation of the 2021-2022 PD events and calendars! Winners of the Spring 2021 PD Survey drawing include **Chelsey Henry**, Coordinator of Career Services & Veterans Affairs—Vernon Campus; **Linda Haney**, Administrative Assistant/Instructional Services—Century City Center; and **Sharon Wallace**, Computer Information & Science/ Networking instructor—Skills Training Center. Each winner from the drawing is receiving a \$25 Chaps Cash Gift Card!
  - **Summer 2021 PD Calendar.** The [Summer 2021 In-house Professional Development Calendar](#) is now posted (June and July dates currently) for your viewing consumption. The calendar is posted via the [Professional Development tile](#) on the [Faculty and Staff Page](#). Look for upcoming virtual and live events including volunteering opportunities with Meals on Wheels and the Wichita Falls Area Food

Bank. In addition, look for staff development course titles including [customer service](#), [effective communication](#), [supervision and management](#). Updates occur monthly. Let Donnie Kirk know if you have any events that might qualify as PD for posting!

### **Human Resources – Jackie Polk**

- Personnel
  - New Hires
    - Kristian Maldonado, Custodial Technician – Century City Center
    - Corey Camacho, Grounds Technician – Vernon Campus
    - Harli Adams, Classified III/Administrative Assistant to VP of Instruction
    - Edna Story, Classified II/Switchboard/Receptionist – Vernon
    - Corey Camacho, Grounds Technician – Vernon
    - Kaycee Denny, Student Success Specialist – CCC
  - Resignations
    - Ronald Crone, Nursing simulation Lab Assistant Coordinator, Century City Center
    - Dr. Justin Blackwell, Math Instructor, Century City Center
    - Samuel Hayden, Head Baseball Coach, Vernon Campus
- Numerous open positions to fill
- Employee Handbook 2021-2022 revisions are being made for Draft 2

### **ERP/SIS/Cybersecurity – Ivy Harris**

- **ADA**
  - Submitted accessibility standards for implementation in Summer 2021 semester that were approved by the Board of Trustees during the April 2021 meeting
  - Participated in three ADA webinars
- **Cybersecurity**
  - Participated in six 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 five 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.

### **Athletics**

- Interviewing for Head Baseball Coach position.
- Rodeo: Marty and Will Barrows will be in Casper, Wyoming for CNFR June 11<sup>th</sup>-19<sup>th</sup>
- Softball and Volleyball are recruiting

**DRJ Comments**

- The graduation ceremony conducted at Kay Yeager Coliseum on May 20 was an outstanding success for students, employees, and family members. A large thanks to all Vernon College employees who made it possible. Thanks to everyone for their participation.
- 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