

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 Board of Trustees reviewed draft 1 of the 2021-2022 budget on April 14. A budget is simply an estimate of a series of choices. Most revenue is stable, but it is a struggle to estimate the tuition and fee revenue for 2021-2022 because of the COVID-19 related unpredictable enrollment. It will be a conservative estimate. We do have a very good estimate of property taxes for next year. I do think we will come out of the legislative session with similar state funds as the past two years. Draft one has quite a bit more expenses than it does revenue. All expenses will be scrutinized, as draft 2 is prepared.
- The 2021-2022 Annual Action Plan was reviewed and approved by the Board of Trustees. The planning process continues to improve and strengthen the institution. The process has continued to be enhanced with input from board members, faculty, and staff. The planning process produced an annual action plan for 2021-2022. All employees have been strongly encouraged to participate in the process. The College Effectiveness committee has met monthly to monitor assessment activities and to promote the planning process. Betsy Harkey gave the board an update/review of the planning process. The planning process has produced a Technology Plan, a Personnel Plan, a Facility Plan, and an Institutional Improvement Plan. All of these combined produced the Annual Action Plan. Each is important as we budget for future needs of the College.
- The Board of Trustees approved the application for a Massage Therapy Program. Vernon College (VC) is applying for a Continuing Education Certificate in Massage Therapy (572 contact hours). The 9-month program is scheduled to begin in fall 2021. With local and national demand for this career, the program will be open to a maximum of 12 students per cohort. This program will be offered at the VC Century City Center location. Students who complete this program and pass the Texas Department of Licensing and Regulation certification/licensure exam will be eligible for job opportunities as a Licensed Massage Therapist (LMT) in spas, franchised clinics, physicians' offices, hotels, and fitness centers; thus providing the workforce with educated and trained individuals every year and keep a high demand for these occupations. The U.S. Department of Labor reports median ranges of salary may begin at approximately \$42,820, and jobs are expected to grow 21 percent 2019-2029, which is faster than the average for all occupations.
- The annual Board of Trustees board retreat is scheduled for July 14. Some of our board members have not seen much, if any, of the Century City Center. The retreat will be in the Joe Chat Sumner Conference Room at CCC. The retreat will begin with a campus tour at CCC. . Lunch at noon with the regular scheduled board meeting at 1:00 pm.
Topics:

1. 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
2. Impact of HEERF I, II, III on Vernon College
3. 2021-2022 budget discussion
4. Tax Rate review
 - Effective Tax rate
 - Roll-back Tax rate
 - Tax levy
5. Revenue/Expense by location review

Instructional Services – Dr. Elizabeth Crandall, Vice President

- **Mike Hopper:** was awarded a \$34,000 simulator for a grant from NORTEX.
- **Mike Hopper** finished first for an extension package for \$56,000 for the CJ grant, State of Texas, to be awarded October 1, 2021.

- **Shana Drury, Mary Rivard, Dr. Elizabeth Crandall, Mark Holcomb, Nina Feldman and Mike Hopper** attended TACTE Virtual Conference April 7-8, 2021
- **Katrina Gundling, Lisa Pickett, and Aubri Forbis** attended the Pharmacy Professionals Virtual Conference, April 9-11, 2021.
- **Nick Long and Brain Deason** attended the Texas EMS Educators Summit in Corpus Christi, Texas April 13-17, 2021.
- **Nina Feldman, Justin Sanders, Anne Patterson, and Tina Duke** attended TACE Virtual Conference April 14-16, 2021. Nina Feldman named Vice President for TACE 2021-2023. Justin Sanders planning committee member TACE 2021-2022
- **Judy Ditmore and Shana Drury** delivered meals on wheels for Instructional Services on April 21, 2021
- **Continuing Education** welcomes Russell Sheppard as new Fire Instructor for VC Fire Academy @ Burkburnett High School!
- **Vernon College** had several volunteers for Cajun Fest 2021 in downtown Wichita Falls; the volunteers from Instructional Services were **Cecil and Tina Duke, Brianne George, Donnie Kirk and Dr. Elizabeth Crandall.**
- **Brenda Elbert** attended Toni & Guy's Clipper Techniques in Addison, Texas on April 26 and 27.

Student Services

Dean of Student Services Initiatives

- Housing/Student activities including:
 - Student Activities included Bingo Nights, Movie Nights, Easter Egg hunt, video game tournament
 - New student room furniture ordered
 - Processing Fall 2021 housing applications
 - Accepting Fall 2021 RA applications
- VA/Career Services
 - Cross training staff/completing Required VA webinars and training
 - Advising students for Summer and Fall
 - Attended 2021 TACVPO training
- Dual Credit
 - Dual Credit New Student Orientation filming and editing
 - 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
 - Catalog Updates
 - Completed Discipline Evaluations

Student Success

- Academic advising is mandatory for all students enrolling in Summer or Fall 2021. Those students needing an advisor should be directed to Renee Ritchie. As a reminder, walk-in advising is available each working day on both the Vernon campus and Century City Center location.
- New Student Orientation is required of each new student to Vernon College and is currently offered online.
- Eleven Peer Mentors have been selected for the 2021-2022 year with training in progress. They will be mentoring prospective students as they navigate the process from application to enrollment.
- Kelly Peterson and Criquett Scott participated in the virtual Texas Guided Pathways Institute #3 focusing on transfer.
- Student Success Advisors (staff and faculty) participated in a Career Coach training hosted by the company on April 21, 2021.
- The final Title III Annual Performance Review was successfully submitted on April 6, 2021. A huge THANK YOU to all those who contributed to the success of the grant!

Admissions, Records, and Recruiting Initiatives

- Preparing for May 2021 graduation
- Participated in the Aviso training
- Summer 2021 and Fall 2021 is now open for all eligible students
- Processing applications, TSI scores, change of majors, and TSI exemption forms
- Sending graduation information out to students
- Completed all Consumer Information and Student Right to Know
- Sent Consumer Information Email to all currently enrolled students
- Recruiting is moving forward with a Vernon College virtual tour.

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 of eligible applicants.
- Awarded Higher Education Emergency Relief Fund (HEERF II).
- Posted the Financial Aid Blog for April 2021.
- Completed assessment activity reports.
- Completed and submitted Governor's Emergency Education Relief (GEER) TEOG monthly report.
- Distributed the annual student loan debt disclosure.
- Conducted Financial Aid Awareness week activities.
- Completed and posted the Spring 2021 issue of the Financial Aid Times.
- Updated Financial Aid webpages.
- Updated Federally Mandated Consumer Information requirements.
- Validated the 2020-21 Financial Aid Database (FADB) Report 1.

Safety and Security Initiatives

- Prepared the officer schedules for the month of May. All 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.

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

Business Offices

- \$712,500 of HEERF II funds was disbursed to students.
- Financial information was updated in IPEDS.
- Billing information for summer and fall registration was updated in POISE.
- Draft 2 of the 2021-22 budget was prepared and ready to present to the Board.
- Payment information and testing was completed with Acadeum.
- Continually tracking HEERF expenses and calculating lost revenues.
- **Cindy (Henry) Hotz** married Frank Hotz in Las Vegas, Nevada on 4-3-21!
- **Christie Lehman & Cindy Hotz** delivered Meals on Wheels for Administrative Services.
- **Mindi Flynn** attended the Vernon Chamber of Commerce Spring Fling.
- **Rhonda Knox** welcomed a granddaughter, Josey Bell, on April 19. Parents are former VC students, Bryan Knox (rodeo 2007-2008) and Rayna Chambless-Knox (volleyball 2007-2008)
- Filed state sales tax.
- Paying bills and employees, per usual.

Facilities

- Vernon
 - Hired **Steven Kajs** as the new grounds supervisor.
 - Replaced the mats in the baseball locker room.
 - Installed a new bench in the softball dugout, as well as a fence around the softball storage area.
 - Cleaned venthood in the SUB.
 - Fire alarms were tested in all buildings.

- New HVAC were installed in D building. Work has continued with James Lane to make sure they are cooling properly.
- The grounds crew trimmed trees that had been damaged in the ice storm.
- The grounds crew has cleaned up flowerbeds and replanted new items in many of them.
- Gathering quotes from several vendors for summer projects.
- Cleaning and sanitizing daily.
- Wichita Falls
 - Repaired the water line in the welding shop that feeds the jail annex.
 - Replaced the lights under the southwest entrance of CCC.
 - Installed new carpet in Room 610 at CCC.
 - Assembled new work stations for cosmetology.
 - Installed new rubber flooring on the stairs in the gym at CCC.
 - Helped employees move back into offices and classrooms after construction was completed.
 - Mowing weekly and landscaping at CCC and STC
 - Cleaning and sanitizing daily and nightly

College Effectiveness – Betsy Harkey

Institutional Effectiveness

- The Board of Trustees approved the 2021-2022 Annual Action on the April 14, 2021. Thank you to all involved in the planning process for your hard work.
- SACSCOC – In preparation for the Fifth-Year Report, the Institutional Summary was updated and shared with members of the College Effectiveness /SACSCOC Oversight Committee for review and additional input.
- Data – Key Performance Indicators of Accountability (KPIA), along with related Benchmarks, updated and posted to the Vernon College website during April were Transfer, Financial Aid, FTE Student /FTE Faculty, Placement and Completion, and Milestones/Success Points. As each KPIA was updated and posted, it was shared with the Student Success Data Committee and College Effectiveness Committee for review.
During the next few weeks, KPIA updates will continue as data is provided or made available. In addition, other requested data is on the to-do list for May. Be sure to contact Betsy Harkey with targeted data requests.

Institutional Advancement – Michelle Alexander

- Callee Serrano delivered Meals on Wheels
- Callee decorated table for the Vernon Chamber's Spring Fling
- Callee attended Raisers Edge Report Builder Boot camp
- Callee attended "Positioning the Role of Alumni" webinar
- Work continues migrating donor records into RENXT
- Michelle Alexander submitted grant requests to the Greater Texas Foundation and the Roy and Gretta Hogan Foundation
- The final Title III report was submitted to the Department of Education
- The Quarterly CARES Act Report (HEERF I) was posted
- Michelle is serving as a member of the 2021 CASE Federal Funding Task Force Leadership Team
- Michelle participated in the North Texas Area United Way monthly meeting and serves as the Co-chair of the Governance Committee
- The Vernon College Foundation held its Quarterly Meeting in Vernon on July 15

Marketing – Holly Scheller

- Finalized media buys and social placement for our new "Get Ahead with Vernon College" ad campaign which will run from now until August highlighting summer enrollment as well as fall. We have already seen some nice click through to website engagement from the new ad.
- Continue to work on all the page redesigns on our website; dual credit, vets and pathways.
- Commercial Shoot for a Vernon campus specific ad
- Completed Draft 1 and sent out Final Draft 2 of the catalog
- 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
- Designed and placed new static billboards to promote "Get Ahead" campaign.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **Spring 2021 QEP Faculty Training Course Concluded.** The Spring 2021 workshop for faculty within the Department of Communication successfully concluded on Friday, April 16. Congratulations to Brandy Lowery, English Instructor; Sharon Bly, Art Adjunct Instructor; and Sarah Stewart, English Adjunct Instructor! Each completed the 4-unit workshop and professionally presented their IBL lesson plans for implementation in the Fall 2021 term!
 - **Spring 2021 QEP Implementers.** Spring 2021 QEP Implementers are in the final stages of implementing their QEP lesson plans this term. Implementers submit student work artifacts and complete an end-of-term survey, indicating their thoughts and perceptions of how the implementation went. Spring implementers include Belinda Alberry, mathematics Instructor; Betty Hutchins, History Instructor; Dean Johnston, English Instructor; Jason Scheller, History Instructor; Amber Hunsaker, Adjunct English Instructor; Sharon Bly, Adjunct Art Instructor; Jon Schreiber, English Instructor; Gisela Knightstep, Biological Sciences Instructor; Steven Underhill, Business Management Instructor; and Shelli Pendleton, ADN Instructor.
 - **Community College Survey of Student Engagement.** [The Community College Survey of Student Engagement](#) closes on May 12. As of 05.05.2021, of the 1761 invitations sent via Canvas to eligible students, 175 have completed the survey. Students will receive two more reminders before the deadline.
 - **Community College Faculty Survey of Student Engagement.** [The Community College Faculty Survey of Student Engagement](#) opened on April 05. As of 05.05.2021, of the 125 faculty who received the survey invitation, 67 have completed the survey (yielding a 53.6% response rate so far). Two more targeted reminders will be sent before the survey closes on May 12.
- **Professional Development Highlights**
 - **Vernon College Out-on-the-Town! Cajun Fest Volunteers!** Thanks to all the Vernon College employees that reported for duty to volunteer at Cajun Fest in Downtown Wichita Falls on Saturday, April 24! During 4-hour shifts, duties included set up, working entry gates, tear-down and clean-up! Volunteers included Dr. Lisa Crandall, Cecil and Tina Duke, Brianne George, Kate Kennedy, Donnie Kirk, Jackie Polk (and husband Tyrone), Teri Reese, Renee Ritchie, and Cindy Rodgers. Proceeds of the event benefit [Wichita Falls Downtown Development](#).
 - **Final Spring 2021 PD Calendar Update.** The final Spring 2021 [In-house Professional Development Calendar](#) is now posted. Find the calendar via the [Professional Development tile](#) on the [Faculty and Staff Page](#). Look for upcoming virtual and live events including a [Financial Fitness series](#) offered through the Texas Office of Consumer Credit Commission, an ongoing [Wellness Series](#) via ERS, volunteering opportunities with Meals on Wheels and the Wichita Falls Area Food Bank. In addition, look for suggested titles within the SafeColleges, Starlink and NISOD PD offerings for both staff and faculty. Updates occur monthly. Let Donnie Kirk know if you have any events that might qualify as PD for posting! Look for the Summer PD calendar in June 2021.

Human Resources – Jackie Polk

- Personnel
 - Internal Transfer
 - Michelle White from Administrative Assistant- VP of Instructional Services to Benefits Coordinator/Administrative Assistant HR
 - Resignations
 - Toni Jones – Benefits Coordinator/Administrative Assistant -HR
 - Sharon Anderle – Career/Veterans Services Clerk
 - Tom McNeely – English Instructor
- Numerous open positions to fill
- Employee Handbook 2021-2022 revisions are being made for Draft 1
- Open Enrollment reminders being sent to benefit eligible employees. Open Enrollment is July 5-17

ERP/SIS/Cybersecurity – Ivy Harris

- **ADA**
 - Submitted accessibility standards for implementation in Summer 2021 semester were approved by the Board of Trustees during the April 2021 meeting
- **Cybersecurity**
 - Participated in three webinars
 - Investigated the new Title IV reporting requirements for the 2021-2022 academic year.

- **ERP/SIS**
 - Conducted a Technology Responsibility Matrix meeting. The responsibilities document will be drafted and sent to all employees once reviewed.
 - Continued to research and study Poise system capabilities

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 will continue this week along with another administrator training.
- **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.
- **Parchment**
 - Parchment Diplomas is live.
 - Parchment transcripts is live
- **Magnus Health**
 - Met with the representative for the system configuration meeting on Friday, 3/26.
 - 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.
- **Comevo**
 - We are live with the new orientation as of Thursday, April 1, 2021.

Athletics

- Volleyball will end off-season this week
- Baseball season came to an end on Monday 5-3-21
- Rodeo ended season: Qualified Will Barrows in bull riding to CNFR in Casper, WY
- Softball will participate in the Conference tournament for NTJCAC Region V tourney (May 6th-9th) at Grayson College

DRJ Comments

- Commencement – Thursday, May 20, 2021– 7:00 p.m. Kay Yeager Coliseum, Wichita Falls
 - 6:00 p.m. Rehearsal—all students
 - 6:30 p.m. Board members, faculty, staff, and students prepare for entrance
 - 7:00 p.m. Graduation – All students
 - Social distancing and face mask protocol will be posted and expected of employees, students, and guests
- Summer hours for 2021 will begin on Monday, May 17 and continue through Thursday, July 29. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, August 2, 2021.
- Please contact me with any input or questions at:
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