

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 12th day count for fall enrollment settled at 2362 of which 653 are dual credit high school students. The headcount last fall was 2786 including 783 dual credit. We lost high schools to Angelo State University for dual credit due to their low cost and scholarship program. As we have discussed, there are many variables effecting enrollment statewide and nationwide. Many departments are initiating discussion to recommend strategies and actions to be taken to increase enrollment for the spring 21 and fall 22. I have shared my concerns about Vernon College enrollment as well as statewide enrollment trends. Many schools suffered big decreases in fall 20 while others, like VC, declined more in fall 21. Specific to Vernon College:

	Fall 20 compared to Fall 21	Fall 19 compared to Fall 21
Vernon College	-14.82	-19.39
State Average	- 1.45	-11.58

- One action in the annual planning process is the annual board review and approval of the Philosophy, Vision, Values, and Mission statements as well as the updated Long Term Objectives for Vernon College. The Vernon College Board of Trustees approved this as reviewed and approved by the college wide College Effectiveness committee.
- The Request for Proposals (RFP) for an Enterprise Resource Program/Student Information System (ERP/SIS) was published in the Vernon Daily Record. The College received interest from three companies that submitted proposals. Two of the companies were selected to provide product demonstrations to selection team.

The Vernon College ERP/SIS Team has had two meetings with the consultant company (Brown/Hendrix) that specializes in helping colleges navigate the intense data migration and implementation process.

Once a vendor is selected, the project will be 18-24 months with an estimated cost of \$2.6 million over the next five years. The majority of the funding will be reallocated HEERF stimulus funds.

- Update on significant institutional improvement projects on the CCC campus include:
 - Improvements to a portion of east parking lot
 - Renovation of spin cycle room to massage therapy classroom
 - Renovation to suite 700 building out a new area for storage and reallocating space for an additional office
 - Building out a wall to separate Veterans Affairs/Dual credit from Financial Aid
- Update on significant institutional improvement projects on the Vernon campus include:
 - Parson’s Roofing—is finalizing materials and timeline for the roof replacements. This should be accomplished prior to Thanksgiving on the remainder of the Osborne building and the King Center.
 - King Center seating— this has been designed, order, and is planned to begin installation the first week of December.
 - Bus—has been ordered and should arrive by the end of November.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- Justin Sanders attended and assisted with TACE min conference, Thursday October 28th, 2021.
- Justin Sanders will be taking over as the Vice President for TACE for the remaining 2021-2022 year.
- Culinary Academy, Police Academy, Fire Academy all completed Advisory committee meetings.
- Culinary Academy had 100% pass rate for 21-22 Servsafe certifications!
- Brianne George and Tina Duke attended the BOSS social Media professional development on Thursday October 21st.
- Started 11 students in Vernon, for the Vernon Police Academy
- TACE TRICK OR TACE!!! October 28, 2021, from 1:00 pm – 4 pm.
- Harli Adams, Janice Turvaville, and Karla Monson delivered Meals on Wheels on October 13th.
- 20-21 Annual Plan completed
- Developed Collaboration with Grayson College and Weatherford College to apply for a TRUE grant.
- Completed the Spring schedule

- Participated in TX Guided Pathways Institute #4 Orientation webinars
- Ellucian and Jenzibar Demos
- Advisory committee meetings
- NAPE training
- Annual Presentation for the Board of Trustees
- I.S. Staff and Faculty participation in Sports Day
- Hired CTE Navigator... Tracy Catlin starts Nov. 1
- Angela Ward appointed as new Director of Cosmo/Barber
- Purchased equipment for Nursing Simulation labs with JET Grant funding
- Theater Ensemble presented the Radio production “Three Skeleton Key” on KVWM 103.1
- Nick Long, Justin Sanders, Adrianna Caballero, Ruth Rascon , Karen McClure represented VC Oct. 26 at the WOW Youth Expo in Abilene with 2300 9th-12th graders in attendance.
- Mark Holcomb, Mary Rivard, Nick Long, Ruth Rascon, and Brenda Elbert manned recruiting tables at Archer City High School. We presented to over 200 Jr. High and High schoolers.

Student Services

Student Services Initiatives

- Housing/Student Activities:
 - Intramurals/Student Activities – corn hole with Vernon community
 - October 18 – live Game Show Night – Are You Smarter Than A 5th Grader
 - Scary Movie Night – weekly
 - Pumpkin carving/decorating
 - Attended Vernon Domestic Violence Round Table
 - CHAPS LEADers program begins
- VA/Career Services:
 - Registration Appointments
 - Degree Plans
 - Interviewing Skills and Job Resume workshops at STC
 - Renewed Career Coach with Perkins Aid
- Dual Credit:
 - Early Alert monitoring
 - Spring 2022 registration
- Testing:
 - Fall HESI testing scheduled and available for online registration
 - All tests being offered
 - Testing Coordinator position posted
- Dean of Student Services
 - Student Covid tracking
 - CHAPS LEAD program
 - Submitted Title IX yearly reporting to THECB
 - Attended Vernon Domestic Violence Round Table
 - New Emergency Procedure Charts printed and laminated
 - ERP/SIS Demos and meetings
 - Delivered Halloween Candy and Power Bank Chargers to CCC students

Student Success

- Colleen Moore participated in National Alliance for Partnerships in Equity (NAPE) training on October 7-8, 2021.
- The Student Success Team participated in ERP-SIS demonstrations for Ellucian and Jenzabar.
- The Student Success Specialists met with Danita Logsdon of Catholic Charities on October 19, 2021 to discuss processes to aid students in enrolling in future semesters.
- Monthly Advising Collaboration meeting was held October 20, 2021.
- Criquett Chapman presented a Peer Mentor Program update to the VC Foundation Board on October 21, 2021.
- Colleen Moore and Sjhonton Fanner conducted a Peer Mentor training for 12 new members on October 21, 2021.
- Kelly Peterson and Criquett Chapman continue to work with Aviso to prepare for training of advisors in November.

Admissions, Records, and Recruiting Initiatives

- Posted grades for Fall I 2021
- Fall II classes began on October 18th
- Course Availability is now open for Spring 2022
- Locked Fall 2021 IPEDS
- Henrietta HS dual credit tour of CCC on Oct 1st
- Burkburnett HS app workshop on Oct 6th
- Café con Leche community cafe on Oct 13th
- Region 9 counselors conference on Oct 14th
- Childress Fair on Oct 21st
- Marketing and Recruiting meeting on Oct 22nd
- Delilah Fowler attended:
 - Wilbarger ISD meeting on Oct 25th
 - 9 advisory committee meetings
 - 8 campus tours
 - 6 Q and A sessions

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 2021-2022 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Created the 2022-2023 FAFSA presentation and provided presentations to various schools in our 12 county service area.
- Created and posted the Vernon College Financial Aid Blog for October 2021.
- Updated the 2022-2023 financial aid forms and completed POISE programming.
- Gathered and completed 2020-2021 KPIA financial aid data.
- Completed the FISAP Assessment Report.
- Completed the FY 18 Cohort Default Rate assessment activity report.
- Disbursed HEERF III funds.
- HEERF Quarterly Reporting.
- Linda Hollingsworth delivered Meals on Wheels on Oct. 27th.

Safety and Security Initiatives

- Prepared the officer schedules for the month of November.
- All Fire, Safety, and Clery Reporting are up to date.
- All officers' daily logs are complete and have been looked through. No major issues at this time.
- All officers participated and passed yearly Firearms Qualifications.

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

Business Offices

- Over \$1.6m dollars in HERRF III funds were disbursed to both CE and Academic students via check or direct deposit.
- The second part of semester-only loans were disbursed to students as well.
- Third parties were billed for both Fall and Fall I students.
- The Sources and Users Report for THECB was updated to show institutional changes.
- Several members of the Business Office attended demos from Jenzabar and Ellucian.
- **Sandy Odell** attended the Greater Texas Foundation's Texas Emergency Aid Roadmap training workshop.
- **Shelly Mason & Rhonda Knox** delivered Meals on Wheels for Administrative Services.
- **Mindi Flynn** participated in the VC Game Show night on the "expert panel" and also escorted **Chappy** to our last home volleyball game.
- Financial reporting for the Texas Feeding Texans grant was prepared.
- Continuous work on the annual audit is being done by the Business Office.
- Filed state sales tax.
- Paying bills and employees, per usual.

I.T.

- **Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.**

Facilities

- Vernon
 - Seeded rye grass in the quad and assisted in seeding of athletic fields.
 - Replaced the injector pump, EGR valve and particulate filter on Bus 2.
 - Repaired and painted the display wall in Osborne Administration Bldg.
 - Painted office in D building.
 - Replaced washing machine in the softball fieldhouse.
 - Repaired the stove at the Chaparral Senior Center.
 - Installed cameras in the testing center.
 - Replaced a motor in the maintenance utility cart.
 - Readied the boilers for winter.
 - Routine lawn care.
 - Cleaning and sanitizing daily.
- Wichita Falls
 - Replaced hedges in the flower beds that were lost in the freeze earlier this year at CCC.
 - Finished building the storage closet in the 700 suite and added a door to 723 at CCC.
 - Repaired a wall in the testing center that was damaged.
 - Installed new LED lights in the gym at CCC.
 - Installed a new door and jam in the old library at STC.
 - Repaired lighting at STC.
 - Mowing weekly and landscaping at CCC and STC.
 - Cleaning and sanitizing daily and nightly.

College Effectiveness – Betsy Harkey

- **SACSCOC** – The 2021 SACSCOC Annual Meeting has been moved to a virtual platform. Additional Vernon College representatives were able to register for the meeting. If you are interested in participating please contact Betsy Harkey.
- **Planning** – The 2022-2023 Priority Initiatives and 2022-2026 Primary Goals were reviewed and approved by the College Effectiveness Committee via electronic vote in October. Both documents will be included on the November Board of Trustees agenda.
- **Data** – The Vernon College Effectiveness Questionnaire Summary was emailed for review to members of the Student Success Data and College Effectiveness Committees. The Summary will serve as the Student Success Data Fact during the November Board of Trustees meeting. If you would like to receive a copy of the Summary please contact Betsy Harkey.

Institutional Advancement – Michelle Alexander

- Callee Serrano attended virtual BBCON Oct 13-15. This is the annual conference for users of Blackbaud products including RENXT and Blackbaud Award.
- Callee attended webinar Financial Fitness for your Future.
- Preparing for the annual holiday solicitation.
- Donna Adams participated in a variety of Grants Training and Professional Development webinars throughout November
- Donna met with Jason Jenkins, Deana Lehman and Rachel White regarding program needs that might be supported with grants.
- Donna is researching grant opportunities.
- Working on Spring 2022 Dual Credit Scholarship applications and the 2022-2023 regular scholarship program.
- Michelle Alexander, Amanda Rains, Nina Feldman and Sandy O'Dell participated in the first Greater Texas Foundation virtual Emergency Aid Roadmap Grant Workshop on October 8, 2021. The next session is November 12.
- Michelle and Donna participated in the Lincoln Electric Economic Development Administration (EDA) follow-up Q&A webinar on October 4, 2021.
- The Vernon College Foundation held its Annual Meeting on Thursday, October 21, 2021 at Century City Center.
- Michelle held CASE Federal Funding Task Force Team Meetings with the Department of Education, Strengthening Institutions Program Officers on October 18 and National Endowment for the Arts Program Officers on October 20, 2021 to discuss upcoming FY2022 grant programs.
- Michelle presented CASE Federal Fund Task Force reports at the Virtual Debrief Sessions October 25 – 27, 2021.

Marketing – Holly Scheller

- Lots of advisory meetings
- Creating, and rolling out the Faculty spotlight
- Delivering Halloween candy at CCC – Students loved it
- Getting ready for our Vets Day Social spotlight on Social. Chelsey did a great job of getting students to spotlight
- Took and edited all sports day pictures, posted them to FB
- Updated social cover photos
- Edited and posted in Scholarship ad
- Attended the VC Rodeo
- Created social posts for sports day
- Completed and uploaded my Annual Action Plan summary
- Attended a Mail Chimp webinar
- Work on Presidents report continues
- Met with Wilbarger and Northside high schools
- Working with Delilah on recruiting and marketing ideas
- Acting like with a bone on the lack of enrollment in fall 2021, we need to get answers from the students that didn't show up.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **QEP Quick Minute.** The QEP Quick minute was resurrected in October 2021. A snapshot publication initiated in September 2019, the QPM is designed to provide updates about the Vernon College “Success through Inquiry” QEP initiative at-a-glance. Not published since May 2020, Donnie Kirk, in a recent Professional Development Committee session explained that online course development and implementation in the last year had deterred him in production the publication. He shared that attendees should look for another publication in December 2021. See the [October 2021 QEP Quick Minute](#) here.
 - **SENSE 2021 Wrapping Up Soon!** The [2021 SENSE](#) launched late September and wraps on November 05. 451 eligible students were invited to participate via an invitation through the Canvas LMS. As of Tuesday, November 02, 71 students have reached the end of the survey. 74 have not accepted the Canvas invite. The survey expires November 05. Four winners will be drawn to receive a \$50 Bookstore gift cards.
 - **QEP Fall 2021 Faculty Workshop Progress.** The Fall 2021 Faculty Training Workshop launched in September. Faculty from the Behavioral and Social Sciences Division are participating this term and include, Lori Arnold, Dr. Scott Hamilton, Adrien Ivan, Linda Kalski, Kirk Polk, Chase Thornton, and Angel Williams. In this 8 week blended workshop, attendees meet three times for activities and reflection (an orientation, a progress session, and an exhibition of their final IBL lesson plan). All other activities and interactive assignments occur within four scaffolded units in the Canvas LMS. By the end of the workshop, participants have a completed IBL lesson plan ready to implement in the Spring 2022 term. Participants named above are now finalizing their IBL lesson plans, completing peer reviews, and preparing to present their final lesson plans in an exhibition on Friday, November 12 at 10:00AM.
 - **QEP Fall 2021 Implementation Progress.** Faculty completers of prior term QEP workshops are currently implementing their IBL lesson plans in classes during the Fall 2021 term. Those implementing will begin submitting student works/artifacts that reflect the IBL projects completed in class. Those artifacts are submitted in a specified One Drive file.
 - **QEP Implementation Committee Session.** The QEP Implementation Committee met on Friday, October 29. The session was a business update. The Committee chair shared information regarding the following: QEP Implementation Committee Purpose and Responsibility; VC Sports Day 2021 t-shirt Design Concept; QEP Quick Minute Revival; Fall 2021 IBL-QEP 101 Faculty Training Cohort Progress; Fall 2021 IBL-QEP Implementation Progress; Fall 201 IBL-QEP Assessment Progress; •Vernon College: Quality Enhancement Plan Annual Report Progress; 2022 Marketing and Advertising of the QEP; QEP Student Ambassador Recruitment; and the upcoming SACS COC Annual Meeting.
 - **SACS-COC Annual Conference.** Registration opened in October for the SACS-COC 2021 Annual Conference. Scheduled as a virtual event again this year, QEP Director Dr. Donnie Kirk and the following QEP Implementation Committee Members are registered to attend: Dr. Adrien Ivan, Faculty Senate President/History Faculty; and Teresa Wallace, Associate of Arts in Teaching Coordinator/Instructor.
 - **QEP Year Two Report.** The QEP Year Two Report is now being finalized

- **Professional Development Highlights**
 - **Fall 2021 Professional Development Calendar.** The [Fall 2021 Professional Development Calendar](#) updated for November-December and posted.
 - Professional Development Committee Session. The Professional Development Committee met on Friday, October 29. The session was a business update and information gathering session. The committee chair reviewed the following: the PD Committee Purpose and Responsibilities; the current Fall 2021 Professional Development Calendar. In addition, the committee chair asked for programming ideas for Spring 2022/Fall2022, specifically volunteering opportunities. Regarding PD opportunities in Spring 2022, Michael Hopper advanced Greg Fowler as an additional candidate for the 2022 Leadership Wichita Falls program. In addition, the following volunteering opportunities were generated:
 - Humane Society of Wichita Falls – Holly Scheller
 - Read2Learn-Partners in Education, WFISD – Holly Scheller
 - Holiday Spirit Meal Event, Vernon – Chelsey Henry
 - Hangar Holiday, Wichita Falls MPEC –Brianna George

Human Resources – Jackie Polk

- Personnel
 - New Hires:
 - Jessie Ayres - LVN secretary – effective 11/1/2021 -Century City Center
 - Susie Ferguson – Cosmetology Instructor- effective 11/29/2021- Century City Center
 - Stephanie Mescher – Student Success Specialist – 11/29/2021 – Century City Center
 - Internal Transfers
 - Angela Ward – Director of Cosmetology/Barber- 10/18/2021- CCC/VC
 - Tracy Catlin – CTE Navigator – 11/1/2021 – CCC/VC
 - Resignation
 - Christina Feldman – Director of Continuing Education - 11/30/2021
- HR is working on various reports and audits, processing new employees, processing employees retiring and quitting.
- Jackie attended Workforce Solutions job fair on 11/4/2021 with Chelsey Henry
- Jackie met with Kristin Harris regarding Title IX changes and requirements
- Michelle and Jackie attended a Dynavistics Payroll Processing Concerns webinar on 11/9/2021

Athletics

- Volleyball ended season in first round of Region V tourney.
- Baseball and softball Fall season's are completed.
- Rodeo placed at Texas Tech with Jett Lambert placing 3rd in average and Gage Pryor 6th in bull riding.

DRJ Comments

- Each fall, I appreciate the opportunity to hear faculty and staff input through informal discussion with coffee, etc. Please consider attending one of these sessions. You are welcome to stay the whole time or to come and go.
 - Vernon Campus – Faculty lounge off the Dining Hall
 - Friday, November 12
 - 10:00 am to 11:00 am
 - Century City Center – Joe Chat Sumner Conference Room
 - Friday, November 19
 - 10:00 am to 11:00 am
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060