

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

- Enrollment was reported to the Board of Trustees. Total enrollment on the twelfth class day was 2376 students as compared to final enrollment last fall of 2786. Many variables have affected community college enrollment this fall in Texas and across the nation including COVID-19 related issues, economy, job availability, and perception of the value of higher education. Many will be involved in thoroughly exploring the enrollment issue and developing ideas to improve it for the future. Area superintendents, principals, and counselors are being contacted for input.
- The Vernon College Board of Trustees conducted public meetings, which included a discussion of tax rates on July 9, 2021 and August 11, 2021. Based upon the WCAD certified appraisal data the **no new revenue tax rate** (formerly called the effective rate) for 2021 of **24.8389** cents per \$100 of appraised property value was approved at the September meeting.
- The Institutional Effectiveness process at Vernon College uses on-going planning and assessment as the cornerstone to support educational programs, administrative support services, academic and student support services, and community/public service. To ensure this process and chosen outcomes are related to the Vernon College mission and role of the institution, the College Effectiveness Committee provides oversight through review and input. The 2021-2022 Institutional Effectiveness Plans (IEP) for administrative support services, academic and student support services, and community/public service were reviewed and approved by the Vernon College Board of Trustees.
- A Request for Proposals (RFP) was published for a new Enterprise Resource Program/Student Information System (ERP/SIS) for Vernon College. After review of the RFPs, Ellucian and Jenzabar have been invited to provide demonstrations of their respective products to the primary users of the ERP/SIS during October.

Instructional Services – Dr. Elizabeth Crandall, Vice President

- Mike Hopper started Police Academy on 9/7/21 with 19 new cadets at Skills Training Center.
- Justin Sanders participated in the Career Expo through Region 9 on 9/28/21.
- Nina Feldman participated in TACE Board and planning committee virtual meetings 9/15/21-9/16/21.
- ERP/SIS discussion with President's group
- Curriculum review for all CTE programs
- Attended Greater Texas Foundation meeting
- Attended GEER TRUE capacity grant webinar
- Attended NAPE training and working on next steps
- Meeting with URHCS regarding student/faculty vaccination policy
- Perkins 20-21 final reports submitted
- Completed 20-21 Annual Action Plan
- New Beginnings currently serving 150 students
- Working with Grayson and Weatherford on TRUE grant
- Harli Adams delivered Meals on Wheels, September 8th
- The ADN Program received JET Grant funding for simulation lab equipment. Total funding is \$186,562.08.

Student Services

Dean of Student Services Initiatives

- Housing/Student Activities:
 - Intramurals/Student Activities – tennis, sand volleyball, dodgeball
 - Hispanic Heritage Month lunch activity in Vernon
 - League of Women Voters table at CCC for Constitution Day
 - Vernon Campus Back to School Picnic for staff and students
- VA/Career Services:
 - Certification of VA students
 - Resume Writing and Interviewing Skills workshops at STC

- Recording updated videos for VC website
- Attended Advising Training
- Attended School Certifying Official Training
- Attended Catholic Charities meeting
- Assisted with Suicide Prevention week
- Dual Credit:
 - Early Alert monitoring
 - Communicating with Dual Credit Schools regarding online testing technology
- Testing:
 - Fall HESI testing scheduled and available for online registration
 - TSIA2, GED, Teacher Certification and other licensure testing
 - Surveying Testers
 - Purging Paper Files
- Dean of Student Services
 - Completed Annual Action Plan answers
 - Student Covid 19 tracking
 - Covering dual credit during Melissa Moore maternity leave
 - Student Discipline Issues
 - Flu Shot Clinic at Vernon, CCC, and STC September 27-30

Student Success

- Met with MSU advising representatives to discuss transfer students/programming.
- Attended the Texas Guided Pathways orientation webinar to prepare for the upcoming November Institute.
- Working to develop electronic forms using SoftDocs/Etrieve (e.g., change of major, course withdrawal/drop, housing application).
- The Student Success Specialists recorded videos for the automated New Student Checklist project.
- Student Success Specialists conducted STEPS (probation) and Academic Coaching appointments with students.
- Peer Mentor exit interviews were conducted at the conclusion of the Fall 2021 registration period.
- Eighteen Peer Mentor applications were received, interviews started this week.
- Monthly Advising Collaboration meeting was held September 20, 2021 via Teams.

Admissions, Records, and Recruiting Initiatives

- ApplyTexas applications are now open for Spring 2022, Summer 2022, and Fall 2022
 - Texas Higher Education Coordinating Board is working diligently to repairs the EDI transmission of applications
- Certified all Texas Higher Education Coordinating Board (THECB) End of Summer Reports
- Certified THECB CBM009 Graduation Report
- Working with SoftDocs/Etrieve on implementation of electronic forms
- Working with Magnus Health on implementation of uploading of bacterial meningitis vaccination.
- Concept3D made a visit to the Vernon College Rodeo. Additional videos will be added to the virtual tour.
- Successful tour at CCC with the Henrietta Dual Credit Students.
- Delilah has been out providing application workshops to several surrounding schools.

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 2021-2021 Free Application for Federal Student Aid (FAFSA) and packaging of eligible applicants.
- Completed federally mandated “Constitution Day.”
- Completed and submitted federally mandated 2020-2021 Fiscal Operations Report and Application to Participate (FISAP) to the Department of Education.
- Completed 2020-2021 Federal Pell Grant reconciliation with the Department of Education.
- Posted the September Financial Aid Blog.
- Reviewed Fiscal Year 2018 official Cohort Default Rate.

Safety and Security Initiatives

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

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

- An RFP for a new ERP/SIS was published September 1. Three bids were received.
- All employee salaries were updated with new contract amounts in GP.
- Prepared capital asset list for EPFF to update depreciation schedule.
- Accounts payable is trying to get all 2020-21 bills entered and paid to close out last fiscal year.
- Student billing accountants have started invoicing for Fall and Fall I semesters and billed 4Q CE courses.
- Malinda Fleming and Christie Lehman liquidated \$1.5M in fall financial aid to approximately 900 students.
- **Margaret Kincaid & Malinda Fleming** delivered Meals on Wheels.
- **Mindi Flynn** attended a Public Funds Investment training on Internal Controls
- Reporting of 2021 3Q HERRF funds.
- 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.**
- Set up several quiet testing labs in the CCC library.
- Upgraded our cyber security site.
- Replaced 5 podium computers in classrooms.

Facilities

- Vernon
 - Electrical repairs made on athletic buses.
 - Working on HVAC units and trying to regulate new units in D Building.
 - Replaced AC coil in athletic dorm.
 - Repaired a refrigerant leak in Biggs AC.
 - Painted offices in Financial Aid suite and in Sumner Building.
 - Repairs made to irrigation system.
 - Assisted in tear down of the suicide prevention display in the quad.
 - Routine lawn care.
 - Cleaning and sanitizing daily.
- Wichita Falls
 - Building new walls for a storage room in the 700 suite.
 - Replaced switches and repaired lights in the gym.
 - Replaced several sprinkler heads in the west parking lot.
 - Replaced lights in welding labs and hallways at STC.
 - Repairing and replacing HVAC units as needed.
 - Mowing weekly and landscaping at CCC and STC.
 - Cleaning and sanitizing daily and nightly.

College Effectiveness – Betsy Harkey

- **Data –**
 - The Fall and Fall I 2021 Count Day Snapshot draft was emailed to the Student Success Data and College Effectiveness Committees for review. The final document will be ready in time for the October Board of Trustees meeting. For a copy of the document contact Betsy Harkey.
- **SACSCOC –**
 - Participants registering for the SACSCOC 2021 Annual Meeting in Dallas are Dr. Elizabeth Crandall, Bettye Hutchins, Criquett Scott, Amanda Raines, Jackie Polk, Mindi Flynn, and Dr. Johnston. Thank you in advance for your participation.
 - Betsy Harkey will serve as a member of a SACSCOC Substantive Change Onsite Committee Review and a SACSCOC Reaffirmation Committee Onsite Review in October.
- **Planning –**
 - Institutional Effectiveness Plan Final Summaries 2020-2021 and Institutional Effectiveness Plans for 2021-2022 were reviewed approved by the Board of Trustees during their September 8th meeting.

- The College Effectiveness Committee approved the 2022-2026 Philosophy, Values, Vision, and Mission along with the 2022-2026 Long Term Objectives during their September 10th meeting. Both documents are included on the October Board of Trustees agenda.
- The document to input 2020-2021 Annual Action Plan Final Summaries was emailed to participants in August. The summaries are due on October 4th.

Institutional Advancement – Michelle Alexander

- Completed the 2021-2022 employee giving campaign.
- Callee Serrano attended the TACCF webinar “Creating Ambassadors.”
- Callee attended the “Enhancing Performance and Productivity in the Modern Workplace” webinar.
- Callee attended the Blackbaud webinar “Are we There Yet? The Journey to a Major Gift.”
- Updated the foundation endowments for the audit.
- Callee delivered meals on wheels.
- The 2021-2022 Blackbaud Award online scholarship application underwent Cycle Management (closure procedures) and the new 2022-2023 application will open October 1.
- Michelle Alexander, Amanda Raines and Delilah Fowler met with Gonzalo Robles on September 2 about Café con Leche and Road to College planned activities at Vernon College during 2021-2022.
- Michelle participated in the Greater Texas Foundation zoom meeting to launch the Texas Emergency Aid Roadmap Grant. Vernon College is a recipient of this grant.
- Donna Adams will join Institutional Advancement as the Grant Developer on October 1, 2021.
- Michelle participated in the 2021 CASE Federal Funding Task Force (FFTF) Leadership Team meeting on September 10, 2021.
- Michelle chaired the United Way of North Texas Governance Committee Meeting on September 16, 2021.
- Michelle co-facilitated the FFTF Team Training webinar on September 17, 2021.
- Submitted The Texas Higher Education Coordinating Board “Reporting Modernization Grant” proposal.
- Michelle attended the Economic Development Administration (EDA) American Rescue Plan Act Funding webinar hosted by Lincoln Electric on September 21, 2021.
- Two new CTE Scholarships were established. One is fully endowed and the other is an annual scholarship.
- Met with the president of the Wichita Falls Junior/Senior Forum about their scholarship program. Beginning this year Vernon College students will be able to apply for their scholarships.

Marketing – Holly Scheller

- Edited and posted a new 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
- Met with Chelsey Henry on Veterans Day activities, a month of highlight our student that are Vets on social
- Sent a fun questionnaire out to all faculty for completion by October 8th to highlight them on social (so far two responses back.. Thank you nursing faculty!)
- Work on Presidents report continues
- Created and posted ads for Rodeo
- Received all the new top shelf community partner swag. It’s fantastic and if you need something to take to a meeting please let me know. This stuff won’t do any good sitting in a locked cabinet, we need that logo out there.
- Working on Library Webpage. This will be in the pipeline for a few months with release after the new year.
- Attended, took pics, then edited pics of the Volleyball game
- Edited and printed the rodeo poster for this year’s rodeo
- Press released the rodeo and new emergency grant.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **SENSE 2021 Launch.** The [2021 SENSE](#) launched in September within the Canvas LMS. 452 students were invited to participate. As of 10:05AM on Monday, October 04, 51 students have reached the end of the survey. 100 have not accepted the Canvas invite.
 - **QEP Year Two Report.** The QEP Year Two Report is now being finalized

- **QEP Annual Plan Summaries/Plans.** 2020-2021 QEP Annual Plan Summaries were submitted on September 28.
- **QEP Fall 2021 Faculty Workshop Launched.** The Fall 2021 Faculty Training Workshop launched on September 17. 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. Currently, all seven participants successfully completed Unit One assignments through Canvas. A face-to-face progress session is scheduled for Friday October 15 at 11:00AM. At Karat Bar and Bistro.
- **QEP Fall 2021 Implementation.** Students in targeted courses where QEP lesson plans are being implemented are receiving an active learning pre-test in September. Launched via AEFIS, students will record their perceptions regarding active learning strategies.
- **Sports Day T-shirt Design Logo.** The Quality Enhancement Team developed and provided this year's Sports Day T-shirt design. The theme: "Vernon College America! Success is the Only Option!" Local artist Brian Havins created the design.
- **Professional Development Highlights**
 - **PD Annual Plan Summaries/Plans.** 2020-2021 PD Annual Plan Summaries were submitted on September 28.
 - **Fall 2021 Professional Development Calendar.** The [Fall 2021 Professional Development Calendar](#) is updated for October-November and posted.

Human Resources – Jackie Polk

- Personnel
 - Employment
 - a) Annaliese Espinoza, LVN/ADN faculty Secretary – Vernon campus, effective September 20, 2021
 - b) Donna Adams, Grant Developer – Century City Center, effective October 1, 2021
 - c) Sharon Anderle, Financial Aid Processor/Third party clerk, Century City Center, effective October 4, 2021
 - d) Crystal Wells, Assistant Director of Financial Aid, Vernon Campus, effective October 11, 2021
 - e) Whitman, LVN Instructor/Faculty – Vernon Campus, October 18, 2021
 - Resignations
 - a) Jaxxsong Qwarels – September 30, 2021
 - b) Ivy Qwarels – September 30, 2021
 - c) Kaycee Denny – September 30, 2021
 - d) Elizur McLaughlin – October 15, 2021
 - Retirement
 - a) Renee Wooten - May 2022
- HR is currently working on various reports and audits. Also processing new employees, employees retiring and quitting.

Athletics

- Volleyball is starting 2nd half of conference play
- Rodeo went well/good attendance
- Softball & baseball playing Fall ball

DRJ Comments

- The annual Vernon College Leadership Academy kicked off with six participants via TEAMS to begin discussing various concept of leadership in general and several concepts specific to community colleges.
- I am aware that the desire to participate varies among employees, but I strongly encourage all employees to take full advantage of every possible policy, procedure, process, and practice to be engaged to provide impetus for improvement for student success and institutional needs.
- Please contact me with any input or questions at:
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