

**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 Vernon College Board of Trustees approved the proposed 2021-2022 budget totaling \$21,972,591. The proposed budget had undergone tremendous scrutiny the past several months. The approved budget is based on state revenue, tuition/fee revenue, and tax revenue based on the no new revenue tax rate (formerly called the effective rate). The budget includes a very conservative estimate of tuition and fee revenue based on the 19-20 actual enrollment numbers and a 5% reduction in case of enrollment decline due to COVID-19 as well as a 5% reduction in local tax collection. The budget includes a 3.0% salary schedule step increase for all employees.
- The Vernon College Board of Trustees conducted a public meeting which included a discussion of tax rates on July 14, 2021 and August 11. Based upon the WCAD certified appraisal data the no new revenue tax rate (formerly called the effective rate) for 2021 will be 24.8389 cents per \$100 of appraised property value. This is a slight increase from the previous year tax rate of 23.2436 cents per \$100 of appraised property value. Due to changes made in the 2019 legislative session, discussion occurred in the August meeting that the action item to set the proposed no new revenue rate will be on the September board agenda.
- The Vernon College Board of Trustees approved the Osborne building roof repair completion. Due to cost, the College repaired 2/3 of the roof on the Osborne building last year. This repair will complete the project. Parson's Roofing is a state approved vendor for school and state agencies roof repair so using them does not require a bid process. They are well respected in the state. The quoted cost to repair/cover the Osborne building roof is \$75,518.00 which will include:
  - Install ½" Polystyrene insulation over existing roofing
  - Fasten a white 50-mil Duro-Last roof with a 15-year NDL warranty.
  - Additional Parson's Roofing 10-year warranty
  - Install all flashings, encapsulate all parapet walls and install 24 gauge prefinished fascia bar at roof perimeter.
- Vernon College published a Request for Proposals on August 4, 2021 for a new Enterprise Resource Program/Student Information System (ERP/SIS). The decision to choose the vendor should be made by the end of October and the project starts in January 2022. Implementation is estimated to take eighteen months.
- Total enrollment is currently 2364 students as compared to final enrollment last fall of 2786. Many variables have influenced community college enrollment this fall in Texas and across the nation. More statewide information will be available soon. I appreciate work to initiate a number of efforts to improve registration processes and enrollment.
- The COVID-19 related signage is being revised and placed at all campus locations to encourage vaccination, wearing of masks, and social distancing.

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

- **Pharmacy Technology** received accreditation until 2024.
- **Shana Drury** was elected as the Executive Director of TACTE (Texas Association of College Technical Educators)
- **Perkins grant** for 20-21 was able to help 58 students with \$11,797 in additional funding for out-of-pocket expenses for supplies required by their chosen program of study
- **Police Academy** will be able to hold an academy on the Vernon Campus for the first time in many years.
- **Automation/Electrical Technology** was able to hold a class on the Vernon campus this fall.
- **Janice Turvaville and Karla Monson** delivered meals on wheels on August 18<sup>th</sup> with **Ann Patterson** assisting them with driving.
- **Collaboration with Advising** to join transfer database consortium
- **New Faculty Student Success Advisors** participated in advisor training
- Interviewed for and hired new CCC Tutoring Coordinator, **Ms. Barbara Steere**
- **Webinar on Perspectives** of Long-Term Online Instructors
- **Collaboration with Advising** to completed the TX Pathways Scale of Adoption Assessment
- **LVN Pinning** – 33 students
- **Surgical Technology Pinning** – 11 students

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

- Housing/Student Activities:
  - 115 in the dorms + coaches and assistant coaches
  - Welcome back picnic Vernon Campus September 1
  - Dorm Orientation completed Aug 25
  - Quarantined Covid students
- VA/Career Services:
  - Registration and Certification of VA students
  - Resume Writing and Interviewing Skills workshops at STC
  - Tentatively planning September job fair with the Texas Workforce Commission
- Dual Credit:
  - 664 Dual Credit students registered
  - First week of school emails completed – email set up and canvas walk through
- Testing:
  - Heavy TSI testing utilizing computer labs to maintain social distancing suggestions
  - Planning Fall HESI testing
  - Restarting GED, Teacher Certification and other licensure testing September 1
  - Completing Year End Report
  - Surveying Testers
- Dean of Student Services
  - Completed IEPs
  - Student Covid 19 tracking
  - Covering dual credit during Melissa Moore maternity leave

**Student Success**

- Worked with Instructional Services to complete the Texas Guided Pathway Scale of Adoption Assessment. Participated in a follow-up meeting with Dr. Tina Hart on August 27, 2021.
- Worked with Instructional Services to update our Core Curriculum to include alternate choices for the Foundation Component Area (1 SCH) effective 2021-22.
- Developed benchmarks specific to the Student Success Pathway Advising Model and Texas Guided Pathways initiatives.
- Successfully completed advising for the first all mandatory registration period.
- Presented Student Success Series to classes at the request of instructor; topics included Self-Regulation, Critical Thinking, Mindset, Test Anxiety, Time Management, and Motivation.
- Concluded Peer Mentor fall registration period including final exit interviews.
- Began awareness and support activities for Student Wellness Support and Interventions.
- Developed Student Wellness Support and Intervention protocol.

**Admissions, Records, and Recruiting Initiatives**

- Fall 2021 Onsite Registration was held August 17<sup>th</sup> – 19<sup>th</sup>
- Finalizing Summer 2021 Federal and State Reports
- Certified August 2021 graduates
- Andrea Sanchez processed CE registrations for 12 high schools
- Recruiting is off to a great start
  - 11 HS visits have been scheduled
  - Henrietta Dual Credit Students is tentatively scheduled to tour CCC
  - Met with Gonzalo Robles and Michelle Alexander regarding Café con Leche and Road to College
- ApplyTexas applications are now open for Spring 2022, Summer 2022, and Fall 2022

**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.
- Completed Federal, state and SB 1210 Summer 2021 satisfactory academic progress review.
- Awarded Texas Educational Opportunity Grant (TEOG).
- Texted and emailed alerts to 2021-2022 financial aid applicants.

- Posted the Financial Aid Blog for August 2021.
- Completed an internal self-audit.
- Completed the 2020-2021 Final Financial Aid Institutional Effectiveness Plan.
- Completed the 2021-2022 Financial Aid Institutional Effectiveness Plan.

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

- Prepared the officer schedules for the month of September.
- 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.
- The 2018 – 2021 Safety and Security Audit has been collected and submitted.
- Fire, Safety, and Clery Annual report has been submitted and uploaded to the website.
- Registration at Vernon and CCC went well with no reported problems.
- First week of classes went very well with no problems.

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

##### **Business Offices**

- Continually tracking HEERF expenses and calculating lost revenues.
- **Lyle Bonner & Ray Carr** delivered Meals on Wheels.
- Loaded approved 2021-22 budget into GP.
- Completed Relief Funds Cost survey for the LBB.
- Met with Herring Bank regarding Senate Bill 279 requirements on student id cards.
- Completed appropriate section of the Institutional Effective Plans.
- Filed state sales tax.
- Paying bills and employees, per usual.

##### **I.T.**

- Replacing podium computers in classrooms.
- Updated Solid Works at STC.

##### **Facilities**

- Vernon
  - Cut and bailed hay.
  - Hired **Justin David** as Maintenance Specialist.
  - Hired **James Cherry** for custodial crew.
  - Installed AC in the volleyball locker room
  - Working on HVAC units as needed and completed installation of new units in D Bldg.
  - Built and installed shelving in baseball fieldhouse.
  - Repaired disk plow.
  - Installed white boards in room 310.
  - Finishing touches were made in the Bifork Building.
  - Floor refinishing was completed in all buildings.
  - Cleaning and sanitizing daily.
- Wichita Falls
  - Painted labs and classrooms at STC.
  - Cleaned out spin room at CCC to make room for massage therapy labs.
  - Installed new bracing on the wall shelves in cosmo.
  - Repaired lights in classrooms.
  - Repaired shower facet in men's locker room.
  - Helped in relocation of computer labs and library 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 Vernon College Effectiveness Questionnaire is schedule to close on September 13<sup>th</sup>. One of the first uses of this data will be inclusion in the 2020-2021 Annual Action Plan Final Summary.
- **SACSCOC** – The President's Team weekly agenda includes discussion of the SACSCOC Fifth-Year Report. The College Effectiveness Committee provides oversight for all SACSCOC standards. Updating the primary writers and review teams on the Responsibility Matrix document is a focus for September.

- **Planning –**
  - Institutional Effectiveness Plan Final Summaries 2020-2021 and Institutional Effectiveness Plans for 2021-2022 were reviewed approved on August 31 by the College Effectiveness Committee. Both plans are included on the September 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 4.
  - September starts the Vernon College Strategic Plan components review, edit, and approval for the 2022-2023 academic year and 2022-2026 long term. Each part of the review/approval process begins with the College Effectiveness Committee. Be sure to contact your College Effectiveness Committee representative and/or Betsy Harkey with questions and ideas for enhancement.

### Institutional Advancement – Michelle Alexander

- Callee Serrano attended Planned Giving Strategies webinar
- Callee volunteered to be a guide for registration
- Callee delivered meals on wheels
- Preparing the 21-22 employee giving campaign with focus on the new 50<sup>th</sup> Anniversary Scholarship Endowment and the Vernon College Foundation match
- Michelle Alexander met with new Foundation Board Member Tony Fidelie, Jr.
- Michelle and Dr. Johnston met with new Foundation Board Member Otis Smith
- Michelle attended the Student Success Planning with Blackbaud webinar, August 4, 2021
- Presented at both the Associate Degree Nursing and LVN Orientations about the Vernon College Scholarship Program
- Working on donor scholarship reports
- Preparing the on-line scholarship application for opening the 2022-2023 Scholarship Application in September. It will close March 31, 2022.
- Michelle was one of the co-facilitators/presenters at the 2021 CASE Federal Funding Task Force – General Training webinar, Friday, August 20, 2021.

### Marketing – Holly Scheller

- Continue edits to the CTE recruitment Video
- Working on Viewbook with Delilah, edits and quote for order
- Suicide Video edits and release for National Suicide Prevention Month
- Edited all surgical tech pics from graduation.
- Edits to Mask recommended signs around all entrances as well as sandwich board signs
- Video for Suicide Prevention month
- LVN graduation photo edit
- Top Shelf marketing items for business partners
- EMS retractable marketing material
- Leading up to onsite and last week we did lots of creating “enroll now” “onsite” and “payment deadline” ads to run on social. As well as press releases.
- The Student Handbook has been updated and published on our website through SmartCatalog for the first time ever
- Working with Student Services on what could be pushed out prior to onsite to help it flow better
- CTE video edits

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

- **QEP Highlights**
  - **Quality Enhancement Plan Institutional Effectiveness Planning/Summaries.** 2020-2021 and 2021-2022 QEP IEPs submitted
  - **QEP Year Two Report.** The QEP Year Two Report is now being finalized.
  - **QEP Fall 2021 Faculty Workshop Readiness.** The Fall 2021 faculty Training Workshop is in development. Faculty from the Behavioral and Social Sciences Division will participate. Currently, six faculty are registered.
  - **QEP Fall 2021 Implementation Readiness.** Faculty from prior workshops are implementing in Fall 2021.
  - **SENSE 2021 Promotional Webinar.** Vernon College will administer the [SENSE](#) online during the Fall 2021 term. The Center for Community College Engagement hosted a promotional webinar on Wednesday, August 18 at 1pm CST cover administration details, effective strategies for online survey promotions, and to answer any questions we may have as we gear up for an online administration. Interested parties using SENSE data within the college should consider viewing the recording as the SENSE and other related data collection methods are a group effort. To view the webinar, please register at the following link: [SENSE Promotional Webinar](#).

- **CCSSE 2021 Results.** The Center for Community College Engagement has just released the CCSSE 2021 institutional reports for Vernon College. Several of you use this information in your reporting and recording efforts. Others may simply find it interesting. The various reports can be accessed from the CCSSE online reporting system, which provides access to a number of standard reports as well as the ability to run customized reports using Vernon College's data. The username and password below can be used to begin accessing the institution's reports at <https://www.ccsse.org/members/reports/2021/reports.cfm>. Username: Vernon, Password: FSAKWD\$7. At the top of the reporting page, you will find a link to our Executive Summary of Results, a document highlighting key findings from the institution's CCSSE 2021 results.
- **Professional Development Highlights**
  - **Professional Development Institutional Effectiveness Planning/Summaries.** 2020-2021 and 2021-2022 PD IEP content submitted.
  - **Fall 2021 Professional Development Calendar.** The [Fall 2021 Professional Development Calendar](#) is posted.

### Human Resources – Jackie Polk

- Personnel
  - Employment
    - a) James Cherry, Custodian – Vernon campus, effective August, 9, 2021
    - b) Justin David, Maintenance Specialist – Vernon campus, effective August 17, 2021
    - c) Hunter Douglas, Assistant Baseball Coach – Vernon campus, effective August 17, 2021
    - d) Lindsey Lipscomb, Head Softball Coach – Vernon campus, effective August 24, 2021
    - e) Taylor Swisher, Assistant Softball Coach – Vernon campus, effective September 1, 2021
  - Internal Transfer
    - a) Jeanne Ballard, *To:* Director of Financial Aid, *From:* Assistant Director of Financial Aid, effective September 1, 2021
  - Resignations
    - a) Kathleen Ervin, Financial Aid/Third party award clerk – Century City Center, effective August 31, 2021
    - b) Deanna Rainwater, Administrative Assistant - Library – Vernon campus, effective August 31, 2021
  - Retirement
    - a) Deana Lehman, PASS Department Director/Coordinator of the Office for Students with Disabilities, effective January 31, 2022
  - Accepting applications for:
    - Math Instructor – VC
    - Licensed Vocational Nursing Faculty – VC
    - Assistant Director of Financial Aid – VC
- Working on various reports.

### Athletics

- New hires:
  - Head Softball Coach - Lyndsey Lipscomb
  - Assistant Baseball - Hunter Douglas
  - Volunteer Asst. Baseball - Cooper Harris
- Volleyball has had scrimmages and first tourney in New Mexico this past weekend. Cancelled out of tourney this coming weekend in Kansas due to being quarantined.

### DRJ Comments

- Each of you are aware of the decrease in enrollment. Some thoughts are enrollment is being impacted by COVID-19, the economy, availability of jobs, stimulus funds, perception of the higher education in today's society, etc. I speculate it is a little of each of these things. It is concerning to a small, rural community college as we deal with funding and staffing. I appreciate any ideas or efforts to increase enrollment in the future.
- Please contact me with any input or questions at:
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