

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

- Board of Trustee Election-- When there is an unopposed election; the governing board must meet, accept a *Certification of Unopposed Candidates* and issue an *Order of Cancellation* declaring the election cancelled and the unopposed candidates elected. The *Order of Cancellation* must then be posted on Election Day at each polling place. The board approved these at the March 9 meeting. Betsy Smith and Jamie Chapman will retain their places on the board while Meg Heatly will be the new board member filling the place vacated by Todd Smith. All three newly elected members will be certified at the May 11 board meeting. That will be Meg Heatly's first meeting. Dr. Smith will appoint a nominating committee at the April 13 meeting and new board officers will be elected at the May 11 meeting after the three members are certified. Dr. Smith's last meeting will be April 13.
- Skills Training Center lease—The board approved a new amendment to the Skills Training Center lease. The term of the lease is January 1, 2022 thru December 31, 2029 (7-year lease). Approximately 50,000 square feet at \$2.05/sq. ft. totally \$102,500 per year paid monthly at a rate of \$8541.67. This is slightly lower than the rate the past five years, which totaled \$104,000 per year. This is a very good rate per square foot comparable to the market in Wichita County.
- Audit-- The College must be audited each year by an independent auditor. The Board of Trustees must approve in a public meeting the choice of an independent auditor to conduct the audit. Since *Edgin, Parkman, Fleming, and Fleming, PC* informed the college the company would no longer conduct college audits, Vernon College issued a Request for Proposals (RFP) to conduct the audit for the year ending August 31, 2022. Two companies responded to the RFP. The board approved *Condley and Company, LLP*. The company conducts audits with other Texas community colleges similar to Vernon College. The total proposed cost of the audit including the audit of Vernon College and the audit of Vernon College Foundation, Inc., a component unit, is \$52,000 plus actual travel expenses. The most recent audit cost \$48,500.
- Other board activity includes:
 - Approval of extension of faculty reappointments for 2022-2023
 - Deposit Insurance Program discussion with Herring Bank
 - King Farm annual update
 - Spring 2022 enrollment snapshot
 - VC History on the Focus on Student Success
 - VC 50th Anniversary Celebration planning –date is set for September 9

Instructional Services – Dr. Elizabeth Crandall, Vice President

- Math faculty members attended the TCCTA annual conference in Frisco, TX. Tammy Majewski, Ariel Tart, Chris Kirby, and Paula Whitman attended many informative meetings relating to changing practices and policies in community colleges in Texas.
- Jeff Feix and all students enrolled in the Surgical Technology Program attended “The Best Little Workshop” in Fort Worth on March 5th and 6th. The students raised \$1600 selling t-shirts, salsa, and chili seasoning at the meeting. Jeff was elected as one of the delegates representing the Texas State Assembly at the AST National Conference in New Orleans from June 7th to 9th during the business meeting.
- Jana Bohannon and Jane Robinson delivered Meals on Wheels on March 30th.
- The Barbers traveled to MSU twice more to do haircuts on March 7 and 28th.
- CAO webinar with CCRC on Dual Enrollment
- Wayland Baptist University discussion about 2 + 2 and scholarships
- Culinary class prepared/served dinner on Feb. 21 for Faith Refuge
- Spring advisory committee meetings
- Catalog edits
- PASS department had Priddy Foundation Interview for next years' grant
- 50th Year Anniversary planning meeting
- Colleague training and discussions
- Graduation planning

Student Services

Student Services Initiatives

- Housing/Student Activities:
 - Spring Break Activities- cookout night, movie night, video game night
 - Room Inspections
 - Severe Weather Drill
- VA/Career Services:
 - VA Certification Packet
 - Advisor Training
 - Road to College tour guide
 - Workforce Solutions Region IX Job Fair
 - STC Nursing Job Fair
- Dual Credit:
 - Fall 2022 MOUs being created
 - Spring Forward Presentations
 - Welcome to VC Scholarship emails and letters sent to eligible students
- Testing:
 - All tests being offered
- Dean of Student Services
 - Honors Program
 - Student covid tracking
 - Embry Health free covid testing at Century City finalized
 - Black History Month drawing completed
 - Online Safety drawing completed

Student Success

- Academic advisors received professional training on the student success advising model best practices and notetaking, degree plan/audit tracking, and caseload management using the Aviso advising system. (Student Success Specialists (6), Student Success Advisors - transfer faculty (10), career and technical education (20), special population (3))
- A revised version of New Student Orientation was launched April 1st and includes 4 steps to register as well as student success topics such as career, pathways, and how to videos for email, MyVC, Teams, and Canvas.
- Counseling/Student Wellness has a new name! Emotional Support Services and Intervention (ESSI) will be rolling out new programming in April. Stay tuned!
- Transfer Services have been in high gear hosting Midwestern State University, Wayland Baptist, and Texas Tech University on campus with more coming in the near future. A transfer center with resources for our top transfer institutions can be found in the foyer at CCC. You can find more information on our website at [Transfer Center \(vernoncollege.edu\)](http://Transfer Center (vernoncollege.edu)).
- Recently improvements have been made to our developmental course withdrawal policy and our Acadeum course sharing policy and process. If you are impacted by either and would like more information, please reach out.

Admissions, Records, and Recruiting Initiatives

- Participated in BHA Technologies/Colleague Meetings and Trainings
- Certified THECB Continuing Education Reports for Quarter 2 2022
- Finalizing the Winter Collection for IPEDS
- Working with RunBiz and Jenzabar/POISE to get SoftDocs up and running
- Created Emergency Aid website with assistance of RunBiz
- Training Brad and Criquett on Registrar duties and functions
- Assisting Michelle Alexander with the Texas Repayment Grant
- Worked with Shana on Onsite Registration Autopsy recommendations
- Events: Northside Admission Day
 - Olney HS Workshop
 - Vernon Boys & Girls Club Adulthood Day
 - Iowa Park HS Scholarship Workshop
 - Region 14: What's Next (Abeline, TX)
 - Region 9: Iowa Park HS "Preparing for your Future"
- Tours: CCC-3, STC-3, Vernon-5
- Q&A-5

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 2021- 2022 Free Application for Federal Student Aid (FAFSA) and packaging to eligible applicants.
- Began packaging completed 2022-2023 Free Application for Federal Student Aid (FAFSA)
- Completed and posted the Vernon College Financial Aid Blog for March 2022.
- Completed assessment activity IPEDS report.
- Completed assessment activity Draft CDR report.
- Completed the Annual code of conduct notification.
- Completed the Get Your Pell On email campaign.
- Awarded and requested Texas Educational Opportunity Grant funds from the THECB.
- Consumer Information emails sent out to staff for updating.
- As per THECB rules, 2022-23 cost of attendance posted on website.
- Calculated and submitted 2022-23 cost of attendance figures to the THECB.
- HEERF III funds disbursed for spring 2022.
- Ellucian Core Training.

Safety and Security Initiatives

- Prepared the officer schedules for the month of April. Prepared monthly Fire and Safety Reports for the end of the Year.
- All full time and part time police officers continue to patrol all campuses both internally and externally. Student traffic has slowed down considerably but officers are vigilant and proactive in their patrols. We are also making sure we are available to everyone and being visible.
- All officer activity logs were reviewed and everything appears to be going smoothly.
- Jeff Hass will start working with us Full-Time on April 1. He will be assigned to, and be trained to work on all campuses if need be.

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

Business Offices

- Over \$1.3 million of HERRF III money was disbursed to students.
- Lost revenues were calculated for Spring 2022 and over \$600k was claimed through HERRF III funds.
- Draft 1 of the 2022-2023 budget was sent to college components for review and input.
- Annual action plans were finalized for 2022-2023.
- We are working with Michelle Alexander on the Texas Repayment Grant that is available to students for summer and fall 2022.
- Mindi Flynn & Cindy Hotz have participated in multiple Ellucian trainings weekly to create and publish a working chart of accounts in the new system.
- Filed state sales tax.

I.T.

- Continuing to replenishment computers on all campuses, as deemed necessary.
- Working with SoftDocs to get this program up and running.
- Troubleshooting issues with IronScales permissions.
- Troubleshooting issues with Outlook and certain student distribution groups.
- **Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.**

Facilities

- Vernon
 - The roofs were replaced on the King Center and over the remaining areas of the Osborne Building that were not replaced in 2021.
 - The alternator and a pulley were replaced on Bus 2.
 - Board member photographs were remounted in the board room to accommodate more pictures.
 - A concrete “VC” was poured on library lawn in preparation of 50th Anniversary celebration.
 - Repairs were made to the broken curbs in the baseball parking lot.
 - Assisted in moving and loading items purchased during the VC Auction.
 - Routine lawn care.
 - Cleaning and sanitizing daily.

- Wichita Falls
 - Lights under canopy entries were replaced at CCC.
 - Several parts of the irrigation system were repaired or replaced.
 - TV and hardware were relocated in room 708.
 - Maintenance crew assisted in moving and loading items purchased during the VC auction.
 - Mowing weekly and landscaping at CCC and STC.
 - Cleaning and sanitizing daily and nightly.

College Effectiveness – Betsy Harkey

- Participation in the **Elucian-Colleague trainings and discussions**. It has been great!
- The **2021-2022 Assessment Activity and Report Calendar** was updated, reviewed and approved during March by the Student Success Data and College Effectiveness Committees. The calendar includes many updates. The calendar will be the Student Success Data Fact for the April Board of Trustees meeting. For questions, contact Betsy Harkey
- **Planning** – 2022-2023 Annual Action Plan was reviewed during March by the appropriate committee (Facilities, Institutional Improvement, Personnel, and Technology). Committee chairs presented their findings during the March College Effectiveness (CE) Committee meeting. The committee findings along with the complete plan was approved by the CE Committee and will be presented as a recommendation for approval to the Board of Trustees during their April meeting. Thank you to all involved in the process. It is detailed and important work.

Institutional Advancement – Michelle Alexander

- The Vernon College 22nd Annual Auction was a success. New business donors were acquired and new bidders participated from the public.
- Callee Serrano was elected to serve on the Vernon Chamber of Commerce Board
- Callee attended two red coat ribbon cuttings on behalf of the Vernon Chamber of Commerce
- Callee attended the “Eat More Plants” webinar, March 30
- A proposal for 2022-2023 scholarship support was developed and submitted to the Roy and Gretta Hogan Foundation
- Donna Adams participated in the Grants Professional Association (GPA) Webinar: “Performance Management for Grant Writers”
- Donna participated in the webinar: “Plan Ahead! The 2022 Grants Funding Landscape for your Next Technology-Enabled Project in Education.”
- Michelle Alexander met with HVAC and Welding students at Skills Training Center to review the 2022-2023 scholarship application process.
- Two new donors have established scholarships within the Vernon College Foundation.
- Michelle participated in two March Greater Texas Foundation Grant Workshops with Amanda Raines, Rachel White, Delilah Fowler, and Christie Lehman.
- Michelle is serving as the Vice Chair of the 2022 CASE Federal Funding Task Force.
- Michelle participated in the Dept. of Education’s Supplemental Support American Rescue Plan Technical Webinar, March 8, 2022.
- The priority deadline for 2022-2023 Scholarship Applications is March 31, 2022.

Marketing – Holly Scheller

- Billboard Design and schedule
- Finished President Report waiting for approval to print.
Catalog editing (all course edits are completed, Associate Degree edits completed, working through Career and Tech Certificate changes now)
- Press Releases went out about the three grants to aid our students, Hair Show, Easter Egg Hunt, and new score board.
- Honors Night award design and production underway.
- All new ads for summer/fall blitz advertising – now released on FB, Insta, Tik Tok, YouTube, and broadcast.
- Published Deans and Presidents lists for the Fall semester.
- Promotional on social of our CTE navigator
- Working on website broken links as they are sent to me, this is a big deal with SACS/COC 5th year on the horizon.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **2022 Institute on Quality Enhancement and Accreditation.** The 2022 Institute on Quality Enhancement and Accreditation is scheduled to be held July 17–20, 2022 at the Walt Disney World Dolphin Resort in Lake Buena Vista, FL. Dr. Brad Beauchamp and Dr. Donnie Kirk are slated to attend.
 - **QEP Spring 2022 Implementation Status.** Faculty completers of prior term QEP workshops are implementing their inquiry based lesson plans in Spring 2022 course. Faculty are now submitting student works reflecting IBL projects completed with the course. Such submissions will occur throughout the remainder of the term.
 - **QEP Current Endeavors:** The following projects/endeavors are under way:
 - QEP Assessment/Report Endeavors for Year 3
 - Implementers Hub in development in Canvas for faculty implementation ease for Year 4+
 - QEP Yearly Report for Year 3 (to be completed by end of Summer 2022)
 - IBL QEP 101 Workshop Recalibration for Year 4 and beyond
 - QEP Assessment Recalibration for Year 4 and beyond...
 - On alert for the next QEP project (2024 and beyond)
- **Professional Development Highlights**
 - **Updated Spring 2022 Professional Development Calendar Posted.** The [Spring 2022 Professional Development Calendar](#) is now posted with April-May 2022 updates. Events are available for leadership, staff, and faculty. Please encourage those you supervise to participate.
 - **PD Current Endeavors:**
 - [Fall Semester Kickoff Agenda](#)

Human Resources – Jackie Polk

- Personnel
 - Upcoming Interviews:
 - Tutoring Center Coordinator – Vernon
 - Director of Enrollment Management/Registrar
 - New Hires:
 - Jeffrey Hass – Police Officer -Vernon - 4/1/2022
 - Michelle Twilligear – LVN Instructor – V/CCC - 4/11/2022
 - Internal Transfers
 - Dr. Criquett Scott-Chapman from Director of Student Success Pathways to VP of Student Success V/CCC - 5/1/2022
 - Shana Drury from Dean of Instructional Services to VP of Instructional Services V/CCC – 5/1/2022
 - Resignation
 - Elisabeth Ainsworth – LVN Instructor - 4/22/2022
 - Amanda Raines – Director of Enrollment Management/Registrar - 4/29/2022
- Working on various reports and audits, processing new employees, processing employees retiring and quitting, working on Ellucian transfer, SACS reports, 2022-2023 Salaries, 2022-2023 contracts, Summer Insurance open enrollment, Employee catalog updates, and preparing reappointment lists.

ERP/SIS/Cybersecurity – Roxanne Hill

- Completed the Department of Education – Federal Student Aid Safeguarding Customer Information
- Working on the DIR Security Plan for 2022
- Participating in Ellucian Colleague Project
 - Finance Education, Training and Building Engagements underway in March and dates throughout July
 - Business Office Chart of Accounts loaded into Test
 - CORE Education, Training and Building Engagements underway in March and dates throughout May
 - Working on CORE Decision Workbook – This framework will lay the groundwork for all other modules in Colleague
 - HR/Payroll Education, Training and Building Engagements will begin in late April and dates throughout May
 - Curriculum Management and Faculty Information Education, Training and Building Engagements will begin in May and dates throughout June
 - Admissions Education, Training and Building Engagements will begin in July and dates throughout August
- Planning for Data Migration from Poise Legacy system to Ellucian Colleague with CORE
- Reviewing technology and cybersecurity policies in preparation for fall 2022 updates

Athletics – Julie Myers Kuhlen

- Baseball has three conference series to go and Softball has two conference series to play. Looking to see where we end up after this in post-season seeding.
- Softball hosted Friends and Family Day on April 2nd and had a great turn out of family, friends and fans.
- Volleyball hosted Spring tourney with three other colleges and came out on top in each match. Also, played well against four year colleges at Cameron. Headed to UTPB for last Spring tourney.
- Rodeo's Colten Leach scored points in Ranger and Western Texas rodeos, Hattie Haynes won the goat tying at Ranger rodeo, and Wesley Colbert scored points at Western Texas rodeo.

DRJ Comments

- I encourage all employees to finish the semester strong and to prepare for a busy summer as we get ready for an enrollment increase this coming fall semester.
- Take the time to attend one of the spring event including home softball and baseball games:
 - (1) Vernon College Foundation Board meeting – Thursday, April 21 2022 – 10:00 a.m. – CCC
 - (2) Honors Convocation – Thursday, April 21, 2022 – 6:30 pm – MPEC, Wichita Falls
 - (3) Vernon College Theater Radio Production on KVWC--April 28 and 29 @ 7:00 pm - *The Diary of Sophronia Winters*.
 - (4) Sports Banquet – Monday, May 9, 2022 – 6:00 p.m.—Wilbarger Auditorium
 - (5) Board of Trustees meeting – Wednesday, May 11, 2022 – 11:30 a.m. Vernon Campus
 - (6) ADN Pinning—Friday, May 13, 2022—10:30 am—Wilbarger Auditorium
 - (7) Commencement – Saturday, May 14, 2022– 10:30 a.m. Kay Yeager Coliseum, Wichita Falls
 - 9:00 a.m. Rehearsal—all students
 - 10:00 a.m. Board members, faculty, staff, and students prepare for entrance
 - 10:30 a.m. Graduation – All students
- Summer hours for 2022 will begin on Monday, May 16 and continue through Thursday, July 28. 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 1, 2022
- Please contact me with any input or questions at:
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