

**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 spring 2022 enrollment report indicates a decrease in enrollment as compared to last spring 2021. Enrollment has decreased approximately 10% with 2143 students compared to 2402 last spring. Enrollment decline is a national issue for higher education and Vernon College employees are exploring all options to turn the enrollment issue around to positive increases for the 2022-2023 school year. The VC-2-3000 Enrollment Task Force have explored this issue and have submitted recommendations to the administrative team. Their work is greatly appreciated. The following is student enrollment data for this trend:

F 19	2933	S 20	2712
F 20	2786	S 21	2402
F 21	2362	S 22	2155
- David Parkman presented the 2020-2021 audit at the January 12, 2022 meeting. The audit is a clean, unmodified audit. There is an estimated \$4 million increase in net position primarily resulting from HEERF stimulus funds. Most of the HEERF funds will be expended this year. Unfortunately, the net position was again negatively affected by GASB 68 and GASB 75. In my discussions with other college presidents, this will be a continuing issue until GASB (Governmental Accounting Standards Board) changes their approach to insurance and retirement liabilities. The continuing impacts of GASB 68 and GASB 75 (which we have discussed the past few years) are caused by ERS (insurance) and TRS (retirement) having made changes to actuarial assumptions they use in calculating the outstanding liability for future retirement and insurance claims in additions to changes in these approaches made by GASB. Keep in mind that these two are book entries only and do not affect the college's cash position in any way. We have been assured that these do not affect our bond rating.
- The VC board approved a property transfer. The Wilbarger County taxing entities own a property located at 1330 Main Street, Vernon, Texas. Wilbarger County is the trustee on the property. This property contains two buildings, one of which is attached to the Police Station for the City of Vernon. The buildings are in poor repair and the condition of the roofs is of concern to the city as one of the buildings is connected to city property. The City of Vernon will need to replace the roof on the two-story building located beside the Police Station and needs ownership in the parcel to do so. Both the two-story building and the one story building are on the same parcel. The City of Vernon respectfully requests that the taxing entities deed Lots 12, 13, 14, 15 and 16 of Block 40, Original Town Addition to the City of Vernon so that the city might replace the roof on the two-story building. The city may then have the option to either 1. Dispose of both buildings, or 2. Remodel and utilize the two story building and dispose of the one story building, or 3. Remodel and utilize both buildings. Wilbarger County has already signed the deed and the deed will be considered by the other taxing entities within the next two months.
- The VC Board members are participating in a Board of Trustee Self Reflection survey. Vernon College had identified this an annual opportunity to assist in meeting future SACSCOC expectations. The survey information will also be used to assist in developing the agenda for the July 13, 2022 board retreat.

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

- The pharmacy technician night program had a 100% pass rate on their national exam.
- Massage Therapy started on Jan. 18<sup>th</sup> with 10 students.
- Tina Duke and Court Reporting instructors will be at WFISD CEC on Jan 28 to speak to students.
- Andrea Sanchez and Tina Duke are working with Practice Management Inst. regarding training opportunities in healthcare.
- Justin Sanders, Vice President of TACE, attended the board meeting on Jan 26/27.
- Anne Patterson and Brienne George have been networking and building our Summer Kid's College program
- Judy Ditmore and Karla Monson delivered meals on wheels on Jan 12<sup>th</sup>.
- 2022-2023 Annual Plan completed
- Interviews and selection of PASS Department Director/Office for Students with Disabilities Coordinator
- Hired Rachel White
- Massage Therapy program began with a full class

- Completed Accountability report for THECB
- Completed 2022-2023 Academic Calendar
- Hired new Surgical Technology instructor/coordinator
- Hired new Henrietta Health Occupations instructor

## Student Services

### **Student Services Initiatives**

- Housing/Student Activities:
  - Spring 2022 Check In complete
  - Students required to quarantine in the dorms are provided meals by Jesse Dominguez
  - February 2022 Valentine Bingo
- VA/Career Services:
  - Reviewing Transcripts for GPA eligibility
  - Onsite Registration and Schedule Changes
  - January 26 Job Fair Vernon Auditorium
  - Interview skills workshops at Skills Training Center
- Dual Credit:
  - Onsite Registration and Schedule Changes
  - Contacting dual credit non pays
  - Fall 2022 MOUs being created
  - Degree Plans
- Testing:
  - All tests being offered
  - Testing Coordinator training
  - HESI Spring 2022 scheduled
- Dean of Student Services
  - Onsite Registration and Schedule Changes
  - Student Covid tracking

### **Student Success**

- Successfully completed Spring 2022 registration period and on-site registration.
- Prepared Spring 2022 caseloads for Career and Technical Education Advisors, Special Population Advisors, Student Success Advisors (academic faculty), and Student Success Specialists.
- Began outreach to students on academic probation and those receiving early alerts regarding participation in our STEPS (striving to end probation status) program or Academic Coaching.
- Peer Mentors participated in exit interviews providing valuable feedback about their experiences.
- Launched [Student Success Transfer Center webpages](#).
- New Student Orientation is currently being updated and will be available for Summer/Fall 2022 students not later than April 1, 2022.

### **Admissions, Records, and Recruiting Initiatives**

- Conducted ApplyTexas application workshops at surrounding high schools
- Continued with the evaluation of transfer student transcripts.
- Contacting High Schools regarding Spring 2022 visits.
- Tours:
  - CCC-1, STC-1, Vernon-1
- Q&A's – 4
- Events:
  - 1/6 & 1/27: Enrollment Task Force Meeting
  - 1/13: Senior Blast Off (about 60 kids throughout 4 sessions)
  - 1/14: Emergency Aid Training
  - 1/21: Interviews for Admissions Clerk
  - 1/25: Hirschi High School Scholarship Workshop (37 scholarship apps, 3 new student apps)
  - 1/26: WFHS Application Workshop: (23 apps)
  - 1/26: Movers and Shakers Meeting
  - 1/31: Café con Leche Community Café

### 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 and 2022-2023 Free Application for Federal Student Aid (FAFSA) and packaging to eligible applicants.
- Completed and posted the January 2021 Financial Aid Blog.
- Completed the Fall 21 Return to Title IV calculations.
- Sent texts and emails to student encouraging them to enroll.
- Completed the 2020-21 Financial Aid Database Report 3 assessment activity report.
- Completed the 2020-21 Independent Audit assessment activity report.
- Texas Educational Opportunity Grant awards reviewed and updated.
- Continued processing of Spring 2021 Early Alerts.
- Sent encouragement email to Spring 2021 enrolled students on suspension.
- Sent Beginning of Semester Financial Aid FAQ email.
- Crystal Wells delivered meals on wheels.

### Safety and Security Initiatives

- Prepared the officer schedules for the month of February.
- 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.
- Registration went well with no reported problems.

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

#### Business Offices

- Certified the 2020-21 audit with the Federal Audit Clearinghouse and submitted filings in accordance with state and federal requirements.
- Prepared and submitted W-2s for all employees on the online portal.
- Prepared and mailed 1095's for all employees.
- Prepared and submitted 1098-T's for all students. They are available for download at [www.1098Tforms.com](http://www.1098Tforms.com).
- Prepared 1099's for all vendors and submitted the file to the IRS.
- Submitted the Report of Fundable Operating Expenses with THECB.
- Submitted the Community College Annual Report and Analysis with THECB.
- Submitted Integrated Fiscal Report Requirements, along with Rider 21
- Prepared an RFP for Financial Auditing Services.
- Filed state sales tax.
- Ann Schultz has begun the Leadership Wichita Falls program.
- Mindi Flynn & Christie Lehman attended the Vernon Chamber of Commerce banquet.
- Completed the wrapping of our new athletic bus:



#### I.T.

- Troubleshooting issues related to Microsoft updates. For best results, employees are encouraged to leave their computers on during nights and weekends. Updates are patched in on Wednesday nights so Thursday mornings may be a little slower to get going and may require a reboot.

- Maintenance on the dorm security camera system.
- **Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.**

### Facilities

- Vernon
  - New seating in the King Gym is complete.



- New squat racks were installed in the weight room.
- Installed cameras in the PASS Center and installed security lighting around the library.
- Replaced the heat exchanger on the King Center dressing room rooftop unit.
- Trimming trees.
- Routine lawn care.
- Cleaning and sanitizing daily.
- Wichita Falls
  - Repairing and painting walls at CCC and STC.
  - Repairing and replacing lights at CCC and STC.
  - Cleaned carpets in the new massage therapy office.
  - Replacing ceiling tiles that were wet from roof leaks.
  - Mowing weekly and landscaping at CCC and STC.
  - Cleaning and sanitizing daily and nightly.

### College Effectiveness – Betsy Harkey

- **SACSCOC** – Dr. John Hardt, the SACSCOC Vice President assigned to Vernon College, retires on February 19, 2022. He is a true friend of Vernon College and will be greatly missed! We look forward to meeting and working with his replacement, Dr. Lynne S. Crosby.
- **Planning** – To allow time for additional training, the 2022-2023 Annual Action Plans final edits are due in mid-February.

- **Data** – The 2021 IPEDS Data Feedback Report is now available from the National Center for Educational Statistics at <https://nces.ed.gov/ipeds/datacenter/Expt/SelectComparisonInstitution.aspx?goToReportId=12>. This report will allow new updates to some of the Vernon College Key Performance Indicators of Accountability and Benchmarks.

### **Institutional Advancement – Michelle Alexander**

- Callee Serrano is busy soliciting and collecting donations for the 22<sup>nd</sup> annual online auction.
- Callee decorated and attended the Chamber of Commerce Banquet.
- Callee was elected to serve on the Chamber of Commerce Board.
- Callee attended the Red River Valley Museum Board of Directors meeting.
- Donna Adams is working with several staff members on funding opportunities
- Donna attended the Thompson Grants webinar, “*How Your Grant Budget Tells Your Story*” on January 7
- Donna attended the GrantStation Webinar, *Sustainability: Looking Beyond Grants*” on January 11
- Donna attended the Grant Professionals Association (GPA) webinars: “*Increasing Revenue by Highlighting In-Kind Donations*” on January 20 and “*3 Things Foundation Wish Grantees Would (and Wouldn’t) Do*” on January 27.
- Michelle Alexander submitted the THECB *Reporting Modernization Grant* period report on January 5
- Michelle met with Terri Williams, President and other members of the Texoma Women’s Business Council, January 11. The Council made another gift to their scholarship fund.
- Michelle met with Dr. Eldon Sund who made a new gift to his scholarship fund.
- Submitted the Quarterly HEERF Report for the Institutional Aid and Minority Serving Institutions Grants to our program officer and the Dept. of Ed HEERF desk
- Michelle, Amanda Raines, and Delilah Fowler participated in the Greater Texas Foundation Emergency Aid Roadmap Grant Workshop #3 on January 14.
- The Vernon College Foundation Board of Directors met on January 20.

### **Marketing – Holly Scheller**

- Released google questions asked/questions answered social series. We had a really positive response.
- Continue to work with the taskforce on enrollment questions
- Released the new library homepage.
- Softball is doing a great job of promoting their upcoming season, those posts are being shared on the main fb page.
- Press release for ASU Agreement
- Presidents report
- Blog updates
- Creating a CTE Navigator post for socials
- Set up campaign for Fall 2022 with Crane West
- Working on several pages for the website to make them cleaner and easier to use (CE, Student Services)
- Worked with Criquett on Transfer to ASU Program
- Working to solve our current business card situation. Maybe sound little but we always have lots of requests for cards and I just lost our main printer.
- New design for business cards, we are forced to find a new supplier. Time to decide if we would like an updated card

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

- **QEP Highlights**
  - **QEP Spring 2022 Faculty Workshop.** “*Success through Inquiry*” Faculty Training Workshop begins mid February. Faculty from the Behavioral and Social Sciences Division are participating. The workshop will run February 18-April 08.
  - **QEP Spring 2022 Implementation Begins.** Faculty completers of prior term QEP workshops are implementing their inquiry based lesson plans in Spring 2022 course. Student pre-treatment surveys are being distributed in QEP targeted courses mid February 2022.
  - Enrollment Task Force Participation. QEP Director Donnie Kirk has been participating in the Enrollment Task Force from December 2021 through February 2022.
- **Professional Development Highlights**
  - **Spring 2022 Professional Development Calendar Posted.** The [Spring 2022 Professional Development Calendar](#) is now posted with February updates. Many opportunities for professional and personal development are available as well as volunteering opportunities! Please contact [Donnie Kirk](#) if you have events to schedule.

## Human Resources – Jackie Polk

- Personnel
  - New Hires:
    - Kailyn Martin – Admission’s Clerk – 2/1
    - Kayla Taylor – Henrietta ISD-Health Occupations Instructor, Henrietta HS – 3/1
  - Resignation
    - Clayton Whitman – LVN instructor – 2/3
  - Open Positions
    - Tutoring Center Coordinator – VC
    - Classified II Nursing position - VC
    - Custodial Technician - VC
    - Director of Institutional Planning, Assessment, and Effectiveness – VC/CCC
- HR is working on:
  - various reports and audits
  - processing new employees
  - processing employees retiring and quitting
  - Encouraging employees to complete Safe Colleges training
  - Yearly Evaluations due this month
  - Reappointment lists

## Athletics

- Softball record at this time is 9-2. Six game winning streak.
- Baseball record at this time is 5-2. Five game winning streak.
- Rodeo’s first Spring rodeo will be at Odessa College February 24<sup>th</sup>-25<sup>th</sup>.
- Volleyball is in off-season and having try-outs and campus visits for the Fall season.

## DRJ Comments

- I appreciate the work that went into preparing the excellent agenda for the Employee Spring Kick-off Professional Development on January 10, 2022. A great deal of helpful information was shared with Vernon College employees.
- I also thought the speaker for the faculty development meeting on January 14, 2022 did an excellent job. He provided pertinent and informative information on how we can communicate and work with today’s students.
- I wish everyone a successful semester—it is already flying by fast.
- This monthly report is later than usual due to my schedule. Everyone else did their part to make it timely.
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