

**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 following at the December 8 meeting:
  - Trustee Election-- An Order of Election for the purpose of electing one trustee each for Place #2 (currently Betsy Smith)—for four year term to complete Anne Spears original term, Place #3 (Vicki Pennington) and Place #4 (Todd Smith) for full six (6) year terms. A requirement directing the posting of the filing period will met by posting the filing period in the Osborne building. The election will be Saturday, May 7, 2022. The first date to file is January 19, 2022 and the deadline to file is February 18, 2022 at 5:00 pm.
  - SACSCOC Substantive Change-- Vernon College (VC) is approved to offer Certificates of Completion, Associate of Arts, Associate of Science, Associate of Arts in Teaching, and Associate of Applied Science degrees (2019 Reaffirmation of Accreditation).  
VC is submitting this notification with regard to the inclusion of the Emergency Medical Services (EMS) Associate of Applied Science (AAS) degree. The EMS program currently is approved to offer the Advanced Emergency Medical Services and Paramedic Certificates of Completion. All courses that are offered in the Advanced and Paramedic certificates will be included in the AAS. No new or additional courses will be added to the AAS except for the 15 general education courses in order for the degree to equal 60 SCH.
  - Santa Rosa Telephone as Internet Service Provider-- The Vernon College team, in consultation with Run Business Solutions, has been in discussion with Santa Rosa Telephone for several months regarding their proposal to become the internet service provider for Vernon College. This transition will save the College an estimate of \$2500 per month in various fee cost for internet service currently contracted with AT&T. Once the College agrees to the proposal, Santa Rosa Telephone will begin significant infrastructure projects to connect Vernon College. The projects are estimated to be completed in 12-18 months. Vernon College will occur no cost until the infrastructure projects are complete and the internet service is connected to all locations. TASB Update 42 to the Vernon College Board Policies to the policy manual
  - 2022-2026 Strategic Plan-- There exists a national focus on strategic planning and accountability for higher education. Vernon College ensures accountability through a long-range strategic planning process which aligns planning and resource allocation with the Vernon College Mission. The process is a cyclical and layered process of planning and evaluation to ensure institution-wide participation and a culture of success. A number of specific measures of student learning as well as numerous evidences of institutional effectiveness are incorporated in to the process.

The long-range strategic planning process at Vernon College is an evidence-centered infrastructure of assessment, planning, budgeting, and communication functions and activities which have been established to provide our evidence to answer the questions of accountability. The process is deliberate, systematic and emphasizes continuous input and evaluation by all members of the College community in order to initiate educational improvement. The infrastructure has been designed so that each individual component is valued, yet it is the sum of all the components that presents the desired status of college preparation and effectiveness.

The *Vernon College 2022-2026 Strategic Plan* document incorporates all components of the long-range strategic planning process to communicate the College's goals, objectives, initiatives, actions, assessment methods, outcomes, and the resource allocation process to internal and external constituents. Consistent review and approval, as well as availability of the document, provides the assurance of transparency and the opportunity of feedback to all constituents including but not limited to students, faculty, staff, administration, the Board of Trustees, elected officials and other stakeholders in the Vernon College service area. This is an action item.

- Board Vacancy-- TASB Policy BBC indicates the board has two options to fill the position.
  - The remaining board members may appoint an individual to fill the position until the next regular election which would be May 2022. The appointed individual (if they chose) and other interested

individuals could file for the May 2022 election. Whoever won the election would complete the position term which would be six years until May 2028.

- The remaining board members may conduct a special election and the individual would hold the position until the term expires. There are specific guidelines to follow to conduct a special election as soon as possible. There is a cost to conduct the special election.
- The board chose to appoint and the appointment will be an action item on the January 12, 2022 board agenda.
- The following updates were provided at the December 8 board meeting
  - Review of 2020-2021 Annual Action Plan Summary
  - Annual Continuing Education Enrollment Report
  - Community College Survey of Student Engagement (CCSSE)

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

- Second year the Barber program has been at the CCC.
- 100% pass rate on the state written exam.
- 100% pass rate overall.
- Cosmetology also has a 100 % pass rate overall as well.
- Met with Wilbarger ISD’s discussing ideas to increase the number of Wilbarger County students at VC
- Prepared data for TX Guided Pathways meeting
- Participated in TX Success Center webinar about Cloud Computing credentials
- Received a TRUE grant as a Partner with Grayson College and Weatherford College
- Hired Cosmetology Instructor, Susie Ferguson
- Pathways Conference attended by Lisa Crandall, Shana Drury, Greg Fowler, Criquett Scott Chapman, Kelly Peterson, Sjhontan Fanner, Amanda Raines
- Pathways Invited Breakout Session – Criquett Scott Chapman
- Ms. Tracy Catlin began a new position as CTE Navigator
- Hired new Director of Continuing Education, Ms. Andrea Sanchez
- Updating MOU with Wayland Baptist University
- Provided CBM 116 follow up report on 2020-2021 VC graduates to Institutional Effectiveness

### **Student Services**

#### **Student Services Initiatives**

- Housing/Student Activities:
  - Room Check outs completed
  - Chaps LEADers program completed with 100% completion rate
  - Finals activities including coffee night at Humble Coffee
  - Spring 2022 Room Check in begins January 11
- VA/Career Services:
  - Registration Appointments
  - Reviewing Transcripts for GPA eligibility
  - December 9 North Texas State Hospital Job Fair Vernon Campus
  - Wichita County Chamber of Commerce conference
- Dual Credit:
  - Spring 2022 registration
  - Updating MOUs and Dual Credit Approval Form
  - Degree Plans
- Testing:
  - All tests being offered
  - Testing Coordinator position filled – Madison Tiedman
- Dean of Student Services
  - SACSCOC virtual conference
  - CHAPS LEAD program
  - Annual Action Plans Completed
  - Potential grievance meetings

### **Student Success**

- Walk-in Advising has been in full force since we returned from Thanksgiving Break. The Student Success Specialists advised walk-in students in addition to those with appointments. The following are walk-in students ONLY: Nov 29 Week – 82 students, Dec 6 Week (Finals) – 54 students, Dec 13 Week (no classes) – 61 students, Jan 3 Week – 85 students with a HIGH of **34 WALK-IN STUDENTS** seen on Monday, January 3<sup>rd</sup> alone. WOW!
- Many Student Success Advisors are using the new advising software Aviso to manage their caseloads. Thank you to Student Success Specialist Kelly Peterson for creating the reporting tools!
- [Transfer Center webpages](#) have been added to the Student Success portion of the website. Student Success Specialist Gregg Chesterman is the transfer lead and designed the pages. Thank you Gregg!

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

- MyVC/Campus Connect registration is ongoing. To date, 1860 total registrations have been completed with 553 of those being dual credit (01/04/2022)
- Processed 517 new applications for Spring 2021. 139 have registered
- Amanda Raines attended the 2021 SACSCOC Virtual Annual Meeting
- Worked with Michelle Alexander on completing the Texas Completion Repayment Grant
- Hosted Kate Burgess Elementary at CCC
- Posted grades for Fall 2021
- Processed and review 132 graduation applications for Fall 2021
- Conducted ApplyTexas application workshops at surrounding high schools
- Continued with the evaluation of transfer student transcripts.
- Contacting High Schools regarding Spring 2022 visits.

### **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
- Certified the Financial Aid Database.
- Completed and posted the December 2021 Financial Aid Blog
- Completed the Fall 2021 Satisfactory Academic Progress review.
- Completed the Fall 2021 SB 1210 Satisfactory Academic Progress review.
- Sent Texts and emails to students encouraging them to enroll.
- Submitted the financial aid draft 2022-2023 Annual Action Plans
- Texas Educational Opportunity Grant awards reviewed and updated.
- Completed HEERF III Quarterly Reporting.
- Completed and submitted the FY 21 GEER State Grant Aid Closeout report.
- Professional development training of financial aid staff.
- Ashleigh Ochoa delivered Meals on Wheels
- Rosa Alaniz rang the bell for the Salvation Army

### **Safety and Security Initiatives**

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

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

#### **Business Offices**

- Submitted the Integrated Fiscal Reporting Manual with THECB.
- Submitted Rider 21 to the Legislative Budget Board.
- Submitted Disaster Relief Funds report to AbEST.
- HERRF funds were sent out to CE and academic students totaling \$15,600.
- Financial aid for December Mini's was disbursed to students.
- Christie Lehman attended a 1098-T webinar for 2021 updates and changes.
- Final work on the annual audit was completed.

- Worked with graphic company to mock up a bus wrap for the new athletic bus.
- Prepared a rough draft of the Annual Action plan for 2022-23 for Administrative Services.
- Filed state sales tax.
- Malinda Fleming and Cindy Hotz delivered Meals on Wheels for Administrative Services
- Mindi Flynn & Cindy Hotz rang the bells for Salvation Army.

#### I.T.

- Replaced 26 network switches.
- Replaced patch cables and cleaned up cable rooms over Christmas break.
- **Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.**

#### Facilities

- Vernon
  - Replaced ice maker in the SUB.
  - Replaced elements and cleaned the dorm water heaters.
  - Bleacher covers, visitor dugout and the centerfield wall were painted at the baseball field.
  - Backstop wall and storage building were painted at the softball field.
  - Routine lawn care.
  - Cleaning and sanitizing daily.
- Wichita Falls
  - Work was done on the canopy lights and in the main lobby at CCC.
  - New door and walls were installed in the admissions/recruiting area and painted.
  - Christmas trees were put up in the front and back lobbies of CCC.
  - Office in the cosmetology department were painted.
  - Lights were repaired and replaced at STC.
  - Mowing weekly and landscaping at CCC and STC.
  - Cleaning and sanitizing daily and nightly.

#### College Effectiveness – Betsy Harkey

- **SACSCOC** – The Substantive Change Notification for the Level Change of the inclusion of the Paramedic of Associate of Applied Science effective August 2022 was approved by the Board of Trustees during the December 8<sup>th</sup> meeting. The next step is waiting for the SACSCOC response.
- **Planning** – The Vernon College Strategic Plan 2022-2026 was approved by the Board of Trustees at their December meeting.

Annual Action Plans for 2022-2023 are due the end of January.

- **Data** – Reminder - December and January are months designated by Institutional Effectiveness to update Key Performance Indicators of Accountability and related Benchmarks. If you have need for KPIA information please contact Betsy Harkey. Your feedback will help to prioritize the updates.
- Betsy Harkey and Mary King served as Salvation Army bell ringers on December 9<sup>th</sup>. Criquett Scott-Chapman and Betsy rang bells on December 13<sup>th</sup>.

#### Institutional Advancement – Michelle Alexander

- Michelle, Donna Adams, Amanda Rains, Christie Lehman, Jeanne Ballard, and Holly Scheller worked on the information required to submit a Texas Completion Repayment Grant Proposal to the Texas Higher Education Coordinating Board. The College was awarded a grant under this program on January 5, 2022.
- Michelle participated in the CASE 2021 Federal Funding Task Force Leadership Team Meeting on December 16, 2021.
- Michelle Alexander was elected the 2022 Chair of the Board for the North Texas Area United Way in Wichita Falls.
- Callee Serrano completed the 2021-2022 annual holiday campaign. The campaign raised \$43,775 and secured two new donors.
- Donna Adams participated in the Virtual Compression Planning Instituted, December 1 – 3, 2021
- Donna attended the National Science Foundation IUSE Program Overview Meeting, December 6, 2021.
- Donna attended the JET Informational Webinar for Institutions of Higher Education.

### Marketing – Holly Scheller

- Designed the Google Questions answered series for social platforms.
- Almost completed the Presidents Report (just waiting on some reports)
- Met with the enrollment taskforce and partners to help us research processes
- Met with KVWC on a weekly spotlight series
- Ordered 3000 more CTE brochures after we flew through the first 3000 (outstanding job!)
- Designed and posted a promotion for Massage therapy
- Designed and posted a promotion for our Scholarship application

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

- **QEP Highlights**
  - **QEP Spring 2022 Faculty Workshop Invitations.** Invites are now out for the Spring 2022 Success through Inquiry Faculty Training Workshop. Faculty from the Behavioral and Social Sciences Division will be participating. The workshop will run February 18-April 08.
  - **QEP Spring 2022 Implementation Readiness.** Faculty completers of prior term QEP workshops are implementing their inquiry based lesson plans in Spring 2022 course.
- **Professional Development Highlights**
  - **Spring 2022 Professional Development Calendar Posted.** The [Spring 2022 Professional Development Calendar](#) is now posted. Please contact [Donnie Kirk](#) if you have events to schedule.

### Human Resources – Jackie Polk

- Personnel
  - New Hires:
    - Brandan Harris 1/3
    - Madison Tiedman 1/3
    - Karson Wendler 1/3 – Part Time
  - Internal Transfers
    - Rachel White – To Director of PASS Department – VC – January 3<sup>rd</sup>
  - Resignation
    - Annaliese Espinoza - 12/14
    - Leo Garza - 1/3/2022
    - Melody Bell - 1/7/2022
  - Open Positions
    - Admissions Clerk - CCC
    - Tutoring Center Coordinator – VC
    - Classified II Nursing position - VC
- HR is working on:
  - various reports and audits
  - processing new employees
  - processing employees retiring and quitting
  - Encouraging employees to complete SafeColleges training
  - Yearly Evaluations

### Athletics

- Athletes are arriving on campus and will begin workouts next week.

### DRJ Comments

- The coming months will be very busy as we begin implementation of the Ellucian Colleague ERP/SIS. I have confidence in the leadership that Roxie Hill and Steven Underhill will provide to the project.
- I look forward to a successful on-site registration process, a stable enrollment, and a fast moving, productive spring semester at Vernon College.
- Please contact me with any input or questions at:
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