

**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**

- Room and board rates were approved for 2022-2023. No increase was proposed in the \$500/semester room rates, but there was a proposed increase to the board/meal plan rates as proposed by the food service contractor, Great Western Dining. The 15 meals per week meal plan of \$1850 for the fall and \$1874 for the spring was proposed and approved. The difference in cost per semester is due to number of actual meal days in the different semesters. The increase is a little higher this year than usual due to inflationary cost of food products. The College continues to be very satisfied with the food service contractor and believe this is normal cost increase due to cost of food products and labor.
- Due to the many variables negatively influencing enrollment, one being financial barriers, the administrative team recommended no increases in tuition and fee costs for the 2022-2023 academic year. The Vernon College Board of Trustees agreed with this proposal and approved to continue the current rates for tuition and fee cost.
- The board also approved the 2022-2023 academic calendar. Each spring the calendar committee works with faculty, staff, and administration to develop an effective yearly academic calendar. The calendar takes into consideration Texas Higher Education Coordinating Board guidelines and reporting deadlines, area high school calendars, Midwestern State University calendar, program needs/requirements, registration needs, and final exam needs.
- All Vice-Presidents and Deans had annual professional reviews/evaluations conducted in February. All were recommended for a one-year extension to their two-year contract and this was approved by the Vernon College Board of Trustees
- The Vernon College Board of Trustees conducted the annual evaluation/professional review of the president in executive session. The board recommended a one-year extension to the president's three-year contract effective for September 1, 2022 to August 31, 2025.

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

- Delayne Crow and Jeff Feix attended the Association of Surgical Technologists 25<sup>th</sup> Educator's Conference and the ARC/STSA Accreditation Workshop in Las Vegas, Nevada February 10<sup>th</sup> to 12<sup>th</sup>
- Harli Adams and Janice Turvaville participated in Meals on Wheels, on February 16<sup>th</sup>.
- The Barber department went to MSU to do haircuts at the Student Support Services for the month of March.
- Police Academy installed our new Simulator. TI Training trained 8 instructors on and we are ready to go. (all done with grant money)
- Rachel White began her new position as ADA Director in January.
- Jane Robinson and Rachel White gathered all documents needed and submitted the Priddy Grant.
- Deana Lehman retired.
- Testing and Tutoring in the Pass Department.
- Summer schedules turned in
- Completed work on teaching modalities
- Ellucian/BHA discovery/kick-off
- Henrietta HS Health Occupation interviews
- Catalog changes/curriculum clean-up
- NAPE training
- Adopted process for THECB CE approved programs to attend graduation ceremonies in May: Culinary, Police Acad, Fire Acad, Court Reporting, Massage Therapy
- Justin Sanders had WECM training on March 2<sup>nd</sup>.
- Anne Patterson, Tina Duke, and Andrea Sanchez are working on building the Truck Driving program to begin in the 2022 – 2023 academic year.
- Brianne George and Anne Patterson are continuing to work on Kid's College schedules and build courses for Summer 2022.

## Student Services

### **Student Services Initiatives**

- Housing/Student Activities:
  - Community Cornhole
  - Movie Nights
  - February 2022 Valentine Bingo
  - Board Game night
  - Video Game intramurals
- VA/Career Services:
  - Career services/resume building appointments with students
  - Wichita Falls Chamber of Commerce meetings for Career Coach
  - Advisor Training
  - Road to College tour guide
  - Creating VA outreach/marketing to high school graduates
  - Working on VA yearly submission packet
  - DBU VA admissions rep on campus
  - Career Coach widget implementation meeting
  - VA SCO training
  - Wichita County military roundtable meeting
  - NSO meetings
  - Beginning website update
- Dual Credit:
  - Fall 2022 MOUs being created
  - Degree Plans
  - Working with ISDs on Fall 2022 needs
  - Scheduling Catch the Future meetings at high schools
  - Advertising Welcome to VC Scholarships with good response
  - Road to College tour guide
  - Updating website
- Testing:
  - All tests being offered
  - HESI Spring 2022 additional dates added for increased interest
  - Website updated
- Dean of Student Services
  - Employee evaluations
  - Student covid tracking
  - Registration Autopsy Meeting
  - ERPSIS trainings
  - Road to College tour guide
  - Honors Meeting
  - Student Discipline

### **Student Success**

- A revised New Student Orientation will be available April 1.
- Conducted Striving to End Probation Status (STEPS) sessions for students on probation.
- Conducted Academic Coaching sessions for students referred by faculty through proactive “Early Alerts.”
- Continuing to develop protocols and resources for Emotional Support Services and Interventions.

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

- Hosted Leadership Wichita Falls at CCC
- Delilah presented at Region 9
- Conducted City View Scholarship Workshop
- Hosted 60 Road to College students at CCC.
- Tours:
  - CCC-6, Vernon-2
- Participated in BHA Technologies Kickoff

- Participated in Colleague Kickoff and Trainings
- Working with Student Services on revamping the New Student Checklist and New Student Orientation
- Completed all yearly evaluations
- Participated in Emergency Aid trainings
- Participated in NAPE trainings
- Assisting Michelle Alexander with the Texas Repayment Grant
- Worked with Shana on Onsite Registration Autopsy recommendations

#### **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 staff evaluations
- Completed and posted the February 2022 Financial Aid Blog.
- Calculated the 2022-23 Cost of Attendance figures.
- Reviewed the Vernon College FY 2019 Draft Cohort Default Rate.
- Awarded and requested Texas Educational Opportunity Grant funds from the THECB.
- Completed and submitted 2022-2023 VC Catalog revisions.
- Completed the Financial Aid Integrated Postsecondary Education Data System (IPEDS) Survey.
- Continued processing of Spring 2022 Early Alerts
- ECAR Updated & Submitted to Dept of Ed
- Ellucian Meetings & Discovery document submitted
- Transcript training to Financial Aid staff
- Email to loan students regarding Panhandle-Plains Higher Education Foundation
- Special Circumstance Reviews
- Completed the Assessment Report for Final Audit
- Completed the Assessment Report for Financial Aid Database Cycle 3

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

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

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

##### **Business Offices**

- Disbursed over \$1.3 million in spring FA money.
- Updated VC registrations for DUNS and CAGE codes.
- Filed the Eminent Domain report with the state comptroller.
- Claimed over \$200,000 in HERRF III expenses.
- Participated in several Ellucian discovery meetings.
- Finalized the Annual Action Plan for Administrative Services for 2022-23.
- Completed all professional reviews.
- Filed state sales tax.

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

- DIR Cyber Security Reporting
- Addressing wifi issues at CCC and STC
- **Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.**

##### **Facilities**

- Vernon
  - Roof replacement on King Gym.
  - Replaced the AC compressor and fan motor in the softball press box.
  - Replaced heaters in the baseball concession stand and restroom.

- Replaced deteriorated duct work in the King Center.
- Replaced the AC compressor on Bus #2.
- Replaced busted pipelines after another hard freeze.
- Tied an old well back into the irrigation system.
- Routine lawn care.
- Cleaning and sanitizing daily.
- Wichita Falls
  - Repaired lights at CCC and STC.
  - Repaired the heater fan in the welding shop at STC.
  - Installed a new drive unit on a unit at STC.
  - Repaired the 3 in sprinkler line on the south side of CCC.
  - Touchup painting at CCC in several places.
  - Mowing weekly and landscaping at CCC and STC.
  - Cleaning and sanitizing daily and nightly.

### **College Effectiveness – Betsy Harkey**

- **Projects completed in February** - Board of Trustees Self-Reflection 2022, Spring and Spring I 2022 Count Day Snapshot, SACSCOC Fifth-Year Report Responsibility Matrix, and History of Vernon College Focus on Student Success. For more information please contact Betsy Harkey
- **Planning** – 2022-2023 Annual Action Plans are schedule to be reviewed during March by the appropriate committee (Facilities, Institutional Improvement, Personnel, and Technology). The College Effectiveness Committee and Board of Trustees should be in April.

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

- Preparation is underway for the 22<sup>nd</sup> annual online auction March 8-10.
- Donna Adams attended the Grants Professional Association (GPA) Webinar: Evaluation Plan: What should your plan include? on February 3, 2022
- Donna attended the THECB Webinar: Optimizing Your GEER-funded Grant on February 11, 2022
- Donna participated in the 02/07/2022 Grant Writing USA Workshop, February 7-8, 2022
- Donna attended the THECB Meeting: TX Completion Repayment Grant Program on February 10, 2022
- Michelle Alexander attended the Texas Association of Community College Foundations Annual Meeting, February 9 – 11, 2022. She presented a session on the Federal Funding Task Force.
- Michelle participated in the Greater Texas Foundation’s Emergency Aid Roadmap Workshops February 4 and February 25.
- Participation in the Ellucian meetings as required.
- Assisted with hosting the Road to College field trip, an initiative of Café con Leche, on February 16.
- Michelle met with the Texoma Women’s Business Council on February 22 and made a presentation about their scholarship fund at Vernon College.

### **Marketing – Holly Scheller**

- Chunked up the catalog and got it out to the departments. Due date is March 4<sup>th</sup> for edits.
- Edited and posted LVN pinning
- Press released the Wilbarger Scholarships/My path2ASU/Grant Information/Dean and President’s List
- Finished Taskforce work
- Attended Nape Training
- Continue to edit the presidents report
- Created flyers and social posts for Hair Show
- Met with the Movers and Shakers group to discuss master calendar and communication plans so all departments know what is going on.
- Media Blitz for Summer and Fall 2022 starts mid March- Secure your Future will be our tag line, highlighting workforce careers and transfer. Our ads will run primarily across social platforms,(including tik tok, and YouTube as wells as FB, IG, Twitter), and ads that run while people play video games. We will continue to run ads on broadcast through the rest of 2022.

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

- **QEP Highlights**
  - **QEP Spring 2022 Implementation Status.** Faculty completers of prior term QEP workshops are implementing their inquiry based lesson plans in Spring 2022 course. Perception surveys were sent to students in QEP designated classes in February. A progress check for implementers went the last week of February.
  - **QEP Implementation Committee Meeting Spring 2022.** The QEP Implementation Committee Meeting is now re-scheduled for Friday, March 25 at 9:00AM.
  - **Current Endeavors:** The QEP Team is turning their attention to the following projects:
    - QEP Assessment Endeavors for Year 3 Wrap up
    - 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**
  - **TCCTA Attendance.** Members of the Department of Math and Science, Behavioral and Social Sciences, Communication, Nursing, and Cosmetology attended [TCCTA in Frisco, May 03-05](#).
  - **PD Committee Meeting Spring 2022.** The PD Committee Meeting is re-scheduled for Friday, March 25 at 9:30AM.
  - Updated **Spring 2022 Professional Development Calendar Posted.** The [Spring 2022 Professional Development Calendar](#) is now posted with March 2022 updates.
- **Upcoming Events for Your Calendar!**
  - **SafeColleges Training – Required Vernon College Sessions.** [Log in here and get started.](#) Due by March 31, 2022.

## Human Resources – Jackie Polk

- Personnel
  - Accepting applications for:
    - Math Instructor - Vernon
    - Custodial Technician – Vernon
    - Tutoring Center Coordinator – Vernon
  - New Hire:
    - Delayne Crow – Surgical Tech Coordinator - 3/1/2022
  - Internal Transfer:
    - Dr. Brad Beauchamp from Faculty/Director of Instructional Assessment to Director of Institutional Planning, Assessment and Effectiveness V/CCC - 5/1/2022
  - Resignations:
    - Brook Conley – Assistant VB Coach – 3/10/2022
- Working on various reports and audits, processing new employees, processing employees retiring and quitting, working on Ellucian transfer, SACS reports, collecting professional reviews and preparing reappointment lists.

## ERP/SIS – Roxie Hill

- **In Progress** – BHA project inventory documents
- **Completed** – Completed Ellucian CORE Discovery – 3-1-22
- **Completed** - Complete Student AR Discovery – 3-2-22
- **Completed** - Team leads/members can post to the implementation project site.
- **Completed** - Resolve Environment login issue for consultants and users – Ellucian ticket created and Ellucian resolved issue - 3-4-22
- **Completed** – Continuous Meetings with Ellucian Project Manager, BHA Project Manager
- **Completed** – Updated items on the project site for this week
- **Completed** – Completed Ellucian Teams Orientation – 2-22-22
- **In Progress** - IT Tech Training Room set up – Vernon Wright Library 209 and CCC 708 – PCs ordered
- **Completed** - Complete HR/Payroll Discovery – 2-25-22
- **Completed** – Ellucian Admissions Discovery – 2-25-22
- **Completed** – Completed Ellucian FA Discovery – 2-23-22
- **Completed** – Resolved SAAS Environment error
- **Completed** - Set up Team Member access to the Implementation Project Site – 2-24-22
- **Completed** - Create SOD Records for Ellucian consultants and Team Leads in Colleague UI environments – 2-23-22

- **Completed** – Continuous Meetings with Ellucian Project Manager, BHA Project Manager
- **Completed** – Updated items on the project site for this week. Uploaded FA Discovery

### **Athletics**

- Rodeo will be at the Ranger Rodeo weekend of 24<sup>th</sup>-26<sup>th</sup>
- Baseball is 7-8 overall going into first week of Conference play on March 9<sup>th</sup>
- Softball is 10-4 overall and Conference 1-3 starting second week of play
- Volleyball busy with off-season

### **DRJ Comments**

- Spring Break is upon us. I hope you enjoy some needed time off and come back to finish the semester strong.
- Upcoming College Events:
  - (1) Vernon College Theater production—*The Furnished Floor*—7:00 pm, March 10 & 11, 2022—KVWC
  - (2) Spring Break—March 14-18, 2022—all campuses
  - (3) Easter Eggstravaganza – Tuesday, April 5, 2022—4:30 pm
  - (4) Board of Trustees meeting – Wednesday, April 13, 2022 – 11:30 a.m. Vernon Campus
  - (5) Vernon College Foundation Board meeting – Thursday, April 21 2022 – 10:00 a.m. – CCC
  - (6) Scholarship Banquet – cancelled 2022
  - (7) Honors Convocation – Thursday, April 21, 2022—6:30 pm—MPEC, Wichita Falls
  - (8) Sports Banquet – Monday, May 9, 2022 – 6:00 p.m.—Wilbarger Auditorium
  - (9) ADN Pinning—Friday, May 13, 2022—10:30 am—Wilbarger Auditorium
  - (10) 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
- Please contact me with any input or questions at:
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