

**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**

- Employee professional development—the Spring 2023 Kick Off for all employees was conducted on Monday, January 9, 2023. The meeting was on the Vernon campus with breakfast and lunch provided to all employees. The professional development committee and Dr. Donnie Kirk scheduled a number of pertinent sessions for all employees.
- The Vernon College Board of Trustees considered two tax abatement requests at the January meeting:
  - Crusoe Energy tax abatement request-- Crusoe Energy plans to construct a data center connected to the Electra Windfarm in three phases. Phase one will be an investment of \$30-35 million dollars. Phase two will produce estimate of 3 full jobs and completion of phase three estimates 8 full-time jobs total. This was tabled at the last meeting and after emails discussion with the company, they submitted a revised request. The revised request was:
    - Years 1-2: 80%
    - Years 3-4: 70%
    - Years 5-6: 50%
    - Years 7-8: 30%
  - The vote on the request was a tie, 3-3 with one board member absent. The request will be considered at the February 8 meeting.
  - Hanasour Investment, LLC tax abatement request--Hanasour Investment, LLC plans to develop a travel center/truck stop with a convenience store, food franchise, and diesel mechanic shop on 10 acres including the old Gibson Center location. The company estimates 14-18 months for construction and a 1.8 million payroll. The request was:
    - Year 1-100%
    - Year 2-80%
    - Year 3-60%
    - Year 4-40%
    - Year 5-20%
- The request was approved.
- The Vernon College Board of Trustees also approve the closure of the Seymour instructional location. For several years, Vernon College conducted a cohort of the LVN program at the Seymour location in collaboration with the Seymour Hospital. Due to lack of applications and enrollments in the Seymour program, not classes have been conducted in two full years. After review and discussions with the nursing program director and faculty, the recommendation to close the location was made to the board.
- Futured board meeting dates are:
- Board meeting dates— Board meeting dates for 2023 will be :
  - January 11
  - February 8
  - March 8
  - April 12
  - May 10
  - June 14
  - July 12 (Annual retreat)
  - August 9
  - September 13
  - October 11
  - November 8
  - December 13

### **Instructional Services – Shana Drury, Vice President**

- Hired new EMS Coordinator, Stephanie Humberd, who will begin on Feb. 13.
- Held a successful Faculty Development on Jan. 13.
- Calendar Committee approved the 2023-2024; 2024-2025; and 2025-2026 Academic Calendars
- Hired Tammy Vincent to replace retiring Iva Belew at Congregate Meals, who began Jan. 2.
- Guided Allied Health Tours at CCC on Jan 27 in partnership with North Central Area Health Education Center for 265 students from Vernon, Windthorst, Holliday, Electra, Burkburnett, Bellevue, Wichita Falls ISD.

- Attended the TACAO Quarterly Board Meeting on Jan. 31.
- Attended TACTE Conference Planning Meeting
- Attended BDC meeting regarding new hydrogen plant
- Continued Ellucian and Colleague meetings and training
- Massage Therapy ended Oct. 2022, 7 passed 1st try, 1 passed second attempt, 1 scheduled to test
- Leadership WF will be at STC on Feb. 7.
- Melissa Williams will be the VC representative for Leadership WF
- Congratulations to RN department who received national Accreditation Commission for Education in Nursing Candidacy! The department now has 2 years to become fully accredited with site visits in Spring 2024, Fall 2024 and Spring 2025.
- Meeting with Archer City ISD and Dexter regarding CTE and other dual credit opportunities
- Catalog edits
- Professional Reviews
- Academic Council meeting
- Working with Brad on SACSCOC documentation for closure of Seymour Learning Center and adding high schools for dual credit

### **Student Services – Dr. Criquett Chapman – Vice President**

- Game day assigned officer QR code was emailed to all coaches.
- Officers are scheduled for all sporting home events.
- Financial Aid has pulled in 726 valid 2023-2024 FAFSA's and has begun completing financial aid files for Fall 2023 in Colleague. Still working diligently to get the system ready to package aid.
- Sent Texts and emails to students encouraging them to enroll for the Spring 2023.
- Posted many Facebook posts encouraging students to complete the 2023-24 FAFSA now for the Fall 2023 along with helpful tips for students and parents. Also reminding students that the 2023-24 VC Scholarship is open.
- Posted the Financial Aid Blog for January "9 Myths About the FAFSA and Applying for Financial Aid" which helps students understand information about applying and receiving financial aid.
- Jeanne delivered Meals on Wheels on January 4th.
- Sent encouragement emails to Spring 2023 enrolled students on suspension.
- Sent Beginning of Semester Financial Aid FAQ emails to Spring students.
- Began reaching out to students who have been sent an Early Alert for Spring 2023 for not beginning attendance.
- Housing Move In complete – 96 dorm students
- New VA computer system called Enrollment Manager expected to go live March 6
- 111 VA students for Spring 2023
- 556 dual credit students registered for Spring 2023
- Mailed VC statement of account to over 300 dual credit students who had not paid by January 5
- Promoting Welcome to Vernon College scholarships to graduating dual credit students
- Awarded degrees and certificates for December completers
- Maria Servin and Criquett Chapman attended Sevis training with our Sevis representative (international students)
- Completed Softball and Baseball eligibility
- Recruiting: attended/presented at two Region 9 events
- Upcoming Dates:
  - Community College Day at the Capital trip with 4 students January 25 & 26
  - ***"Mental Health Matters: Anxiety Discussion"* Faculty/Staff In-person Event.** Friday, February 17, 10a—11:30a. Vernon campus, RM 423, Century City Campus, RM. 712. **Sign up for the event here:** [Century City Campus](#); [Vernon Campus](#).
  - Let's Taco 'bout Anxiety Student Event (free taco):
    - Vernon – February 21, 8:30 – 9:30 AM; February 22, 2:00 – 3:00 PM; SUB
    - CCC – February 20 & 21, 8:30 – 9:30 AM; February 22 & 23, 12:00 – 1:00 PM; Northwest Lobby
    - STC – February 22, 11:00 AM – 12:00 PM; Outside of Break Room
  - High School Counselor Luncheon February 28, 2023
  - March 25 large Cornhole Tournament coming to the VC Gym
  - Honors Program April 20, 2023

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

### **Business Offices**

- Prepared and submitted Report of Fundable Operating Expenses to THECB.
- Prepared 1099s, W2s, 1095s and 1098-Ts.
- Continued work with Santa Rosa and RunBiz to finish up the phone replacement project.
- Submitted Eminent Domain report.
- Prepared and submitted the Assessment of Leased Property report to the Wichita Appraisal District.
- Submitted Sch 3C: I&A insurance headcount to the LBB.
- Prepared and submitted Community College Annual Reporting and Analysis Tool to THECB.
- Called all students with a balance on payment deadline day to try and collect funds and keep them enrolled.
- Training with Colleague for student billing. Preparing for Live Simulation the first week of February.
- The payroll module went live in January 2023.

### **I.T.**

- Switches were replaced on all campuses to support the new VOIP phones.
- RunBiz work many, many hours with Santa Rosa on the phone replacement project.
- Assisted VC employees with AEFIS access issues.
- Continuing to replenishment computers on all campuses, as deemed necessary.
- Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.

### **Physical Plant**

- Improving electric and lighting at the river farm area.
- Repair leaks at CCC gym.
- Cleaned equipment out of Seymour Learning Center.
- Routine cleaning of all buildings on all campuses.
- Routine lawn care.
- Repaired multiple lights at CCC and STC.
- Ongoing repairs to HVAC units on all campuses.
- Mowing weekly and landscaping at Vernon and Skills Training Center.
- Cleaning and sanitizing daily and nightly.

## **Institutional Assessment, Planning, and Effectiveness – Dr. Brad Beauchamp**

- Finalizing drafts of Annual Action plans for 2023-2024
- Finalizing list of courses from previous catalog years (2018 – present) for Ellucian Colleague
- Completed alumni data request for Michelle Alexander
- Compiling a list of what KPIAs are beneficial/used and what KPIAs might be added/improved
- Completed SPG (Student Program) file for Colleague for students Fall 2018 – Fall 2022
- Completed STC (Student transcript) file for students Fall 2021 – current
- Drafting STC (Student transcript) file for students Fall 2018 – Fall 2021
- Completed IPEDS winter surveys.

## **Institutional Advancement – Michelle Alexander**

- The 2023-2024 Vernon College General Scholarship Application priority deadline is March 15, 2024. All prospective and current students are encouraged to complete an application by that deadline.
- Preparations for the 23<sup>rd</sup> Vernon College Foundation Online Auction are underway, if you have items, gift cards or services to donate, please contact Callee Serrano at [cserrano@vernoncollege.edu](mailto:cserrano@vernoncollege.edu) or (940) 552-6291, ext. 2320. We want this one to be the largest one yet. All proceeds from the auction are matched 1:1 from our Foundation's Annual Fund and used to award Departmental Grants to College Departments and Programs. The auction will be held March 7-9, 2023. Bid High, Bid Often!
- Callee Serrano participated in and attended the Vernon Chamber of Commerce Banquet. Callee is serving as a member of their Board.
- Callee attended the Scooters Coffee ribbon cutting with the Chamber.
- Michelle Alexander was asked to serve a second term as Chairman of the North Texas Area United Way Board of Directors.
- The Chaparral Emergency Aid Committee is handling Emergency Aid applications as they are submitted.

- Michelle participated in the fifth Greater Texas Foundation EA Grant sustainability workshop on January 13, 2023.
- Michelle made two 2023-2024 Scholarship presentations to students at the Skills Training Center January 17 (evening) and January 18 (morning) to help them prepare to submit the General Scholarship Application before the March 15 priority deadline.
- The Vernon College Foundation held their Quarterly Meeting on January 19, 2023 at Century City Center.
- Dr. Johnston and Michelle met with representatives of the Texoma Women's Business Council to receive a new gift for their scholarship fund at Vernon College.
- Michelle attended the Martin Luther King Breakfast on January 21 and was recognized as a member of the MLK Scholarship Committee.

### Marketing – Holly Scheller

- Catalog editing has begun, the target day for completion is March 30 if possible.
- Met with Crane West about the Fall blitz campaign and everything is changing
- Continue to work on the navigation system in the hallways at CCC.
- CCC lounge furniture arrived, Brett Wilson's crew painted the wall to match the mural and it looks fantastic.
- Worked with RunBiz on the Dorm Room webpage, Jesse provided great photos and we reorganized the page to give students a better look at dorm life.
- THE PATHWAYS SITE LAUNCHED!!!! When you log on to our homepage it will be the first thing you see. Student Services worked their butts off on getting all of the information uploaded. What a labor of... well... love isn't the right word, but it was a labor. J This should be very helpful to students who want to come to college but are not sure what they what do.
- Began working on the Hair Show flyer and ads for April 24<sup>th</sup>.
- The annual mailing has been mailed (Thank you Callee Serrano for mailing them out!)
- Set up CTE month for February on our socials. All the programs will be highlighted as well as students who are in the programs.

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

#### **QEP Highlights**

- **QEP Spring 2023 Faculty Workshop.** Four faculty from the Division of Math and Sciences will participate in the Spring 2023 IBL-QEP 101 Faculty Workshop. Participants include Xandy Gilmore, Elaine Naylor, Chris Kirby, and Christina Hoffmaster. This 8-week workshop begins Friday, February 10 with a catered orientation. Your QEP Team is Dr. Donnie Kirk, Dr. Brad Beauchamp, and Ms. Crystal Tate.
- **QEP Spring 2023 Implementation Progress.** 16 faculty members from across the college are implementing the “*Success through Inquiry*” IBL initiative in their classrooms for Spring 2023. The QEP team deployed a pre-inquiry survey in those classes, collecting student perceptions of active learning concepts. Survey deployment ended during Week Three of classes.
- **CCSSE/CCFSSE Progress.** [CCSSE /CCFSSE](#) surveying will occur this Spring 2023. The surveys will be distributed via paper-pencil in face-to-face classes. An online component will be available to online-only students. **Progress:** We have completed the Spring 2023 CCSSE/CCFSSE Verification Form, Dr. Johnston distributed a letter via e-mail informing our institution of this event, and we have submitted the Master Course File to the Center for Community College Engagement on Monday, February 06, 2023. From that, we will receive a sample of classes to survey. [See a copy of the CCSSE here.](#) [See a copy of the CCFSSSE here.](#)

#### **Professional Development Highlights**

- Spring 2023 In-house Professional Development Calendar. The [Spring 2023 In-house Professional Development Calendar](#) is posted.
- February PD Highlights to consider:
  - **The Chronicle of Higher Education - “A Holistic Approach to Campus Mental Health.”** Tuesday, February 07, 1p—2p CST. [Learn more/register here.](#)
  - **Limeaide Company Culture Wellness Solutions – “Why Sensory Health is the Next Mental Health.”** Tuesday, February 07, 1p—2p CST. [Learn more/register here.](#)
  - **NISOD Webinar Series -“LGBTQ+ Allyship in the Classroom.”** Thursday, February 13, 1p—2p. **FREE.** NISOD account sign-up with VC e-mail account required. [For more info and to register, click here.](#)
  - **ERS Wellness Webinar – “Life’s Essential 8 with Dr. Eduardo Sanchez.”** Thursday, February 16, 10a—11a CST. [Learn more/register here.](#)

- Vernon College Professional Learning Community – “*Mental Health Matters: Anxiety Discussion*” In-person Event. Friday, February 17, 10a—11:30a. Vernon campus, RM 423, Century City Campus, RM. 712. Sign up for the event here: [Century City Campus](#); [Vernon Campus](#).
- **Vernon College Professional Learning Community** – “*Shared Governance with Dr. Paula Whitman.*” Friday, February 17, 10a—11:00a. Virtual Session via Microsoft Teams. All are welcome! [Sign up here to receive an invite to the Microsoft Teams event.](#)
- **SafeColleges Training** – *Required Vernon College Sessions (Virtual/Self-paced)*. Be sure to complete your required SafeColleges Training by **March 31, 2023**. Use your Vernon College e-mail to [log in](#), and access the “**Mandatory Training**” section on your “**My Assignments**” page. Topics include the Cybersecurity Overview, Emergency Procedures, General Ethics in the Workplace, and Title IX/Sexual Harassment Prevention for Employees. While accessing your “**Mandatory Training**,” see several additional “**Suggested Training**” titles including the Campus SaVE Act; Clery Act Overview; Dating Violence, Identification, and Prevention; Diversity, Equity, and Inclusion (DEI) Practices; and Implicit Bias and Microaggressions Awareness. Relevant for all VC employees! [Log in here to get started.](#) Direct all questions to [Jackie Polk, Director of Human Resources.](#)

### Human Resources – Jackie Polk

- Personnel
  - New Hires:
    - Stephanie Humberd, Coordinator of EMS/Instructor– CCC, effective February 13, 2023
  - Resignation
    - Brittney Goehring, Administrative Assistant, CCC, effective January 31, 2023
    - No February resignations at this time!! Yay!!!
- Working on various reports and audits
- Processing new employees, processing employees retiring and quitting
- Want to encourage everyone to complete their SafeColleges training in a timely manner
- Still working with Ellucian
- Michelle, Margaret, Roxie, and I are beginning our work with NEOED regarding the HR portion of services that collaborates with Ellucian
- Working on committee reports
- Working on collecting Professional Reviews
- Employee handbook revisions
- Provided tours for 250 high school students from the local and surrounding area

### ERP/SIS/Cybersecurity – Roxanne Hill

#### **Ellucian Colleague Project**

- **In Progress** – Currently working on additional Data Migration files needed for import (Students from 2018-Present)
- **In Progress** – Finance Colleague Evisions/Argos and Report Writing for HR Payroll
- **Completed** –Go-Live completed with Financial Aid in January 2023
- **Completed** –Go-Live completed with Human Resources/Payroll in January 2023
- **Completed** – Colleague Security assignments for personas.
- **Completed** – Live Simulation took place on site at CCC on February 6-8, 2023

#### **Third Party Project Update**

- **In Progress** – Discussions with Colleague and Herring Bank to map out timeline and project details.
- **In Progress** – Follow up with Docubase on assignments and cleanup.

#### **Cybersecurity**

- **In Progress** –DIR Cybersecurity Operational Plan due 2/15/23 regarding Governor Gregg Abbot’s directive to block access to prohibited technologies.

### Athletics – Jason Jenkins

- Baseball opened its season with two wins against Wayland Baptist JV. We won the first game 19-3 and then won the second game 16-6! What a way to start the season!!
- Softball will possibly open its season with games scheduled for Thursday, February 2 against Midland College. Games are slated to start at 1:00 but with the weather predicted it may be canceled. Updates will occur as they become available.



- Rodeo is working towards the start of their season but they have some time. The first rodeo of the spring season is not until February 23-25<sup>th</sup> at Odessa College.
- Volleyball is currently in their off-season but will begin workouts on the start date of February 1<sup>st</sup>.
- Jason just got back from a great conference in Plano with American Sports Medicine Institute. The course was titled “Injuries in Baseball”. This brought together representatives from all 30 MLB teams and many of their team physicians, physical therapists, and athletic trainers. Three days filled with a ton of information and networking!

### **DRJ Comments**

- The spring 2023 enrollment shows a slight decline from spring 2022---1990 students compared to 2155. This continues to be a national and state-wide trend, although it appears to be levelling off. Vernon College will continue to enhance marketing and recruiting activities to turn the trend around in the 2023 fall semester.
- The declining enrollment does have a direct impact on declining revenues and the budget. This was discussed in detailed during the 2023 Spring Kickoff meeting with all employees. The 2023-2024 budget process is already beginning and many decisions will need to be made to balance the budget for next year.
- Please contact me with any input or questions at:
  - [drj@vernoncollege.edu](mailto:drj@vernoncollege.edu)
  - Office – 940-552-6291 ext. 2200
  - Cell – 940-261-0060