

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

- Jeff Graham and Garrett Mayes, representing Condley and Company, LLP, presented the 2021-2022 audit at the December 14, 2022 meeting:
 - An unqualified opinion (clean audit) was issued on financial statements
 - The audit disclosed no noncompliance which is material to the financial statements
 - An unqualified opinion (clean audit) was issued on compliance with federal programs
- The Vernon College board approved the 2023-2027 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 2023-2027 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.
- The Vernon College board considered a request from Crusoe Energy for a tax abatement. 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. The request is for 80% abatement years 1-5 and 40% abatement years 6-10. The VC board tabled the motion after discussion.
- The following updates were provided during the board meeting:
 - TASB 44 review and reminder
 - Review of 2021-2022 Annual Action Plan Summary
 - Annual Continuing Education Enrollment Report
- Reminder of upcoming events:
 - (1) On-site Registration: Vernon: January 10, 2023 – Wichita Falls: January 11-12, 2023
 - (2) Spring 2023 Classes begin – Tuesday, January 17, 2023
 - (3) Vernon College Foundation Quarterly Board Meeting – CCC Wichita Falls – Thursday, January 19, 2023
 - (4) February Board of Trustees Regular Meeting – Vernon campus – Wednesday, February 8, 2023
 - (5) TCCTA Conference – Houston, TX – March 2-4, 2023
 - (6) Vernon College Foundation On-line Auction – March 7-9, 2023

Instructional Services – Shana Drury, Vice President

- Shana Drury attended the SACSCOC Annual Conference in Atlanta, GA Dec 3-6
- LVN Pinning was held at the MPEC on Dec. 8
- VC hosted Consortium Leadership and Renewal Academy (CLARA) at CCC on Friday, Dec. 2. This program is sponsored by the North Texas Community College Consortium in which VC is a member.
- Bettye Hutchins attended THECB Higher Ed Leadership Conference Dec. 7-8 in Austin
- Conducted interview for Director of Congregate Meals. Iva Belew will retire Jan. 31, 2023.
- Reviewing and revising KPIAs

- Conducted Instructional Services Annual Planning meeting and luncheon on Dec. 12
- Advisory committees' minutes are being finalized and Bettye is getting ready to post on website
- Drafted 3 years of Academic Calendars for review
- Successfully conducted one of our largest December mini semesters with 80 enrollments over 7 courses with only 1 student utilizing 1 Acadeum course.

Student Services – Dr. Criquett Chapman – Vice President

- Veterans Affairs Audit Report was received December 11, 2022 with no findings.
- Financial Aid is LIVE in Ellucian and has pulled in approximately 583 2023-24 FAFSA's for Fall 2023. Still working diligently to get the system ready to process aid.
- All Fire, Safety, and Cleary Reporting are up to date.
- Events:
 - Successful visits from the Humane Society of Wichita Falls and Wilbarger County for a stress relief before finals. One student was heard saying, *"It's amazing how much just petting a dog can lower your stress"*.
 - Shana Drury, Mindi Flynn, and Criquett Chapman spoke to the CLARA Leadership group (representatives from TX Community Colleges) regarding our experiences.
- Activities:
 - December Mini had **79 students** with 2 students using the Acadeum options. Compared to **20 students** in Dec 2021 and **18 student** in December 2020. There are more options this December (Speech, Art Appreciation, and Workforce Development) and **44 students** registered for LEAD.
 - Over 500 dual credit students were registered before Vernon College closed for Christmas Break.
 - A fully staffed Student Success Specialist team (Jacqueline Bone, Gregg Chesterman, Mark Cisneros, Sjhonton Fanner, Christian Ford, Stephanie Mescher) were able to serve students through the following walk-in and appointment advising.
 - Week of December 5th – 145 walk-in, 84 appointments
 - Week of December 12th – 111 walk-in, 74 appointments
 - 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 December "SAP Isn't Just for Trees" which explains Satisfactory Academic Progress to students.
 - Ashleigh Ochoa delivered Meals on Wheels on December 21.
 - Crystal Wells rang the bell for the Salvation Army.
 - Colleen Moore and Maria Servin had an in-person meeting with Adam Harold our International Student liaison.
 - Gave tours of campus (2 CCC, 1 VER, 1 STC).
- Participated in the following trainings:
 - Colleague Academic Records & Registration, Financial Aid, Housing & Business Office
 - Argos Reporting
- Upcoming Dates:
 - Housing Move In scheduled for Tuesday, January 10 – eager to have students back on campus!
 - Registered a Vernon College delegation for Community College Day at the Capital January 26, 2023.

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

Business Offices

- Completed the 2021-2022 financial audit. Jeff Graham and Garrett Mayes from Condley and Company presented a clean audit report to the Board of Trustees in December. It was submitted and approved through the Federal Audit Clearinghouse.
- We have been working with Santa Rosa for several months preparing to deploy a new phone system. The switchover to the new system occurred over Christmas break. We are still working out the kinks as there are many phones, lines and faxes to convert.
- Disbursed fall financial aid money to students.
- Integrated Fiscal Report for FY22 was created and submitted to the LBB.

- Rider 2021 for FY22 was created and submitted to the LBB.
- Mindi Flynn attended the SACSCOC annual conference in Atlanta, Georgia.
- Filed state sales tax.
- Shelly Mason and Rhonda Knox delivered Meals on Wheels for the Administrative component.
- Participated in ARGOS training for finance report writing.
- Training with Colleague on payroll and student billing. The payroll module will go 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

- Replaced the windshield and tire sensors on the rodeo pickup.
- A lift pump was installed in the SUB of the Vernon campus to help with drainage issues near the soda machine.
- A new RTU was installed over the student lounge area at CCC.
- Heaters were repaired in the welding shop at STC and the heat exchanger was replaced in the recreation room of the SUB on the Vernon campus.
- Water heaters were repaired at the dorms.
- Set up Christmas décor and assisted with Christmas parties on both campuses, then took down holiday decorations.
- Continue to assist mural artist at CCC with setup, cleanup and wayfinding project.
- 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

- Annual Action plan summaries for 2021-2022 completed
- Working on course file for courses from prior catalogs for Colleague
- 2023-2027 Strategic Plan completed and presented to the Board of Trustees
- Working on alumni data request for Institutional Advancement
- Compiling a list of what KPIAs are beneficial/used and what KPIAs might be added/improved
- SACSCOC annual meeting attended 12/2 – 12/6
- Working on student program file for Colleague

Institutional Advancement – Michelle Alexander

- Mailed out 1250 letters to alumni and college donors and emailed 802 alumni for the 2022-2023 annual campaign.
- Callee Serrano served as a volunteer bell ringer for the Salvation Army
- Callee Attended Chamber of Commerce Lunch and Learn
- Michelle Alexander attended the National Science Foundation IUSE Proposal Preparation Webinar: Overview with a Focus on Community Colleges on December 5, 2022
- Michelle discussed the College Connections Program with Eddie Walsh at Midway High School on December 7, 2022.
- Assisted students with 2023-2024 Scholarship Application Questions
- Worked with Emergency Aid Program Applicants

Marketing – Holly Scheller

- Attended the Digital Summit in Dallas
- Designed and printed the Foundation insert for the Annual mailing
- Edited the Navigation System painted at CCC
- Designed and scheduled all social media for the break
- Continued our blitz marketing for Spring Enrollment.

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **QEP Faculty Workshop.** The “Success through Inquiry” QEP Faculty Workshop continues its 4th Year in the Division of Mathematics and Science during Spring 2023. This 8 week workshop will run mid-February to mid-April. participants will be invited to participate January 09.
 - **QEP Implementation.** Year 4 of the QEP implementation continues during the Spring 2023 term. Participating faculty will indicate the classes for which they will implement their IBL lesson plans, implement their IBL activities, submit student artifacts of IBL outcomes, and report perception of the process in an IBL course reflection. In addition, pre- and post- student surveys will be deployed in those classes.
 - **QEP Committee Dates.** QEP Implementation Committee dates for Spring 2023 are in development.
 - **CCSSE 2023.** The Community College Survey of Student Engagement will be deployed in selected class during Spring 2023. (CCSSE) is a well-established tool that helps institutions focus on good educational practice and identify areas in which they can improve their programs and services for students. Administered during the spring to mostly returning students, CCSSE asks about institutional practices and student behaviors that are highly correlated with student learning and retention. [See a copy of the survey here.](#)
- **Professional Development Highlights**
 - **Spring 2023 In-house Professional Development Calendar.** The Spring 2023 In-house Professional Development Calendar is currently being developed and will be posted on or before January 09, 2023.
 - **Professional Development Committee Dates.** Professional Development Committee dates for Spring 2023 are in development.
 - **Upcoming PD Events to Consider:**
 - **Spring 2023 Kick Off – All Faculty and Staff.** Annual event to introduce new staff and faculty, participate in professional development activities, and get energized for the upcoming term. The kickoff offers an opportunity for awareness and updates regarding prior term accomplishments as well as policy and procedure updates relevant to the upcoming term. General Session in the morning, breakout sessions mid-morning, lunch provided in the sub at noon. Afternoon departmental sessions and closing session. See [the day’s agenda here](#) and the [breakout session options here.](#)
 - **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 login, 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! [Login here to get started!](#) Direct all questions to [Jackie Polk, Director of Human Resources.](#)

Human Resources – Jackie Polk

- Personnel
 - Employment
 - Andrea “Ann” Morris, VC, ADN Instructor, effective January 1, 2023
 - Tammy Vincent, VC, Director of Congregate Meals, effective January 1, 2023
 - Retirement Jose Iva Belew, VC, Director of Congregate Meals, effective January 31, 2023
 - Iva Belew, VC, Director of Congregate Meals, effective January 31, 2023
- Want to encourage everyone to complete their SafeColleges training in a timely manner. Training needs to be completed by March 31, 2023 prior to evaluations submitted.
- Michelle, Margaret and I are continuing with Ellucian training. Payroll going live January 13th
- Working on Annual Plans
- Working on committee reports
- Working on AAUP Salary Survey
- Auditing Employee Files
- Beginning email for 2023 Employee Handbook
- Working on upcoming Professional Reviews

ERP/SIS/Cybersecurity – Roxanne Hill

Ellucian Colleague Project

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- **Completed** – AAI/Apply Texas meetings continue to take place with other TX Colleague schools and BHA
- **Completed** – Files for Data Migration submitted and uploaded to development account – Student files AY 2018 to Present and Course Files for AY 22
- **In Progress** – Ethos code mapping started in production. Test is almost complete.
- **Save the Date** – February 6-8 Live Simulation (Admissions/Registration/Billing/Financial Aid)
- **Completed** – Financial Aid (ISIRs) for Go LIVE - December 6, 2022
- **Completed** – Admissions/Registration files for Go LIVE – Fall 22/ Spring 23
- **In Progress** – Working with HR Payroll for Go LIVE - January 17, 2023

Third Party Project Update

- Discussions with Colleague and Herring Bank to map out timeline and project details for our BETA project. New Development

Athletics – Jason Jenkins

- Baseball will be moving back in on the 12th with a light practice that afternoon. First game is here against Wayland Baptist JV on the 28th.
- Softball will be moving back in on the 12th and starting practice the 13th. First game is here against Seminole State on the 31st.
- Rodeo and Volleyball will be moving back in the weekend prior to classes starting.
- I will be attending an American Sports Medicine Institute Conference in Dallas on January 27th-29th called Injuries in Baseball. Some of the top surgeons and physical therapists will be there. Should be a great educational opportunity.

DRJ Comments

- I hope everyone enjoyed the holiday break. I look forward to the professional development meetings on Monday, January 9, 2023
- I always appreciate your efforts to ensure that Vernon College continues to meet the needs of our students, communities, and employees.
- Please contact me with any input or questions at:
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 - Cell – 940-261-0060