

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

- 2023-2024 Budget—the administrative team has worked hard on draft three of the 2023-2024 budget. The current estimate from the performance funding model passed in the recent legislative session have significantly helped Vernon College. The past two years, Vernon College received \$5,742,430 per year in state funding. The estimate for the next two years is over \$7 million per year. Several expenses have been reduced or eliminated and other changes have been implemented. We have estimated tuition and fee revenue on actual 2022-2023 tuition and fee revenue as enrollment is hard to estimate for next year. Even though we have reduced expenditures, draft three still has more expenses than revenue at this time. We are continuing to look for additional expenditure reductions and will review all revenue estimates. I do think the final number for state dollars will be enough to balance the budget. Draft three tax revenue is based upon the estimated effective “no new taxes” rate. Draft three includes the following expectations:
 - Conservative estimate of tuition and fee revenue
 - 3.0% salary schedule step increase in compensation for all employees
 - No reduction from 2022-2023 level of funds for repairs, remodeling, maintenance, or contingency
 - One additional position in the Admissions/Records department to assist with all processes and increased state expectations
 - \$500,000 from savings/reserve to pay toward the Ellucian/Colleague cost
 - Draft four will be presented to the board for review at the July 12 meeting
- At the June 14 meeting, the Vernon College Board of Trustees approved:
 - TASB Policy Update 45
 - a number of handbooks require the board to approve the revisions each year.
 - *2023-2024 Distance Education Manual*
 - *2023-2024 Student Residence Handbook*
 - *2023-2024 Student Handbook*
 - *2023-2024 Athletic Policy Handbook*
 - *2023-2024 Library Services Handbook*
 - *2023-2024 Testing Center Handbook*
 - Administrative and classified staff reappointments
- Board retreat agenda for July 12
 - 8:30 – 9:00 Breakfast, coffee, etc. available
 - 9:00 – 10:00 Tour of Century City Center
 - 10:00 – 10:15 Break
 - 10:15 – 10:30 Review items from 2023 Board Self-Reflection survey
 - Board policy review
 - Participation in National Associations/Conferences
 - Operations
 - Facilities—Mindi Flynn
 - 10:30 – 11:00 Colleague ERP/SIS Update—Roxie Hill and others
 - 11:00 – 11:30 Enrollment/new sport team discussion—Dr. Johnston/Dr. Chapman
 - 11:30 – 11:45 2023-24 draft budget review
 - 11:45 – 12:00 Tax Rate Review
 - Effective rate — “no new revenue tax rate”
 - Roll back rate — “voter-approval rate”
 - Tax Levy
 - 12:00 – 1:00 Lunch
 - 1:00 Regular meeting

Instructional Services – Shana Drury, Vice President

- Police Academy badging ceremony, June 15, 6pm, Multi-Purpose Events Centers (MPEC)
- Continuing Education (CE) Celebration June 8, MPEC, 6pm
- Attended Texas Community College Instructional Administrators conference June 11-13, in Grapevine
- URHCS donated a surgical robot to the Surgical Technology program. We are the only training program in US that has this!
- Dr. Paula Whitman completed our Open Educational Resources 3rd Biennial Landscape Survey
- Stephanie Humberd, EMS Coordinator, became certified in 2 Critical incident Stress Management courses which allowed her to join the Wichita County Critical Incident Stress Management Team (CISM)
- Tracy Catlin promoted VC at Demo (demonstration) Days at Red River Harley Davidson June 2-3. Truck Driving was a spotlight at the event.
- Stephanie Humberd participated in Career Day at Fowler Elementary on May 9 and Barwise Junior High on May 19
- TCOLE approved VC to offer jailer certification at the ISDs
- Federal audit showed zero findings with regard to Perkins FY2022!! Kudos to Judy Ditmore!
- Bettye submitted requirement for ETPS records.
- Culinary open house June 28, 6p-7p
- Stephanie Humberd, Tracy Catlin, and Melissa Williams are assisting with Read 2 Learn Camp through the WFISD Partners in Education on June 13 and July 20
- Distance Education:
 - Attended Texas Canvas Connect, regional event for Texas Instructure users
 - Successfully uploaded students to Canvas for the summer semester.
 - Updated the 2023-2024 Distance Education Manual
 - Updated faculty information from legacy Poise ids to new Colleague ids in Canvas
 - Worked with Roxie to successfully push a set of Fall Courses from Colleague to Canvas with faculty enrollments
- ARGOS training
- Colleague state reporting requirements training
- Continuing Ed entering courses and sections into Colleague

Student Services – Dr. Criquett Chapman – Vice President

Highlights of June:

- June 5-8 Financial Aid Awareness Week – social media outreach resulted in 75 students contacting the office for help
- June 6 Financial Aid reconciled 2022-2023 State and Federal Workstudy Programs
- June 7 Financial Aid attended the 2024-2025 FAFSA Simplification webinar
- June 15 – Student Success Juneteenth Celebration
- June 28 – Student Success training/planning day
- June 29 – Chaparral Orientation held in person at CCC
- All Students Services continue in Colleague training and implementation including identifying data gaps
- Processing a high volume of applications for admission
- New Admissions team member Lupita Avitia (Vernon Switchboard)
- Tours: Vernon 3 and Century City 4
- 300 + dual credit students registered for Fall 2023 with many more to register
- All SACSCOC primary writers meeting deadlines
- VC Police received a Rifle Resistant Shield Grant from the Office of the Governor – 3 shields have been ordered – 1 for each VC location
- End of June 761 Students Registered

Upcoming for July:

- July 3 & 5 – Summer II schedule changes
- July 4 – Vernon College Admissions will be a Freedom Fest
- July 6 – Chaparral Orientation held in person at CCC
- July 27 – Chaparral Orientation held in person at Vernon
- July 29-30 – Volleyball moves in to the dorms – students back on campus!
- Working to identify, clarify and publicize the new dual credit funding model
- Housing currently has 25 traditional students assigned to rooms with 4 females on a waitlist

- Financial Aid posting VC athletic scholarships and academic scholarships from round 2
- Continued Colleague and Argos implementation

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

Business Office

- Interim audit work as begun for the 2022-2023 audit. Associates from Condley and Co were onsite June 27-28 for initial fieldwork and will return in October.
- We continue to work with Herring Bank to keep our accounts secure. There has been additional fraudulent activity on some accounts; therefore we are communicating with Herring Bank daily to track and monitor all items clearing the bank. We have also been in communication with the Vernon PD.
- Preparing SACS-COC fifth year report for standard 13.7 and compiling data for the SACS financial profile.
- Prepared and submitted the 1Q23 Reporting of Federal Funds Related to Coronavirus Pandemic to the LBB.
- We have been busy preparing for fall in Colleague. We are continuing to test student billings and receivables. Additionally, Christie was able to set up the housing portion of Colleague and train the housing director on new processes.
- Third party payors have been billed for summer and summer 1.
- Financial aid money has been disbursed for summer semester.
- Responded to one public records request from Openthebooks.com
- We are working with FA Links to connect Colleague to Texas Book Company. We hope to be ready to test these processes this month and be ready to go for fall.
- Mindi Flynn attended the TACCBO annual conference in Fort Worth.
- Shelly Mason and Cindy Hotz delivered Meals on Wheels for the Administrative component.
- Draft 4 of the 2023-24 budget is complete.

I.T.

- Installed new switches to run the emergency phones in classrooms and labs.
- New fiber lines were run to the server room.
- Updating Respondus software in labs.
- Continuing to replenish computers on all campuses, as deemed necessary.

Physical Plant

- The parking lot outside the Osborne building was resealed and striped. Other areas being restriped were near the dorm, cosmetology and the gym in Vernon.
- The Vernon crew assisted in moving the police department to their new office suite in the Sumner building.
- Repaired the ice machine in King Gym.
- Routine replacing of lights and paint touchups. Lights are being replaced with LED bulbs across all campuses. Ceiling tiles are also replaced as needed.
- Floors were refinished in the big dorm.
- Lyle Bonner attended a training on catastrophic debris management required by FEMA.
- Ongoing repairs to HVAC units on all campuses, including replacing a compressor in the baseball dorm and new units ordered for STC.
- Mowing weekly and landscaping at Vernon and Skills Training Center.
- Cleaning and sanitizing daily and nightly.

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

- Compiling data for SACSCOC financial profile report
- Editing annual planning calendar and assessment calendar
- Working on resolving issues with Student Clearinghouse and Degree Verify
- Completed Watermark Course Evaluation and Surveys graduation
- Completed TEST Scores file for Colleague
- Drafted Transfer Credit file for Colleague
- Provided updated ACADWORKS file for institutional advancement
- Drafting SACSCOC narratives for fifth-year interim review
- Working on updating KPIAs and IE website pages
- Completed data collection for THECB Licensure/Certification report
- Compiling data for Eligible Training Provider Report with Colleen Moore

Institutional Advancement – Michelle Alexander

- Michelle Alexander co-facilitated two webinars for the CASE Federal Funding Task Force on June 22 and June 29.
- Michelle met with representatives of the Oklaunion School Alumni group about the endowed scholarship they established at Vernon College.
- Calle Serrano attended multiple events as a Vernon Chamber of Commerce Board Member throughout the month of June
- Callee delivered Meals on Wheels.
- Callee facilitated the uploading of an additional 2,742 new alumni into the RE NXT alumni/development database.

Marketing – Holly Scheller

- Edited and posted Police Academy Graduation
- New Billboard creative “Lean Today, Earn Tomorrow” (Props to Susie Johnston for that one)
- Tracy, Bettye, and I have worked on the new CTE brochure, which has been delivered.
- The catalog has finally been updated on-site, and printed catalogs are in the mail for staff.
- Attended CTE graduation, and took and edited the photos.
- Worked with the Arts Alliance on our event to unveil the mural to the world (July 12th at 2 pm after the board meeting).

Quality Enhancement/Professional Development – Dr. Donnie Kirk

QEP Highlights

- Summer Housekeeping Items for the QEP Department include:
 - Finalizing the 5th Year Impact Report Draft 1
 - Finalizing QEP Fall 2023 Faculty Workshop Edits/Updates
 - Finalizing QEP Implementer Hub Edits/Updates
 - Finalizing IEP QEP Summary

Professional Development Highlights

- Ongoing Summer Housekeeping Items for the In-house PD Department include:
 - Fall 2023 Semester Kickoff Break Agenda completed
 - Fall 2023 In-house Professional Development Calendar under development
 - Finalizing IEP PD Summary

Human Resources – Jackie Polk

- Personnel
 - New Hires:
 - Rachell Holland, Director of Congregate Meals, Vernon Campus, effective June 19, 2023
 - Samantha Samano, Classified III, Administrative Assistant-Business Office, Vernon Campus, effective July 10, 2023
 - Reassignments
 - Ashleigh Ochoa reassigned to Financial Aid Coordinator from Classified III Financial Aid Processing/Direct Loan Clerk
 - Sjhonton Fanner reassigned to Assistant Director of Enrollment Management from Student Success Specialist, effective 9/1/2023
 - Resignation
 - Corey Camacho, Grounds, Vernon Campus, effective June 30, 2023
 - Dr. Donnie Kirk – Century City Center, effective August 3, 2023
- Michelle, Margaret, Roxie and I are continuing training with NEOED (HR program) with weekly meetings
- Preparing for Summer open enrollment
- Employee Handbook revisions COMPLETED
- Michelle
 - Completed review of employee files
 - Continuing to process new employees
 - Sent out Load and Listing letters for summer 11 wks and Summer I
 - Sent reappointment letters to Administration, Classified and Coaches after board approval
 - Attended two webinars for E-Verify
 - Attended a wellness coordinator meeting with ERS

- Jackie
 - Working on SACS
 - Completed Veteran's report
 - Conducted interviews for Classified III, Administrative Assistant-Business Office
 - Working on 2023-2024 employee contracts
 - Employee Handbook revisions COMPLETED and sent to the board

ERP/SIS/Cybersecurity – Roxanne Hill

Ellucian Colleague

- Fall 2023 Go LIVE Document – Weekly meetings with Team Leads
 - 3rd Party Ethos Integration with Colleague this week
 - FA Links (Texas Book Company) – In Progress
 - Herring Bank – In Progress
 - Canvas – Connection Complete
 - All Colleague Fall 2023 courses have been created in Canvas
 - Testing in Progress for Enrollment and Grade push back to Colleague in TEST
 - Watermark (SS&E) – In Progress
 - NEOED –HR Module In Progress
- Dr. Underhill assisting Team Leads with Procedure Manuals – In Progress
- Technical Meetings Scheduled for
 - Transcripts
 - TSI
 - Texas State Reporting

Poise PX

- Review Contract for Sunsetting of Poise PX
 - Submitted Fall 2023 Cancellation of some PX Programs

Cybersecurity

- Prohibited Technologies Security Policy approved by Texas Dept of Public Safety (DPS) – Submitted to HR for Employee Handbook

Athletics – Jason Jenkins

- I first want to apologize for last month's update being so brief. We actually have had a bunch of happenings in the Athletic Department.
- Secondly, we need to welcome Alli Fleming as our new Administrative Assistant. She is taking over for Rachel Toy, who accepted a position at the court house within the D.A.'s office. We are extremely lucky to have Alli on board and she is learning fast all that the position entails. She has been instrumental in getting LOI's redone and has already started to get stuff together for Sports Day and the Vernon College Rodeo.
- Baseball had a great year and is looking to continue that upswing this coming year. Zak Skinner was named 3rd Team All-American. He had a stellar year and it was good that it was recognized by those around the country. Skinner hit .447 for the year in 2023 and .417 in 2022. He hit 10 Home runs to lead the team and 21 doubles. He had 85 total hits for the year and is one of the career leaders in hits for Vernon College. Zak was also named to the All-Region 5 Baseball Team. This is baseball's 6th All-American overall and the 3rd in the last 6 years.
- This puts Vernon College as having 2 All-Americans this past year. 1 in Volleyball and now 1 in Baseball.
- Softball too had a good year but probably even more impressive of a year in the classroom. Coach Lipscomb's squad placed five on the All-Academic Team. Tatyanna Austin, Abbie Bird, Cassandra Cavazos, Allison Hammond and Jordan Jones, all had a GPA of 3.5 or higher to earn the honor. We also took care of business on the field with Savannah Pemberton earning 2nd Team All-Conference, Jordan Jones 2nd Team All-Conference and also made the All-Region team, Jasmine Canales 2nd team All-Conference, and Jenna Fabela making 1st team All-Conference.
- Volleyball has been pretty busy getting ready for the upcoming season that will be here before we know it. Move in date is set for July 28th – 30th and practice is set to start August 1. There is 19 young ladies set to come to Vernon College this fall to compete for the Chaparrals. Coach Webb is still looking for an assistant coach but is ready to go it on her own should we not be able to find anybody. 16 participants attended Kids College Volleyball Camp and all went well. Coach Webb is also going to be making some changes in the locker room soon.
- Rodeo is an ongoing process and Coach Lee is working what seems to be around the clock. She attended the Oklahoma High School Finals in Chickasha and then attended the Texas High School Finals in Abilene. She is currently got 18 student-athletes and has offers to 4-5 more still deciding. She is hopeful to bring in 20-21 total.

Coach Lee has also been busy maintaining the arena and the livestock pens as well with mowing, plowing and weed eating.

- Jason has been busy as well. With Rachel gone he assumed many of her duties and got a crash course in LOI's, releases, the NJCAA Admin Portal, and how to change the website to name just a few. He also attended the National Athletic Trainer's Association Convention and Business Meeting in Indianapolis, IN. Approximately 12,000 ATC's and students attended the meeting. I talked with several potential candidates for the Assistant Athletic Trainer position so I am hopeful one will jump on board. I am also actively recruiting student athletic trainers and have 2 that are already coming and looking to lock down 3 more.

DRJ Comments

- It has been a very busy summer at Vernon College as we continue the progress on Colleague implementation, prepare for the fall semester, and continue our focus on improved processes to promote student success.
- I look forward to our time together on August 14 during the 2023 Fall Kick-off. I will direct my comments on:
 - Focus on student success
 - Connection opportunities with our students
 - New funding model for Texas community colleges
- Please contact me with any input or questions at:
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