

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

- In the May 10 meeting, the Vernon College Board of Trustees approved:
 - 2023-2024 Annual Plan--The planning process continues to improve and strengthen the institution. The process has continued to be enhanced with input from board members, faculty, and staff. The planning process has produced an annual action plan for 2023-2024. All employees have been strongly encouraged to participate in the process. The College Effectiveness committee has met monthly to monitor assessment activities and to promote the planning process. Dr. Brad Beauchamp gave the board an update/review of the planning process. The planning process produced a Technology Plan, a Personnel Plan, a Facility Plan, and an Institutional Improvement Plan. All of these combined produced the Annual Action Plan. Each is important as we budget for future needs of the College.
 - 2023 Kids College Schedule—this is usually approved at the same time as the Summer Continuing Education schedule in April. It was not quite ready at last month’s meeting. It is now ready for approval and included in your Canvas board agenda information.
 - 2023-2024 College Catalog— College staff have revised and updated the college catalog to include any changes previously approved by the board such as tuition and fee charges. Also updated are any policies, procedures, or guidelines that may have needed additional clarification. The various calendars and employee sections have also been updated.
- 2023-2024 Budget—the administrative team has worked hard on draft two of the 2023-2024 budget. Several expenses have been reduced or eliminated and other changes have been implemented. The tuition and fee estimated revenue is based upon 2022-2023 actual tuition and fee revenue since enrollment is unpredictable. . Draft two is still a not balanced as we have not increased state funding, but we do expect additional state funding because of the new funding methodology. We should know state funding numbers by the time we finalize draft three. We are continuing to look for additional expenditure reductions and will review all revenue estimates. Draft two tax revenue is based upon the estimated effective “no new taxes” rate. Draft two now includes the following expectations:
 - Conservative estimate of tuition and fee revenue
 - 3.0% salary schedule step increase in compensation for all employees
 - \$500,000 from savings/reserve to pay toward the Ellucian/Colleague cost
- Board retreat July 12—The annual retreat is scheduled at Century City Center. The retreat will start that morning with a tour of campus. A draft agenda includes several topics generated by January 2023 Board of Trustees self-reflection exercise:
 - 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 – 11:44 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
- 2023 Graduation Ceremony—the commencement exercises were excellent. A large number of graduates, a very large crowd of family and friends, tremendous support of faculty and staff, and an excellent message from Dr. Stephanie Zamora Robles.

Instructional Services – Shana Drury, Vice President

- Dr. Paula Whitman will participate at National Institute for Staff and Organizational Development (NISOD) regarding Digitex/Academ, May 27-30. Jessie Dominguez and Rachel White will be attending NISOD, as well, since they were last year’s recipients of the Dr. Leroy Estes awards.
- Chief Academic Officers state meeting was held May 2nd
- Bettye Hutchins attended Firefighter Graduation at Burkburnett ISD on Friday, May 19th. Two-thirds of the graduates will be coming to VC in Fall.
- Several programs attended the May 5 Wichita Falls Career Education Center Career Fair
- Attended Sports Banquet May 8
- Successful Graduation (May 11th) and RN Pinning (May 12th) ceremonies!!
- Met with Benjamin ISD regarding Pathways in Technology Early College High Schools (PTECH) Ag courses for Fall
- Working on Budget Draft 3
- Working with Clay County for possible VC opportunities
- Dental Assisting students had a 100% pass rate on their state board exams.
- Nominated Crystal Tate to be a part of the Texas Higher Education Coordinating Board (THECB) Learning Technology Advisory Committee (fingers crossed)
- Interviews for Coordinator of CE Allied Health were held May 15
- Surgical Technology robot was delivered May 22
- 552 Colleague sections revised to calculate state reporting correctly (we hope) this week
- Submitted nomination for Dr. Mary Rivard for Academic and Health Affairs Division committee
- Instant enrollment training and CE section training this week was held the week of May 22 with Colleague
- Summer final registration Tuesday/Wednesday May 23-24
- Student Handbook and Distance Learning Handbook changes
- Bettye is working on all program handbooks as well as ISD contracts for 23-24
- DCs are revising Fall sections to reflect state reporting requirements
- Continuing Education hosted a very successful North Texas Regional Training CARE Conference with close to 100 participants [from around the state](#) on May 16 -18. Linda Kalski, Melissa Laussman, Andrea Sanchez and Melissa Williams serve on the board.

Student Services – Dr. Criquett Chapman – Vice President

Highlights of May:

- May 1 Colleague launched and Fall 2023 Registration started!!!!
- May 5 TSIA2 conference in White Settlement - Vernon College sent 2 presenters Madison Tiedman from Testing and Christian Ford from Student Success
- May 11 created VC Financial Aid Instagram account
- May 11 Graduation – THANK YOU to the entire Vernon College community for making this a successful night!
- May 16 Financial Aid completed Satisfactory Academic Progress (SAP) review for the Spring 2023 semester and SB 1210 tuition and exemption satisfactory academic progress review for the Spring semester.
- May 16-18 “For those who CARE” conference was attended by Jacqueline Bone, Stephanie Mescher, Christian Ford, Mark Cisneros, and Sjhonton Fanner
- May 23 & 24 onsite Summer Registration

- May 27-30 NISOD – Jesse Dominguez, Director of Housing, attended for Student Services
- May 30 Summer classes began
- Certification of degrees completed
- Tours: Vernon 3, Century City 6, Skills Training 3
- Partnership with Grand Canyon University completed

Upcoming for June:

- Student Handbook, Residence Hall Handbook, Testing Center Policy manual all prepared for June Board Meeting review
- Continued learning and acclimation for everyone in Student Services to the new Colleague system
- New Admissions team member starting
- Exploring the possibility of a scholarship club cornhole team for the Vernon Campus
- All Departments reviewing and updating departmental webpages
- Working with City View ISD to restart their dual credit program with VC
- All primary SACS writers are diligently working
- June 5 Student Services SACSCOC prep check-in meeting
- June 5-8 Financial Aid Awareness Week
- June 15 Juneteenth Celebration being planned by Student Success
- June 15 Financial Aid Priority Deadline
- June 29 Chaparral Orientation 9-12 at Century City

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

Business Offices

- Continued monitoring of credit card statements after fraud issue. Many unauthorized charges are still showing up. All VC Mastercards are being replaced with VISA cards, which will hopefully resolve the issue.
- Draft three of the 2023-24 budget is complete.
- We are busy taking payments for summer semesters and canceling those students who have not paid.
- 3Q bills for continuing ed have been created and sent.
- In preparation for fall we are working to get immediate billing perfected in Colleague and have started moving fall AR funds to the general ledger. Housing and sponsorships are being set up and we continue to train and work out kinks. Discussion continues with FA links and the Texas Book Company to get that piece working.
- Participated in a Federal Reporting Focus Group with other Colleague schools and attended “Preventing Fraud on your Campus” webinar presented by THEBO.
- Hosted a TASB building appraiser for three days to get an updated value of all buildings.
- Planning with RunBiz and Syntrio is ongoing as we prepare to install emergency phones in all classrooms. This project should be complete this summer.
- Margaret Kincaid, Christie Lehman and Mindi Flynn helped with the floats for the Santa Rosa Parade. Additionally, all three had children ride on the float to represent “Legends of Vernon College”.

I.T.

- Hired two more support techs to increase response speed on work tickets.
- Assisting with security camera issues, as needed.
- Prepared and installed cascaded computers for the auto lab on the Vernon campus.
- Repaired computers in the STC library.
- Replaced several podium computers on the Vernon campus.
- Continuing to replenish computers on all campuses, as deemed necessary.

Physical Plant

- Joey Lama was a huge help with the Santa Rosa parade float! Kudos for all of his hard work year after year on decorations.
- Building names and numbers have been repainted on the Vernon campus to increase visibility.

- The annual facilities priority listing has been updated for 2023. Directors will work with the VP and departments to make upgrades and repairs.
- New white boards have been installed in various rooms at Vernon and CCC.
- Refinished floors and painted walls in the new police department suite on the Vernon campus.
- Summer cleaning has begun in both dorms, including painting, buffing floors and repairs.
- Fertilized pasture and broadcast weed killer at the river farm.
- Installed an air hose, automatic waterers and solar lights in the rodeo area.
- Plumbing and sprinkler repairs at CCC.
- Completed room 610 for dual office setup at CCC.
- Routine replacing of lights and paint touchups. Lights are being replaced with LED bulbs across all campuses. Ceiling tiles are also replaced as needed.
- 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

- Completed Watermark Course Evaluation and Surveys graduation
- Completed TEST Scores file for Colleague
- Drafted Transfer Credit trial file for Colleague
- Drafting Transfer Credit file for Colleague
- Provided updated ACADWORKS file for institutional advancement
- Drafting Spring 2023 final grades distribution
- Finalized 2022-2023 Discipline Reviews
- Finalizing 2022-2023 Program Reviews
- Completed TEST Scores file for Colleague
- Drafting Transfer Credit file for Colleague
- Drafting SACSCOC narratives for fifth-year interim review
- Working on updating KPIAs and IE website pages
- Wrapping up data collection for THECB Licensure/Certification report
- Editing annual planning calendar and assessment calendar
- Core Curriculum Assessment sample artifacts collected for Spring 2023
- Working on resolving issues with Student Clearinghouse and Degree Verify
- Spring 2023 Faculty Course Evaluations (ESCRs) completed

Institutional Advancement – Michelle Alexander

- Callee Serrano worked on the parade float and assisted the Chamber during the parade
- As a member of the Chamber Board, Callee participated in ribbon cuttings through the month of May.
- Work continues on digitizing and migrating old donor records.
- Michelle Alexander attended the Vernon College Scholarship Award presentation with Dr. Johnston and Delilah Fowler at Northside High School on May 10.
- Michelle participated in the Martin Luther King Scholarship Committee Meeting at the MLK Center in Wichita Falls on May 23.
- Scholarship offers are going out to Round 1 applicants. Round 2 closes on June 15.

Marketing – Holly Scheller

- Graduation and all that entails. I was helping with setting up, where needed, providing the pre-ceremony videos, taking all the candid photos, editing those photos, and working on posting Michelle White's 1600 graduating stage photos. Facebook says they allow 1000 photos per album; I did not find that true and repeatedly broke the internet trying.
- I finished the Catalog and have been working on getting SmartCatalog to fix their glitch and post it to our website.

- Worked with Kristin Harris on Editing the online Student Handbook and prepared it for Board approval.
- Attended the Sports Banquet, took the photos, edited them, and posted them.
- Took RN Pinning practice photos, edited and posted them.
- Began massive edits and redesign of the CTE brochure with the help of Tracy Catlin and Bettye Hutchins.
- Put out a Press Release about the fancy new robot Delayne Crow secured for our Surgical Tech program.
- Put out a Press Release about Stephanie Zamora Robles as our speaker at graduation.
- Put out a Press Release about our Rodeo team being admitted into the Hall of Fame.
- Designed and posted our content on Social platforms.
- We kicked our advertising into high gear from now until August. We are on FB, IG, TikTok, broadcast, and now Hulu!

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - Ongoing Summer Housekeeping Items for the QEP Department include:
 - 5th Year Impact Report Draft 1
 - QEP Fall 2023 Faculty Workshop Edits/Updates
 - QEP Implementer Hub Edits/Updates
 - IEP QEP Summary
- **Professional Development Highlights**
 - **Summer 2023 In-house Professional Development Calendar.** The Summer PD calendar is now available! Events are available for administrators, staff, and faculty! Many on-demand, live, and volunteering opportunities (and many more to come)! All events are complimentary unless otherwise stated. Don't see something for you? Let Donnie Kirk know and he can personally assist you find relevant PD opportunities this summer! See the newly updated Summer 2023 Inhouse Professional Development Calendar [here](#).
 - **The Spring In-house Professional Development Survey Winners.** Winners of the Spring 2023 PD Survey drawing include Judy Ditmore, Administrative Assistant to the Dean of Instructional Services—Vernon Campus; Melissa Laussmann, Administrative Assistant, Continuing Education—Century City Center; and Debbie Richard, Faculty Assistant—Skills Training Center. Each winner from the drawing receives a \$25 Chaps Cash Gift Card!
 - Ongoing Summer Housekeeping Items for the In-house PD Department include:
 - Fall 2023 Semester Kickoff Break Agenda and Breakout Sessions are in development
 - Fall 2023 In-house Professional Development Calendar in development
 - IEP PD Summary

Human Resources – Jackie Polk

- Personnel
 - New Hires:
 - Alli Fleming, Classified III, Administrative Assistant-Athletics, Vernon Campus, effective June 5, 2023
 - Marita “Lupita” Avitia, Classified II, Switchboard/Admissions, Vernon Campus, effective, June 20, 2023
 - Resignation
 - Tammy Vincent, Director of Congregate Meals, Vernon Campus, effective May 23, 2023
- Michelle, Margaret, Roxie and I are training with NEOED (HR program) with weekly meetings
- Preparing for Summer open enrollment
- Employee Handbook revisions in the work
- Michelle and I will attend TACCHRP Conference in Ft. Worth Wednesday, May 31st through Friday, June 2nd
- Michelle
 - Community Interactions committee
 - Completed work on Santa Rosa parade

- Reviewing employee files
- Michelle took graduation photos of 2023 graduates
- Continuing to process new employees
- Will send out reappointment letters of Administration and Classified employee after board approves
- Jackie
 - Working on Annual Plans
 - Completed Staff Reappointments for June board
 - Attended May 2023 graduation
 - Attended CARE Conference at CCC May 16th through May 18th
 - Beginning work on 2023-2024 employee contracts

ERP/SIS/Cybersecurity – Roxanne Hill

Ellucian Colleague

Accomplishments as of May 2023

- Completed engagements for Admissions/Curriculum, Financial Aid, Student Billing, Student Billing
- ILAP connection between Canvas LMS and Colleague complete for Fall 2023 courses
- Fall 2023 Canvas Courses will be imported in production in June
- Student Billing has been activated in Production
- Arrangements confirmed Herring Bank eCommerce Deployment begins in June
- Arrangements confirmed Texas Book Company connection will begin in June

Athletics – Jason Jenkins

- All coaches are actively recruiting.

DRJ Comments

- I continue to encourage divisions and departments to organize activities to help students feel connected.
- I look forward to our time together in August as we continue to focus on how everyone can and does contribute to student success.
- Enjoy your summer activities.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060