

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

- Enrollment—the spring 2023 report indicates a decrease in enrollment as compared to last spring 2022. Enrollment has decreased approximately 7% with 1990 students compared to 2143 last spring. Statewide enrollment data for the fifty Texas community colleges indicates the change from fall 2019 to fall 2022 was an average decline of 11.57%. In the same time period the decline for Vernon College enrollment was 19.01%. Nine community colleges had a decline of over 20% and twenty-four colleges had a decline of over 15%. Enrollment decline is a national issue for higher education and Vernon College employees are exploring all options to turn the enrollment issue around to positive increases for the 2023-2024 school year.
- The Vernon College Board of Trustees approved the following in the February 8, 2023 meeting:
 - Independent Auditor— The College must be audited each year by an independent auditor. The Board of Trustees must approve in a public meeting the choice of an independent auditor to conduct the audit. Vernon College has received a proposal of services from *Condley and Company, LLP* to conduct the audit for the year ending August 31, 2023. The total proposed cost of the audit including the audit of Vernon College and the audit of Vernon College Foundation, Inc., a component unit, is \$54,300 plus actual travel expenses. The most recent audit cost was \$52,000. Condley and Company, LLC has done an excellent job this past year.
 - Room and Board rates— Each year the Board of Trustees reviews the room and meal plan rates to be charged in the upcoming year. The current room and board rate is \$2350 for the fall semester and \$2375 for the spring semester. Vernon College has not increased the room rate (\$500/semester) in several years and a room rate increase was not proposed for 2023-2024. Meals are not provided to summer school students who live in campus housing and there is no proposed increase in summer room rates, which are currently \$200 per person each summer session. During the fall and spring semesters, each student who lives in the residence hall must also purchase a meal plan. The meal plan proposal has increased a small amount due to increased food and personnel cost for Great Western Dining. Great Western Dining is proposing an increase of approximately 6.0% for the 2023-2024 school year for the meals provided for the residence hall students as part of room and meal plan costs primarily due to increased food costs. Vernon College adds an 8.75% administrative cost to cover the monthly cost of enhanced internet Wi-Fi service to each dorm room. The current and proposed meal plan is fifteen meals per week Monday thru Friday. The approved plan is:
 - Fall \$500 room \$1998 meal plan (77 days) \$2498 total room and meal
 - Spring \$500 room \$2024 meal plan (78 days) \$2524 total room and meal
 - Summer \$200 room no meal plan
 - Tuition and Fees for 2023-2024—due to the many variables negatively influencing enrollment, one being financial barriers, the administrative team recommended no increases in tuition and fee costs and the board supported no increase.
 - 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. The most significant change will be no classes and the campus closed during the week of Thanksgiving. The two class days will be added to the beginning of the fall semester so classes will begin on a Wednesday instead of a Monday.
 - The Vernon College Board of Trustees did not approve the abatement request from Crusoe Energy.

- The Vernon College Board of Trustees conducted the annual evaluation of the president in a closed executive session. Based upon a positive evaluation the president's current contract was extended for one year.

Instructional Services – Shana Drury, Vice President

- Massage Therapy ended Oct. 2022, 7 passed 1st try, 1 passed second attempt, 1 scheduled to test
- Jan. 27 tour of allied health programs with 265 students in partnership with North Central Area Health Education Center
- Leadership WF will be at STC on Feb. 7. (Windthorst, Holliday, Burk, Electra, Vernon, WFISD)
- 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.
- Spring 2023 Meeting Schedule is posted in Canvas (VC Innovation Center). Use to reserve ITV rooms.
- 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
- New EMS Coordinator, Stephanie Humberd, started Feb. 13
- Successful 3-day Live Simulation in Colleague! Kudos to all that worked so hard!!! Proud of the VC Team!!
- Professional Reviews
- Faculty Reappointments
- Worked with Criquett to complete and submit the Tx Pathways application
- WFISD dual credit meeting, Feb. 28
- High school counselor luncheon, Feb. 28
- Instructional Services and Bookstore meeting regarding Fall adoptions, Mar. 2
- Division Chair Colleague training, Mar. 3
- Cosmo/Barber Hair show April 24, 4p-8p, Wellington Center
- Instructional Services/Institutional Effectiveness Administrative Assistant Zach Nguyen-Moore will begin Mar. 1
- New Beginnings:
 - Served a record-breaking number of students (304) in New Beginnings last academic year (21-22) and is on track to serve another record-breaking number this year! So far, we have served 301 students with either childcare, textbooks/supplies, or gas reimbursement and still have the rest of the spring semester and summer semester to go. I'm very proud of Jane and all her hard work! Yay New Beginnings!!!
- Distance Education:
 - Designing the Learners Journey – LinkedIn Learning Webinar
 - Student Perspectives: Online Learning Today and In the Future – Inside HigherEd Webinar
 - Shared Governance with Dr. P Whitman - VC Professional Learning Community
- Inside Higher Ed webinar stat: 61% of students will choose an institution based on availability of online learning.

Student Services – Dr. Criquett Chapman – Vice President

- Completed and posted the Financial Aid Blog for February “Six Things to Know About Current Repayment Flexibilities and Your Federal Student Loans”. Provided information regarding loans during the suspension of payments during the COVID-19 emergency relief measures which are scheduled to end no later than 60 days after June 30, 2023.

- Posted many Facebook posts encouraging students to complete the 2023-2024 FAFSA, 2023-2024 VC Scholarship Application, notifying students of the spring financial aid disbursement date, tips on creating an FSA ID, and more.
- Financial Aid has completed 723 financial aid files for 2023-2024, which will package in early March.
- Successful completion of Colleague LIVE SIM.
- Crystal Wells delivered Meals on Wheels.
- Submission of Pell, Direct Loan, and Title IV Program Disbursements to the Department of Education for allocation purposes.
- Processed 2022-2023 Free Applications for Federal Student Aid (FAFSA) and packaging to eligible applicants.
- Completed staff professional reviews.
- Awarded and requested Texas Educational Opportunity Grant funds from the Texas Higher Education Coordinating Board (THECB).
- Submitted the Financial Aid Integrated Postsecondary Education Data System (IPEDS) Survey.
- Processed Spring 2023 Early Alerts
- Email sent to students receiving a Spring loan regarding Panhandle-Plains Higher Education Foundation.
- Continuing Colleague trainings.
- Game day assigned officer QR code was emailed to all coaches and updated for March games.
- Officers are scheduled for all Sporting Events at home.
- All Fire, Safety, and Clery Reporting are up to date.
- Successful High School Counselor Lunch on February 28th.
- Recruiting
 - Leadership WF, VC Ignite City View HS, tours at Vernon, Century City Center, and Skills Training Center

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

Business Offices

- Reconciled RFOE and CARAT for THECB.
- The Eminent Domain report was submitted, as well as the Assesment of Leased Property report to the Wichita Appraisal district.
- Submitted Schedule 3C: I&A insurance headcount to the LBB.
- Mindi Flynn & Malinda Fleming attended THEBO webinar on VA benefits.
- Mindi Flynn attended the TACCBO spring business meeting.
- Contributed to the History of Vernon College for Student Success document.
- Calculated TPEG numbers for financial aid to begin awarding.
- Continued work with Syntrio and RunBiz to finish up the phone replacement project and prepare emergency phone equipment.
- Participated in a Federal Reporting Focus Group meeting with other Colleague schools.
- Ann Schultz, Malinda Fleming and Christie Lehman participated in Colleague LiveSim February 6-8. Training with Colleague for student billing and with Argos for financial reporting continues.
- Over \$1.2M in financial aid monies were disbursed to students for the spring and spring I semesters.
- Completed staff evaluations.
- We are working to set up summer and fall billing.

I.T.

- Shut off data and phone lines at Seymour Learning Center.
- Replaced switches at CCC and STC.
- Working on backup disaster recovery devices.
- Updated Lockdown Browser in the libraries and labs.
- Continuing to replenishment computers on all campuses, as deemed necessary.
- There has been an uptick in student emails being compromised. If you see a suspicious looking email, do not click!

- Quick reminder to all employees to use the RunBiz portal for work tickets. They will no longer accept emails as work tickets.

Physical Plant

- Two new HVAC units were installed at the King Gym.
- The heater in the pool and the gym were repaired in Vernon.
- Repairs were made to gas lines in the baseball dorm.
- A new garage door was installed at the softball complex.
- Repairs were made to the rodeo tractor.
- The grounds department trimmed trees and sprayed yards.
- Sprinkler systems at STC and CCC were tested and repaired for spring season.
- Corroded water valves were replaced at STC to prevent leakage.
- Performed yearly maintenance on floor buffers used in WF campuses.
- Assisted with office changes.
- Continued painting and touch-ups at CCC and STC.
- Replacing light fixtures and ceiling tiles, as needed.
- Prepared lawn equipment for upcoming busy season at 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 Annual Action Plans for 2023-2024
- Finalizing list of courses from previous catalog years (2018 – 2022) for Ellucian Colleague
- Working on HEERF III data requests
- Compiled list of PTK students for Spring 2023
- Drafting STC (Student transcript) file for students Fall 2018 – Fall 2021
- Meetings for SACSCOC off-site review committee
- Finalized draft of History of VC Student Success
- Finalizing count day snapshot
- Completed alumni data request for Institutional Advancement
- Completed SPG (Student Program) file for Colleague for students Fall 2018 – Fall 2022
- Completed STC (Student transcript) file for students Fall 2021 – current
- Completed IPEDS winter surveys.

Institutional Advancement – Michelle Alexander

- Callee Serrano is soliciting, collecting, photographing, and organizing items for the 23rd annual online auction, March 7-9, 2023.
- As a member of the Vernon Chamber of Commerce Board of Directors, Callee attended ribbon cuttings for Paint your Peace and Redlicious Meats with the Chamber of Commerce.
- The priority deadline for the 2023-2024 Vernon College General Scholarship Application closes on March 15, 2023. Michelle Alexander is working with students and parents to complete their applications by then.
- A new endowed scholarship was finalized on February 2, 2023 to support students in Farm & Ranch Management/Agriculture.
- Another new endowed scholarship was finalized on February 6, 2023; it is a General Scholarship.
- Michelle Alexander attended the Texas Association of Community Colleges (TACCF) Annual Conference in Fort Worth, February 8 – 10, 2023.
- Michelle met with the returning Volleyball Team Athletes and helped them complete 2023-2024 General Scholarship applications.
- Michelle and Rachel White participated in the Greater Texas Foundation Emergency Aid Workshop #6 as part of our grant requirements.

Marketing – Holly Scheller

- I met with Temple to learn about everything they did to improve their enrollment.
- Designed and ran graphics for our Chappie Day at the Conference Opener for Softball. Hats off to Jesse, who arranged for the Chap to be there.
- I attended the rodeo signing Wednesday night; our coach put on a great event.
- I worked on creating new ads to run on KFDX, March Madness, and Socials.
- Started the You're A Star promotion. I only had one submission from Lizz Moore, and I am waiting on a few more before I roll it out on social.
- Shot and aired the CTE videos with non-traditional gender. First up was a male surgical tech. The reach wasn't as great as I hoped, but I have another loaded up to run after the break.
- I worked with Michelle Alexander on running more scholarship ads. So I created those and ran them on social.

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 CCFSSE 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:
 - Zachary Nguyen-Moore, Administrative Assistant, Classified III, IS/IE, effective March 1, 2023
 - Resignation
 - April Maldonado, Administrative Assistant, Classified II, Student Success, effective February 24, 2023
 - Robyn Hill, Holliday ISD Health Career Instructor, effective February 28th, 2023
- Want to remind everyone about SafeColleges deadline on March 31st
- Michelle, Margaret and I are continuing with Ellucian training
- Michelle, Margaret, Roxie and I met with NEOED (HR program)for initial meeting on 2/17
- Michelle
 - Meals On Wheels on 2/15
 - Community Interactions committee met on 2/24
 - Reappointment letters will be sent to Deans/VPs
- Jackie
 - TBI blood drive 2/14
 - NYL representatives
 - Vector SafeColleges training 2/23
- Working on Annual Plans
- Finished Faculty Reappointments
- Now working on Staff Reappointments
- Collecting Professional Reviews
- Started Employee Handbook revisions
- Working on Veteran’s report

ERP/SIS/Cybersecurity – Roxanne Hill

Ellucian Colleague

Accomplishments as of March 2023

- **Completed** – Scheduled Engagements for Financial Aid, Registration, HR Payroll, ARCR
- **Completed** – Completed LIVE SIMULATION Feb 6-8 Successfully
- **Completed** – Student Access will be granted on Monday, March 20, 2023
- **In Progress** – Curriculum Build for Registration (Schedules and Degree Plans)
- **In Progress** – Student Billing Planning
- **In Progress** – Third Party Integrations – Canvas, Watermark, NEOGOV, SoftDocs, DocuBase, Texas Book Company

Cybersecurity

- Presented the Prohibited Technologies Security Policy for approval to the Vernon College Board on Wednesday, March 8, 2023

Athletics – Jason Jenkins

- Softball had a very busy February. They finished the pre-season 10-8 which gives us a pretty good start going into conference play. They open with Grayson College on the 1st of March at home. Grayson is ranked #1 in the country in the opening poll. We also have another nationally ranked team in the conference with McLennan coming in at #7. Tough conference but that only makes us hungrier to play well. The Chaparrals also had the play of the week for KFDX with Abbie Bird and Jasmine Canales hitting back to back home runs against Rose State.
- Baseball had a great month! They went 13-3. Getting us off to the best start in recent history. They start conference play next week against Ranger College. They too face a difficult conference with McLennan being ranked #3 in the first poll of the year. Ryan Lawton pitched 6 1/3 innings of no hit baseball last week against Seward College and Cristian Hernandez had 3 home runs last Saturday. Look for the Chaparrals to make some noise in the NTJACAC this season.
- Rodeo had its first competition this last week in Odessa, TX. Colten Leech made the short go and placed 5th. No check but did score some team points for us. Trinity Gonzales as made the short go and split 8th through 10th. Two out of our nine rodeo athletes made the short go. Texas Tech had 90 student-athletes and only 3 made the short go. Just a little perspective. Good things are coming from the rodeo arena.
- Volleyball has been putting in a considerable amount of time in the weight room and it has translated very well to the court. They had a small set of matches against Frank Phillips and Clarendon in February and although no official score was kept it was clear that Vernon came out on top in each of the matches. Sadly Coach Blakley will be leaving us to take an assistant coach position with University of Texas-Permian Basin. We wish him the best.

DRJ Comments

- I appreciate the diligent work to increase recruiting and marketing actions as we continue to try to improve Vernon College enrollment. Keep up the good work!
- Enjoy spring break and come back to work prepared to finish the semester strong.
- Reminder that the graduation ceremony has been rescheduled to Thursday, May 11, 2023 at 6:00 pm at the Kay Yeager Coliseum.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060