

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

- Budget 2023-2024 draft 1—all initial budget requests were turned in by April 1. The administrative team worked hard to prepare the first draft of the budget. Draft 1 was presented to the board at the April meeting for review. I have been stating for several months that the 23-24 budget was going to be a hard one for several reasons. A budget is simply an estimate of a series of choices. We usually do a good job of estimating tuition and fee revenue based on previous year’s actual enrollment. We are committed to basing 23-24 tuition and fee revenue on 22-23 actual revenue numbers. It will be a conservative estimate. Declining enrollment has a significant impact on tuition and fee revenue available for the operating budget. In addition, the new state funding system for community colleges is still being finalized in the legislative session. Each community college is aware of the minimum it will receive, but I am hopeful the new system will create an increase for Vernon College. We will not know the final outcome until mid-May when the legislative session is complete.

Higher Education Emergency Relief Funds (HEERF) have been extremely helpful to small, rural colleges that have had enrollment decreases. The funds have been used wisely, accurately, and appropriately. A large portion of the funds have gone directly to students to assist them to meet financial barriers. HEERF funds are not available for the 23-24 budget cycle.

- Resolution - The Community College Association of Texas Trustees recommended that each college approve a resolution to support the Texas Commission on Community College Finance recommendations issue to the 88th Texas Legislature. The Vernon College Board of Trustees approved the resolution at the April meeting. Additional board meeting information includes:

- Approval of the 2023 Summer Continuing Education schedule
- Approval of tax resale deeds
- Update of the meeting with Wichita County Commissioner’s Court discussing the proposed Branch Campus Maintenance Tax in Wichita County
- Update on status of the new Community College Funding methodology
- Update on tentative agenda for the VC Board of Trustees annual July retreat
 - ❖ 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

- Signage and flyers—please pay attention to the new practice of only placing signage, posters, and flyers on bulletin boards or sandwich boards. The Student Services component will/has sent out additional information. Vernon College doors and glass windows begin to look very cluttered and unprofessional as too many flyers and posters are placed on them.

Instructional Services – Shana Drury, Vice President

- Continuing Education (CE) staff training on Colleague, Apr. 3
- Criquett and I meet with Dr. Hart regarding Pathways, Apr. 5
- Had a wonderful meeting with Midwestern State University (MSU) Interim Provost/VP for Academic Affairs Marcy Brown-Marsden on Apr. 5 and outlined projects for Summer discussions
- Held Health Occupations meeting with ISDs who offer Certified Nurse Aide, on Apr. 6th
- AlertMedia training with internal staff on Apr. 10
- Mary Rivard, Shelli Pendleton, and Sharon Cudjo attended the Accreditation Commission for Education in Nursing (ACEN) Program Administrators Workshop April 10-14 in Atlanta, Georgia
- Attended Pathways Institute Apr. 12th -14th in Dallas with Criquett Scott, Joe Johnston, Bettye Hutchins, Jeanne Ballard, Mark Cisneros, and Colleen Moore.
- Held Career and Technical Education (CTE) dual credit meeting with VISD on Apr. 14
- Held Division Chair Meeting on Apr. 20th
- Honors Convocation was held on Apr. 20th, 6:30 pm
- Barber Battle (noon) and Hair Show (5pm), was held at The Forum, April 24th, proceeds to scholarships
- Agency Breakfast Apr. 27 at Skills Training Center
- Chaps Leadership, Education, Attitude, and Diversity (LEAD) met on Apr. 27th with the vice presidents
- Spring Drama production:
 - Two one acts that we will present as a double feature. First is Fog on the Mountain: A Macabre Folktale in One Act and then Nobody Sleeps, Apr. 27th -29th at 7pm
- Higher Education Regional Council met on Apr 28th at Western Texas College, in Snyder
- Employee Handbook edits
- Colleague decisions/training/updates
- VC information sent for MSU Child Development grant
- Reviewed 552 sections of classes for Fall 2023. Great job by Division Chairs and Betsy Harkey!
- Pathways in Technology Early College High School (PTECH) meetings with Benjamin, Bellevue, and Windthorst in April
- Thanks to Kelly for sending out a CTE scholarship opportunity to CTE students!
- Finalizing plans with Colleen and the MPEC for graduation which will be held on May 11th at 6:00 pm at Kay Yeager Coliseum.
- Gradcast numbers for Summer 2022:
 - 70% of students responded
 - 74% have a related job
 - 100% of the students gave employer info
- Kudos to Dr. Paula Whitman who worked with Digitex to cover our Labster fees for 2 years (\$18,000) regarding Biology and Chemistry labs!!
- Free resource for students who are planning to take/retake TSI 2.0. See flier. Thanks to Dr. Whitman, Christina Hoffmaster, and Rachel White!
- Distance Education:
 - Attended Instructure's The Building Blocks of Digital Credentialing Program Webinar
 - Hosted a Gradebook Basics Training
 - Successfully sent course and instructor information between the test instance of Colleague and the test instance of Canvas.
 - Successfully integrated Colleague with our Canvas production server
 - Attended Canvas Grading Basics and Hacks from Instructure.

- Dual credit letters to seniors went out last week of April. Thanks to Bettye and Zach!
- Spring advisory committees are finished
- Gathering Perkins Grant requests for 2023-2024
- Very good meeting with Vernon ISD (VISD) meeting Apr. 27 regarding dual credit opportunities.
- Congrats to Admissions, Student Services, Instruction, Financial Aid and Business Office for going live May 1 in Colleague regarding students!!!
- Gearing up for finals, May 4, 6, 8-11
- Catalog edit #2 complete
- ARGOS training for customized reports started

Student Services – Dr. Criquett Chapman – Vice President

Highlights of April:

- April 5th Early College Start night at Crowell HS
- April 10th Summer online Registration Opened
- April 10th Housing nighttime Easter Egg Hunt
- April 12-14th Texas Pathways Institute in Dallas – many Students Services staff attended
- April 17-21st Financial Aid Awareness Week – a successful event that reached 180 students in person and 619 students online
- April 19th New Aid Officers Workshop in Grapevine attended by Crystal Wells in part due to a \$350 Mack C. Adams scholarship awarded by the Texas Association of Financial Aid Administrators
- April 20th Honors Program on the Vernon Campus in the King Gymnasium
- April 21st Associate Degree Nursing job fair at CCC
- April 25th Vernon College participated in “Teal Out” for Sexual Assault Awareness Month hosted by Student Success
- April 25th “Donut forget to Register” – donut handout at CCC
- April 25 – 26th Cuddle Service with the Wichita County Humane Society at CCC
- April 27th Vernon College Informational Breakfast for 31 area social workers, case managers, and social services directors at STC
- April 27th Chaps LEAD Wichita Falls ended with 11 completers
- Early College Start mailed letters to all graduating dual credit seniors highlighting workforce options at VC
- Ongoing Ellucian/Colleague trainings throughout the month of April in preparation for the May 1 launch
- Monthly Tours – CCC 3, Vernon 1, STC 1

Upcoming:

- May 1st Colleague launches!!!!
- May 1st Fall 2023 online registration begins for returning students, active duty military and VA recipients
- May 3 – 4th Cuddle Service with the Wilbarger County Humane Society at Vernon campus
- May 5th TSIA2 conference in White Settlement - Vernon College is sending 2 presenters Madison Tiedman from Testing and Christian Ford from Student Success
- May 8-11th finals snack bar in the dorms for students
- May 11th GRADUATION – Kay Yeager Coliseum
- May 12th Dorm move out
- May 15th Fall 2023 online registration for all students
- May 15-18th Dorm room inspections for summer repairs
- May 17th Final Payment deadline for Summer 2023 online registration
- May 23rd Onsite Final Registration for Summer 2023 on the Vernon Campus
- May 24th Onsite Final Registration for Summer 2023 on the Century City Campus
- May 27-30th NISOD – Jesse Dominguez attending for Student Services
- May 30th Summer classes begin
- May 30-31st Summer schedule changes
- May 31st Payment deadline Summer 2023

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

Business Offices

- Incredibly busy training with Colleague for the May 1 go-live. Christie Lehman, Melinda Fleming and Ann Schultz have spent countless hours getting the billing area set up and working, as well as trying to map out the sponsorships we have in third parties. All BO employees have trained on cashiering duties and reconciliation. Additionally, we have met with FA-Link to bridge the business office and Texas Book Company and with Herring Bank to provide e-commerce options to our students.
- There was a breach in Herring Bank Mastercard accounts. We have cancelled all card with fraudulent activity and they have been reissued. As you receive them, please call or email Shelly Mason and give her your new card number so she can update the online payment page.
- Attended PCI Compliance seminar presented by THEBO.
- Prepared and submitted IPEDS financial data.
- Submitted 2021-22 completed audit to the FSA.
- After months of working with RunBiz and Syntrio, phones, fax lines and the elevator phones should all be working. If you have additional issues, let Mindi Flynn or Ann Schultz know.
- Draft two of the 2023-24 budget is in progress.

I.T.

- Assisting in set-up of the mobile ID card cart used by Allied Health programs.
- Prepared computer labs for HESI testing.
- Updating math labs at CCC.
- Rebooting DeepFreeze to trouble shoot mouse/keyboard issues had by many.
- Continuing to replenishment computers on all campuses, as deemed necessary

Physical Plant

- Annual facilities meeting was held in April. We are currently updating our Priority Ranking for all locations to budget and prepare for upcoming projects.
- Joey Lama built and painted oversized Easter eggs to use in our “Pictures with the Bunny” event. They were beautiful and will be used for many years.
- A Japanese Magnolia tree was planted across from the Tower of Knowledge in memory of our first VC Board President, Mr. Brown.
- As spring is upon us, flowers are being planted, lawns manicured and sprinkler systems maintained.
- Sandwich boards were placed near all main doorways. Flyers should be hung on these, not on windows or doors. Additional bulletin boards will be hung as well.
- The automatic doors at CCC main entrance have been replaced and are working properly again.
- Annual fire alarm tests have been performed in Vernon.
- Emergency phones in the elevator at CCC have been restored and are working properly.
- Repairs were made to the rodeo tractor, bus 3 and the 4 wheeler.
- Planted hay and made electrical upgrades at the farm.
- Ordered furniture for new office spaces in room 610 at CCC.
- Made several plumbing repairs at CCC including water valves, flushers and faucets that were corroded and leaking.
- Assisting faculty with office changes and shredding semester-end documents.
- 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 NAE, ADDR, and SPG files for Colleague for applied students week of 3/27/23
- Completed NAE, ADDR, and SPG files for Colleague for Spring 2023 students
- Wrapped up IPEDS spring reports (Fall Enrollment, Financial Aid, Academic Libraries, Human Resources)
- Finalized list of courses from previous catalog years (2018 – 2022) for Ellucian Colleague

- Completed NAE, ADDR, and SPG files for Colleague for applied students week of 4/3/23
- Drafted STC (Student transcript) file for students Fall 2018 – Fall 2021 for courses in our catalog
- Drafted STC (Student transcript) file for students prior to Fall 2018 for courses in our catalog
- Drafted STC (Student transcript) file for students for courses not in our catalog
- Meetings for SACSCOC off-site review committee
- Finalized Annual Action Plans for 2023-2024
- Completed NAE, ADDR, and SPG files for Colleague for applied students week of 4/17/23
- Completed NAE, ADDR, and SPG files for Colleague for applied students week of 4/24/23
- Final Meetings for SACSCOC off-site review committee on 4/27 and 4/28.

Institutional Advancement – Michelle Alexander

- The Community Interaction Committee hosted the annual Easter Bunny visit in Vernon College, Callee Serrano is co-chair of the Committee.
- Callee is working with Blackbaud to upload VC alumni from the years 2019-2022.
- Callee attended Blackbaud’s “How to Maximize Workplace Giving” and “Product Update” Webinars.
- Work continues on old file migration.
- Michelle Alexander is serving another year as Chairman of the Board of Directors for the North Texas Area United Way.
- Michelle is serving as the 2023 Co-Chair of the CASE Federal Funding Task Force, a national group composed of grants professionals from across the United States.
- Working with a prospective donor about a new scholarship.
- The Vernon College Foundation held its quarterly meeting on Thursday, April 20, 2023
- Working with high schools participating in the Foundation’s Dual Credit Scholarship Programs for the Fall 2023 semester.
- Michelle represented Vernon College at the 2023 Zavala Scholarship Banquet, Thursday, April 27 and presented two 2023-2024 scholarship awards to high school students planning to attend Vernon College.

Marketing – Holly Scheller

- Press Released:
- Stephanie being our speaker/Graduation
- Rodeo being inducted into the Hall of Fame
- Hair show
- Handed out donuts with Kristin “Donut Forget to Register” and explained the new system for fall. Instructors were very kind to let us interrupt their classes for a quick donut break.
- Sent all the videos over for the jumbotron for Graduation
- Finished the Catalog edits, ready for Board approval
- Ordered flowers for graduation
- All but completed the navigation system in CCC.
- Created and scheduled all social media
- Created and ran the auction Thank You ads on the Lawrence Road billboard.
- Edited all photos from Honors and uploaded them to the Facebook page.
- CTE Guide revision
- Created a version of “Excuse us while we switch systems.” Flyer/social post
- Summer Registration post created and posted
- Posts for Community College Month posts
- More scholarship posts were created and posted
- I worked with Kristin on Programs and Certs for Honors Night
- Jackie, Chelsey, and I spoke to the CCC Leadership class... SUCH an amazing group
- Created new letterhead, available on the Tdrive
- Created/Ordered the Graduation Invite
- Designing passes for our students to use for the Esports Lounge

Quality Enhancement/Professional Development – Dr. Donnie Kirk

- **QEP Highlights**
 - **QEP Spring 2023 Faculty Workshop Completion.** Four faculty from the Division of Math and Sciences completed the Spring 2023 IBL-QEP 101 Faculty Workshop. Successful completers include Xandy Gilmore, Elaine Naylor, Chris Kirby, and Tammy Majewski. Working through assignments via Canvas, the group formally presented their IBL lesson plans in a QEP Implementation Committee Meeting on Friday, April 14 at 10 AM (ITV204/712). Participants will implement those lesson plans in Fall 2023. 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. Post-inquiry perception surveys in face-to-face classes as well as in online courses closed May 03. In addition, participating faculty are submitting student IBL assignment artifacts and completing the IBL-CR survey by May 15.
 - **CCSSE/CCFSSE Progress.** [CCSSE](#) / [CCFSSE](#) surveying occurred during this Spring 2023 term.
 - **Paper and Pencil CCSSE.** The Center for Community College Engagement received our completed paper-pencil CCSSE April 27. We will receive the results in late Summer 2023.
 - **Online CCSSE Access.** The **online component** via Canvas for online-only students will remain open until May 10. Currently, **201 out of 1026 students** invited to complete the online survey have participated.
 - **CCFSSE. 39 of 69 faculty have completed the survey (56.5% completion rate).** The survey tool will remain live until May 10.
- **Professional Development Highlights**
 - **Spring 2023 In-house Professional Development Calendar.** The Spring 2023 Professional Development Calendar closes in May. A summer calendar will be available by June 01.
 - **Spring 2023 Professional Development Committee Meeting.** The Professional Development Committee met on Friday, April 28. Committee members discussed potential breakout presenters for the Fall 2023 Semester Kickoff as well as enrichment opportunities and volunteering options for the Fall 2023 In-house Professional Development Calendar.
 - **The Spring In-house Professional Development Survey.** The Spring In-house Professional Development Survey will launch the first week of May 2023.

Human Resources – Jackie Polk

- Personnel
 - New Hires:
 - No current new hires for May
 - Internal Transfers
 - Brianna Chapman, from Classified II, Student Services Administrative Assistant-Switchboard to Classified III, Student Services Administrative Assistance-Financial Aid Clerk, Vernon Campus, effective May 17, 2023
- Michelle, Margaret, Roxie and I are training with NEOED (HR program) with weekly meetings
- Michelle and I delivered MOW 4/26
- Preparing for Summer open enrollment
- Employee Handbook revisions in the work
- Michelle and I will attend TACCHRP Conference in Ft. Worth May 31st through June 2nd
- Michelle
 - Community Interactions committee
 - ❖ Working feverishly on Santa Rosa parade plans
 - Golf Tournament meeting on Friday, May 12th
 - Reviewing employee files
 - Will send out reappointment list of Coaches after board approves
- Jackie
 - Attended VC hair show at the Forum
 - Working on Annual Plans
 - Finished reappointment list of Coaches
 - Working on Staff Reappointments

- Golf Tournament meeting on Friday, May 12th
- Will attend 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 April 2023

- Registration preparations completed for GO LIVE on May 1, 2023
- Completed engagements for Admissions/Curriculum, Financial Aid, Student Billing
- April training for end users planned in coordination with Student Success
- Began dual entry in Colleague and Poise
- ILAP connection between Canvas LMS and Colleague complete for Fall 2023 courses

Athletics – Jason Jenkins

- Volleyball had a busy month with scrimmages at Cameron and then at Angelo State. They put in some great time and high quality effort this spring and it is showing. They concluded their season at ASU by playing Abilene Christian University, UT-Permian Basin (former Head Coach Rob Blakely's new team) and ASU. They also were busy off the court by volunteering at the Thor Fun Run in Wichita Falls this last weekend.
- Softball's season came to an end this last weekend. They needed to win 3 of the 4 games this weekend against Cisco and came up one short. They finish with a 21-29 overall record and an 11-21 conference record. 4 of the 9 teams in our conference are ranked in the top 20 of the NJCAA. They played well in all games this month with series against NCTC, Temple and Cisco. Softball also went and did a "Pep Rally" at Shive Elementary for the students prior to them taking their STAAR tests.
- Baseball is also wrapping up its season. They finish with Grayson at home on Saturday, May 6th, starting at noon. The chaparrals are close to having 10 conference wins for the first time in over a decade. Lots of good things happening on, in and around the baseball diamond. The baseball team also did a "Pep Rally" for Shive on May 2nd. The students really appreciate the support and love the interaction with our student-athletes.
- Rodeo concluded their season with a rodeo at Tarleton State University. The teams put a contestant in the short go of every single rodeo this year, both fall and spring. Unfortunately, nobody qualified for College National Finals Rodeo but still a very successful season for Coach Lee's inaugural year. She is very busy with recruiting and is have a bunch of future Chaps on campus.
- Jason attended the National Association of Collegiate Directors of Athletics Spring Symposium in West Point, NY at the United States Military Academy. It was an opportunity that was very much appreciated. The amount of information presented was incredible and double that from the people that presented. The Superintendent is a 3 star General that spoke of the importance of athletics even at the Academy. Several Cadets spoke of the character it takes to become a graduate of West Point. All was amazing.
- The annual Sports Banquet will take place next Monday, May 8th at the Wilbarger Auditorium in the Empire Room.

DRJ Comments

- An idea for strong consideration—A number of articles and recent conferences that I have attended have highlighted the need for students to feel connected. As I drove home from the Texas Guided Pathways conference, I challenged myself to think about what VC is really doing to provide the opportunity for student connection. I know we have many activities and events that students can engage, but are we really promoting, nearly insisting, that students connect. All the literature states that they want to/expect the opportunity to. At a minimum, in addition to the current functions/activities, I am proposing that each component and each division take ownership to develop and conduct one student engagement activity per semester. I am not prescribing the activity or event. I am suggesting that the event be planned and conducted with the primary goal of engaging/connecting with students in an informal fashion to make them feel welcome, comfortable, wanted, and connected to VC. If the president component, each VP component, and each division engage the respective faculty and staff to plan, coordinate, and conduct one event per

semester—then VC would be providing 14 activities/events per year in an effort to assist students in feeling connected. I appreciate your consideration and look forward to your great ideas/activities.

- Thank each of you for the great work this past academic year. I am looking forward to a successful graduation ceremony.
- Summer hours for 2023 will begin on Monday, May 15 and continue through Thursday, July 27. Operating hours will be Monday through Thursday 8:00 a.m. to 5:30 p.m. Offices will not be expected to stay open to 6:00 p.m. during summer hours. Vernon College will return to the Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 noon schedule on Monday, July 31, 2023.
- Please contact me with any input or questions at:
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