

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

- Employee professional development—the Spring 2024 Kick Off for all employees that was conducted Wednesday, January 10, 2024 on the Vernon campus was a great success. The agenda was concise, the message from Mr. Kevin Tutt was on target, the lunch was delicious, and the drawing prizes were a big hit.
- Enrollment—the spring 2024 report indicates the same enrollment as last spring 2023. Enrollment this spring is 1990 students which was the same enrollment as last spring. I hope this means the Vernon College has stabilized and that 2024 fall enrollment will show an increase. Vernon College employees are exploring all options to turn the enrollment issue around to positive increases for the 2024-2025 school year.
- During the January 10, 2024 Board of Trustees meeting, the board were provided updates on:
 - 2024 Spring enrollment
 - 2024-2025 tuition and fee proposal
 - Student Success fact-CBM 116 follow-up report
 - Athletic scholarship report
 - 2023 IT Management Review
 - TCCTA conference
 - Vernon College Foundation on-line auction
 - Upcoming professional review process
- Vernon College participated in a technical assistance survey conducted by the Texas Association of Community Colleges to develop topics for training in regard to the full implementation of HB 8 which transformed the Texas community college funding model. The resulting training will assist community colleges in fully understanding the new funding methodology and to adapt programs, processes, and practices to enhance future funding opportunity.
- Board meeting dates – Board of Trustee meeting dates for 2024 are :
 - January 10 July 10 (Annual retreat)
 - February 14 August 14
 - March 13 September 11
 - April 10 October 9
 - May 8 November 13
 - June 12 December 11

Instructional Services – Shana Drury, Vice President

- Shana Drury was nominated and selected to serve on the Texas Higher Education Coordinating Board (THECB) Workforce Education Stakeholder Workgroup. The first meeting is in Austin on Feb. 9.
- Vernon College, in partnership with Grayson and Weatherford, received Round 3 of the Texas Reskilling and Upskilling Through Education (TRUE) grant. This will provide approx. \$50,000 in scholarship money for Continuing Ed students in Phlebotomy, Certified Nurse Aide, Medical Assisting, Patient Care Technician, and Certified Medication Aide.
- Received permission from Ranger College to work with Newcastle ISD regarding Certified Nurse Aide, Patient Care Technician and Farm/Ranch Management for 2024-2025.
- Congregate Meals participants enjoyed a night on the town viewing Christmas lights on Dec. 14. Special Thanks to Anne Patterson, Rachelle Holland, and Lyndsey Lipscomb!!
- VC will host, in partnership with Midwestern State University and Area Health Education Council, 350 students to tour our health fields at CCC on Feb. 23.

- Hired Andrea Mirasol as the Coordinator of Community & Recreational Services for CCC.
- Shana Drury attended the Texas Workforce Commission inaugural Texas Rural Workforce Working Group meeting in Austin on Jan. 22.
- RN program had a mock interview for Accreditation Commission for Education in Nursing (ACEN) accreditation on Jan. 23. Onsite accreditation will take place Feb. 20-21.

Student Services – Dr. Criquett Chapman – Vice President

Highlights in January

- January 3 – Last day to pay for classes
- January 3 – Student Services Registration Prep Meeting
- January 8 – On site Registration Vernon
- January 9 – On site Registration Century City
- January 10 – Staff Development in Vernon
- January 12-16 – Housing Move In – students back on campus
- January 15 – All locations closed for Martin Luther King Jr. Day
- January 17 – Housing Hot Chocolate and Orientation
- January 17 – First Day of Classes
- January 17-19 – Schedule Changes
- January 22-25 - Voter registration drive at Vernon
- January 23 – Nursing ACEN visit review
- January 25 – Voter registration drive at STC
- January 29 – Voter registration drive at CCC
- January 29 – Hot chocolate and muffins Vernon Campus
- Distributing graduation cords to graduating dual credit seniors
- Recruiting for Spring 2024 Chaps LEAD classes
- All Departments working on General Catalog Review
- All departments working on Annual Plan and SACSCOC narratives
- Registrar completing in December graduates
- Financial Aid completed December SAP
- Financial Aid traveled to 12 service area high schools to present financial aid information to seniors and parents
- Financial Aid participated in 2 Café con Leche Saturday workshops
- Christy Beauchamp started as Admissions Clerk at CCC
- Student Services has now launched the new Early Alert System through SS&E
- Student Success STEPS (Striving to End Probationary Status) has begun for all students not meeting academic standards and this year have the option for students to participate online
- Dual Credit is updating MOU's to include FAST program information
- Student Success met with Galveston College about our Pathway Advising Model. Galveston College received a Title V grant based partially on our Vernon College Pathway Advising Model.

Upcoming in February

- February 1 – Dorm cookie giveaway
- February 6 – Grand Canyon University at CCC
- February 7 – Grand Canyon University at Vernon Campus
- February 11 – Student Activity SuperBowl Party and Wing Stop – dorm basement
- February 12 – MSU at CCC
- February 13 – MSU at Vernon Campus
- February 14 – Student Activity with Valentine Party with punchboard
- February 15 – Last day to drop for Spring I
- February 19 – Housing inspections
- February 19 – Spring II online registration opens
- February 20 - 22 - Nursing ACEN accreditation onsite visit

- February 27 – Wayland Baptist University at CCC
- February 29 – Wayland Baptist University at Vernon
- February 29 – Student Activity for leap year
- Professional Reviews of all staff
- Continued work on all SACSCOC narratives and requirements
- Continued catalog review
- Financial Aid working on 24-25 Financial Aid presentation video for HS counselors

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

Business Offices

- We have completed the interface from Colleague to Herring Bank providing us with the data to make student IDs. Students can get them in the business office of either campus.
- Completed Report of Fundable Operating Expenditures for THECB.
- Completed Community College Annual Reporting and Analysis tool for THECB.
- Completed Integrated Fiscal Report for 2022-23.
- Working with Global Payments representative to get merchant services ready for the year. New swipe machine will be installed early February for all cashiers.
- Prepared and sent out 1099's, W-2's, 1095-C's and 1098-Ts.
- Mindi Flynn and Margaret Kincaid worked with Sheridan Wealth Advisors to file for an Employee Retention Credit on 941X for 2021.

I.T.

- Continuing to replenishment computers on all campuses, as deemed necessary.

Physical Plant

- Repairs were made to the pool filter and chlorine pump at King gym.
- Water heaters were replaced in the SUB and in the baseball dorm. The water heater elements were changed in the big dorm.
- Locks were replaced at the softball field restrooms.
- The wells were replaced in the serving line of the SUB and the sink drain was repaired.
- Parsons roofing was onsite looking at leaks in the roof in the Administration bldg..
- CCC crew worked with ServiceMaster to repair damages in the 700 hallway caused by flooding during the hard freeze. All classrooms are back in to service.
- The overnight custodial crew in WF has completed the annual stripping and waxing of floors in hallways and classrooms at both CCC and STC.
- Plumbing was repaired in west employee bathroom at CCC.
- Assisted with the change out of new computer kits at CCC and moved all old monitors to STC to be refurbished.
- Trees were trimmed campus wide in Vernon.
- 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

- Editing/reviewing SACSCOC narratives for fifth-year interim review
- Working on updating KIPIAs and IE website pages
- Finalizing/editing institutional effectiveness plans for 2023-2024
- Compiled CB 116 Follow-Up Report artifact for board meeting
- Completed SACSCOC Enrollment Profile for 2023.
- We have 6 volunteers (so far) for the last cohort of the QEP, the faculty workshop will start in February
- The first communication of professional development offerings for Spring 2024 went out in January. A follow-up on offerings still open for January is being drafted. A compilation for February is being planned.

- Working on substantive change letter for closure of Medical Assisting program
- Compiled ten-year dual credit student count by high school data set
- IPEDS/Colleague trainings
- Finalizing program review template in Watermark
- Created surveys in Watermark and held training session for Library Services
- Creating surveys and training session for Instructional Services (Bettye Hutchins)

Institutional Advancement – Michelle Alexander

- Callee Serrano, as a member of the Social Committee, decorated the Vernon College table for Vernon Chamber Banquet
- Callee pulled a list of approximately 2,000 CTE alumni emails for the Perkin survey. This is a required survey mandated by the College's Perkins Grant.
- Callee attended a webinar about best practices to unlock alumni engagement
- Work on the online auction has begun. The auction will be held March 5 -7. Bid high and bid often. All funds raised are matched by our Vernon College Foundation and give to the College in the form of departmental grants.
- Michelle Alexander participated in the North Texas Area United Way Governance Committee meeting on January 3, 2024, chaired the organization's Board meeting on January 5, 2024, attended the Financial Committee meeting on January 26, 2024.
- Michelle is working with two donors developing the award criteria for their newly endowed scholarship.
- The General Scholarship Application is open for the first round and will close March 15, 2024. Working with applicants to field questions about the application and provide other assistance.
- Participated in the All College Professional Development Day, January 10, 2024.
- Michelle attended the Martin Luther King Breakfast on Saturday, January 20, 2024 at MPEC in Wichita Falls.
- Michelle participated in our Vernon College Foundation Quarterly Meeting on January 18, 2024.
- Michelle participated in the THECB JET Grant 2024 webinar on January 24, 2024.
- Michelle participated in the Department of Education's Office of Postsecondary Education Technical Webinar on Strengthening Institutions and Hispanic-Serving Institutions 2024 Eligibility on January 31, 2024.

Marketing – Holly Scheller

- Worked with KAUZ/KFDX on three news stories about VC that aired the first week of January.
- Designed and posted ads for Onsite Registration
- Worked with Bettye on getting the CLNA survey out to different groups of stakeholders
- Designed and scheduled teaser social posts about the Barber Program coming to the Vernon Campus
- Wrote a press release about two PTK students being nominated for All Texas Academic
- Received the print-ready version of the President's Report. Small changes were made, and now we are good to print. I hope to have it in hand in 10 days.
- Catalog edits out with content experts; the deadline is February 15.
- Created a poster to promote the easy transfer from us to MSU.
- Worked on the CTE poster project drafts (looking to switch out ALL the CTE posters we have hanging in frames everywhere)
- Set up a Movers and Shakers meeting for Wednesday 3p-4p. If you're invited please attend. Thank you!

Human Resources – Jackie Polk

- Personnel
 - New Hires:
 - Anna Martin, Classified III, Administrative Assistant, ERP/SIS, VC, effective January 22nd, 2024
 - Christy Beauchamp, Classified III, Administrative Assistant, Enrollment Specialist, CCC, effective January 22nd, 2024

- Resignation
 - April Maldonado, Vernon ISD Health Occupations Instructor, Vernon High School, effective February 9th, 2024
- Michelle, Margaret, Roxie and I have completed the Onboarding process of NEOED. We will start the Professional Review process next month.
- Michelle, Margaret, Roxie and I have completed Ellucian training finalizing Leave and time sheet entry. We are now working to get the leave process completed.
- Michelle and I are continuing to collect Professional Reviews
- Michelle
 - Pulled HR information for upcoming Nursing (ACEN) visit
 - Purging employee files
 - Following up on employee requests
 - Onboarded approximately 10 new adjunct/part-time employees and five full time employees
- Jackie
 - Working on assuring that employee files for upcoming Nursing (ACEN) visit are complete
 - Working on American Association of University Professors Compensation Survey
 - Beginning annual employee file audit
 - Sent out initial information for Catastrophic leave committee
 - Beginning Employee Handbook corrections for 2024-2025

ERP/SIS/Cybersecurity – Roxanne Hill

Ellucian Colleague

- Herring Bank – All Connections Successfully Completed January 2024
- Transcripts (Academic and CE) – Anticipated Delivery Date March 18, 2024
- Human Resources and Business Office – End of Year Successful (1098t's and W2's delivered on time)
- 3rd Party Vendor Projects:
 - Watermark – In progress
 - Parchment – In progress
 - Element 451 – NEW contact for Spring 24
- NEOED –HR Module role out in January 2024

Cybersecurity

- Weekly updates and checks with RunBiz for monitoring and vulnerability scans

Athletics – Jason Jenkins

- AND WE'RE OFF!! Athletics is out of the gate and running on all cylinders.
- Baseball had their first games of the season last Saturday against Wayland Baptist JV squad. It was good to see our guys compete against another team. We had a great day on the mound with the pitching staff only giving up 1 run all day. Noah Lindt had very impressive outing striking out eight out of the nine batters he faced. The offense was led by Dylan Bojarski as he had two home runs on the day. This year's team was picked by the conference coaches to finish second to last. They are going to turn a few heads this year just you watch.
- Softball is just itching to get on the field and compete. They get to scratch that it in a big way starting February 2nd. Then they have eight games in six days. We are looking for a vastly improved team from last year and that starts in the pitchers circle. Ryleigh Ashford returns as the sophomore with experience but the freshmen are pushing her for innings. The offense is going to be led by the infielders with power on the corners. Jennaka Fabela and Jaylen Huerta look to provide some power with Abby Bates also adding some pop to the line-up. Good things are on the horizon for Chaparral Softball.
- Rodeo is working on getting ready for its' spring season. They open at Odessa College, February 22-24. Carlee Potter was just outside of the short go at numerous rodeos last fall and looks to get over that hump here soon. Cutter Campbell looks to make a splash and Marcos Espinoza is looking strong too. Coach Jackson has been busy with recruiting and getting the grounds at the arena looking great with many improvement projects in the works.

- Volleyball is in its “off season”. They have been in the weight room since returning and are just starting to get on the court as a team since the NJCAA start date is February 1. The freshmen are stepping up into leadership roles and are already talking about how next fall as going to be a great season. They are definitely putting in the time and effort. Coach Webb has been hitting the recruiting trail too with trips to Austin and San Antonio for club tournaments.
- Come out and see these dedicated young men and women. Schedules are posted online and will be updated weekly on our Vernon College Athletics Facebook page.

DRJ Comments

- The fact that enrollment stabilized for the spring 2024 semester is significant. This is the first semester in the past seven that there has not been a small decrease. I appreciate the work that everyone is doing to turn the trend to an increase for the fall 2024 semester.
- I encourage everyone to try to have working knowledge of the new funding methodology for Texas community colleges. In the coming months, there will be many discussions on how to increase specific metrics of student success to enhance future Vernon College state funding. I appreciate, in advance, your participation and efforts.
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