

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

- Jeff Graham representing Condley and Company, LLP, presented the 2022-2023 audit at the December 13, 2023 meeting:
 - An unqualified opinion (clean audit) was issue on financial statements.
 - The audit disclosed no noncompliance which is material to the financial statements
 - An unqualified opinion (clean audit) was issued on compliance with federal programs with one finding regarding two students who were not reported properly. A corrective action has been completed.
- The Vernon College Board of Trustees approve an Order of Election for the purpose of electing one trustee each for Place #5 (currently Ann Wilson), Place #6 (currently Bob Ferguson) and Place #7 (currently Irl Holt) for full six (6) year terms. A requirement directing the posting of the filing period will be met by posting the filing period in the Osborne building. The election will be Saturday, May 4, 2024. The first date to file is Wednesday January 17, 2024 and the deadline to file is Friday February 16, 2024 at 5:00 pm.
- The Vernon College Board of Trustees approved the 2024-2028 Strategic Plan. There exists a national focus on strategic planning and accountability for higher education. Vernon College ensures accountability through a long-range strategic planning process which aligns planning and resource allocation with the Vernon College Mission. The process is a cyclical and layered process of planning and evaluation to ensure institution-wide participation and a culture of success. A number of specific measures of student learning as well as numerous evidences of institutional effectiveness are incorporated in to the process. The long-range strategic planning process at Vernon College is an evidence-centered infrastructure of assessment, planning, budgeting, and communication functions and activities which have been established to provide our evidence to answer the questions of accountability. The process is deliberate, systematic and emphasizes continuous input and evaluation by all members of the College community in order to initiate educational improvement. The infrastructure has been designed so that each individual component is valued, yet it is the sum of all the components that presents the desired status of college preparation and effectiveness. The *Vernon College 2024-2028 Strategic Plan* document incorporates all components of the long-range strategic planning process to communicate the College's goals, objectives, initiatives, actions, assessment methods, outcomes, and the resource allocation process to internal and external constituents. Consistent review and approval, as well as availability of the document, provides the assurance of transparency and the opportunity of feedback to all constituents including but not limited to students, faculty, staff, administration, the Board of Trustees, elected officials and other stakeholders in the Vernon College service area.
- The following updates were provided during the board meeting:
 - TASB 46 review and reminder
 - Review of Vernon College Core Assessment results
 - Annual Continuing Education Enrollment Report
 - Truck Driving program update
 - Review of Community College Survey of Student Engagement (CCSSEE)
 - Student Highlight
- Reminder of upcoming events:
 - On-site Registration: Vernon: January 8, 2024 – Wichita Falls: January 9, 2024
 - Board of Trustees Regular Meeting—Vernon campus—Wednesday, January 10, 2024
 - Spring 2024 Classes begin – Wednesday, January 17, 2024

- Vernon College Foundation Quarterly Board Meeting – Vernon campus – Thursday, January 18, 2024
- Board of Trustees Regular Meeting – Vernon campus – Wednesday, February 14, 2024
- TCCTA Conference – Frisco, TX – February 29 – March 2, 2024
- Vernon College Foundation On-line Auction – March 5-7, 2024

Instructional Services – Shana Drury, Vice President

- Finals were held the week of Dec. 1
- Working on a contract with Atmos Energy regarding truck driving.
- Dr. Mark Holcomb visited Vernon ISD regarding Automation/Electrical and Computer Information System programs Dec. 7 and 12.
- Bettye Hutchins, Crystal Tate, and Dr. Marissa Rolerson from Instructional Services attended SACSCOC conference in Orlando.
- Attended the Office of Sen. Cornyn’s meeting on Wed., Dec. 6
- LVN Pinning was held on Dec. 7
- Attended VC Sponsored Blue Christmas at the Vernon on Ice rink Dec. 8
- Helped with Lighted Christmas Parade Dec. 9
- Final grades and grade processes
- Truck driving program is going to offer classes for Expired CDLs and Class B. Currently we train for Class A.
- Met and finalized computer replenishment with RunBiz (decreasing computer footprint at all locations)
- Attended Luncheon at Oklaunion Power Plant Dec. 13
- Revision of section number matrix to reflect short terms
- Contract with North Texas State Hospital (NTSH) finalized to use their airstrip for truck driving
- Michelle White and Shana Drury rang bells for Salvation Army Dec. 12

Student Services – Dr. Criquett Chapman – Vice President

Highlights of December

- December 1 – CCC advertising and marketing focus group
- December 1- 5 SACSCOC convention participants from Student Services: Kristin Harris and Colleen Moore
- December 4-7 Finals Snacks in the Housing
- December 5 – Humane Society Cuddle Service at both Vernon and CCC locations
- December 8 – Dona Crow retired after 46 years of service at Vernon College
- December 9 – Housing Move Out day for students
- December 13 – Annual Plan and Institutional Effectiveness Plan division meeting with Dr. Brad Beauchamp
- December 14 – Office Clean Up Day at CCC Admissions, Recruiting and Financial Aid
- December 15 – Teri Reese retired after 13 years of service at Vernon College
- Continual work to prepare Colleague to produce transcripts
- Financial Aid set up Colleague to prepare for 2024-2025 FAFSA’s to pull into the system beginning in February
- Financial Aid completed the Fall 2023 Satisfactory Academic Progress (SAP) review
- All departments working on Annual Plan and SACSCOC narratives

Upcoming 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 30 – Student Services Catalog Review Day
- Distributing blue and white graduation honor cords to graduating dual credit seniors
- Recruiting for Spring 2024 Chaps LEAD classes
- Financial Aid has 12 Financial Aid Night presentations at high schools planned as well as 2 Café Con Leche Saturday presentations
- All departments working on Annual Plan and SACSCOC narratives

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

Business Offices

- Worked with DocuBase to get a new database set up for scanning all sponsorship information. This should really help with internal logging of info.
- Student IDs are here. We have printed a handful of cards for returning student athletes that registered for Spring before the Christmas break. We continue to work out the kinks of the new process and hope to be ready to go full speed ahead soon.
- A new contract was signed with Syntrio to provide internet to the dorms for another three years.
- Cashiers worked incredibly hard to manually reverse dorm deposits that were erroneously brought into Ellucian. There were thousands of records to touch. Kaitlyn Miller was the top processor, reversing more than 6,000 of them.
- Prepared the Administrative Accountability Report for the LBB.
- Completed Public Community College Campus Data Reporting Requirement.
- Completed Integrated Fiscal Reporting for THECB.
- Completed 2022-23 audit and am following AFR filing requirements to get it published.

I.T.

- Preparing the annual IT Management report.
- Improving anti-spam policy for students through Microsoft 365.
- Working on the policy for security breach.
- Purging the list of emails addresses to remove those who are no longer employed.
- The Docubase server project is in progress.
- Continuing to replenishment computers on all campuses, as deemed necessary.

Physical Plant

- Completed painting the new CE suite at the Vernon location.
- The health clinic suite on the Vernon campus was repainted and rekeyed.
- Finished out the door frame in the surg tech lab.
- 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

- SACSCOC Annual Meeting 12/01-12/05
- Editing/reviewing SACSCOC narratives for fifth-year interim review
- Working on updating KPIAs and IE website pages
- Created training video/walkthrough of Planning & Self-Study for pilot of institutional effectiveness plans
- Updated Strategic Plan documents for December Board meeting
- Completed data requests for Admissions/Registrar (Colleen Moore)
- Completed data request for Business Office (Mindi Flynn)
- Compiled 2022-2023 VC Core Assessment Report
- Compiling 2022-2023 ESCR Core Attainment Report
- Collected/Submitted data for CB 116 Follow-Up Report for THECB

- Working on SACSCOC Enrollment Profile for 2023.
- Sent out email asking for volunteers to participate in the last cohort for the ‘Success through Inquiry’ QEP
- Working on a plan for communication of professional development offerings for Spring 2024

Institutional Advancement – Michelle Alexander

- Callee Serrano completed the annual holiday mailing sending out 1450 letters to nursing alumni and friends of the college.
- Callee emailed the holiday solicitation to an additional 900 alumni.
- Scholarship reports were sent to donors of active scholarships about their 2023-2024 scholars.
- Worked with area high school counselors on their spring 2024 dual credit scholarship awards.
- Michelle Alexander participated in the Arts Council Board meeting at the Kemp Center for the Arts on December 12.

Marketing – Holly Scheller

- Designed a lot of content for social media that ran over break.
- Attended leader fest
- Assembled the President Report – still in draft
- Designed a digital Christmas card for the college
- Order swag for the Blue Christmas event in Vernon
- Planned and held a focus group at CCC
- Continued to run our marketing campaign, pushing potential students to the Spring Semester
- Promoted and shot the Dog Days event
- Sent out a press release about the Chap Senior Center

Human Resources – Jackie Polk

- Personnel
 - New Hires:
 - Kari Redlich, LVN Instructor, CCC, effective January 1st, 2024
 - Keely Kieschnick, Administrative Assistant, Business Office, VC, effective January 8th, 2024
 - Andrea Mirasol, Coordinator of Community and Recreational Services, CCC, effective January 9th, 2024
 - Resignation
 - NO CURRENT JANUARY RESIGNATIONS!!!
- Michelle, Margaret, Roxie and I are continuing with the Onboarding process of NEOED
- Michelle, Margaret, Roxie and I are continuing with Ellucian training finalizing Leave and time sheet entry
- Michelle
 - Coordinator for the NEOED onboarding process
 - Working on final stages of onboarding
 - Pulled HR information for upcoming Nursing (ACEN) visit
 - Mailed out December mini load and listing letters
 - Community Interactions Committee
 - Coordinated Santa visit
 - Coordinated bell ringing volunteers and rang bells on December 5th and 12th
 - Coordinated VC’s participation in Christmas on the Western Trail Parade
- Jackie
 - Attended Leadership Conference on 12/7
 - Met with Dr. Beauchamp regarding SACSCOC and IEP
 - Preparing for Professional reviews
 - Completed Military Workforce report
 - Working on American Association of University Professors Compensation Survey
 - Beginning annual employee file audit

ERP/SIS/Cybersecurity/Electronic Access – Roxanne Hill

Ellucian Colleague

- Herring Bank – Continuing to work with HB and Colleague to fully implement all business office functions.
- Colleague Data – Plans established for importing data from Poise legacy to Colleague
- Reporting and Technical Scope of work assignments to BHA and Colleague for:
 - Transcripts - In Progress
 - TSI Status – In progress
 - Texas State Reporting and IPEDS – In Progress
- 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
- Team Leads with Procedure Manuals – See T Drive for Template and ALL Colleague Participant Guides by Team

Cybersecurity

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

Athletics – Jason Jenkins

- December was a time to get prepared for seasons to come and for seasons that just ended.
- Volleyball ended on a high note with 4 sophomores being able to pursue their academic and athletic careers at four-year institutions. Southern Ann Cox is going to John Melvin in Louisiana, Loren Morazzano is attending Friends University in Wichita, KS, Jaycee Lewis is attending Webster University in Missouri, and Samantha Moore will be attending Southwestern Assemblies of God University in Waxahachie, TX. Coach Webb is gearing up to have a very productive spring.
- Baseball is all steam ahead with getting ready for their upcoming season. It could be one of the best seasons the Chaparrals have had in a while. Coach McIntosh has really put together a solid team from top to bottom. We have several quality pitchers and should produce well on the offensive side too.
- Softball is also looking forward to a very solid season. Coach Lipscomb is excited about the depth that she has at nearly every position. The freshmen have worked in well and the sophomores are providing solid leadership.
- Rodeo is set to begin a new chapter. Coach Jackson is working hard to provide our current student-athletes with a high-quality practice area and also getting back to what made Vernon College a force to be reckoned with. He has hit the recruiting trail hard and has some very good response to what he is trying to rebuild.
- This spring should be an exciting time on the Vernon campus for our athletics and would love to have all of you come to a game or two.

DRJ Comments

- I hope everyone enjoyed the holiday break. I look forward to the professional development meetings on Monday, January 10, 2024
- I always appreciate your efforts to ensure that Vernon College continues to meet the needs of our students, communities, and employees.
- Please contact me with any input or questions at:
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