

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 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 increase. Vernon College employees are exploring all options to turn the enrollment issue around to positive increases for the 2024-2025 school year.
- The Vernon College Board of Trustees approved the following at the February 14 meeting:
 - 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. The board approved a proposal of services from *Condley and Company, LLP* to conduct the audit for the year ending August 31, 2024. 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 \$57,500 plus actual travel expenses. The most recent audit cost \$54,300. Condley and Company, LLC has done an excellent job the past two years.
 - 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 \$2498 for the fall semester and \$2524 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 2024-2025. 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 proposed an increase of approximately 3.2% for the 2024-2025 school year for the meals provided in the residence hall students as part of room and meal plan costs primarily due to increased food costs. The board approved the following rates for 2024-2025:

Fall	\$500 room	\$2078 meal plan (77 days)	\$2578 total room and meal plan
Spring	\$500 room	\$2105 meal plan (78 days)	\$2605 total room and meal plan
Summer	\$200 room	no meal plan	
 - Tuition and Fees for 2024-2025—due to the many variables negatively influencing enrollment, one being financial barriers, the administrative team recommended no increases in tuition and fee costs. This will be the third consecutive year that Vernon College has not increased tuition and fees.
 - 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 board approves the academic calendar annually.
 - Medical Assisting program- The Medical Assisting program, located at Century City Center, was last offered during the 2022-2023 academic year with 6 students. In May 2023, the full-time instructor decided to resign. With the previous low enrollment, lack of full-time instructor, and budget constraints at the time, Vernon College made the decision to not offer the program during the 2023-2024. The board approved the recommendation that the program be officially closed as a credit program and be added as an approved continuing education program in the near future. This has been approved by the Vernon College Academic Council and College Effectiveness committees. The board must approve the program closure so we can notify SACSCOC of the program closure. This is an action item.
 - Employee Retention Credit (ERC)--the ERC is a refundable payroll tax credit that the government enacted in response to Covid-19. The ERC is calculated based on qualified wages paid during a period of eligibility. College employees have been working several months with a company that specializes helping entities claim appropriate ERC. Vernon College will submit a claim based on eligibility and certain criteria. If the application is approved, Vernon College will receive funds from the IRS.
 - City of Vernon property easement--there is an existing water line from a meter on Augustus Street that runs across Vernon College property beside the Bi-Fork building that needs repair/replacement. The water line

feeds the Hillcrest Country Club. The City of Vernon and the Hillcrest Country Club have agreed on moving the meter and replacing the water line, but it will run across Vernon College property. This formal easement will allow the city to replace and maintain the water line.

- 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

- Shana Drury attended the THECB Workforce Education Stakeholder Workgroup meeting on Feb. 9 in Austin
- JET Grant announcement Feb. 29, 10am, Vernon College Auditorium
- Dr. Mark Holcomb took his Vernon Industrial Electronic classes on a tour of Tysons
- Core Curriculum taskforce is meeting weekly
- Starting professional reviews
- Working with Admissions on CBM reports
- Working with Criquett & Roxie on transcripts
- Working with Criquett on Texas Tech Memorandum of Understanding (MOU) regarding Student Access and Success
- Attended Pathways Institute webinar. Making plans for the Pathways team to attend in Round Rock, April 10-12
- Truck Driving program participated in the Job Fair at Wilbarger Auditorium, Jan. 31
- Bettye Hutchins, Tina Duke, Andrea Sanchez and Shana Drury attended Texas Workforce Commission (TWC)-Office of Employer Initiatives Roundtable discussion on Jan. 25
- Dean of Instructional Services:
 - Vernon College received \$45,808 in Perkins Reallocation Funds. We are currently working on reallocation amendment that is due 2/25/2024.
 - Lab evaluations have been sent out. They are due back March 1.
 - Completed HERC report and making final touchups.
- Director of PASS Dept:
 - New Beginnings is serving a total of 181 students this spring

Student Services – Dr. Criquett Chapman – Vice President

Highlights 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 15 - Stephanie Mescher, Mark Cisneros, Jacqueline Bone, and Kelly Miller participated in an advisor focus group on Exploring Corequisite Developmental Education Models with the Center for Postsecondary Success at Florida State university
- February 17- Financial Aid participated in Café con Leche at Wichita Falls High School
- February 18-21 - Melissa Moore and Kelly Miller attended the Summit for Dual Credit Programs hosted by NACEP (National Alliance of Concurrent Enrollment Partnerships) and South Texas College in South Padre Island, TX
- February 19 – Housing inspections
- February 19 – Spring II online registration opened
- February 20 - 22 - Nursing ACEN accreditation onsite visit
- February 21-23 Kelli Lehman and Jacqueline Bone attended the TEXANN (Texas Academic Advising Network) Conference in Fort Worth, TX
- February 23 – VC/MSU Allied Health Tours
- February 27 – Wayland Baptist University at CCC
- February 27- TCOLE site visit to become and authorized testing site
- February 28 – Catholic Student Union visits 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
- Dual Credit Graduation Cords delivered to all High Schools with Dual Credit students
- Element 451 implementation is ongoing
- Completed federal Student and Exchange Visitor Information System (SEVIS) annual verification
- Catalog corrections submitted
- Financial Aid completed and submitted the Financial Aid Integrated Postsecondary Education Data System (IPEDS) survey
- Financial Aid awarded addition TEOG funds to eligible students
- The VC Food Pantry has opened for any Vernon College students to access once a month. Students “shop” online and pick up their packed bags from the Office of Student Success at all three locations

Upcoming in March

- March 4 and 6 – Chaps LEAD begins
- March 4 – Allied Health Career Fair at CCC
- March 5 – MSU application workshop on the Vernon Campus
- March 5 – Frontline Staff Appreciation and Training at Region 9
- March 7 – Spring II final registration
- March 18 – Spring II Classes Begin
- March 7- Adulting Day with VHS and the Vernon Boys and Girls Club
- March 11-15 - Spring Break
- March 18 Honors Nominations begin
- March 21 – High School Counselor Appreciation Lunch at CCC
- March 25 – Texas Tech Application Workshop at CCC
- March 26 – Texas Tech Application Workshop at Vernon
- March 26 – Graduation Fair Vernon Campus
- March 27 – Graduation Fair Century City Center
- March Student Activities – Paint Ball fight, BBQ/Cookout, outdoor movie night, pool tournament
- The Department of Education has delayed processing of the 2024-2025 FAFSA due to their FAFSA simplification process until mid-March 2024 leading to a current 5-month delay in Financial Aid processing.

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

Business Offices

- Cindy Hotz disbursed over \$1.3M in spring financial aid to students.
- Met with Great Western Dining to discuss current service, prices for next fiscal year and the possibilities for adding new items this summer. The board approved pricing at the Feb 14 board meeting.
- Participated in the ACEN site review for the nursing program.
- Mindi Flynn attended the JET Grant check presentation made to the truck driving school.
- Providing financial data to several departments that are working on grant proposals.
- Margaret Kincaid has worked diligently to make sure the leave module of Ellucian is working correctly, as well as payroll and reporting.
- The single audit exemption form for 2021 was filed with the Office of the Governor.
- Mindi Flynn & Malinda Fleming attended Rodeo signing day with 16 new athletes. The future of the rodeo program looks promising!
- Attended a webinar on mental health of employees entitled When your “business” gets in the way of your “business”.
- FEMA training: Incident Command systems.
- Attended Herring Bank’s 125th anniversary celebration.
- Attended spring TACCBO financial meeting.
- Shelly Mason and Malinda Fleming delivered Meals on Wheels for Administrative Services.

I.T.

- Completed phase 1 of Docubase project with upgrading.
- Installed new podium computer in Rm302.
- Installed a new computer in the truck driving offices for the second faculty member.
- Updated the Smart Deploy software for Region 9.
- Updated DeepFreeze software at CCC.
- Worked with Syntrio to repair Wi-Fi at the Chaparral Center and the Baseball area.
- Preparing for a switch replacement project across all campuses during spring break.
- Continuing to replenishment computers on all campuses, as deemed necessary.

Physical Plant

- Helped prepared café for upcoming health inspection
- Completed health inspection on pool.
- Assisted in preparation of new video system install at baseball. Electrical circuits and camera mounting plates are complete.
- Assisted with the replacement of speakers at Kirk Field.
- Assembled shelves for food pantry in Vernon.
- Repaired ice machine in the SUB.
- Made repairs to irrigation systems.
- Repaired water fountains in the CCC gym.
- Replaced the recirculating pump for the hot water heater in cosmetology, CCC.
- Plumbing and toilet repairs at CCC.
- Restored and buffed the floors in many areas of CCC.
- Installed new door and locks in Rm 108, CCC
- Assisted with preparation of VC auction items.
- Cleaned out flower beds at CCC and 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 KPIAs and IE website pages
- Finalizing/editing institutional effectiveness plans for 2023-2024
- The last cohort of the QEP faculty workshop began February 16
- March communication of professional development offerings drafted
- Working on substantive change letter for closure of Medical Assisting program
- Created Spring 2024 Count Day Snapshot
- Working on Spring IPEDS reports due 4/03 (Fall enrollment, Human Resources, Library, and Finance)
- Finalized program review template in Watermark
- Created AcademicWorks file for Institutional Advancement (Michelle Alexander)
- Created Alumni data file for Institutional Advancement (Michelle Alexander)
- Reviewed Funding Data file for THECB
- Report edits in ARGOS
- Board Self-Evaluation Spring 2024 survey deployed
- Watermark survey training with Library (Marian Grona)
- Completed data request for Financial Aid (Jeanne Ballard)
- Completed VC History of Student Success update for 2023-2024
- Completed data request for Recruitment (Tracy Catlin and Adela Sanjuan)
- Completed data request for Catholic Charities
- Created Phi Theta Kappa list

Institutional Advancement – Michelle Alexander

- Callee Serrano participated in Vernon Chamber of Commerce activities during the month of February.
- Callee is soliciting, collecting donations, taking pictures of items, and getting the auction website ready for the 24th Annual Online Auction, March 5-7, 2024.
- Assisting students and parents on their General Scholarship Applications so they can submit by the March 15 priority deadline.
- Michelle Alexander participated in the Department of Education’s Hispanic-Serving and Emerging Hispanic-Serving Institutions eligibility Technical Assistance Webinar on February 2, 2024.
- Michelle, along with Dr. Criquett Chapman and Shana Drury met with the Principal and Counselor at Midway ISD to review the FAST Program and their College Connections Scholarship fund on February 8, 2024.
- Working with a new donor to established an endowed scholarship in our Vernon College Foundation for Crowell High School graduates
- Michelle volunteered at the Wichita Falls Arts Council Home and Garden Festival, February 24 and 25

Marketing – Holly Scheller

- Worked with rodeo coach, Clayton Jackson to edit up a nice video of our Rodeo Grounds.
<https://www.dropbox.com/scl/fo/8r6yxrr1a0pv39i2wjdd6/h?rlkey=ntcwj3ld77e76tghonkvn0q1&dl=0>
- Working with Nina Feldman on Day of Service April 6th, 8am-Noon. Kick-off will be in our parking lot at 7am. They will raise specific food for our food pantry in Student Services.
- Created/posted/shared the Graduation Fair poster
- Photo-ed/Shared Truck Jet Grant check presentation
- Creating new CTE posters
- Setting up a video booth at Honors Convocation to interview as many students as possible, and use that footage on social media and in ads.
- Editing in SmartCatalog. The deadline is the May Board Meeting.
- Promoted Care Conference
- Promoted Allied Health Fair
- Promoted Scholarships
- Promoted Auction
- Met with Movers and Shakers' big and little groups, discussed how we can help our school counselors. We decided we need a big-scale event. Will meet again soon to outline all details on the big event that has yet to be decided.
- Setting up with Mustard Basket’s Jon Michael Jones for administration training.
- The new Vernon Campus barber program was teased with a social series that had everyone guessing, then released details.
- “My mid-term experience” series on social

Human Resources – Jackie Polk

- Personnel
 - New Hires:
 - Candace Adams, Vernon ISD Health Occupations Instructor, Vernon High School, effective March 4th, 2024
 - Amanda Crow, LVN Faculty, CCC, effective March 25th, 2024
 - Resignation
 - Michelle Twilligear, LVN Faculty, CCC, effective February 29th, 2024
- Michelle, Margaret and I have completed the Onboarding process of NEOED. We will start the Professional Review process next month.
- Michelle, Margaret, Roxie and I are continuing to work out the bugs for Leave and time sheet entry process.
- Michelle and I are continuing to collect Professional Reviews
- Michelle
 - Took pictures for Rodeo Signing on March 1st, 2024
 - Attended JET Grant presentation
 - Purging employee files
 - Following up on employee requests

- Jackie
 - Coordinated Blood Drive on February 8th, 2024
 - Met with Dr. Beauchamp to review SACS documentation on February 9th and 16th, 2024
 - Completed American Association of University Professors Compensation Survey
 - Participated in Accreditation Commission for Education in Nursing (ACEN) accreditation process on February 20th, 2024
 - Continuing annual employee file audit of 20% of full-time employees
 - Beginning Employee Handbook corrections for 2024-2025
 - Working on Veteran's Report

ERP/SIS/Cybersecurity – Roxanne Hill

Ellucian Colleague

- Herring Bank – Finalizing ID and timing of card availability a new card reader is being sent from HB for the dining hall
- Colleague Success
 - 1098t's (Herring Bank)
 - W2's mailed and available electronically – Thank you Margaret Kincaid and Team!
 - Automated Deregistration Process for Spring 2024 – Thank you Cindy Hotz and Team!
 - Scholastic Standards - Thank you Colleen Moore and Team!
 - CBMs submitted successfully (3 of them)
- Colleague Data – Plans established for importing data from Poise legacy to Colleague – collecting Transcripts
- Reporting and Technical Scope of work assignments to BHA and Colleague for:
 - Transcripts –Academic in Progress
 - ~~Transcripts –CE Transcript Complete~~
 - ~~TSI Status –Subroutine Delivered~~
 - Drop Counter – In Progress
 - Texas State Reporting
- 3rd Party Vendor Projects:
 - Watermark – In progress
 - Parchment – In progress
 - Element 451 – In progress
- 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
- Updating Policies for Incident Response Plan
- Notification Protocol Data Security

Athletics – Jason Jenkins

- Baseball enters into conference play with a winning record back to back years for the first time in in a number of years, at time of submission. Their record is 11-7.
- Baseball had an 8 game winning streak snapped by Seward County on a road trip to Liberal, KS. They completed sweeps of Redlands College and Western TX College on back to back weekends.
- Baseball begins conference play with 2 tough series. First playing preseason #11 McLennan College (March 6th & 9th) and then following that series with one against preseason #3 Weatherford (March 13th & 16th).
- Softball begins Conference play with a double header at Hill College and then returns to play them on March 2nd.
- Softball put up a preconference record of 5-7 while playing a very tough non-conference schedule. Coach is hoping that it translates to being ready for a very grueling conference schedule.
- Rodeo began their spring season with a rodeo at Odessa College. Carlee Potter finished just out of the short go and Kyna Hudman had a good run going in barrels but brushed the last one to put her out of contention.
- Coach Jackson is hosting next year's recruits with a signing ceremony at the Student Baptist Center on March 1. Around 20 recruits for next year's team will be present to sign their Letters of Intent.
- Rodeo returns to the arena March 21-23 in Sweetwater, TX for the Ranger College Rodeo.
- Volleyball will hit the court for some competition on March 23rd at Lubbock Christian University.

DRJ Comments

- Spring Break is upon us. I hope you enjoy some needed time off and come back to finish the semester strong.
- Upcoming College Events:
 - (1) Easter Eggstravaganza—photos with Easter Bunny and Chappie – Tuesday, March 26, 2024—4:00 pm-5:30 pm—Vernon Campus
 - (2) Vernon College Theater production—*Who Murdered Who*—April 4-6, 2024—Vernon College Auditorium
 - (3) Board of Trustees meeting – Wednesday, April 10, 2024 – 11:30 a.m. Vernon Campus
 - (4) Vernon College Foundation Board meeting – Thursday, April 18, 2024 – 10:00 a.m. – CCC
 - (5) Honors Convocation – Thursday, April 25, 2024—6:00 pm—MPEC, Wichita Falls
 - (6) Sports Banquet – Monday, May 6, 2024—6:30 pm—Wilbarger Auditorium
 - (7) Commencement – Thursday, May 9--6:00 pm--Kay Yeager Coliseum, Wichita Falls
 - 4:30 p.m. Graduate Check-in—all students
 - 5:30 p.m. Board members, faculty, staff, and students prepare for entrance
 - 6:00 p.m. Graduation – All students
 - (8) ADN Pinning – Friday, May 10, 2024 – 10:30 am – Wilbarger Auditorium
- Please contact me with any input or questions at:
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