

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

- At the February 12 board meeting, the Vernon College Board of Trustees considered and approved:
 - Condley and Company, LLP to conduct the audit for the year ending August 31, 2025
 - Room and board rates for academic year 2025-2026
 - Fall \$500 room \$2140 meal plan (77 days) \$110 adm. \$2775 total room/ meal plan
 - Spring \$500 room \$2170 meal plan (78 days) \$110 adm. \$2855 total room/ meal plan
 - Summer \$200 room no meal plan
 - No increase in tuition and fees for school year 2025-2026
 - 2025-2026 Academic Calendar
 - Resolution supporting continued funding of HB 8 in the 89th Legislative session
 - 2025-2030 Vernon College Strategic Plan
 - City of Vernon to demolish tax properties
 - Resolution supporting submission of a law enforcement grant
 - Tax resale deeds
 - Vice-president and Dean contract extensions
 - President contract extension
- The Vernon College Board of Trustees also heard reports and updates on:
 - Residence hall renovation plans
 - Student success data fact—CBM 116 follow-up report
 - Athletic scholarship report
 - 2024 IT Management Review
- Please contact Kristen Harris with ideas about marketing and recruiting. The reorganized marketing/recruiting department includes Kristin, Holly Scheller, Madison Tiedman, and Tracy Catlin. They have developed an aggressive plan for upcoming months, but welcome your input.
- The plans to renovate the residence halls on the Vernon campus are being finalized. Potential contractors walked through the residence halls on Monday, February 24. Proposals are to be submitted by Thursday, March 6 at noon. A board selection committee comprised of James Brock, Ann Wilson, and Betsy Smith with assistance from architect Rick Sims will review the submitted proposals and select a contractor on March 6. The project is very time sensitive with a firm start date of May 10 and a firm completion date of August one. The renovation project includes, but is not limited to:
 - Replace bathroom flooring
 - Replace room flooring
 - Eliminate popcorn ceilings
 - Retexture ceilings
 - Paint bathrooms and dorm rooms
 - Replace showers
 - Replace window blinds
 - Replace sinks
 - Replace toilets
 - Replace vanities
 - Refurbish closets
 - Replace/update bathroom and room lighting fixtures
 - Replace flooring in office area and laundry room
 - Ensure ADA compliance

Instructional Services – Shana Drury, Vice President

- Angela Ward has been asked to judge secondary SKILLS USA in the Metroplex on Feb. 8th. The Cosmo/Barbers are having an internal competition to select who will compete in the college Skills USA state competition Wednesday, Jan. 29.
- Thanks to the IT Dept and Division Chairs, Canvas/Canvas Bridge/Course Design training started Jan. 31 for all fulltime faculty.
- Kelly Miller and I met with Texas Women’s University regarding MOU/articulation agreements, BAAS, and 2+2 programs.
- Dr. Criquett Chapman, Kelly Miller, and I are working with Grand Canyon University for concurrent enrollment programs and transfer articulation agreements.
- Casey Potter submitted a JET grant for EMS equipment.
- Bettye Hutchins will complete the Perkins Desk Review/Audit in February.
 - She also submitted an amendment and reallocation of which both were approved.
- Development of Summer and Fall schedules
- Joe Johnston, Dr. Paula Whitman, Jason Scheller and Dr. Criquett Chapman were selected to present at the Pathways Institute in Houston April 2-4. They are presenting on our QEP: Success Through Inquiry
- Met with Jacksboro ISD regarding dual credit opportunities
- Final meeting of Academic Council to meet Catalog deadlines
- Academic Council voted to eliminate the “WF” grades effective Fall 25
- Facilities Planning Committee meeting
- Henrietta PTECH Advisory Committee meeting
- Calendar Committee meeting to finalize 25-26 academic calendar

Student Services – Dr. Criquett Chapman, Vice President

Highlights of February

Dean – Housing & Marketing/Recruiting

- February 4 – Leadership Wichita Falls tour and lunch.
- February 10-20 – All Service Area High Schools visited with cookies and marketing dropped off.
- February 10-14 – Heart Sticker Handout – “tell us why you love VC.”
- February 13 – Café con Leche on campus.
- February 24 – potential contractors view VC Housing.
- February – Deans Honor List, Vice Presidents’ Honor List, and Presidents Honor List post cards mailed – students with a cumulative GPA of 3.0 or better.
- February – Presidents Report completed and distributed.

Financial Aid

- Posted the Financial Aid Blog for February “3 Ways to Spot a Student Loan Scam” to assist students in protecting themselves from predatory activities.
- Posted many Facebook and Instagram posts on financial aid disbursements, completing the 2025-26 FAFSA and the 2025-26 VC Scholarship application along with outside scholarship opportunities.
- Staff evaluations completed.
- Continued awarding of additional TEOG funds to eligible students and requested funds from the THECB.
- Completed and submitted the Financial Aid Integrated Postsecondary Education Data System (IPEDS) Survey.
- Assisted with the Café con Leche community FAFSA workshop at Midwestern State University.
- Ashleigh Whitley delivered meals on wheels.
- Began working on the Get Your Pell On campaign to prepare Pell eligible students for summer 2025. Emails are set to go out March 3, 2025.
- Sent out the Frequently Asked Questions email from Colleague to students receiving federal and state aid.
- 2025-26 VC student budgets were submitted to the THECB.
- Began working on 2025-26 catalog corrections.

Student Success

- Student Success Specialists reaching out to students receiving VC Notifications (previously Early Alerts) and meeting with students on Academic Probation as part of the Academic Improvement Program (previously STEPS).
- Food Pantry has provided 54 food bags since Winter Break to VER, CCC, and STC.
- I'm First (First Generation Program) monthly meeting reviewing applying for scholarships on 2/12/25 at CCC and on 2/13/25 at VER.
- MSU held application workshops at VER on 2/24/25 and CCC on 2/25/25.
- Veterans Affairs Benefits completed all 2nd certifications for Spring 2025.
- Dual Credit participated in Application Workshop at Midway HS on 2/15/25, Road to College at CCC on 2/13/25, and DC Orientation at Christ Academy on 2/26/25.
- Christian Ford and Lauren Loskot attended NACEP (National Alliance of Concurrent Enrollment Partnerships) Dual Credit Summit February 15th - 18th.
- Kelly Miller and Valerie Whitten attended TACVPO (Texas Association of Collegiate Veteran Program Officials) Conference February 24th – 27th.
- Dual Credit held a luncheon for all partnering High Schools to share updates and plans for 2025-2026 Academic Year on February 26th.

Police

- Prepared the officer schedules for the month of March.
- Prepared coverage for all Special Events.
- All Fire, Safety, and Clery Reporting are up to date.
- All officers' daily logs are complete and have been looked through. No major issues

Admissions/Registrar/Testing

- Admissions staff used Element 451 for application processing.
- Processed applications for Spring 2, Summer, and Fall.
- Held two Admissions meetings, went over new processes with Element 451 and Colleague.
- Helped build out 25-26 calendar.
- Colleen presented the Spring 2025 Enrollment Report at the Board of Trustees meeting.
- Attended the Dual Credit Counselor's Luncheon.
- 217 tests administered, including TSI, HESI, TCEQ, NREMT, TCFP, TCOLE, CLEP, and GED.
- TSIA2 training webinars for ELAR and math.
- Testing meeting.
- Currently in Dual Credit TSI testing season, DC deadline is April 1.

Upcoming in March

- March 5 – Region 9 transition fair
- March 5 – Graham HS tours STC
- March 18 – ChapsLEAD starts in Vernon
- March 19 – HS Counselor Luncheon at CCC
- March 21 – HS students tour Allied Health in partnership with MSU
- March 26 – Allied Health Career Fair
- Complete 2025-26 catalog corrections
- Planning of 2025-26 FAFSA 500 event in April with recruiting staff
- Preparing for Degree Audit
- Resuming GE/FVT work
- Graduation Fairs where students can apply for graduation and get their cap and gowns
- Graduation Fair in Vernon 3/19 9am-12pm
- Graduation Fair at CCC 3/20 3pm-6pm
- Spring II classes begin March 17th
- Transfer Fair during the Graduation Fair at CCC on March 20th from 3:00pm-6:00pm

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

Business Offices

- \$1.3M in financial aid money was disbursed to Spring/Spring I students.
- Hosted a Vernon High School student for “Job Shadowing Day”.
- RFP was posted in Times Record News and Vernon Record for the upcoming dorm renovation.
- Working with Run Business Solutions to complete PCI compliance on all merchant lines.
- Initial work has begun on the 2025-2026 budget process. Component spreadsheets have been sent to the administrative team. Draft one of the budget will be ready for the April board meeting.
- Attended the NorTex Regional Planning Monthly Meeting.
- Mindi Flynn attended the TACCBO Quarterly Business Officers meeting and THEBO training on Building Business Continuity.
- The 5 year Maintenance Plan has been updated for 2025-2029.
- Shelly Mason, Malinda Fleming and Jayland Ricks delivered Meals on Wheels.
- We have started evaluations and will finish up in March.

Physical Plant

- Power lines were run under the Osborne drive way to allow for electricity in the island.
- Replaced the shower in the dorm director’s apartment. New appliances for the apartment have been ordered.
- Repairs were made to Bus 3.
- Windows in the Wright library and in the SUB were professionally cleaned to remove years’ worth of water buildup from sprinkler system.
- The heat exchanger was replaced in the Osborne building lobby area.
- Removed HVAC duct work insulation in the CCC library lab and replaced due to roof leak damage.
- Maintenance work was completed on the WF maintenance truck.
- Brett Wilson completed CE work and renewed his Journeyman Electrical License.
- Staff restrooms at CCC near the administrative suite is underway.
- Service upgrades are scheduled for Oncor to replace transformers at STC.
- Completed all physical plant evaluations.
- Assisted with auction item preparations on both campuses.
- Scheduled for water main repair with the City of Wichita Falls.
- Received and unloaded pallets of computers for IT
- Ray Carr will retire on March 28, 2025. His position has been posted.
- Mowing weekly and landscaping at Vernon and Skills Training Center.
- Cleaning and sanitizing daily and nightly, as well as stripping and buffing floors.

Human Resources

Personnel

- Employment
 - Andrea Gorbett – CDL/Truck Driver Instructor, Vernon Campus, effective February 3, 2025
- Resignation
 - Jessie Mejia, Maintenance Specialist, Vernon Campus, effective February 21, 2025
- Michelle White, Margaret Kincaid and Jackie Polk completed training with the Professional Review process for NEOED.
 - Michelle White
 - SoftDocs meeting
 - Printed and mailed VP/Dean Reappointment letters
 - Hosted a VHS senior to Job Shadow HR
 - Attended a VHS Spring CTE Luncheon
 - Prepared, scanned and mailed Spring 1 and Spring 16 load letters
 - Processed new hires:
 - 1 full time
 - 2 part time
 - 11 students

- Jackie Polk
 - Completed AAUP report
 - Coordinated heart Health Month Activity
 - Attended WFHRMA meeting on 2/11/2025
 - Attended Vector Solution/Safe Colleges meeting on 2/27/2025
 - Working on ERS Report
 - Coordinated with VP of Instruction to prepare Reappointment list for Faculty
 - Coordinating completion of Professional Reviews

Information Systems and Technology – Dr. Roxanne Hill, Vice President

VC IT Department

- Weekly Colleague Team LEAD meetings
- Orders of equipment for the 2024-2025 replenishment have been received and added to the inventory on both the Century City and Vernon campuses.
- Meals on Wheels was delivered by Roxanne Hill and Elizabeth Gonzalez on 2/5.
- Two sessions were presented for Faculty Training highlighting Canvas, Canvas Bridge, and Online Teaching Rubrics on the Century City campus on 2/14, 2/21 and at the Vernon campus on 2/21, 2/28 by Roxanne Hill and Crystal Tate.
- Facilities Request – Dual Credit HS Luncheon required audio equipment to be setup by Dylan Guerro (2/26).
- Technology Request Fulfilled – QERI provided requested equipment for use during the VC Library Welcome Events.

Institutional Assessment, Planning, and Effectiveness – Dr. Brad Beauchamp

- Compiling spring IPEDs survey components
- Compiled the Spring 2025 Count Day Snapshot
- Completed data request for President's Office
- Completed data request for Institutional Advancement
- Completed data request for Registrar
- Completed data request for Student Services
- Finalizing draft for response to SACSCOC fifth-year review
- Drafted proposal for presentation of QEP results at Pathways Conference
- Deployed Spring 2025 course evaluations
- Deployed Board of Trustees Self-Evaluation Spring 2025

Institutional Advancement – Michelle Alexander

- Callee Serrano is preparing for the Vernon College Foundation On-line Auction: soliciting businesses for items and picking them up; taking and editing pictures of the items; building the online catalog; and uploading it to the auction website. There are a total of 381 items in this year's auction. The Auction opens at 8 am, Tuesday, March 4 and ends March 6. Bid High and Bid Often.
- Michelle Alexander facilitated the Café con Leche Road to College field trip for middle school students to Century City Center on February 13, 2025.
- Michelle volunteered at the Arts Council of Wichita Falls Home and Garden Festival on Saturday, February 22, 2025.
- Participated in the CASE Legislative Update webinar on February 28, 2025.

Athletics – Jason Jenkins

- February in athletics was much like the month. Started off a little cold and then things heated up. Overall it was a good time to be a Chaparral with both softball and baseball amassing double digit victories for the month. Baseball finished the month 12-6 and softball worked 13-7 overall record.
- Softball starts off conference play with 4 games against Weatherford College. Should be a good showing for the Chaps with a very deep lineup and a bunch of hungry student-athletes to show what they got. The sophomores are showing some leadership and the freshmen are buying in to what Coach Lipscomb is creating.

- Baseball, starts of the conference season with their Bye week. Kind of strange but also allows us to see what everyone else has before showing our hand. They have had a chance to see what this team is made of and they are a very eager group to make more history at Vernon College. This a deep pool of talent on the mound, at the plate and in the field. Coach McIntosh likes his chances at making the post-season. A feat which hasn't been done in 25+ years at Vernon College.
- Rodeo started its' spring season at the end of February by going to Odessa College. McKinley Croffut and Jaclyn McNeally started of the season on the right foot by each of them earning a check. Coach Jackson likes this team to do well this spring by working off the experience that they gained through the fall. Should see some student-athletes make it to the CNFR in Wyoming in June.
- Volleyball also got going by starting their official spring season on the 17th. They have four dates that are allowed in the spring and Coach Thomas is using them wisely to get her team the exposure and competition it needs. The team has had several recruits on campus in February with Coach Thomas already looking at 2026 graduates while also filling out her 2025 roster.
- Athletic Training has been steady with treatments and trying to keep everyone healthy and on the field. Over 1800 treatments since August 1. Busy getting ready for the end of the year inventory and seeing what needs to be bought for 2025-2026.
- Lots of home games coming up in March so there will be ample opportunity to come see the Chaps in action! Hope to see you there!

DRJ Comments

- Spring Break is upon us. I hope you enjoy the needed time off and return ready to finish the semester strong.
- Upcoming College Events:
 - (1) Vernon College Foundation on-line auction – March 4-6, 2025
 - (2) Vernon College Theater production – *Macbeth* – May 1-3, 2025 – Vernon College Auditorium
 - (3) Easter Eggstravaganza – photos with Easter Bunny and Chappie – April 15 – 4:00 pm-5:30 pm
Vernon Campus
 - (4) Board of Trustees meeting – Wednesday, April 9, 2025– 11:30 a.m. Vernon Campus
 - (5) Vernon College Foundation Board meeting – Thursday, April 17, 2025 – 10:00 a.m. – Vernon Campus
 - (6) Honors Convocation – Thursday, April 24, 2025 – 6:30 pm – King Gym – Vernon campus
 - (7) Sports Banquet – Monday, May 1, 2025 – 6:30 pm – Calvary Baptist Church
 - (8) ADN Pinning – Friday, May 9, 2025 – 10:30 am – Wilbarger Auditorium
 - (9) Commencement – Thursday, May 8, 2025 – 6:00 pm – Kay Yeager Coliseum, Wichita Falls
 - o 4:30 p.m. Graduate Check-in – all students
 - o 5:30 p.m. Board members, faculty, staff, and students prepare for entrance
 - o 6:00 p.m. Graduation – All students
- Please contact me with any input or questions at:
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