

This monthly report for December and January 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

- Several topics were discussed and approved at the November 13 meeting of the Vernon College Board of Trustees:
 - Approval of the 2025 Spring Continuing Education Schedule
 - Directing the College President to investigate the tax issues regarding the Madison Crossing Apartments in Vernon
 - Approval of a new Softdocs proposal. Softdocs is a third-party solution that Vernon College is already using for check printing and PO printing. This contract will expand the suite of applications to include a robust document management and process automation deeply integrated with Ellucian Colleague. Vernon College will be able to create electronic forms and a work flow automation with built in document management in the cloud to ensure security and accessibility.
 - Approval of a consulting agreement with Ferrilli. Ferrilli consulting firm will assist with designing and coding high level automation for Ellucian Colleague. These processes have not been automated and a higher level of IT subroutine coding is needed to get this accomplished. This company has written code for other Ellucian Colleague schools on Prim in the past and will assist Vernon College with our new challenging tasks as a SaaS client.
 - Consideration of the addition of a Sports Team in the future. This was not approved.
 - Updates included:
 - Vernon College Foundation meeting update
 - Student Highlight
 - Residence Hall renovation plan update
 - Philanthropic Report
 - Reminder of upcoming events and important dates
- Several topics were discussed and approved at the December 11 meeting of the Vernon College Board of Trustees:
 - The annual audit was presented and approved. The audit was an unqualified opinion which is a positive outcome.
 - Approval to move forward with residence hall renovations
 - Approval to architectural services agreement with BYSP architects
 - Approval of selection criteria to review residence hall renovation proposals
 - Appointment of a committee to review residence hall proposals and make a recommendation to the full board. The committee consists of James Brock, Betsy Smith, and Ann Wilson.
 - Updates included:
 - TASB 48 reminder
 - Vernon College Effectiveness Questionnaire results
 - Student Highlight
 - Reminder of important dates related to Christmas Break and the beginning of the Spring 2025 semester.

Instructional Services – Shana Drury, Vice President

- Started Medical Assisting through CE with a full class of 12 on Oct. 29. This will end on May 8.
- CTE Navigator Tracy Catlin visited 10 high schools and 4 middle schools in 7 counties. She also participated in 3 College and Career Fairs, 2 open houses and spoke to members of the Association of North Texas Professional Contractors and employees of Atmos Energy.
- Mindi Flynn and Shana Drury attended the Community College Finance Summit in Dallas, Nov. 6-7.
- Held Division Chair meeting on Nov. 11.
- A VC team will be attending the Pathways Institute in Ft. Worth, Nov. 13-15.
- Spring registration opened Nov. 4.
- Instructional Services and Information Systems/Technology components had a collaboration meeting on Nov. 18.
- VC, along with Weatherford and Grayson, received Round 4 of the TRUE grant for \$600,000! VC's portion, \$106,359 consists of supplies for PCT and MA of \$10,000, scholarships for CNA, PCT, MA of \$91,359 plus \$5,000 marketing. (This consortium was the only one in the state they approved for \$600,000)
- Met with Rule ISD to discuss EMT as a dual credit program
- Kelly Miller and I met with UNT regarding a 2+2 program in Computer Science.
- Working on THECB Compliance Report for Internet Access to Course Information, due Jan. 1, 2025
- Kudos to Judy Ditmore for compiling the THECB Desk Review regarding the 22-23 Perkins grant.
- Met with Henrietta and Bellevue ISDs regarding PTECH programs.
- Met with Vernon ISD regarding a "Grow Your Own" initiative
- Division Chair meeting Dec. 16
- Program Outcome Assessment and Faculty Course Evaluation work sessions Dec. 13
- Shana Drury attended Texas Higher Edge pre-conference regarding Workforce Education on Dec. 11 in Austin

Student Services – Dr. Criquett Chapman, Vice President

Highlights in November/December:

- November 2 – VC and Chappie at the Wichita Falls Veterans Day parade
- November 4 – Spring 2025 Registration Opens
- November 4 – Financial Aid presentations begin to all service area high schools – November high schools include: Northside, Munday, Archer City, Burkburnett, Crowell, Chillicothe, Quanah, Seymour, Vernon, and Henrietta
- November 7 – Honors Program meeting with 2025 Honors Program date set for April 24, 2025 at 6:30 pm in Vernon
- November 7 – 9 Vernon College Rodeo
- November 11 – Veterans Day
- November 13 – Vernon College Board Meeting
- November 19 – Financial Aid prepared Colleague for the 2025-2026 academic year to begin working financial aid files
- November 20 – West Texas A&M at CCC
- November 20 – Financial Aid Database certification due
- November 21 – Last day to drop with a W (Fall 16 week)
- November 25-29 – Thanksgiving Break
- November 26 – Architects on Vernon Campus for Dorm inspection
- Student Activities – Pickleball Tournament
- Christian Ford left her role as Student Success Specialist to become the Assistant Director of Student Success
- Melissa Moore left her role as Dual Credit Coordinator to become a Student Success Specialist
- Alex Know transferred to become a Student Success Specialist
- Stephanie Mescher left her role as Student Success Specialist to become the Assistant Director of the PASS Department
- December 2 – Festive Fundraiser Frenzy

- December 3-6 - Federal Student Aid Conference
- December 11 – Financial Aid presentation at City View HS
- December 11 – VC Board Meeting
- December 14 – Financial Aid at Café con Leche
- December 19 – Student Services staff meeting in am
- December 23- January 5 – Christmas Break

Upcoming in January:

- January 7 – Onsite Registration
- January 8 – VC Board Meeting
- January 8 – student athletes begin returning to VC Housing
- January 9 – Staff Development
- January 9 – Law Enforcement Appreciation Day
- January 15 – Spring 2025 classes begin
- January 20 – Martin Luther King Day
- January 21 – VC Housing Open to potential contractors/bidders

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

Business Offices

- Finishing up fieldwork with Condley and Co on the 2023-24 annual audit. It was presented to the Board of Trustees in December.
- Analyzing institutional service fees to estimate future years budget needs
- Completed the TACC FY2025 Local Revenue Report
- Beginning work on IFRS report.
- Working with Argos to create reports for business office needs.
- Participated in a tour of North Texas State Hospital and discussed future partnership opportunities for VC.
- Mindi Flynn attended a Community College Regional Summit in Dallas.

Physical Plant

- Moved and painted offices for student services and the PASS department and CE.
- Assisted in the setup of Christmas décor on both campuses.
- 3 RTU heaters were repaired in the nursing area at CCC.
- Hung cable supports in the baseball batting cage.
- Repaired the paint stripping machine.
- Replaced the panic bar exit device at the baseball dorm.
- Cleaned and replaced elements and gaskets on the water heater in the big dorm.
- Continued work on the rewiring and retrofitting of tennis court lights.
- Repaired scrub sinks in the surgical tech lab.
- Repairs were made to HVACs as needed.
- 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
 - Amanda Luevano - Classified III, Administrative Assistant – Testing, Century City Center, effective November 11, 2024
- Reassignment
 - Alex Knox – from Coordinator of PASS Center to Student Success Specialist – Century City Center, effective December 1, 2024
 - Stephanie Mescher from Student Success Specialist to Assistant Director of PASS Center- Century City Center, effective December 1, 2024
 - Mellissa Moore from Early College Start Coordinator to Student Success Specialist – Century City Center, effective December 1, 2024

Resignation

- James Gullage, LVN Nursing Instructor, effective December 31, 2024
- Michelle White, Margaret Kincaid and Jackie Polk completed training with the Professional Review process for NEOED.
- Michelle processed the following New hires:
 - Full time – 2
 - Part time – 2
 - Student – 2
- Jackie
 - Attended Red Cross meeting 11/13/2024
 - Attended Employment after Retirement Webinar 11/14/2024
 - Attended Coffee input Session on 11/15/2024
 - Attended MetLife meeting 11/20/2024
 - Attended JJ Keller Webinar 11/20/2024

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

- Weekly Colleague Team LEAD meetings
- Working with Human Resources on various projects – On Boarding, Applications and Mandated Faculty Training
- Working on Communication Policy
- Working on Email Usage Policy
- Held IST Winter Wonderland Information Session at CCC and Vernon Campus
 - Spotlighted 22 faculty and staff doing GREAT things with Information Technologies
- IST Tickets Submitted for November – 166
- Exploring NEW Classroom Technology Ideas
- Working on Launch of New Faculty Training (Canvas, Canvas Lite, and Online Teaching Rubrics)

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

- Completed data request for institutional advancement (Michelle Alexander)
- Conducted End of Semester Course Review Workshop for faculty
- Collecting sample artifacts for Fall 2024 assessment of core objective Critical Thinking
- Working on annual update of KPIA Dashboards
- Attended the SACSCOC Annual Meeting in Austin, TX 12/6-12/10
- Attended invitation only SACSCOC evaluator training workshop
- Completed data request for registrar (Colleen Moore)
- Completed data request for Library Services (Marian Grona)
- Completed data request for institutional advancement (Michelle Alexander)
- Completed STC files for Colleague import
- Completed CB 116 Follow-Up report for THECB
- Completed data request for Administrative Services (Mindi Flynn)

Institutional Advancement – Michelle Alexander

- Received a grant of \$50,000 from the James N. McCoy Foundation designated to their scholarship fund to award 2025-2026 Scholarships.
- Michelle Alexander participated in the CASE Federal Funding Task Force in Washington, DC November 2-6. This is an annual meeting with Federal Program Officers about grants available to Community Colleges. The information is gathered and the report *Federal Funding for Education* is produced annually.
- Annual Donor Scholars Reports were sent in November.
- Michelle participated in the Arts Council of Wichita Falls Board Meeting, November 19.
- Worked with a donor to add a gift of \$10,000 to their scholarship fund.

- Callee Serrano participated in various Vernon Chamber of Commerce activities.
- The annual Holiday solicitation went out by mail and email.
- Beginning work on the Vernon College Foundation January Board meeting.
- Michelle chaired the December meeting of the North Texas Area United Way Board of Directors

Marketing – Holly Scheller

- I attended the rodeo and took pictures of our students.
- I helped with the Festive Fundraiser Frenzy, designing and printing the posters, the box cover, and the stickers. I also purchased and decorated the café for the event and arranged refreshments to help draw people in.
- Continued working on the President’s Annual Report, which will hopefully be printed next week.
- Worked with Student Services on their new giveaway t-shirts.
- I represented VC at the Catholic Charities luncheon.
- We started running our “apply now” ads for the spring semester on social media.
- Work with the Perkins Grant on an upcoming ad campaign starting in January.

Athletics – Jason Jenkins

- Volleyball ended their season on a tremendous upswing. They went to the Region V Volleyball Tournament as the two seed out of the North Conference. They faced New Mexico Junior College in the first round and lost a tough five set match. They bounced back later that same night to beat NCTC in three set and sent them home. They then faced NMJC again and beat them in three sets too. Next came Odessa College and they were ranked in the top ten at the time. We lost in three sets effectively ending our season. On a high note though, Coach Thomas was named Co-Coach of the Year for the Conference, Carli White and Peyton Cole were named First Team All-Conference. Trinity Williams, Iyahna Hibbler, and TaNia Penn were named Second Team All-Conference. The volleyball team in all essence finished in fourth place in the Region. Not bad for a team that was picked to finish seventh in the conference.
- Rodeo had a busy November by hosting the 41st Annual Vernon College Rodeo. We had over 900 entrees, making it one of the biggest rodeo’s this fall. Coach Jackson and the rest of the team put in a tremendous amount of work and put on a great rodeo. With that being the last rodeo for the fall the team is now turning its sights to the spring. Several cowboys and cowgirls are poised to make a run for the Collegiate National Finals Rodeo in June of 2025.
- Baseball has been busy with seeking out the next crop of Chaparrals. They have made multiple trips to Houston and seen a number of local student-athletes as well. Coach McIntosh held a prospect camp and had 15 potential players in attendance. Some good talent and he was even offering a couple a scholarship and a couple others the chance to walk-on. The team has also been busy on the field to get it ready for the spring season. A new rail and backstop padding have been installed and the rye grass has been sewn. The season will begin on January 10th with student-athletes reporting back to campus and then games can begin on January 24th. Schedule will be distributed at a later date.
- Softball has also been busy with getting the next flock in. Coach Lipscomb and Coach Bates have been all over the state and even swinging into Oklahoma. As baseball did so did softball by putting on a prospect camp. They had over 30 student-athletes come in and despite the rain they were able to get a good look at several potential Chaparrals. The softball field has also been getting some attention with the grounds crew prepping for and laying out the rye grass. Getting ready for the spring season that will be here before you know it.
- The Athletic Training room was a popular place this fall. Over 100 injuries that required an athletic trainer were seen and resulted in over 1200 treatments. Jason also severed as a preceptor for a Master’s program student athletic trainer from Hardin-Simmons University. She was a big help and was able to provide some much-needed help.

DRJ Comments

- I appreciate the employees that participated in the informal coffee input sessions the past few weeks. I always appreciate the opportunity to answer questions and receive input.
- Susie and I wish each of you an enjoyable, healthy, and safe holiday season.

- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060