

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

- The Vernon College Board of Trustees considered and approved several action items at the June 12 board meeting.
 - Handbooks—a number of handbooks require the board to approve the revisions each year.
 - *2024-2025 Distance Education Manual*
 - *2024-2025 Student Residence Handbook*
 - *2024-2025 Student Handbook*
 - *2024-2025 Athletic Policy Handbook*
 - *2024-2025 Library Services Handbook*
 - *2024-2025 Testing Center Handbook*
 - 2024-2025 College Catalog— College staff revised and updated the college catalog to include any changes previously approved by the board such as tuition and fee charges. Also updated are any policies, procedures, or guidelines that may have needed additional clarification. The various calendars and employee sections have also been updated.
 - IT Request for Proposals – Vernon College posted an RFP for management of IT operations and proposals were to be submitted by May 10, 2024. Run Business Solutions has provided this service for nearly thirteen years through two RFP processes. Run Business Solutions has not increased the basic cost in five years. We have added additional services at a per service cost. Two proposals were submitted, one by CampusWorks and one by Run Business Solutions. RunBizs’ MSP was significantly lower cost per month in comparison to CampusWorks with difference of approximately \$11,300.

Year 1	Year 2	Year 3
\$522,878.00	\$456,648.00	\$456,648.00

- Governor’s Executive Order- The Governor’s [Executive Order](#) requires that all higher education institutions in Texas review their free speech policies to establish appropriate punishments for antisemitic rhetoric on college and university campuses, ensure that policies that address the sharp rise of antisemitic acts are enforced, and include the definition of antisemitism in free speech policies. There is a June 25 deadline to comply with this executive order. The rest of the Employee Handbook revisions will be presented to the board in the July meeting for approval.

The following is found in the Employee Handbook under Statement of Ethics and Standards of Conduct. The board approved recommendation is to add #6 to the employee handbook as well as the student handbook to comply with the Governor’s executive order.

The following standards of conduct shall apply to all employees of the District:

1. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.
2. No employee shall accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of official position.
3. No employee shall accept other employment or compensation that could reasonably be expected to impair the employee’s independence of judgment in the performance of official duties.
4. No employee shall make personal investments that could reasonably be expected to create a substantial conflict between the employee’s private interest and the public interest.

5. No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.
 6. No employee shall discriminate against students, other employees, or community members on the basis of race, gender, religion, self-identification, creed, national origin, or disability. This includes "Antisemitism" (as defined by HB 3257) meaning "a certain perception of Jews that may be expressed as a hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish community institutions and religious facilities." Antisemitism is not protected by free speech. In accordance with Texas Executive order GA-44, any discrimination or violation free speech can result in appropriate employee disciplinary action.
- NARCAN policy--The purpose of this policy is to establish guidelines and procedures governing the utilization of NARCAN kits administered by personnel of Vernon College in compliance with SB 629. The objective is to treat and reduce serious injury or fatality from an opioid/opiate overdose.
 - Staff reappointments—Administrative staff and clerical staff have been evaluated. They are routinely reappointed at the June meeting. All contracts are approved and issued after the July board meeting and budget discussions.
 - TASB Update 47 to board policies
 - The Vernon College Board of Trustees reviewed and discussed:
 - 2024-2025 Budget—the administrative team has worked hard on draft three of the 2024-2025 budget. The current estimate from the new performance funding model is \$7,757,988 which is \$479,939 less than last year which makes the budget challenging. Several expenses have been reduced or eliminated and other changes have been implemented. The estimated tuition and fee revenue is accurate as possible. There is some additional tax revenue due to new values on the appraisal rolls. Even though we have reduced expenditures, draft three still has more expenses than revenue at this time. We are continuing to look for additional expenditure reductions and will continue to review all revenue estimates. Draft three tax revenue is based upon the estimated effective "no new taxes" rate. Draft three includes the following expectations:
 - Accurate estimate of tuition and fee revenue but an overall increase
 - 3.0% salary schedule step increase in compensation for all employees
 - A small reduction from 2023-2024 level of funds for repairs, remodeling, maintenance, or contingency
 - A small reduction in overall travel budgets
 - \$500,000 from savings/reserve to pay toward the Ellucian/Colleague cost
 - Renovation and upgrades to the residence halls will be paid from reserve funds
 - Funding for instructional technology
 - Funding for technology infrastructure
 - Funding for professional development
 - Funding for increased insurance cost
 - Summer Enrollment update
 - Student Highlight
 - July 10 Annual board retreat
 - 8:30 – 9:00 Breakfast, coffee, etc. available
 - 9:00 – 10:00 Tour of Skills Training Center
 - 10:00 – 10:15 Break
 - 10:15 – 10:45 Review items from 2024 Board Self-Reflection survey
 - Participation in National Associations/Conferences
 - Operations—Mindi Flynn
 - Facilities— Residence Hall update—DRJ/Mindi Flynn
 - Student Success—Dr. Chapman
 - State legislative advocacy - DRJ
 - 10:45 – 11:15 Colleague ERP/SIS Update—Roxie Hill and others
 - 11:15 – 11:30 Update on new Community College Finance Model/
Board member questions—DRJ

- 11:30 – 11:45 2024-2025 draft budget review
- 11:45 – 12:00 Tax Rate Review
 - Effective rate— “no new revenue tax rate”
 - Roll back rate— “voter-approval rate”
 - Tax Levy
- 12:00 – 1:00 Lunch
- 1:00 Regular meeting

Instructional Services – Shana Drury, Vice President

- Continuing Education is working with Christ Academy to develop an Intro to Health Professions course in which students will gain knowledge about the variety of healthcare fields, education requirements, lab exercises, and hear from people in the industry.
- Truck Driving participated in the Demo Ride Event at Red River Harley Davidson June 21-22. Participants could sit in the truck to simulate how hard motorcycles are to see from that vantage point.
- Program and Discipline evaluation committees are finalizing their recommendations.
- Employee Handbook changes.
- SACSCOC meeting with Dr. Beauchamp on June 13.
- Assisting Admissions graduate students by verifying course substitutions.
- Working on agendas for Fall Staff and Faculty Development days in August.
- Attended the Texas Association of Chief Academic Officers (TACAO) meeting June 18
- SACSCOC Substantive Change policy and procedure webinar June 20.
- Review of position vacancies and job descriptions as they come up.
- Met with Roxie and BibliU regarding process moving forward with Inclusive Access
- Police Academy Badging ceremony June 13 @ 6pm @ MPEC
- Texas Educational Opportunity Grant Program (TEOG) webinar June 18
- New Beginnings was awarded a \$160,000 grant from the Priddy Foundation for the 24-25 academic year. Congratulations!
- Employee handbook edits
- Summer I finals are July 2-3
- Summer II starts July 8
- Working with Bellevue and Windthorst ISDs regarding CTE dual credit programs.
- Updating Core Curriculum in Texas Higher Education Coordinating Board (THECB) portal
- Bettye Hutchins submitted 24-25 Perkins Basic Grant application
- 24-25 catalog is online
- Worked with Roxie regarding ARGOS reports
- Attended New Student Orientation. Kudos to Student Services for the successful event!
- Worked with Brad on 24-25 Institutional Effectiveness Plan (IEP)
- Professional Reviews for faculty have been built in Faculty Success and the workflow worked perfectly! Kudos to Judy Ditmore for all the hard work!

Student Services – Dr. Criquett Chapman, Vice President

Highlights in June:

- June 5 – Posted June Financial Aid Blog notifying students of the Fall 2024 Financial Aid Priority Deadline approaching on June 20th
- June 11 – Student Success Specialist participated in an all-day training in preparation for 24-25 Academic Year including new funding model and new parenting bill - June 11th
- June 12-13 - Mark Cisneros and Christian Ford completed their Texas Pathways Leadership Academy in San Antonio
- June 14 - Submitted initial Financial Aid Database Report Cycle 2
- June 17 - Reconciled 2023-24 State and Federal Work-study programs

- June 17-20 - Financial Aid Awareness Week: Via Facebook, our office reached 1,677 students with 82 engagements and Instagram posts reached 18 students with tools designed to help students navigate the financial aid process. Approximately 119 students called or came by the office.
- June 18 - Work-study request memo sent out to Supervisors
- June 18 - Net Price Calculator submitted to the Texas Higher Education Coordinating Board
- June 25 – First Chaparral Orientation in-person at Century City had 16 students and 11 guests
- June 27 - Jason Makepeace and Valerie Whitten attended the UT Community College Virtual Conference where Vernon College received an award for having the largest percent increase in applications from 22-23 to 23-24
- Financial Aid made numerous Facebook & Instagram posts encouraging students to apply for financial aid, VC and outside scholarships, and avoid scams.

Upcoming in July:

- July 8 – Summer II classes begin
- July 8-9 – Summer II schedule changes
- July 9-10 – Christian Ford, Delilah Fowler, and Mark Cisneros are attending ASIST Training – Suicide Intervention Training, working with someone in crisis
- July 16 – Chaparral Orientation in-person at Vernon Campus
- July 23 – Chaparral Orientation in-person at Century City
- July 16 - “FAFSA 500 Day” at Vernon Campus; Financial Aid and Recruiting will team up to assist students on completing their 2024-25 FAFSA
- July 23 - “FAFSA 500 Day” at Century City; Financial Aid and Recruiting will team up to assist students on completing their 2024-25 FAFSA
- Financial Aid will start posting VC Athletic Scholarships as well as VC academic scholarships for students who are selected from round 2
- July 30 - Last day to Withdrawal from Summer and Summer II
- Fall 2024 enrollment is looking good and FAFSA’s are being processed in a timely manner
- HELP NEEDED: if you speak with a Fall 2024 prospective student who has completed the FAFSA, please remind them to check their VC Email for instructions on how to complete the final step needed to award their aid. It is a quick residency question available in MyVC.

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

Business Offices

- Working on SACSCOC 5th year review information, as well as Annual Action plans and Institutional Effectiveness plans.
- The bi-annual audit on PFIA compliance was completed by the SAO.
- A tremendous amount of work has been done on the 2024-25 budget. Draft 4 will be presented to the Board of Trustees on July 9.
- Ann Shultz ensured we satisfied all merchant client compliance for all credit card machines across both campuses.
- Provided 2023 financial information to Brad to complete the SACSCOC Financial Profile and Indicators.
- Mindi Flynn attended the TACCBO annual conference in College Station.
- Malinda Fleming and Shelly Mason delivered Meals on Wheels for Administrative Services.

Physical Plant

- The basement and stairwells have been painted and the repairs were made to the laundry room in the big dorm. 4 dryers were replaced. Annual stripping and waxing of floors is under way, as well as routine maintenance while the rooms are empty.
- The pianos were moved out of the music classroom in D building. Carpet was taken up from that classroom and tile has been laid as we prepare to make it an art classroom.
- The sidewalk inside the quad on the Vernon campus was scored. Hopefully it will be less slippery when wet.
- Hallways in the Osborne building were repainted.
- Shelving in the Wright library were disassembled and removed.

- Many repairs have been made to the pool in King Gym, including the chlorinator. Stevie Williams has worked tirelessly to get everything running correctly and the chemical levels straightened out.
- The large freezer went out at Great Western Dining. Repairs have been made.
- Roof patching at CCC, as well as paint touchups and replacing ceiling tiles.
- Mowing weekly and landscaping at Vernon and Skills Training Center, as well as repairs made to the irrigation system.
- Cleaning and sanitizing daily and nightly, as well as stripping and buffing floors.

Human Resources

- Personnel
 - New Hires
 - Patrick Chapman, Jr., Custodian - Vernon Campus, effective July 1, 2024
 - Sharon Bly, Art Instructor, Century City Campus, effective August 1, 2024
 - Amanda Tyler, Tutoring Center Coordinator - Vernon Campus, effective August 1, 2024
 - Jaime Aleman, Classified II, Administrative Assistant – Library, Century City Center, effective August 12, 2024
 - Resignation
 - Rance Clark, CE Allied Health Coordinator – Century City Center, effective July 3, 2024
 - Carolann Humphrey, A D N Administrative Assistant, Vernon Campus, effective July 15, 2024
 - Alli Fleming, Athletic Administrative Assistant – Vernon Campus, effective July 31, 2024
 - Mollie Owen, PASS Center Coordinator – Vernon Campus, effective July 31, 2024
 - Hunter Douglas, Assistant Baseball coach – Vernon Campus, effective July 31, 2024
 - Shelli Pendleton, A D N Instructor – Vernon Campus, effective August 7, 2024
- Michelle White, Margaret Kincaid and Jackie Polk will soon start the Professional Review process for NEOED now that they completed the Benefits implementation process.
- Michelle, Margaret, Roxie Hill and Jackie have finished all Benefits training and are ready for the July benefit open enrollment date.
- Michelle White
 - Reviewing pictures from graduation
 - Took employee pictures for all Vernon Campus employees
 - Uploaded pictures to employee directory on the website
- Jackie Polk
 - Working on all things SACSCOC
 - Finalizing last minute Employee Handbook corrections and additions
 - Sending out reminders for Summer open enrollment
 - Completed Salaries and salary schedules for the 2024-2025 year

Information Systems and Technology – Roxanne Hill, Vice President

- Official and Unofficial Transcript Design and Delivery – In Progress
- Weekly Colleague Team LEAD meetings
- Working with Mr. Boatman on EOP Cybersecurity Annex Report
- Updating Colleague Catalog for 2024-25 AY
- Building out Ellucian Experience for Deployment
- Exploring MORE 3rd Party Integrations with Ellucian Colleague
- Working with Human Resources on various projects
- Meeting with RunBiz Team on 7/11 for Transition Plan

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

- Editing/reviewing SACSCOC narratives for fifth-year interim review
- Updating IE website pages
- Writing QEP Impact Report
- Completed data request for Institutional Advancement
- Working on HEERF Year 4 data request

- Working on Student Right to Know data for 2023-2024
- Survey creation for Mindi Flynn
- Assisting with closing 23-24 Institutional Effectiveness Plans
- Assisting with closing 23-24 Annual Action Plans
- Assisting with creation of 24-25 Institutional Effectiveness Plans
- Completed 2024 SACSCOC Financial Profile

Institutional Advancement – Michelle Alexander

- Callee Serrano participated in various Vernon Chamber of Commerce activities.
- Work continues on the migration of old paper files into our cloud-based RENXT database.
- Round 2 General Scholarship Applications closed on June 15. These are now under review for 2024-2025 scholarship offers.
- Michelle Alexander participated in the three-day Priddy Institute as Chairman of the North Texas Area United Way Board.
- The HEERF 2023 Annual Report was submitted.

Marketing – Holly Scheller

- Took headshots of the staff
- Posted the 24-25 Catalog throughout the VC website
- Designed and posted Scholarship Deadline Ads
- Attended/took photos/posted photos of CE Graduation
- I began interviewing for the President's Annual Report
- Attended/took photos/posted pictures of the Police Academy Graduation
- Set up a VC bowling night at Village Bowl
- I collaborated with Tracy on a significant 'Counselor Showcase' event, inspired by Texas Tech's model, but with a unique twist- it includes ALL K-12 teachers.
- Planning out the 24-25 advertising with Crane West
- Promoted Barber program in Vernon
- Promoted Pharmacy Tech at CCC
- Designed and posted the "A great place to work" post on social to drive people to our open job links
- Worked with Bettye on a CTE only ad campaign funded by Perkins.
- Replaced the posters throughout Skills, CCC and Vernon

Athletics – Jason Jenkins

- Athletics is finally getting a little bit of a break. With that being said, we are still hard at work finding the next round of Chaps that will get us to the mountain top. Coach McIntosh and Coach Lipscomb are going to the ends of the earth, literally! They are heading to Australia with different groups to do a bit of coaching as well as recruiting. We wish them a safe and successful trip.
- Volleyball is busy getting ready for the upcoming season that will be here before you know it! Coach V is extremely excited about this incoming group of freshmen, many of whom have some serious accolades that will be coming with them.
- Rodeo is looking to regain some past glory by bringing a great amount of talent. We should see some buckles and prize money start rolling in to Vernon early in the season. Coach Jackson has worked like crazy to get in these kids and knows that they will produce once they get here.
- Jason was just in New Orleans at the National Athletic Trainers' Association Convention and Symposium. Lots of good networking and learning. It is a good time to meet new people and see some old friends from past work places. He was also able to meet with several prospective candidates for the vacant athletic trainer position.
- Hope you all enjoy the rest of your summer, and getting a little antsy to get this thing going again. See you soon!

DRJ Comments

- I continue to encourage divisions and departments to organize activities to help students feel connected.
- I look forward to our time together in August as we continue to focus on how everyone can and does contribute to student success.
- Enjoy your summer activities.
- Please contact me with any input or questions at:
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 - Cell – 940-261-0060