

**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—Total enrollment for the fall semester is 2284 students as compared to final enrollment last fall of 2146, a 6.43% increase. This is first semester increase in enrollment since fall 2020. The new Colleague system increased the ease of registration for the student and for employees. Even though there were many FAFSA issues nationwide, Vernon College financial aid employees did a great job in meeting student needs. I appreciate the many Vernon College employees that continue to initiate a number of efforts to improve registration processes and enrollment.
- Braums—the land sale to Braums transaction was finalized on Thursday, August 29, 2024. Vernon College received and deposited a check for \$75,000. The sale of approximately one-half acre for proposed Braums renovation/expansion.
- The Vernon College Board of Trustees considered and approved routine agenda including:
  - Financial and Investment Report
  - Annual Wilbarger County Tax Collection
  - Tax Resale Deeds
- The Vernon College Board of Trustees also approved the Vernon College Safety and Security report:
  - Texas Education Code 37.108 (b) and (c) requires every open enrollment charter school, K-12 schools, and Junior colleges to complete a MANDATORY safety and security audit once every three (3) years in accordance with procedures developed by the Texas School Safety Center (TxSSC) or a person listed on the registry maintained by the TxSSC.  
The Texas School Safety Center (TxSSC) School Safety and Security Audit is a self-assessment process that evaluates a district's safety and security. The audit is intended to be an ongoing process that identifies hazards, threats, and vulnerabilities that could endanger people or property, or interfere with a safe learning environment. The audit includes assessment of Facilities, Campus Police and Security Operations, Emergency Management, Information Technology Security, Environmental Health and Safety, Business Continuity, Policies, Communications, and Residential Facilities. Each workbook is approximately 60 pages in length, at one audit per campus. The audit results are made possible by using different division leaders throughout the College.
- Updates were provided to the Vernon College Board of Trustees for:
  - Fall Enrollment
  - Health Care Clinic on Vernon campus
  - Vernon College Strategic Plan
  - Residence hall possible renovations
  - Student Highlight

### **Instructional Services – Shana Drury, Vice President**

- Anne Patterson completed the Biennial Update Certification on the Federal Motor Carrier Safety Administration (FMCSA) website for the Vernon College Truck Driving program.
- Attended Pathways Orientation on September 6 for next Pathways Institute in November.
- Shana Drury attended the Sheppard Air Force Base (SAFB) Community Appreciation Dinner on September 11.
- Dr. Chapman and Shana submitted the final Remediation Evidence on September 5 for the Department of Defense Audit.
- Working with New Beginnings, Bookstore, and Business office to iron out book charges.

- Met with Wichita Falls Fire Department regarding Advanced Emergency Medical Technician classes and finalized schedule.
- The Math department sponsored two events encouraging students to utilize the Math labs for tutoring: August 28th – Muffins with Ms. Marilyn (VER) and August 28th & 29th – Donuts with Dustin (CCC)
- Held a Division Chair meeting September 9.
- Sent successful test via AlertMedia (emergency notification system)
- Texas Workforce Solutions awarded the 2024 All-Star College of the Year Award to Vernon College because of our TRUCK DRIVING program! Congratulations to the Continuing Education team!! (see photo below)
- Student Services and Instructional Services held a collaboration meeting on September 16.
- Skills Training Center hosted the Wichita Falls Manufacturing Group on September 17.
- Catalog optimization session from Watermark with Holly, Criquett, Roxie, Mindi, and Shana.
- Starting Curriculum Management through Watermark September 27.
- Amy Ray, Welding adjunct, went to Munday High School, for Career Expo day on September 18, who specifically requested Welding.
- Named Dr. Adrien Ivan as our SACSCOC Faculty Liaison.
- Continuing Education is working with Premier High School regarding a CNA program. They will be coming to CCC for the class.
- In the month of September, the CTE Navigator, Tracy Catlin, has spoken to students in 10 high schools and 4 middle schools in 5 counties. In addition, she represented Vernon College at the Texas AgriLife College and Career

### **Student Services – Dr. Criquett Chapman, Vice President**

#### **Highlights in:**

- September 1 – Valerie Whitten began as VA Benefits Coordinator
- September 2 – Labor Day
- September 3 – Student Success Series presented to LVN students
- September 10 – VER Resource Fair for students highlighting VC and community resources available
- September 10 – Student Success Series presented to PHED 1306 classes
- September 11 – CCC Resource Fair for students highlighting VC and community resources available
- September 16 – Clery Act Information sent to students and employees
- September 17 – Constitution Day
- September 18 & 19 – Financial Aid presented to the First Generation Programs
- September 19 – Financial Aid completed distributions to students
- September 20 - QPR Training for all faculty and staff providing information and direction for talking with someone suicidal thoughts
- September 20 – participated in the Wichita Falls Chamber of Commerce Winning the Future meeting
- September 24 – Title IX THECB reporting completed and submitted
- September 26 – Financial Aid attended the new THECB Nursing Scholarship Webinar
- September 27 – Attended Basic Needs Summit at McClennan Community College
- September 30 – Financial Aid completed and submitted the federally mandated 2023-24 Fiscal Operations Report and Application to Participate (FISAP) to the Department of Education
- September 30 – Financial Aid closed out 2022-23 Pell Grant program with the Department of Education
- September 30 – Dual Credit meeting with Vernon High School
- Student Activities painted pickleball courts in Vernon
- Student Activities: 9/9 paper airplanes race, 9-16 Hispanic Heritage lunch, 9/19 trike races, 9/23 finger soccer, 9/30 pickle ball
- Element 451 trainings
- Continued work on Parchment/Colleague connection
- HESIA2 test dates set for potential Nursing students
- Began the Academic Improvement Program for 127 students on Academic Probation

- New and Improved Lactation Rooms available for student and employee use at CCC (710), Vernon (outside Student Services) and STC (206)

**Upcoming in:**

- October 1 – Sports Day
- October 2 – State of the Workforce meeting with Wichita Falls Chamber of Commerce
- October 2 – Chappie at Legacy High School Homecoming
- October 3 – Wichita Falls Chamber of Commerce Winning the Future Meeting
- October 8 – Chappie at the Vernon Remembrance Walk
- October 9 – Vernon College Board of Trustees Meeting
- October 9-11 - Texas Association of Financial Aid Administrators (TASFAA) fall conference in Houston, Tx
- October 10 – Fall II Final Registration
- October 14 – Fall II Courses Begin
- October 14 & 15 – Flu Shots at CCC – Free to Employees
- October 16 & 17 – Flu Shots at Vernon – Free to Employees
- October 21 - Region IX College Fair Financial Aid Presentation
- October 23 – SAFB Open House at CCC
- October 31 – Donut Giveaway at CCC
- Student Activities – Scary Movie Night every week and Pickle Ball Tournament

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

**Business Offices**

- We are working to close out the 2023-34 fiscal year payables so that we can get our audit entries made prior to their onsite visit October 28. We are gathering data for them daily to comply with audit needs.
- 2024-25 Budget was filed with all state entities.
- Distributed over \$1M in financial aid monies to students.
- Attended meetings with WaterMark, BibliU, Core Displays and Argos.
- Working with RunBiz and Herring Bank to be PCI compliant.
- Working with TASB on insurance claims regarding a hot water heater incident flooding at CCC and a Cyber Security incident. Working with Farm Bureau on a claim to repair the wall on College Drive.
- Prepared quarterly financials for the VC Foundation.
- Attended Federal Report on Focus Groups regarding IPEDS.
- Updated financial profite information for the upcoming President’s Report.
- Mindi Flynn attended the Nortex Planning meeting for September.
- Mindi Flynn and Jackie Polk delivered Meals on Wheels.

**Physical Plant**

- New digital sign at CCC was completed and looks great!
- Repairs have begun in the locker room and in cosmetology at CCC after a hot water heater bust. We are working with Service Master to get everything restored quickly.
- A new exterior door was installed at the CCC gym.
- TV’s were replaced on both campuses for meetings and advertising.
- Eight new Adirondack chairs were assembled, painted and delivered to the baseball dorm.
- Moved office furniture at STC.
- Assisted Student Services in the creation of new lactation rooms.
- We are currently updating the Chaparral Room. The old wall coverings were removed, texture and paint was applied and we are waiting on flooring to be replaced.
- Repairs were made to the ice machine in the SUB.
- IT equipment was cleaned out of the old IT offices and moved to the library. CE will now have storage by their offices.
- A cooling tub was intalled in the athletic training room.
- A water filling station was engineered for the rodeo team.
- Annual permits were renewed for the elevator and the grease trap at CCC.

- Repairs were made to HVACs as needed, including the softball fieldhouse and the bifork building.
- 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
  - New Hires
    - James “Jimmy” Mendoya – Night time custodian, Century City Center, effective September 8, 2024
    - Jayland Ricks - Classified III, Administrative Assistant, Cashier - Business Office-Vernon Campus, effective September 16, 2024
    - Joe Carrigo – CDL/Truck Driving Instructor, Vernon Campus, effective September 16, 2024
    - Laura Garcia - Classified II, Faculty Assistant, Nursing-Vernon Campus, effective October 1, 2024
    - Alanna Lee – Coordinator of Continuing Education – Allied Health Programs, effective October 1, 2024
  - Reassignment
    - Carolann Humphries – reassigned to Classified III, Faculty Assistant, Nursing from Classified II, Faculty Assistant, Nursing, effective October 1, 2024
  - Resignation
    - Kevin Cisneros – Classified II, Faculty Assistant, Nursing-Century City Center, effective September 19, 2024
    - Adela Sanjuan, College Access Coordinator, effective October 1, 2024
- Michelle White, Margaret Kincaid and Jackie Polk are continuing with training for the use of the Professional Review process for NEOED.
- Michelle
  - Submitted all classified, administrative and faculty contracts to payroll on 09/18/2024 after receiving the last faculty contract on 09/17/2024.
  - Printed and verified all employee benefits through ERS including Summer Enrollment changes.
  - Mailed out Fall 16 week and Fall I load and listing letters.
  - Updated Insurance rates page, salary schedule and pay schedule for 2024 on HR website.
  - Completed plans for Benefits Bash
  - For September:
    - 3 full time
    - 3 part time/adjunct
    - 9 work-study/students
- Jackie
  - Working on final Sick Bank enrollments
  - Submitted Veteran’s Report
  - Submitted ERS Report
  - Attended Wichita Falls HR Management Association meeting - 9/13/2024
  - Facilitated Blood Drive at CCC – 9/16/2024
  - Completed plans for Benefits Bash
  - Attended Suicide training - 9/20/2024
  - Delivered MOW - 9/25/2024

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

- Official and Unofficial Transcripts Delivery – Complete
- Transcript Design for Printing and Parchment Deployment – In Progress
- Computer Replenishments will begin in October 2024
- Assessing the Wifi for the BiFork building for improvements
- Anna Martin and Elizabeth Gonzalez delivered Meals on Wheels in Vernon on September 11
- Launched Student Email Security Campaign – Beware of Phishing Scams

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

- Completed SACSCOC on-site committee work
- Working on IPEDs 12-month enrollment report
- Working on IPEDs completions report
- Working on IPEDs cost report
- Working on Phi Theta Kappa list
- Completed data request for instructional services (Shana Drury)
- Completed data requests for institutional advancement (Michelle Alexander)
- Completed data request for Dr. Johnston
- Completed count day snapshot for Fall 2024

## **Institutional Advancement – Michelle Alexander**

- Callee Serrano is emailing the effectiveness questionnaire to 30,393 alumni addresses
- The 2024-2025 Employee Giving Campaign was completed
- Callee attended the QPR training and attended BBCON Conference online 09/24-09/26
- Preparing for the upcoming audit
- Michelle Alexander participated in the NTAUW monthly board meeting on September 6, 2024
- Submitted a proposal to the James N. McCoy Foundation for \$50,000 for their 2025-2026 Scholarship Fund at Vernon College
- Prepared and sent a Scholarship draft MOU to a new prospective donor
- Michelle and Rachel White met with Stephanie Amaya, new President of Wichita County Autism Awareness about their scholarship fund at the College
- Michelle participated in the NTAUW 2024-2025 Campaign Kickoff on September 26, 2024

## **Marketing – Holly Scheller**

- Kristin Harris and worked together on materials needed to promote the VC Open House for SAFB on October 23.
- I worked with a team led by Michelle Alexander for a cool Pop Up event coming soon.
- Worked with all the departments necessary to update the Institutional Profile, numbers going up is so much more fun to update.
- I worked on a new t-shirt design for student services.
- I was given a seven-page list by the Better Business Bureau of spelling errors on our website, through out each department. If you can when you are in working on your pages please ensure you check the spelling of things. THANK YOU!
- Met with Shana Drury and Watermark to discuss improvements to the college catalog.
- Waiting until some glitches are fixed to order the college catalog hard copy. Remember, you can always print what you need until it arrives.... It will arrive.
- I worked with KVWC on our yearlong sponsorship, you should hear a VC ad or live read when you tune in to Lions sports.
- I attended the State of the Region meeting put on by the Chamber and hosted by MSU.
- Designed and promoted Sports Day on our socials.

## **Athletics – Jason Jenkins**

- Volleyball is off to a great start to the conference season. Currently 3-2 in conference and 10-10 overall the Chaps are putting together a great season. We are tied for third with Ranger and Temple. Only the top 4 go to the post-season tournament so we need to continue to stay up there. September was busy with multiple tournaments and single games. The team traveled to Odessa and Crowley, KS for tournaments and did very well at both against some very stiff competition. We played Blinn College, who is nationally ranked in the top 5, and got a good dose of reality when they swept us in 3. Hard lesson to learn but a valuable one at that. Our student-athletes are doing very well both on the court and in the classroom.
- Rodeo got going in September with a trip to Portales, NM for the Eastern New Mexico University Rodeo. Quite a few of the team made the short go with Dawson Tullis splitting 2/3 in the calf roping, Kyna



Hudman splitting 5/6 in barrel racing, Jaklyn McNeally splitting 8-10 in goat tying, and Carter Hitt and Rowdy Payne splitting 9/10 in team roping. Great start to the fall season. The team then headed south for the long trip to Alpine, TX to visit Sul Ross State University. There we had Dawson Tullis make the short go and finish 9<sup>th</sup> in steer wrestling. Coach Jackson has been busy also brining in some outside instruction with Ryle Smith putting on a calf roping seminar and Charly Crawford working with our team ropers. These student-athletes are really putting a good amount of time and effort to get better in the arena and in the classroom.

- Softball has been busy with multiple projects and games. Coach Lipscomb brought in a travel ball team for some recruiting and some good competition. We then played Clarendon College and in one inning of the game each member of the Chaps got on base and scored! They have also been busy with conditioning and weight lifting by showing progress in practice. Study hall has started too and those student-athletes have been utilizing that time productively.
- Baseball has gotten off to fast start to the fall season with multiple games and a ton of innings being played in September. We hosted Amarillo College, Redlands College, and Frank Phillips all within two weeks' time. The team has also been working hard on the fundraising side by going to Texas Tech twice to work the football game as added security and game assistance. Great things are coming from the baseball diamond!
- Lots to come in October with some key home volleyball games! Please keep an eye out for those dates and we would love to see you at the King Center!

### **DRJ Comments**

- I appreciate the continued effort to fully implement the Colleague system. I know that many have invested a great deal of time in utilizing the new system to improve processes and functions.
- The semester is in full swing and moving fast. I wish you a successful and productive fall semester as we all continue to meet the needs of our students.
- Please contact me with any input or questions at:
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