

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 approved the following at the August 14 board meeting:
 - 2024-2025 Budget— The proposed 2024-2025 budget went under tremendous scrutiny the past several months. The proposed budget is based on state revenue, tuition/fee revenue, and tax revenue based on the no revenue tax rate (formerly called the effective rate). The budget includes accurate estimate of tuition and fee revenue based on the 23-24 actual enrollment numbers. The budget includes a 1.5% salary schedule step increase plus an additional 1.5% for a total 3.0% increase in employee compensation. The Vernon College Board of Trustees has reviewed and had input into four drafts in the past four board meetings. The proposed budget that was approved by the board included:
 - Accurate estimate of tuition and fee revenue with small percentage increase
 - 3.0% increase in compensation for all employees
 - Small reductions from 2023-2024 level of funds for repairs, remodeling, maintenance, or contingency
 - Year four of the five-year cost of the new ERP/SIS—Ellucian Colleague
 - \$500,000 from savings/reserve to pay toward the Ellucian/Colleague cost
 - Funding for faculty professional development travel
 - Funding for instructional technology
 - Funding for distance learning technology
 - Funding for information technology equipment
 - Tax Appraisal/Tax Rate— The Vernon College Board of Trustees conducted a public meeting which included a discussion of tax rates on July 12, 2023. Based upon the WCAD certified appraisal data the no new revenue tax rate (formerly called the effective rate) for 2024 will be **20.3767** cents per \$100 of appraised property value. The development of the 2024-2025 budget was based on the no new revenue tax rate. This is a slight increase (**.9212 cents per \$100**) from the previous year tax rate of **19.4555** cents per \$100 of appraised property value. Setting this rate is an action item.
 - The Public Funds Investment Act--requires the Board of Trustees to annually approve the Investment Policies, Procedures, and Strategies. There have been no changes.
 - 2024 Fall Continuing Education schedule— State guidelines required that continuing education and noncredit workforce training tuition and fees for community colleges be approved by the board prior to each semester. The board may also authorize a designee to set tuition for any additional classes that develop during a semester. The Fall 2024 Continuing Education and Workforce training schedule including proposed tuition and fees is attached for your review. In addition, it is a routine process for the board to authorize the Dean Instruction to set tuition and fees for any additional classes that may developed during the summer term.
 - Special Populations/Zero tuition—The Vernon College Continuing Education department will be providing courses for continuing education, pre-service, and in-service in partnership with several training entities. The THECB guidelines permit the local board of trustees to designate “special populations” and to offer “zero” tuition to these special populations for training courses provide though the community college continuing education programs.
 - Vernon Police Department—Continuing Education Classes
 - Wichita County Sheriff’s Office – In-Service Training
 - Texas Department of Criminal Justice – Pre-Service and In-Service Training
 - NORTEX Regional Planning Commission—Continuing Educations Classes
 - Area Agency on Aging—Continuing Education Classes
 - Vernon College Nursing IV Therapy—Continuing Education Classes
 - Vernon College Fire Services—Continuing Education Classes
 - Emergency Operations Plan-- Through its emergency management program, the college strives to ensure that Vernon College continues to provide a safe, orderly environment for students, staff, and visitors that also

supports the community. The Vernon College emergency preparedness program is comprehensive, multi-hazard, and embraces local, state, and federal standards as well as proven practices including all phases of emergency management.

The Vernon College Emergency Operations Plan (EOP) was considered and approved by the Vernon College Board of Trustees in August of 2022. The plan and its' support documents provide a framework that outlines the college's intended approach to managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees. The college's planning process is supported by collaboration, training, and exercise. This plan is designed to allow for integration with local, state, and federal emergency management and continuity of operations plans. There will be many annexes for approval in the future to meet the Texas Public Safety Center and legislative expectation. The Cybersecurity Annex was developed and was submitted to the Vernon College Board of Trustees to be approved as a component of the Vernon College Emergency Operations Basic Plan.

- Paramedic program-The Paramedic Level 2 Certificate program and Associate of Applied Science in Emergency Medical Services, located at Century City Center, have continued to experience zero to low student enrollment for the past three years. The last Paramedic class graduated in May 2022 with 5 students. Vernon College made the decision to not offer the program in 2023-2024. I recommend that the program be officially closed as a credit program. This has been approved by Academic Council and College Effectiveness committees. The board must approve the program closure so we can notify SACSCOC of the closure. Vernon College will continue to offer courses for Basic EMT and Advanced EMT.
- Medical Assisting program-The Continuing Education department has worked hard to develop a Medical Assisting program to meet community needs. This will provide students the eligibility to take three licensures: Phlebotomy, EKG, and Certified Clinical Medical Assistant. The program curriculum has been approved by Academic Council and College Effectiveness committees. This will become a Texas Higher Education Coordinating Board CE approved program once the board approves it.

- The VC board was updated on residence hall renovation plans. Residence Hall renovations—Dr. Johnston met with Rick Sims, architect, on Tuesday, August 6. Several rooms in the large residence hall and the baseball residence hall were evaluated. Many potential upgrades were discussed to update rooms.

Rick will develop a draft proposal with estimate costs over the next few weeks. Initial ideas include changing/upgrading:

- Sinks/vanities
- Commodes
- Mirrors
- Closet storage
- Lighting/fixtures
- Electrical needs
- Blinds
- Windows
- Vent covers
- Ceiling/popcorn texture
- Showers
- Flooring/baseboard

Mr. Sims was asked to develop a cost proposal with and without floor cost as that single cost will be the largest. He also indicated that Vernon College needed to move forward to schedule an asbestos assessment. There may or may not be asbestos, but an assessment will have to be conducted to meet building permit guidelines.

- The Vernon College board received updates on:
 - Open Educational Resources (OER)
 - TACC Annual Conference
 - Licensure/Certification data
 - Wilbarger County Appraisal District budget
 - Discipline/Program Evaluation summary
 - Registration
 - Fall 2024 Kick-off Professional Development

Instructional Services – Shana Drury, Vice President

- Meeting with BibliU on Aug. 7 regarding next steps for Inclusive Access for college wide implementation Fall 2025
- Submitted the Corrective Action Plan for the Department of Defense Voluntary Education Program audit and it was approved. One more step and we should be complete! Thanks Criquett for assisting!

- Received final approval for the Texas Higher Education Coordinating Board (THECB) Recommended Course Sequence. Great job Judy Ditmore!!
- Submitted Core Curriculum revision to THECB
- SACSCOC narratives and artifacts
- 2024-2025 Perkins grant was approved. Great job Bettye Hutchins and Zachery Nguyen-Moore!!
- Nursing department was awarded \$260,316.81 for the Nursing Shortage Reduction Program (NSRP) from THECB. Great job Dr. Mary Rivard!!
- Dr. Mary Rivard presented on the apprenticeship program to the THECB Healthcare Workforce Taskforce, created by Gov. Abbott, on August 15 in Austin.
- Summer Finals, Aug. 7 & 8
- LVN Pinning, Aug. 8 at 10:30am, Surgical Tech Pinning, Aug. 8 at 6:00 pm; both at MPEC
- Successful Staff Development and Faculty Development
- Enrollment decisions
- 1st day of Fall is Wednesday, Aug. 21
 - Schedule changes Wednesday-Friday
- Grant discussion with Student Services
- Discussion with Wichita Falls Fire Department regarding Advanced Emergency Medical Technician training
- Judy compiled all Brainstorming thoughts from Staff Development day
- Set up collaboration meetings between Student Services and Instructional Services as well as Information Technology and Instructional Services
- Continuing Education working on Round 4 of the Texas Reskilling and Upskilling Through Education (TRUE) grant with Grayson and Weatherford Colleges
- Held CTE faculty meeting to discuss HB8 metrics and revising curriculum on Aug. 23
- Worked on Parenting information/clarification for faculty
- Worked on administrative withdrawal for non-attendance process and information.
- Worked with Colleen to get additional graduates

Student Services – Dr. Criquett Chapman, Vice President

Highlights in August:

- Aug 1 – Abbigale Cove started as the new Administrative Assistant in Student Success at CCC
- Aug 2 – Leaderfest Wichita Falls attended by Kristin Harris, Kelly Miller, and Adela Sanjuan
- Aug 5 – Testing Center will be administering the Surgical Technology certification exam
- Aug 6 – took VC cookies to the new Wichita Falls High Schools to celebrate opening of the new schools
- Aug 7 – Melissa Moore and Kelly Miller visited the new Campus Director to talk about Dual Credit and CTE opportunities after High School
- Aug 7 & 8- Meet and Greet for the students selected to participate in the first year of **I'm First**, a year long program for first generation students
- Aug 8 – LVN Pinning at MPEC
- Aug 13 – Onsite Registration at Vernon and CCC
- Aug 14 – VC Board Meeting
- Aug 14 – Financial Aid Completed Federal, State and SB 1210 Summer 2023 satisfactory academic progress review
- Aug 15 – Professional Development
- Aug 16 - 73 WFISD high school students came to CCC for the first year of **DC Compass**, an orientation specific to first time Dual Credit students
- Aug 17-20 – VC Housing move in
- Aug 21 – Fall 2024 Classes Begin
- Aug 21 - Jeanne Ballard, Kelly Miller, and Criquett Chapman participated in Nursing Orientation
- Aug 29 – Title IX Meeting with Vernon College Coaching Staff
- Aug 21 – VC Housing Orientation
- Aug 21-23 – Schedule Changes
- Aug 23 – Fall 2024 Payment Deadline
- Aug 26-29 – Voter Registration Table Vernon Campus
- Aug 27 & 28 – Voter Registration Tables at CCC and STC
- Aug 28 – Welcome Back Lunch Picnic free to employees and students on the Vernon Campus

- Aug 28 – Financial Aid sent an email to all student placed on Financial Aid Warning encouraging students to visit with our office to determine how many hours and/or grades needed to avoid suspension and to visit with their academic advisor armed with that information
- Aug 29 – Community Healthcare Vaccine Table at CCC
- 20 students selected to participate in Vernon College’s “I’m First” program for first generation college students
- All Student Services Departments are focused on Fall 2024 enrollments and helping students
- The Department of Veterans Affairs approved Vernon College for VA Benefits for 2024-2025
- Updated the Scholastic Standards of all current Fall 24 students to the updated Academic Standards in the 24-25 catalog

Upcoming in September:

- Sept 2 – Labor Day
- Sept 10 – VER Resource Fair for students highlighting VC and community resources available
- Sept 11 – CCC Resource Fair for students highlighting VC and community resources available
- Sept 11 – VC Board Meeting
- September 17 – Constitution Day
- Sept 20 - **QPR Training** for all faculty and staff providing information and direction for talking with someone suicidal thoughts
- September 24 – CCC donut give away
- Upcoming Student Activities: 9/9 paper airplanes race, 9-16 Hispanic Heritage lunch, 9/19 trike races, 9/23 finger soccer, 9/30 pickleball

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

Business Office

- Completed the 2024-25 budget. It was approved at 23,501,600 in the August board meeting.
- Calculated and published the 2024-25 tax rate. The board approved the no new tax rate of 0.220068 in the August board meeting.
- Business Office staff on both campuses held a “Get your Ducks in a Row” event to interact with students and remind them of payment deadlines, issuance of student IDs, etc. We gave out over 50 prizes and felt it was a successful event.
- Mindi Flynn attended the TACC annual conference in Austin.
- Participated in a productive meeting the the CEO of BibliU to determine how they can best serve Vernon College moving forward.
- Met with two different vendors the the VC Café at CCC and was unsuccessful in filling that need. If you know anyone that might be interested, please have them reach out to Mindi Flynn.
- Interviewed for Cashier position. Hired Jayland Ricks.

Physical Plant

- Replaced street lights and parking lot lights in Vernon, as well as the lights at the Chaparral Center. Repaired campus lights at CCC and STC and retrofitted all lights in the gym and testing center to LED.
- Set up tables, chairs, etc. for staff development, faculty development and A.D.N. orientation.
- Trimmed large trees in the library drive on the Vernon campus.
- Moved stations in cosmetology lab to aid in student learning.
- Made repairs to the AC in the softball fieldhouse.
- Installed electrical circuits in the SUB for new pizza ovens.
- Cleaned rooms and assisted SS in the preparation of lactation rooms on all campuses.
- Replaced appliances in the coach’s quarters of the athletic dorm.
- Completed electrical work for the new digital sign at CCC. It is being installed September 5. Excited about the updated look in Wichita Falls!
- Placed additional outlets in the CCC library to prepare for an additional office.
- Painted conference room, kitchen and tutoring center in WF.
- 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.
- Interviewed for night custodian. Hired James “Jimmy” Mendoya

Human Resources

- Personnel
 - New Hires
 - Last of the August New Hires was reported on last month's President's report
 - Reassignment
 - Valerie Whitten – reassigned to Coordinator of Veteran Affairs from Classified III, Administrative Assistant, Century City Center, effective September 6, 2024
 - Resignation/Retirement
 - Jason Makepeace – Coordinator of Veteran Affairs, Century City Center, effective September 6, 2024
 - Karla Monson, A D N Administrative Assistant, Vernon Campus, RETIREMENT effective September 30, 2024
- Michelle White, Margaret Kinkade and Jackie Polk are continuing with training for the use of the Professional Review process for NEOED.
- Please make an appointment to update employee photos if you have not done so!
- Michelle
 - Working on Employee photos, all the photos Michelle and Holly have taken are updated on the website. We are still missing some.
 - Michelle has received all of the classified staff contracts, but still missing 2 administrative and 5 faculty contracts.
 - We implemented NEOED for our Onboarding process, which has really been tested with all the new 9 full time positions, 16 part time, and 5 student employees with a total of 30 new hires processed in August.
 - That doesn't seem like much but it's been a lot this month.
- Jackie
 - Working on all things SACSCOC
 - Finalizing last minute SafeColleges information
 - Collecting final Sick Bank enrollments
 - Facilitated Title IX training for Coaches and Assistant Coaches with Kristin Harris on 8/21
 - Attended HR Council at WF Chamber of Conference 8/22
 - Attended League of Women Voters meeting at CCC on 8/22
 - Attended Catholic Charities event on 8/29
- WE SURVIVED AUGUST...BARELY!

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
- IT Surplus was picked up from all Vernon College locations
- Assessing the Wifi for the BiFork building for improvements
- Completed Staff Development Day Set up of Multimedia - Thanks to VC IT Team and Lyle Bonner's Crew
- Student Technical Support Lab was a HUGE Success, VC IT held six sessions the first two weeks of Fall 2024
 - Aug 21st-Aug 22nd from 9am-3pm
 - Aug 26th-Aug 27th from 9am-1pm
 - Aug 28th-Aug 29th from 1pm-5pm
- On August 30 Crystal Tate presented a TechTalk Professional Development Session on Yuja

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

- Completed and submitted the SACSCOC fifth-year review!!
- Completed Greater TX Foundation data request for Institutional Advancement (Michelle Alexander)
- Participated in a SACSCOC committee call for an upcoming on-site visit
- Working on a data request for Paula Whitman
- Completed program majors data request for Instructional Services (Shana Drury)
- Completed the Eligible Training Provider Student Data Report

- Completed the 2024 THECB Licensure/Certification Report
- Successful presentation of new VC Strategic Plan at Staff Development

Institutional Advancement – Michelle Alexander

- Callee Serrano participated in various Vernon Chamber of Commerce events including Summer's Last Blast as a member of the Chamber Board
- The 2024-2025 Employee Giving Campaign is underway
- Michelle Alexander assisted Allied Health Program Directors with their 2024-2025 Scholarship Awards
- The Emergency Aid Committee held their Annual Meeting and added some refinements to the Program.
- A fundraiser is being planned for the Emergency Fund and Food Pantry later this fall.
- Michelle attended the THECB SSAP grant program technical webinar on August 8.
- Michelle co-facilitated the CASE Federal Funding Task Force Team Training webinar on August 12.
- Michelle made a Scholarship Presentation at the Nursing Orientation on August 21.
- Planning is underway for the 2025-2026 General Scholarship Application Cycle that will open on October 1.
- The Greater Texas Foundation Emergency Aid Grant Final Report was successfully submitted on August 30.

Marketing – Holly Scheller

- Met with Shana on ALL the catalog issues (The glitching is REAL)
- Worked on Socials for Welcome Back
- I met with Clayton to work on a Rodeo piece, like a postcard with a QR code, where students can fill out their information in our system so he can gather recruiting information more effectively.
- Snapped photos for Surgical Tech and LVN; need to edit and post
- Working on a military newsletter for Sheppard
- Working with KVWC on this year's sports sponsorships.
- We had a super nice CTE campaign that was broadcast only at the end of August.
- I am working on a new design for the VC View book.
- Took and edited a lot of photos for the Personnel page of the VC website.

Athletics – Jason Jenkins

- Athletics is off to a fast start and we are excited to see this year get rolling. Volleyball started it all off with 15 young ladies showing up for the first day of practice. They put in a tough couple of weeks with new Head Coach Jaylan Thomas and Assistant Coach Kadence Looper. With a couple of scrimmages in the metroplex, one at Brookhaven and then another at Richland, Coach T and Coach K, were able to see how the team would react on the court. They then ventured up north to Garden City for the Scooters Coffee Invite. There they went 2-2 with a great 5 set win against Northeast Nebraska. The win came against Labette CC 3-1. The team returned home and had 2 great wins last week by beating Lee College and Cedar Valley in sweeps. Lots of competition coming up in a short amount of time. Our next home game will be on September 12th against Blinn College starting at 2:00 p.m.
- Softball had 24 girls committed and then one backed out at the last minute. This is a group of young women that are very decorated from their high school days and are looking to compete very well in the North Conference. Coach Lipscomb has been bringing them along at a steady pace and with the help of Assistant Coach Abby Bates they are getting some good work out of this bunch. Fall schedule starts with a round robin tournament here on September 7th.
- Baseball is currently with 42 on its' roster. Coach McIntosh has two new assistant coaches with Wyatt Moore and Kyle Machado. They bring a wealth of playing and coaching experience to an already great staff. Lots of excitement around this team as they look to build on to the first winning season in 25 years. They look to get things going with some competition on September 6th here against Amarillo College.
- Rodeo has probably had the largest turn around. Coach Jackson also has a new assistant with Carlee Potter moving over to that position. He has brought 37 student-athletes to campus for this fall. Competition is going to be tough to see who represents Vernon College as part of the team. You will see almost every stall full and more trailers than we have ever had out at the arena. They start competition in Portales, New Mexico at Eastern New Mexico University on September 19th through the 21st.

DRJ Comments

- A significant issue faced by higher education is information security and cyber security. These issues continue to drive many important decisions. One aspect that has been implemented the past year has been multifactor authentication. Even I think it is inconvenient, but I also understand it is necessary. I cannot let inconvenience undermine Vernon College information security. In the recently approved employee handbook, it states that all employees will participate in multifactor authentication via an app on their cell phone. I appreciate everyone's cooperation.
- A tremendous amount of time, energy, and effort from many Vernon College employees was devoted to the registration and the transition from POISE to Colleague in the past year. The fall 2024 registration process benefitted from all the hard work. I appreciate everyone who played any part in the successful transition.
- A small, but important component of HB 8 which changed the funding methodology for Texas community colleges was the funding mechanism for educationally/economically disadvantaged dual credit students to provide them college classes at no cost. The Financial Aid for Swift Transfer (FAST) program is the funding stream for these students. This continues to increase opportunity for student enrollment in dual credit classes. Vernon College chose to participate early on and I greatly appreciate the tremendous effort on behalf of key Vernon College employees to make this happen.
- I appreciate Roxie Hill and the IT staff as they have successfully implemented the VCIT ticket system to increase time to solution for Vernon College employees.
- I wish each of you a tremendous start to a very successful semester at Vernon College.
- Please contact me with any input or questions at:
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