

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 July board meeting, the Vernon College Board of Trustees considered and approved:
 - Employee handbook
 - Workforce program handbooks
 - 2025-2026 ISD contracts
 - College insurance
 - Deactivation of Court Reporting
 - MOU with Vernon ISD for Evacuation and Emergency Use of Facilities
 - Tax resale deeds
 - Issuance of employee contracts for 2025-2026
- The Vernon College Board of Trustees also heard reports and updates on:
 - Residence Hall renovation project
 - 2025-2026 budget draft 4
 - Tax appraisal and tax rate
 - SB 37
- 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 renovation of the large residence hall and the baseball residence hall on the Vernon campus was a great project and was completed on time this summer. Approximate cost of \$2.1 million. Basically, gutted every room and installed new things. Flooring, paint, light fixtures, vanities, sinks, showers, window treatments/blinds, mirrors, clothes hanging racks, five rooms that are completely ADA compliant, refurbishing the wooden built-ins at the baseball residence hall, laundry room upgrades in both residence halls, updated office spaces, updated apartments, and new Wi-Fi access points in each room.
- The Governance thru Committee documents has been revised and updated this summer. The Governance thru Committee structure is an important opportunity for employee input. You will receive your copy and committee assignments soon.
- The Facilities Usage policy has also been updated this summer to better clarify the priorities for use of facilities, process for requesting use of facilities, and the associated cost charged to for-profit entities.
- Upcoming events:
 - 2025 Fall semester Kick-off employee professional development—Thursday, August 14, 2025
 - Faculty professional development—Friday, August 15, 2025
 - Classes begin Wednesday, August 20, 2025
 - Labor Day holiday—Monday, September 1, 2025
 - Board of Trustees meeting—Wednesday, September 10, 2025
 - CCATT Conference—Austin—September 11-13, 2025

Instructional Services – Shana Drury, Vice President

- Held Police Academy badging ceremony for the Vernon class on July 9. All 10 cadets passed their TCOLE licensure test for 100% pass rate!
- Received funding for the New Beginnings program from the following entities. Congratulations Rachel White and Jane Robinson!
 - The Priddy Foundation: \$170,000
 - The Vernon College Foundation: \$20,000
 - The J.S. Bridwell Foundation: \$20,000

- The Bryant Edwards Foundation: \$5,000
- The Fain Foundation: \$3,500
- PASS Department updates:
 - New Beginnings:
 - Created and began using new online applications for both new and returning New Beginnings applicants
 - Created and began using new electronic Loan Receipts and Textbook Voucher Forms
 - Reviewed and tweaked textbook handout procedures and developed new processes for fall
 - Office for Students with Disabilities
 - Created the Office for Students with Disabilities/American Disabilities Act (OSD/ADA) Manual
 - Updated the Disability Verification/Provider Form
 - Updated and posted all disability documentation guidelines
 - Updated OSD Application
 - Developed and published a formal Fundamental Alteration Process
 - Updated and published the Service Animal in Training Policy
 - Reviewed and updated Pregnancy and Parenting Forms
 - Transitioned to a fully electronic communications system (all notifications are now e-mailed instead of mailed)
 - Updated and (soon to be published) ADA Testing Information
 - Updated our attendance policy
 - Stephanie facilitated numerous outreach opportunities and created an entire series for Disability Pride Month!
 - Rachel represented Vernon College & AHEAD in Texas at the National AHEAD Conference in Denver as the AHEAD in Texas Affiliate and incoming Director of Governance
 - Abbi hit the ground running with ADA Testing at CCC and has done a FANTASTIC job!
 - Tutoring
 - Recruited and hiring new tutors for fall to ensure a solid tutor pool for the upcoming year
 - Entered and interpreted Tutoring Center data for 24-25
 - Created and distributed information about tutoring opportunities for summer students
 - Began scheduling outreach and orientation programs for fall
- Interviewed for Vernon ISD Health Occupations instructor
- Shana Drury attended Texas Association of Community College (TACC) Summer meeting in Austin July 15-17
- Interviewed for Administrative Assistant for VP of Instructional Services
- Shana Drury held quarterly meeting with United Regional Healthcare Center

Student Services – Dr. Criquett Chapman, Vice President

Highlights in July:

Dean – Housing & Marketing/Recruiting

- July 4 – Wichita Falls Freedom Fest information booth and balloon hand out
- July 10 - Workforce Solutions Job Fair in Iowa Park
- July 14-17 - Recruiting attend the Texas Association of College Admission Counseling Conference virtually
- July 25 - Wichita Falls Eastside Boys and Girls Club Back to School event
- July 30 – Chaparral Orientation
- July 31 – Communities in Schools Convocation
- Housing – Ordering dorm supplies for Fall 2025
- Housing – working with dorm waitlist
- Updating Job Descriptions to reflect new department
- 146 Proud to be a Chap new student mailers sent
- Ordering to stock recruiting closets
- Program and Department information sheets updated for all Vernon College areas
- Tour Guide training developed for Fall 2025 implementation

Financial Aid

- Posted July Financial Aid Blog informing students how financial aid is determined.
- Net Price Calculator information submitted to the Texas Higher Education Coordinating Board.
- Participated in two SAIG (Student Aid Internet Gateway) training webinars with the Department of Education.
- Participated in SoftDocs Discovery for Financial Aid.
- Validated and submitted the Financial Aid Database report to the Texas Higher Education Coordinating Board.
- Began awarding TEOG (Texas Education Opportunity Grant) for returning students.
- Updating Satisfactory Academic Progress standards in Colleague to capture transfer credits in the quantitative measures that affect Pace of Completion and Maximum Timeframe.
- Reminder memo sent to the Work-study program supervisors to turn in their requests to participate in the program for 2025-26.
- Numerous Facebook & Instagram posts encouraging students to apply for financial aid, outside scholarships, how financial aid is determined, and payment deadline dates.

Student Success

- Program Spotlight: VC Notifications
 - Student Services and Instruction collaborated to transform the former Early Alerts system into VC Notifications. This update which began Spring 2025 allows instructors to select from four categories—Academic Excellence, Attendance, Non-Academic Concerns, and Unsatisfactory Progress—to send targeted messages directly to students. Each notification is routed to one of six Student Success Specialists, who review the alerts and provide additional outreach when appropriate. For the first time, Vernon College now includes a positive alert option, offering a more balanced approach to student feedback. Additionally, Student Success staff can now access a comprehensive, student-centered view, enabling more informed and proactive support.
- Student Success Specialists:
 - Ann Marie McMillan joined the CCC Student Success department as a Student Success Specialist.
 - Savannah Roberson, Layten Graham, Taylor Seedig, Christian Ford, and Kelly Miller participated in a Front-Line work day on July 2nd to prepare for the 25/26 academic year.
 - I'm First-VC (the first-generation student program) held their Community Service project at CCC by donating food and working at the WF Food Bank on July 23rd.
 - Taylor Seedig and Kelli Lehman delivered Meals on Wheels on July 23rd.
 - Applicants selected and notified for the 25-26 I'm First-VC program sent on July 28th.
 - Chaparral Orientation at CCC on Wednesday, July 30th with 40 student participants.
 - Participated in Softdocs discovery.
 - Meet with Financial Aid to review Financial Aid Appeal Academic Plans process.
 - Jacqueline Bone, Melissa Moore-Rodriguez, and Kelly Miller attended a webinar, The Evolving Work of College Advising.
- Veterans Affairs Benefits:
 - Valerie Whitten was selected as an Honorary Commander for Sheppard Air Force Base. This program pairs local community leaders with base commanders to foster a stronger relationship between the military and civilian communities
 - Completed second certifications for all Summer VA Benefit students.
 - Participated in Softdocs discovery.
 - Began certifying VA Benefit students for Fall 2025.
- Dual Credit:
 - Lauren Loskot, Layten Graham, and Christian Ford participated in a Dual Credit work day on July 23rd to prepare for the 25/26 academic year.
 - Preparing for DC Compass in August, a targeted orientation for new Dual Credit students.

Police

- Prepared the officer schedules for the month of August.
- 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 currently.

Admissions/Registrar/Testing

- Cyndi Danner and Layce Cates evaluated transcripts
- Lupita Avitia sent welcome emails to all new VC students
- Karla Wooten, Cyndi Danner, Julie Lama, Lupita Avitia, Rebecca Ashlock, and Layce Cates used Element 451 for application processing and student messaging
- Maria Servin delivered Meals on Wheels
- Maria Servin, Sjhontont Fanner, and Colleen Moore met with Kelly Miller and Christian Ford about Admissions/Student Success processes
- Sjhontont Fanner and Colleen Moore attended the summer TACRAO meeting
- Maria Servin attended Softdocs meetings
- Sjhontont Fanner assisted Student Success with the in-person Chaparral Orientation
- Maria Servin and Colleen Moore worked on Financial Value Transparency/Gainful Employment reporting
- Ashley Burnham and Amanda Luevano administered just under 300 tests in the Testing Centers! Tests administered: TSI, HESI, TCEQ, NREMT, TCFP, TCOLE, CLEP, GED, and Next gen
- Ashley Burnham and Amanda Luevano entered scores in Element451 and Colleague
- Ashley Burnham met with Carolann Humphrey from Nursing to discuss future HESI dates

Upcoming in August:

- Vernon Boys and Girls Club Back to School Bash
- August 6 – Chaparral Orientation
- August 12 – Title 9 meeting with VC Coaching staff
- August 14 – VC Staff Development
- August 15 – Dorm move-in Vernon
- August 18 – Registration
- August 20 – Classes Begin
- August 20 – Dorm Orientation
- August 25 – Madison Kretzmer installed as an Honorary Commander at SAFB
- August 25 – Back to School picnic on the Vernon Campus
- August 26 – SAFB Career Fair
- August 25 & September 4 – Voter Registration tables at CCC
- August 26 & 27 – Voter Registration tables at STC
- August 25-28 – Voter Registration tables on the Vernon Campus
- Payment deadline for online registration
- On-site registration
- Staff Development
- Satisfactory Academic Progress for Summer 2025

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

Business Offices

- The 2025-26 budget has been finalized and will be brought to the board on August 13 for approval.
- Auditors from Condley and Co, LLP were onsite to begin preliminary work on annual audit.
- The proposed tax rate for 2025-26 was calculated and published in the Vernon Record.
- Ann Schultz and Katelyn Miller performed a complete audit of all keys issued at CCC and STC as we transition to new key tracking software.
- Working with Southern Market to get a new micro market installed in the VC Café.
- Updated IPEDS financial data.
- Participated in SoftDocs training and discovery sessions.
- Malinda Fleming submitted 113 students with past due balances to Williams and Fudge for collection.
- Mindi Flynn attended the TACC summer conference in Austin.
- Mindi also attended a Truth in Taxation seminar at Region 9 prior to calculating the new tax rate for 2025-26.
- Working with TASB on a claim to possibly repair hail damage at CCC.

Physical Plant

- Dorm renovations have been keeping the Vernon crew busy. Our guys installed IT drop boxes in every room, replaced all hookups in laundry area, cleaned dryer vents and cleaned all windows. All AC units were also washed and serviced. The contractors have been busy trying to finish up by move-in date.
- Renovations have been started at CCC in the cosmetology area. These upgrades involve new flooring in classroom 402, moving of all cosmetology offices to the 400 hallway and renovating of the prior offices into lab space for pedicures, eyelashes and facials.
- Changing tables were assembled and put into place on all three campuses for parenting students.
- Ordered a lift pump for room 713 at STC.
- Deep cleaning of robotics lab flooring at STC.
- Shred day was hosted at CCC on July 30 with the Paper Pig.
- A flower bed was built around the VC sign on the Vernon campus.
- Continued AC repairs, including Bifork Bldg, King Gym and Sumner Bldg.
- Ongoing retrofitting of LED lighting in buildings.
- Mowing weekly and landscaping at all locations.
- Cleaning and sanitizing daily and nightly, as well as stripping and buffing floors.

Human Resources

- Employment
 - Danny Kincaid, Custodial Technician, Vernon Campus, effective June 9, 2025
 - Ashley Hall, Administrative Assistant to Vice President of Instructional Services, Vernon Campus, effective September 1, 2025
- Reassignment
 - Jeffrey Griner, from Adjunct Computer Instructor to FT Computer Instructor – Skills Training Center, effective August 1, 2025
- Retirements
 - Judy Ditmore, Administrative Assistant to Vice President of Instructional Services, Vernon Campus, effective December 31, 2025
- Michelle White
 - Prepared, scanned and mailed reappointment letters for classified and administrative staff
 - Completed summer enrollment for benefit changes
 - Prepared and mailed contracts for Coaches and At-Will personnel
 - Prepared, scanned and mail Summer II and 12 month overload letters
 - Prepared contracts for faculty
 - Participated in Soft Docs meeting
- Jackie Polk
 - Attended Vector webinar regarding Configuring training courses
 - Mindi, Brett and I met with the night maintenance crew
 - Attended volunteer Professional Development activity with other VC employees at the Wichita Falls Food Bank
 - Participated in Soft Docs meeting
 - Attended webinar regarding Background screening policies
 - Completed final corrections on Employee Handbook

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

VC IT Department

- 2024-2025 Computer/Laptop Replenishment is in progress for the Vernon campus, Century City Center and Skills Training Center.
- Weekly Colleague Team LEAD meetings
- Meals on Wheels was delivered by Anna Martin on 7/30.
- Facility Requests
 - TDCJ Graduation was held on 7/29 that required audio equipment to be supported by Dylan Guerrero at Skills Training Center.

- Student Success hosted a New Student Orientation 7/30 at Century City Center. Dylan confirmed that audio and visual equipment was set up and was available for support during the event.
- Training Session presented by Crystal Tate at the Century City Campus on 7/1 OSCQR Rubric Cohort 5.
- Dr. Roxanne Hill attended the Texas Association Community Colleges Annual Meeting held in Austin, Texas 7/16 - 7/18.
- Crystal Tate attended the InstructureCon 2025 Canvas annual meeting that was held in Spokane, Washington, July 22-24.
- The Information Systems and Technology Department portion of the Dorm Renovation Project on the Vernon campus has been completed. The Maintenance Department has completed the installation of the hardware for the Wi-Fi access points, RunBiz of Amarillo, Texas has installed the Wi-Fi access points on 7/28.
- VC Birthday Club – For the month of July, five full-time employees have been recognized and presented with a card and small gift to celebrate their birthdays.
- Help tickets submitted for July– (155) *with 100% Satisfaction Score*

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

- Compiled data for Eligible Training Provider Student Data Report
- Completed data request for Instructional Services (Perkins)
- Completed data request for Institutional Advancement (Michelle Alexander)
- Completed introductory ARGOS training
- Registered for SENSE survey administration Fall 2025
- Compiled sample for core assessment of Empirical/Quantitative summer 2025
- Submitted SACSCOC Financial Profile
- Updating KPIAs and website content
- Compiling eight years of data for Clearinghouse PDP implementation
- Transferring SACSCOC documents from Anthology to Watermark
- Updating narratives from prior 10-year to current SACSCOC standards

Institutional Advancement – Michelle Alexander

- Continuing file migration to RENXT.
- Callee Serrano is working with Blackbaud on the annual RENXT data health update.
- Working with high school counselors on Fall 2025 Dual Credit Scholarship Awards
- 2025-2026 General Scholarship offers and awards are continuing.
- Michelle Alexander participated in the July CASE Washington Update webinar.
- Michelle attended the Oklaunion School Ex-Students Association Reunion and gave a presentation on the association's endowed scholarship on Saturday, July 12 in Vernon.
- Michelle participated in the Blackbaud webinar "Mastering Constituent Records" on July 16. And in the webinar "Get Ready for Cycle Management" on July 22.

Athletics – Jason Jenkins

- Getting ready for the upcoming year.
- The big announcement comes with the addition of another athletic trainer. Breezy Zambrano, MSAT, started on July 1st. She comes to us from Stephen F. Austin University in Nacogdoches having just completed her Master's in Athletic Training in May. She is familiar with the workings of a 2-year school in having earned her Associate's Degree from Howard College. We are very glad to have her on the Vernon campus and look forward continuing to provide high quality health care to our student-athletes.
- Athletics has been building up to what is going to be a fantastic year on the court, in the arena and on the field.
- Baseball, Rodeo and Softball have been hitting the recruiting trail hard the month of July. Coach Jackson was in Shawnee, OK for the International Finals Youth Rodeo and then in Rock Springs, WY for the National High School Finals Rodeo. Coach Lipscomb has literally been all over the United States and has even taken her recruiting internationally. She has spent time in Plano, TX, Broken Arrow, OK, San Diego, CA and was with USA Softball 18U team in the Dominican Republic. Coach McIntosh has been hard at it

too with trips to Fayetteville Arkansas, Enid, OK, Dallas, and OKC. Actively seeking the next batch of Chaparrals to continue our rise.

- Volleyball is preparing for the upcoming season that will start on August 4th. 17 young ladies will put on the royal blue and grey to represent the Chaps. 9 will doing so for the first time. Lots of hype and expectations around this team as it was the runner up in the conference last year.
- Jason also has been busy with attending the National Athletic Trainer's Association National Convention and Symposium in Orlando in late June, Both Jason and Breezy attended the Southwest Athletic Trainers Association Symposium in Frisco, July 16th – 19th.
- Jason has also been chosen to serve on the NJCAA Division I baseball committee. This will allow Vernon College some national exposure and allow Jason to be involved at the highest level of leadership for the sport of baseball in the NJCAA.

DRJ Comments

- I look forward to an exciting and informational 2025 Fall Kick-off on Thursday, August 14 and a successful first day of classes on Wednesday, August 20. I am always glad to get a semester started.
- Please contact me with any input or questions at:
 - drj@vernoncollege.edu
 - Office – 940-552-6291 ext. 2200
 - Cell – 940-261-0060