

**2014-2015
Mid-Year
Committee/Advisory Council Report**

Committee Name: Vernon College Administrative Office Technology Advisory Committee

Chairperson: Ronda Raub

List of members:

Mr.	William	Bachman	Sr. Vice President	State National Bank of Texas	Vernon TX
Ms.	Ronda	Raub	Accountant	RACRN	Wichita Falls TX
Ms.	Jeanie	Boyd	Owner	Spherion Staffing Group	Wichita Falls TX
Ms.	Michelle	Oates	Administrative Director	Wichita Falls Food Bank	Wichita Falls TX
Ms.	Tammy	Oneal-Mann	Manager	Vantage Point Condominiums	Wichita Falls TX
Mr.	Charles	Moore	Project Manager	Workforce Solutions	Wichita Falls
Ms.	Arwyna	Randall-Gay	Office Manager	Browning Electric Co	Wichita Falls
Mr.	Henry	Florsheim	President	WF Chamber of Commerce	Wichita Falls

Dates of meetings: November 17, 2014 -- Noon

Accomplishments: The committee reviewed the program objectives and workplace skills and approved them with no change and approved POFT 1349 as the capstone course.

- Ronda Raub was elected Chairperson and Tammy O’neal-Mann was elected Recorder
- The computer lab at Century City has been upgraded with new computers. A scanner was added to the lab equipment for students to use in their classes
- Statistics: Graduated May 14 – 9; Majors 2014-2015 -- 18; Enrollment Fall 2014 – 48
- Reviewed program goals and objectives: Approved them with no change
- Reviewed Workplace competencies: Approved POFT 1349 Administrative Office Procedures as the capstone course
- Michelle Oates used a Practicum student during Summer 2014 and Jeannie Boyd offered to host another Practicum student.
- Rita Lee attended the Texas Community Technology forum in Frisco TX, Collin College Preston Ridge Campus on November 7, 2014 for Staff Development and other community and VC Professional Development
- Promoted program: tours, Sophomore roundup; Facebook

Recommendations: Members suggested that a scanner be purchased for student use, it was purchased, installed, and students are using it this year.

Membership suggestions: Membership needs to reflect the race/ethnicity of the service area.

Agendas, exhibits and minutes posted to Vernon College web site address: Advisory Committee meeting agenda and minutes

Submitted by: Rita Lee

Date submitted: 2/6/15