

**2012-2013  
Mid-Year  
Committee/Advisory Council Report**

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**Committee Name:** Vernon College Administrative Office Technology Advisory Committee

**Chairperson:** Missy Wise

**List of members:**

Mr.	William	Bachman	Sr. Vice President	State National Bank of Texas	Vernon TX
Ms.	Bridget	Robertson	Recruiter	Spherion Staffing Group	Wichita Falls TX
Ms.	Kimber	Rinn	Payroll Specialists	Spherion Staffing Group	Wichita Falls TX
Ms.	Melodi	Bernal	Human Resources	Work Services Corp	Wichita Falls TX
Ms.	Rhonda	Raub	Accountant	RACRN	Wichita Falls TX
Ms.	D'Nitra	Bussey	Human Resources Manager	1 <sup>st</sup> National Bank	Wichita Falls TX
Ms.	Rosemary	Nauman	Human Resources Director	City Of Wichita Falls	Wichita Falls TX
Ms.	Jeanie	Boyd	Owner	Spherion Staffing Group	Wichita Falls TX

**Dates of meetings:** October 29, 2012 -- 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.

Due to WECM changes the name of POFT 1325 Business Math and Machine Applications has changed to Business Math Using Technology. The book used for POFT2312 Business Correspondence has been upgraded for the Spring 2013.

Both computer labs at Vernon and Century City have been upgraded with new computers.

**Recommendations:** Melodi Bernal suggested having guest speakers to help emphasize the importance of being on time to work and how to dress for an interview. She also suggested that Rita tape students during their presentations to help them critique how they did.

**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:** 2/5/2013