

Advisory Committee Meeting Minutes  
Administrative Office Technology

CHAIRPERSON: Rhonda Raub		
MEETING DATE: November 17, 2014	MEETING TIME: 12:00pm	MEETING PLACE: Century City Campus
RECORDER: Tammy O'Neal-Mann		PREVIOUS MEETING: November 18, 2013

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Michelle Oats Administrative Director for Wichita Falls Area Food Bank	Henry Florsheim-President of Wichita Falls Chamber of Commerce & Industry	Vernon College: Gary Don Harkey, Dean of Instructional Services
Tammy O'Neal-Mann Business Manager for Vantage Point Condominiums	William Bachman-Sr. Vice President-State National Bank of Texas	Shana Munson, Associate Dean, Career & Technical Education
Jeanie Boyd-Owner-Spherion Staffing Group		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Rhonda Raub-Office Manager for RACM, Inc DBA McDonalds		Rita Lee- Office Technology Instructor
Charles Moore Project Director for Workforce Solutions North Texas		Donna Egoavil- Instructional Services Administrative Assistant
Arwyna Randall-Gay- Office Manager for Browning Electric Co. Inc.		LeAnn Jordan Scharbrough Advancement Specialist- Recruiting
		Melissa Moore-Early College Start Coordinator

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Members Present Rita Lee
Members and their role	Information	Gary Don Harkey
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Members present
Old Business:	None	
Continuing Business:	None	
New Business:		
Program statistics: Graduates, majors, enrollment	Information	Rhonda Raub
Review goals and objectives	Information/Discussion	Members Present
Workplace competencies	Discussion	Rh Members Present
Program revisions, curriculum/course review	Information/Discussion	Members Present
Evaluation of facilities, equipment,	Discussion	Rhonda Raub

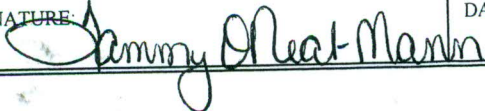
and technology		
Advice on selection and acquisition of new equipment and technology	Discussion	Members Present
External learning experiences, employment, and placement opportunities	Discussion	Rita Lee
Professional development of faculty	Information/Discussion	Rita Lee
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Rita Lee
Needs of students from special populations	Information/Discussion	Rita Lee
Curriculum Decisions:		Rhonda Raub
Other:		
Adjourn	Action	Rhonda Raub (Chairperson)

## MINUTES

Key Discussion Points	Discussion
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Members and their role	Gary Don Harkey thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Rhonda Raub was elected chairperson. Tammy O'Neal-Mann was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Continuing Business:	None
Old Business	None
New Business:	
Program statistics: Graduates, majors, enrolment	<p>Program statistics:</p> <ul style="list-style-type: none"> <li>• Graduates in May 9</li> <li>• Majors 2014-2015 – 18</li> <li>• Enrollment Fall 2014 – 48</li> <li>• Placement (3yrs) 82.35% which means placement is below the required 85%</li> </ul>
Review goals and objectives	The members were given a handout of the program's goals & outcomes. Members read over them and felt that they were relevant and necessary for today's workforce. Members approved them as presented.
Workplace competencies	<p>Members were given a handout of the workplace competencies and were asked to review them. Members agreed that the workplace competencies were current and felt that they were relevant and necessary for today's workforce. Members approved them as presented.</p> <p>Rita informed members that the capstone class, POFT 1349 Administrative Office Procedures II, covered all of the workplace competencies.</p>
Program revisions, curriculum/course review	As discussed at the last meeting, there was a reduction in hours from 64 to 60 for the Associate degree. The Administrative Specialist Certificate increased from 1 year to 1 ½ years for the program. Both began in the 2014-2015 catalog.



Evaluation of facilities, equipment, and technology	A scanner was added in the computer lab this fall as recommended at the last committee meeting. We also purchased Quick Books for the Accounting classes.
Advice on selection and acquisition of new equipment and technology	Members will keep an eye out for anything they feel the program needs and will send recommendations to Rita.
External learning experiences, employment, and placement opportunities	Dr. Harkey thanked Michelle Oats for taking on a student who sign up for the practicum. Jeanie Boyd said she would be willing to take on a practicum student again.
Professional development of faculty	Rita attended the Texas Community College Technology Forum hosted by Collin County College in Frisco, Texas. In addition, she attended several webinars and Vernon College workshops, and staff development in fall of 2014
Promotion and publicity about the program to the community and to business and industry	High school students tour the Skills Training Center, Century City and Vernon campus throughout the year. Sophomore Roundup was November 7th. Over 150 high school sophomores came and toured the Century City Center and all the programs. The Facebook page for the Administrative Office Technology program that connects to the Vernon College Facebook page remains current. The suggestion was made to use Craig's List for free advertisement to get the word out about the Administrative Office Technology program. LeAnn said she would inform Christie about it, and Rita planned to give an update on that in the spring update letter.
Needs of students from special populations	Vernon College offers accommodations for students in compliance with the ADA through the Special Services office. This office coordinates special accommodations and services requested by students who qualify under the ADA law. The most common requests are for students to have extending testing time and individual tutoring. This is also a predominantly female field; the college includes nontraditional employment in its promotional information and recruiting activities. It is Vernon College's goal to always provide an educational opportunity to the "Special Populations" to advance their goals of a higher education or employment. By referencing "Special Populations" we use this term to mean: <ul style="list-style-type: none"> <li>1. Individuals with disabilities</li> <li>2. Individuals from economically disadvantaged families, including foster children</li> <li>3. Individuals preparing for non-traditional fields</li> <li>4. Single parents, including single pregnant women</li> <li>5. Displaced workers</li> <li>6. Individuals with limited English proficiency</li> </ul>
Curriculum Decisions:	Covered in Program revisions, curriculum/course review.
Other:	
Adjourn	Meeting adjourned by mutual consent.

RECORDER SIGNATURE: 	DATE: 12/11/2014	NEXT MEETING:
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