

**2014-2015  
Annual-End-of –Year Committee Report  
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: Graduating/Completers May 15 – 9; Majors 2014 – 18, 2015 -- 24; There was an increase of 6 students from fall to spring; Enrollment Spring 2015 – 48
- Reviewed program goals and objectives: Approved them with no change
- Reviewed Workplace competencies: Approved POFT 1349 Administrative Office Procedures II as the capstone course
- Michelle Oates used a Practicum student during Spring 2015 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 and the Texas Community College Teachers Association on February 20, 2015 at Sheraton Dallas Hotel, Dallas TX for Staff Development and other community and VC Professional Development
- Promoted program: tours, Sophomore roundup; Facebook

**Recommendations:** Members suggested that more advertising of the program need to be done. A suggestion to list the program on Craig’s List was made and is being checked out by the LeAnn Scharborough.

**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:** 4/16/2015