

## 2016-2017 Annual-End-of-Year Committee Report

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

**Chairperson:**

Ronda Raub, Office Manager RACM, Inc. DBA McDonalds

**List of members:**

Jeanie Boyd, Owner of Spherion Staffing Group

Megan Magana, Office Manager Spherion Staffing Group

Brittany Price, Employment Specialist Spherion Staffing Group

Ronda Raub, Office Manager RACM, Inc. DBA McDonalds

Kenny Weeks, Bookkeeper for Mystaff

Julia Barron, Office Manager Spearmint Dental

Tracy Flynn, Cobra Oil and Gas

William Bachman, Sr. Vice President State Nation Bank

Henry Florsheim, President Wichita Falls Chamber of Commerce & Industry

Penny Miller, Owner Venture HRO, LLC

Charles Moore, Project Director Workforce Solutions - North Texas

Michelle Oats, Assistant Director Wichita Falls Area Food Bank

**Dates of meetings:** November 21, 2016 at Noon

**Accomplishments:** The committee reviewed the program objectives and workplace skills and approved them with no change and approved POFT 2331 as the capstone course.

- Ronda Raub was elected Chairperson, Penny Miller was elected Vice Chair and Michelle Oats was elected Recorder
- Statistics: Graduated Dec 2016 -1, May 2017-1; Enrollment Spring 2017 – 10
- Reviewed program goals and objectives: Approved them with no change
- Reviewed Workplace competencies: Approved POFT 2331 Administrative Project Solutions as the capstone course
- Arwyna Gay will attend the Texas Community College Teachers Association 2017 Convention in Austin, Texas February 23-25, 2017, for Staff Development and other community and VC Professional Development
- Promoted program: tours, Sophomore roundup; Facebook

**Recommendations:** Arwyna Gay will be attending the Teachers of Accounting at Two-Year Colleges Conference 2017 on May 18-20, 2017 in Austin, Texas

**Agendas, exhibits and minutes posted to Vernon College web site address:**

<http://www.vernoncollege.edu/CollegeEffectiveness/Committees.aspx>

**Submitted by:** Arwyna Randall-Gay

**Date submitted:** May 10, 2017