

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

