

**2015-2016  
Annual-End-of -Year  
Committee Report**

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

**Chairperson:** Jeanie Boyd

**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  
Michelle McDonald, Office Manager for Fidelity Bank  
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  
Tammy Oneal-mann, Business Manager Vantage Point Condominium

**Dates of meetings:** November 19, 2015 -- 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.

- Jeanie Boyd was elected Chairperson and Ronda Raub was elected Recorder
- Statistics: Graduated May 2015 -5; Enrollment Spring 2014 – 17
- Reviewed program goals and objectives: Approved them with no change
- Reviewed Workplace competencies: Approved POFT 1349 Administrative Office Procedures as the capstone course
- Curriculum suggested changes were approved April 2016.
- Arwyna Gay attended the Texas Community College Teachers Association 2016 Convention in Houston, Texas February 25-27, 2016, for Staff Development and other community and VC Professional Development
- Promoted program: tours, Sophomore roundup; Facebook

**Recommendations:** Additional professional development to support instructional content for suggested course additions: Arwyna Gay will be attending the Teachers of Accounting at Two-Year Colleges Conference 2016 on May 19-21, 2016 in Denver, Colorado.

**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:** Arwyna Randall-Gay

**Date submitted:** 5/11/16