

**2016-2017
Mid-Year
Committee/Advisory Council Report**

Committee Name: Vernon College Administrative Office Technology Advisory Committee

Chairperson: Ronda Raub

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 -- 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; 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.

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: January 27, 2017