

ADVISORY COMMITTEE MEETING MINUTES

PROGRAM COMMITTEE NAME:

Top of Texas Executive Board

CHAIRPERSON: Rita Wilson-Director	rnwilson@actx.edu	
MEETING DATE: 12/15/2010	MEETING TIME: 9:00 a.m.-10:00 a.m.	MEETING PLACE: AC, WSC, Library Rm. 113
RECORDER: Gala Carpenter		PREVIOUS MEETING: 3/29/2010

MEMBERS PRESENT:

OTHERS PRESENT:

***please initial by your name as being present.**

Name and Title:	Employer Info:	Email and Phone Number
*Christy Brooks- Coordinator	Clarendon College	christy.brooks@clarendoncollege.edu
Claudia Burkett-member	Education Credit Union	claudia@educationcu.com
*Scott Elliott-member	B&W Pantex	selliott@pantex.com
*LeAnn Estep-member	Amarillo ISD	leann.estep@amaisd.org
David Hall- CC advisor	Clarendon College	david.hall@clarendoncollege.edu
*Raymond Jaramillo-CC advisor	Clarendon College	raymond.jaramillo@clarendoncollege.edu
*Danita McAnally-AC advisor	Amarillo College	dilmcanally@actx.edu
*Elizabeth McCauley-Coordinator	Frank Phillips	emmccauley@fpctx.edu
Ali Parker-member	Amarillo National Bank-Borger	allison.parker@anb.com
*Barbara Petty-member	West Texas A&M University	bpetty@mail.wtamu.edu
*Lou Ann Seabourn-AC advisor	Amarillo College	laseabourn@actx.edu
*Jack Stanley-member	Amarillo College	jbstanley@actx.edu
*Mindy White-member	Region 16	mindy.white@esc16.net
Pam Zenick-member	Panhandle Regional Planning Commission	pzenick@theprpc.org

* members who attended.		
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Agenda Item	Action / Discussion / Information	Responsibility
Old Business:	Minutes from last meeting. Motion for approval.	
Continuing Business:	New member recruitment for all three sectors.	
New Business:	Update members on current items for both the Executive Board and Sector Committees.	
	Making the Connection.	
	Budget.	
	Tech Prep Funds.	
Other:		
CC-Christy Brooks		
FPC- Elizabeth McCauley		

MINUTES:

Key Discussion Points	Discussion	
Old Business:	Minutes from last meeting. Motion for approval.	Followed by second, Raymond Jaramillo. All members approved by like sign.
Continuing Business:		
Christy Brooks- Clarendon College	Events and updates	Clarendon held a Showcase of Technology last Spring and this was a very successful event. Local high schools toured the Pampa campus and learned about the programs offered there and listened to a speaker. She just held their first sector meeting with new committee members. They have already started creating an agenda of events based upon the need of soft skills training for the Gray county area. Clarendon College has recently added an EMT program and is working on adding an Electrical program that may also add to an increase in articulation agreements.

Elizabeth McCauley- Frank Phillips College	Events and updates	<p>Frank Phillips recently held a Counselor Connection event in November. Elizabeth also took guest on a guided tour of their programs including Agriculture, Welding, and Cosmetology. Guest listened to instructors from those programs speak about their areas. They received great evaluations following this event. FPC is working on adding new programs in Nursing and possibly Allied Health due a new hospital being built in Borger. She and Rita recently went to Sanford Fritch for a school visit and tag teamed with presentations for their CTE students. The FPC Perryton campus is also interested in hosting an event similar to Counselor Connection maybe in the Spring.</p>
New Business:	Update members on current items for both the Executive Board and Sector Committees.	<p>Danita McAnally spoke about the most recent Perkins site visit. 1) Our Executive board should include more business and industry members. Currently we have more educators and we need to balance this out. 2) A closer relationship needs to be built between Amarillo College, Clarendon College, and Frank Phillips College. 3) In person meetings are more personal and ITV meetings are frowned upon because they tend not provide the same interaction.4) Time and Effort reports need to be more specific and we are waiting for the new template from the CB. 5) All reports should be linked to website. 6) Since T.P. works with Career Clusters she added the success that Amarillo College is having with creating a template for other colleges to use.</p>

	Making the Connection.	<p>Mindy White covered the Connecting the Dots event which partnered secondary teachers with business and industry representatives. In the morning sessions guest rotated between rooms to hear business and industry representatives speak about Manufacturing, Transportation, Public Service, and Renewable Energy. During lunch guests ate with industry representatives by participating in G.I.F.T.S. sessions. Evaluations of this event were all positive with many participants already using knowledge in their classrooms. The next step is Making the Connection which is tailored to specific career clusters. These sessions will include secondary and postsecondary educators working together to review and compare TEKS, and course competencies along with WECM outcomes. The goal of these sessions will be to form new articulation agreements. Lou Ann suggested to Barbara that we may want to include W.T. instructors.</p>
	Budget	<p>Rita is able to send the budget electronically to all members. Members will be able to click on the box entry and it will detail into how the funds were spent.</p>

	Tech Prep Funds	Rita updated members with information about TP funds. The application has been sent electronically this year, and we are able to send hard copies to those who request them. The applications are due back by January 31st. A committee will evaluate and review criteria in order award funds based upon Perkins rules. Next year, T.P. funds will be changed to support pilot programs and professional development to follow suit with creating stronger relationships between the colleges.
Other:	Bylaws	Lou Ann brought up amending the bylaws to reflect the change in meeting times based upon the site review. Because meetings are expected to be "Face to Face" the thought is to have only two meetings per sector and executive board. She asked for members to make a motion to vote on this item. First motion was made by Raymond Jaramillo, and seconded by Jack Stanley. Motion carried with alike sign by remaining members.
		Jack Stanley spoke about the addition of a Solar program to AC with a new grant to be added to the STEM core.
		Scott Elliott suggested a new way to follow up after events with live chats. This involves the use a social network tool such as Jib Jab or WebEx. Mindy suggested a lunch and learn webinar session.
		Meeting adjourned at 10:05 a.m.
CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING: TBA

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