

## ADVISORY COMMITTEE MEETING MINUTES

**PROGRAM COMMITTEE NAME:**

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| Office Administration Advisory Committee |
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| CHAIRPERSON:              | Chris Lyles                      |                                 |
| MEETING DATE: May 4, 2011 | MEETING TIME: 12:15 p.m.         | MEETING PLACE: Library Room 113 |
| RECORDER: Linda Butler    | PREVIOUS MEETING: April 30, 2010 |                                 |

**MEMBERS PRESENT:**

**OTHERS PRESENT:**

| Name and Title:                           | Employer Info:                           | Email and Phone Number              |
|---|--|-------------------------------------|
| Chris Lyles, Chairman                     | Amarillo Economic Development Corp.      | chris@amarilloedc.com 372-7928      |
| Donna Arney                               | AIG                                      | darney@aigannuity.com 342-2286      |
| Debbie Bailey, Instructor                 | Amarillo College                         | dabailey@actx.edu 345-5522          |
| Ashley Little, Student                    | Office Administration Major              | eyesofblue@suddenlink.net 206-0889  |
| Gay Mills, Professor                      | Amarillo College                         | jgmills@actx.edu 371-5099           |
| Jan Panger                                | Atmos Energy                             | jan.panger@atmosenergy.Com 349-5715 |
| Donna Pergrem, Bus. Admin. Advisor        | Amarillo College                         | drpergrem@actx.edu 371-5451         |
| Brenda Waren, Human Resources Office Mgr. | Amarillo College                         | bcwaren@actx.edu 371-5046           |
| <b>Agenda Item</b>                        | <b>Action / Discussion / Information</b> | <b>Responsibility</b>               |
| Old Business:                             |  |                                     |
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| Continuing Business:  |  |  |
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| New Business:   |  |  |
| Timing for transition to Office 2010                            |  |  |
| Enrollment  |  |  |
| Career Clusters   |  |  |
| Status of online courses/ANGEL                                  |  |  |
| Remodel/Update of BYRD Building                                 |  |  |
| Timed Writings  |  |  |
| Cell phone policies   |  |  |
| Evaluate Advanced Document Formatting, POFI<br>2333, Portfolios |  |  |
| Curriculum Decisions:   |  |  |
| Add Marketable Skills Certificate                               |  |  |
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| Other:  |  |  |
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**MINUTES:**

| Key Discussion Points                | Discussion   |
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| Old Business:                        |  |
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| Continuing Business                  |  |
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| New Business:                        |  |
| Timing for transition to Office 2010 | <p>Chris told the committee that the Office Administration instructors immediately started teaching Office 2007 as soon as it was released. Gay added they soon realized that they may have transitioned too soon because most of the employers' offices were still using Office 2003 or older. She asked the committee what version of Office they are currently using, and asked for their recommendation on when we should switch to Office 2010. Donna Arney recommended that we start teaching 2010 soon because any new computers that are being bought come with the 2010 version installed on them. Brenda Warren said she is also using 2010. The question was asked if we knew what version the high schools are teaching and Gay said they are using 2007. Donna Pergrem asked if we knew what the English Writing Labs were using. Gay said she will find out.</p> |

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| Enrollment                      | Our enrollment has been steady and growing. We could see some chances due to the cuts in WIA funding. It is our understanding that the students currently enrolled with WIA funding from Panhandle Worksource will have two years to finish, but there won't be any money available at this time for new students. This may change when Panhandle Worksource gets their new budget.   |
| Career Clusters                 | Our next step for Career Clusters is to determine the Business Management & Administration core courses. Gay told the committee we will need their input on deciding the core courses. We will need core courses that every student will take, regardless of the specialized area they are majoring in.   |
| Status of online courses/ANGEL  | Eventually, we will be changing from ANGEL to Blackboard. Brenda Waren said it would probably be some time in 2012. Gay asked her to keep us posted as to when this will happen.  |
| Remodel/Update of BYRD Building | This summer all of BYRD Building will be moving to Dutton Hall. We will be there about a year.  |
| Timed Writings                  | <p><del>Debbie Bailey told the committee that we need to know how the business world evaluates</del> applicants' timed writings with regard to speed and accuracy calculation. Donna Arney said their company doesn't test typing speeds. She said she had found if the applicant does not type at least 40 wpm and they are hired, they will struggle with their job. Jan Panger said they deduct for errors on their timed writings. Donna Pergrem said Pantex has a minimum of 40 wpm, and Panhandle Worksource has a 45 net wpm as their minimum. Brenda Waren said Amarillo College requires 45 wpm minimum for entry-level positions, and 55 wpm minimum for advanced clerical positions. Ashley Little, our student representative, was asked about not being able to use the backspace key when taking a timed writing. She said it was a big transition not to use the backspace key, but after practicing, she was able to do it.</p> <p>The committee concluded that staying with our 40 wpm and not using the backspace key would</p> |
| Cell phone policies             | Debbie Bailey asked the committee members to share their companies' policy on cell phone usage. Donna Arney said originally they had a no-phone use policy, and the phones had to be turned off. She said that the younger generation can multitask well, and they were very unhappy with the no-phone usage policy, so they now allow them to have their phones on. They can't answer if they are with a customer. Everyone said that it is really dependent upon the person. It is really a performance issue. They thought that in a learning environment, it is not a good idea to allow phones to be on. Chris said that AISD does not allow phones on during the educational periods. They can only be used during breaks, lunch, etc. The main recommendation from the committee is that students learn to obey the company rules regardless of whether they agree with them or not.   |

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| Evaluate Advanced Document Formatting, POFT 2333, Portfolios | Gay explained the evaluation process. She said our goal today is to evaluate the portfolios assuming these students would be starting at an entry-level position. The students should be at an employable level. The students being evaluated have completed at least 30 hours of Office Administration courses.   |
| Curriculum Decisions:  |  |
| Add Marketable Skills Certificate                            | <p>Gay Mills told the committee that we are looking at adding a couple of certificate programs. We believe these certificates will help students that may not be interested in getting a degree to acquire enough skills to make them employable. A question was asked if they could be completed in one semester, and Gay said it is possible, but not recommended. She told the committee that the Coordinating Board is looking at the number of graduates and completers for each program. We are hoping to have several levels. Gay asked the committee if an applicant had one or more of these certificates, would they be more likely to be hired than someone without these skills. The committee concluded that they would probably hire the person with the certificate over the one without those skills.</p> <p>Brenda Warren made a motion to continue the process for getting these certificate programs started. Donna Arney seconded the motion. All were in favor.</p> |
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| Other:   |  |
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| <b>CHAIRPERSON SIGNATURE:</b> | <b>DATE:</b> May 4, 2011 | <b>NEXT MEETING:</b> |
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