**Program Committee Name** – ex. Computer Information Systems

**Chairperson** – appointed by program manager (someone outside of Amarillo College)**Meeting Date, Time, and Place** – date, time and place recorded minutes take place

**Recorder** – person taking notes from meeting

**Members** – Include all members of committee; place an x to left of name if present

**Ex-Officio** – Include all other people present

**Agenda Item** – list the agenda under appropriate headings

**Action Discussion Information** – If a motion is made; make note in this section and include results

**Responsibility** – name of person making motion

**Key Discussion Points** – **Discussion** – Complete discussion of agenda items

|  |  |
| --- | --- |
| **PROGRAM COMMITTEE NAME**:  | ACHC Advisory Committee |
| **CHAIRPERSON:** | Randy Farr |
| **MEETING DATE:** | 11/10/2011 | **MEETING TIME:**  | 5p-6p | **MEETING PLACE:** | Chamber of Commerce Board Room, 701 N. Main |
| **RECORDER:** | John P. Liscano | **PREVIOUS MEETING:** | N/A |
|  |
| **MEMBERS PRESENT** |
| **List all members of the committee, then place an X in the box left of name if present** |
|  | **NAME** | **TITLE** | **EMPLOYER INFO** | **PHONE** | **EMAIL** |
| X  | Randy Farr | Chair | Retired |  | rtf24@sbcglobal.net |
|  | Adrian Alejandre |  | Hereford State Bank | 364-3456 | aalejandre@ffin.com |
| X | Diego Barrela |  | Hereford ISD | 363-7682 | diegobarela@herefordisd.net |
|  | Stephanie Barrett |  | Friona ISD | 250-3951 | sbarrett@frionaisd.com |
|  | Jim Davis |  | Panhandle Worksource | 364-8600 | jdavis@wspanhandle.com |
|  | Irene Favila |  | MET, Inc. | 806-293-9130 | plainview@metinc.org |
|  | Jim Bob Jones |  | Farmer |  |  |
|  | Kelli Moulton |  | HISD, Superintendent | 363-6758 | kellimoulton@herefordisdn.net |
|  | Sara Pesina |  | Hereford ISD | 363-7620 | sarapesina@wtrt.net |
|  | Sheila Quirk |  | H.E.D.C. | 364-0613 | hedc@wtrt.net |
|  | Martha Rincon |  | H.R.M.C. |  | martha.rincon@cohs.net |
|  | Susan Robbins |  | Stanton Learning Center | 363-7610 |  susanrobbins@herefordisd.net |
|  | Mike Schueler |  | First Bank Southwest | 364-2435 | MikeSchueler@fbsw.com |
|  | Jerry Smith |  |  |  | jerry@jerrysmithlaw.com |
|  | Karron Smith |  | Chamber of Commerce | 647-4486 | karrons@valornet.com |
| X | Jerry Stevens |  | 5-Star Car & Truck Center | 364-2160 | stevens5star@wtrt.net |
|  | Sue Sumers |  | Dimmitt ISD | 647-3105 | susummers@dimmittisd.net |
|  | Don Taylor |  | Happy State Bank | 806-394-2265 | dtaylor@happybank.com |
|  | Josh Woods |  | First National Bank | 806-363-2265 |  |
| **EX-OFFICIO’S PRESENT** |
| X | John P. Liscano | Administrative Clerk | Amarillo College | 806-457-4405 | J0341711@actx.edu |
| X | Ron Faulkner | Guest | Amarillo College | 371-5930 | rlfaulkner@actx.edu |
| X | Daniel Esquivel | Executive Director – ACHC | Amarillo College | 806-457-4401 | dmesquivel@actx.edu |
| **AGENDA ITEM** | **ACTION DISCUSSION INFORMATION** | **RESPONSIBILITY** |
| Old Business: |  |  |
|  |  |  |
| Continuing Business: | Executive Director’s ReportHereford Campus Expansion Project Update | Daniel EsquivelDaniel Esquivel |
|  |  |  |
| New Business: | Hereford Economic Development Corporation PartnershipIndividual Development Account ProgramJob Placement for College Students | Randy Farr & Daniel Esquivel |
|  |  |  |
|  |  |  |
| Curriculum Decisions: |  |  |
|  |  |  |
| Other: |  |  |
|  |  |  |
| **KEY DISCUSSION POINTS** | **DISCUSSION** |
| Old Business: |  |
|  |  |
| Continuing Business | Executive Director’s Report* Spring 2012 registration, Nov.7 – Jan. 13
* Bacterial Meningitis issue
	+ Low supply of vaccinations and many students not vaccinated
	+ TX Dept. Health requirements limiting eligible vaccination recipients
	+ Cost of vaccination at local pharmacy is $129.00
	+ Academic Students must obtain vaccination within 10 before the start of Spring 2012 semester
	+ Continuing Education students enrolled in classes with less than 320 hours will not be effected
* College Closed for Holidays (Thanksgiving Nov 24th-25th & Christmas Dec. 19th-Jan.1st)
* AC Student Bowling Night, Friday Nov. 18th, 6pm at the Sugarland Bowling Alley
* Career Tech Expo, Tuesday, Dec. 13th, 4p-7p (Tentative)
	+ Emphasis on Spring 2012 Continuing Education programs
	+ Introduction of New CE programs
		- Renewable Energy
		- AC/DC
		- Welding
		- Safety
	+ Advertising campaign to include Newspaper Ad with Career Highlight
	+ Food will be served in an effort to increase community participation & attendance.

Hereford Campus Expansion Project Update* Architect Selection Process underway
	+ Last 3 finalists will be making their presentations on 11/29/2011 & 12/2/2011
	+ AC Board of Regions special session to select final candidate on 12/13/2011
* Summer 2012 Target Groundbreaking/Construction date
* Spring 2014 Target Opening date

Capital Campaign – Naming Opportunities* Purpose: To create a sense of ownership within the community.
* Constructing Packets/Photo booklets with architectural drawings to distribute to local businesses & organizations to increase capital donation interest.
* Discussion of naming college buildings/physical fixtures after key Individuals (Ex: Dr. McBrayer Hall).
 |
| New Business: | Hereford Economic Development Corporation Partnership* Local are business’s voicing need of people with basic life skills who want to work
* Recruitment via email to be sent to representative groups from local companies to research local business workforce needs & develop a community action plan.

Individual Development Account ProgramJob Placement for College Students |
|  |  |
| Curriculum Decisions: |  |
|  |  |
|  |  |
| Other: | AC-Hereford Campus Mobile Lab to be placed in the December 5th Parade.New time for Advisory Committee Meetings * Monday’s during the lunch hour.
 |
|  |  |
|  |  |
| **Chairperson Signature:** | **Date:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |