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| **PROGRAM COMMITTEE NAME**:  | ACHC Executive Committee |
| **CHAIRPERSON:** | Randy Farr |
| **MEETING DATE:** | 9/27/2011 | **MEETING TIME:**  | 12p-1p | **MEETING PLACE:** | AC-Hereford Campus, Room 101 |
| **RECORDER:** | John P. Liscano | **PREVIOUS MEETING:** | N/A |
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| **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** |
|   | Randy Farr | Chair | Retired |  | rtf24@sbcglobal.net |
|  | Sheila Quirk |  | H.E.D. | 806-364-0613 | hedc@wtrt.net |
|  | Adrian Alejandre |  | Hereford State Bank | 806-364-3456 | aalejandre@ffin.com |
| X | Don Taylor |  | Happy State Bank | 806-394-2265 | dtaylor@happybank.com |
| X | Irene Favila |  | MET, Inc. | 806-293-9130 | plainview@metinc.org |
| X | Daniel Esquivel | Executive Director – ACHC | Amarillo College | 806-457-4401 | dmesquivel@actx.edu |
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| **EX-OFFICIO’S PRESENT** |
| X | John P. Liscano | Administrative Clerk | Amarillo College | 806-457-4405 | J0341711@actx.edu |
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| **AGENDA ITEM** | **ACTION DISCUSSION INFORMATION** | **RESPONSIBILITY** |
| Old Business: |  |  |
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| Continuing Business: |  |  |
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| New Business: | Creation of Executive Committee/Capital Campaign Committee | Daniel Esquivel |
|  | Creation of Capital Campaign Committee | Daniel Esquivel |
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| Curriculum Decisions: |  |  |
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| Other: |  |  |
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| **KEY DISCUSSION POINTS** | **DISCUSSION** |
| Old Business: | Workforce Development Projects update –  First Financial Bank Outlook Training was successful & future training opportunities being discussed |
| Continuing Business | Workforce Development Projects update –  Hereford Renewable Energy – PLC Training development in progress |
| New Business: |  |
| 5 Goals (Presented by Daniel Esquivel) | 2011 Hereford Campus Work Plan |
|  | Goal 1: Planning and Creating the New Hereford Campus.* 1. Create & Implement Capital Campaign
		1. Appoint Capital Campaign Committee
		2. Identify key businesses and industries/owner
		3. Naming Opportunities (building, classrooms)
		4. Recruit & involve businesses, faith-based, neighborhoods & under-represented partners
	2. Revenue Bonds - Executive Committee as second set of eyes)
		1. Meet & communicate with AC Finance Administration on revenue bonds
		2. Coordination and advising by local financial institutions
		3. Hereford Campus Budget Review
		4. Payment Schedule Setup
	3. Grants (In-kind, Land, Matching, etc.)
		1. Work with AC Development and Institutional Research Office
		2. Identify Grant Opportunities
		3. Grant Management
	4. Construction -Advisory Committee to be involved throughout process
		1. Working with Bruce Cotgreave, AC Facilities & Engineering Director
		2. Bidding Process (Construction Co, Architects, Engineers)
		3. Construction Risk Manager
		4. Other Required (Permits)
 |
|  | Goal 2: Improve and Maintain Retention Program* 1. Tutoring Program -Progress/Result reporting to Advisory Committee
		1. Appoint Peer Tutors in areas of Reading, Writing & Math -Recently hired 3 WTAMU Student tutors
		2. Faculty to appoint students to Tutors as needed
	2. Intervention Program -Progress/Result reporting to Advisory Committee
		1. Meet and advise students who are planning on dropping course(s)
		2. Utilize Benefit Bank
		3. Faculty to notify Administration on absent students
		4. Apply tutoring services when needed
	3. Advising Plan- Andy Thorne ACHC Advisor -Progress/Result reporting to Advisory Committee
		1. Work with students on career building assessments
		2. Communicate with faculty on absent students
		3. Train with Jason Norman on effective advising and on the latest updates
	4. Customer Service
		1. Work with John Salazar, Director of Assistance Center to improve customer service contacts
		2. Utilize Benefit Bank
 |
|  | Goal 3: No Excuses, Achieving the Dream* 1. Campus
		1. Create No Excuses culture
		2. Inform students, encourage participation in various “No Excuses” programs
	2. Hereford ISD
		1. Meet with Kelli and HISD Administration to encourage participation in elementary schools
		2. Create mentoring programs utilizing AC students and HISD students
		3. Conduct on-campus “No Excuses” training with guest No excuses instructors – Professional Development
		4. Apply AC tutoring services to HISD when needed
		5. Discussed possible expansion of Dual Credit offerings
	3. Community Involvement
		1. Encourage local businesses to participate in mentoring of high school and AC students – career advisement, job shadowing, etc.
		2. Work with City leaders to proclaim Hereford a “No Excuses” Community, provide local seminars promoting No Excuses and Achieving the Dream
 |
|  | Goal 4: Establish a Technical Program* 1. Wind Energy
		1. Establish courses in Wind Energy
		2. Purchase Equipment and meet with AC Technical Officials
		3. Advertise wind program
		4. Hire Instructors
	2. Solar Energy
		1. Establish courses
		2. Purchase equipment
		3. Advertise program
		4. Hire instructors
	3. Industrial Maintenance
		1. Establish Courses
		2. Purchase Equipment
		3. Advertise Program
		4. Hire Instructors
	4. Mobile Lab & Facilities
		1. Lease or Purchase truck to move Mobile Lab
		2. Find temporary facility for lease to house mobile lab and technical courses
 |
|  | Goal 5: Workforce Development* 1. HEDC & Hereford Workforce Committee – Staffing Agency
		1. Meet regularly with Hereford Workforce Committee to learn of community needs and assist in development of training for new Staffing Agency
		2. Meet weekly and provide assistance to HEDC
	2. Contract Training
		1. Increase number of businesses to provide contract training
		2. Hire CE/Contract Coordinator
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| Curriculum Decisions: |  |
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| Other: |  |
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| **Chairperson Signature:** | **Date:** | **Next Meeting:** |