

Amarillo College Business and Leadership Councils will ensure to comply with GIPWE Advisory Committee Meeting Minutes by incorporating the following agenda items into the meeting minutes. For more information about the characteristics of these committees, review pps. 7-8 in the [GIPWE](#).

- (1) Identification of committee members (**name, title, and affiliation**);
- (2) Indication of the committee members' presence or absence from the meeting;
- (3) The names and title of others present at the meeting;
- (4) The signature of the recorder; and
- (5) Evidence that industry partners have taken an active role in making decisions that affect the program as outlined below:
 - a. Evaluating the goals and objectives of the program curriculum;
 - b. Establishing workplace competencies for the program occupation(s);
 - c. Suggesting program revisions as needed;
 - d. Evaluating the adequacy of exciting college facilities and equipment;
 - e. Advising college personnel on the selection and acquisition of new equipment;
 - f. Identifying local business and industry leaders who will provide student with wor-Obased learning experience, employment, and placement opportunities;
 - g. Assisting in the professional development of faculty;
 - h. Assisting in promoting and publicizing the program to the community and to business and industry; and
 - i. Representing the needs of students from special populations as defined in Perkins V.

For recorders/notetakers

Please review the guidelines above and below as you prepare the agenda and/or minutes.

If a motion is made, make note in the section of who made the motion, who seconded, and include results of vote.

If there is no motion or action taken on a discussion or a point in the agenda, note "no action or vote taken" in the section.

Signatures and Routing

Upon completion of the minutes, please send them to advisory board/BLC chair and program chair and/or program coordinator for review and signature. *Include the meeting agenda with the minutes.* Afterwards, send it to Dean for review and final initial before you submit to the library for the electronic archives.

Instructions for Advisory Board / BLCs

Chairperson – appointed by program manager (someone outside of Amarillo College)

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. AC faculty, staff, and guests are ex-officio; they do not vote on motions.

“Program Name”
Business and Leadership Council Meeting Minutes

CHAIRPERSON: Dina Harrett		
MEETING DATE: June 27 - 2024	MEETING TIME: 11:30 AM	MEETING LOCATION: AC West Campus
RECORDER: Janet Barton		PREVIOUS MEETING: 12-2-2022

MEMBERS PRESENT: (P = Present) Add nonmembers to bottom of table with heading “Others Present.”

P?	Name and Title (List all)	Business Affiliation	Email	Best contact number
P	Dina Harrett	NWTX Physicians Group		
	Coleen Hildebrandt	Amarillo Medical Specialist		
P	Jessica Rodriguez	BSA/ADC		
P	George Webster	Director FMC Health/Care Express		
P	Marla Hinsley	Director JO Wyatt		

Advisory Board / Business and Leadership Council

Medical Assisting

6-27-24

[illegible]

Minutes	
Key Discussion Points	Discussion
Old Business:	None
Amarillo College Attendees	Ryan Francis – Perkins Activities Imelda Saavedra – Coordinator Employee Relations HIS Stem Melissa Burns – Director of Continuing Healthcare Education John Smoot – Executive Director of Healthcare Simulation Kim Boyd – Dean of Health Professions Victor Favella – Director Judy Massie – Retired – AC Instructor
Director Report	Jessica Hill – Jessica mentioned growing trends, advancements in pattern recognitions, Tele-medicine, and virtual care patterns are more cost effective. There is advanced training and education in Medical Assisting. Program Review: Jessica stated she hasn't had as many students as in the past. She currently has 9 students, started with 12. Both Certificate programs have the same basic requirements. Today is the last practicum day for MA students. Jessica mentioned the graph in the PowerPoint is not accurate. Graduates are trending up some. One student leaving makes a big impact. Labor Market – there is growth. Jessica Rodriguez stated she is having a hard time to find students to hire. Jessica mentioned the clinical practical course extended from one credit hour to two credit hours. She has told students they cannot miss a day. Medical Terminology went from 3 hours to 2 hours. Jessica will start using Trajecsyst. Students will log arrival and departure for clinicals. Kim Boyd mentioned students can clock in from phones. However, students might not be at the clinical site. Need to set up phone rules.
Ryan Francis	Ryan mentioned the purpose of the BLC is to hear from our committee members. The members should be telling Jessica what they need from her. Jessica stated she will reach out to committee members again to get KSA information.

Advisory Board / Business and
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6-27-24

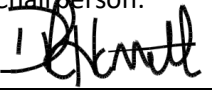
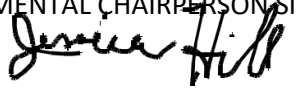
Imelda Saavedra	Coordinator Employer Relations HSI Stem – Imelda stated that the Perkins grant Is for Technology equipment.
Melissa Burns -CCHCE Director	Melissa stated they are working on a Billing and Coding class. Medical Assisting students can give meds and injections. The IV certification class will start next week.
Committee Member Report	Marla Hensley – JO Wyatt – Marla stated they had a great experience with the students. Jessica Rodriguez – BSA ADC Clinic – Jessica mentioned this is her first Advisory Committee Meeting. George Webster – Care-express- George mentioned he has attended several meetings but this is his first in-person meeting. Dina Harrett – NWTXH – Dina mentioned she is President of the Texas State Medical Board in Amarillo. Liz Alaniz – Heal the City – non- profit
Kim Boyd – Dean of Health Professions	Kim mentioned the new Health Sciences Simulation Center for West Campus supported with the HSI Stem Grant. There will be one Immersive room with VR, 4 walls, Escape rooms, two surgical tech rooms. Doctor’s office with intake. Long term care rooms. Echo, Sonography, and Phlebotomy standardized patients. If a person wants to be a standardized patient, they could be paid \$20.00 per hour. Starts fall of 2025. Kim stated the Simulation center will be a help when teaching students. AC is currently looking for a new president. Denise Skinner is Interim President. We also have a VPAA Position open.
Other:	Did not have a quorum
Adjourn:	12:30

Advisory Board / Business and
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6/27/24

Committee Chairperson: 	MEETING DATE: 11/06/2025	NEXT MEETING:
Recorder's Signature: 	11/03/2025	
DEPARTMENTAL CHAIRPERSON SIGNATURE: 	DATE: 11/03/2025	
DIVISION DEAN'S SIGNATURE 	DATE: 11/03/2025	