

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Office Administration Advisory Committee			
CHAIRPERSON:	Chris Lyles				
MEETING DATE:	May 14, 2015	MEETING TIME:	12:00 p.m.	MEETING PLACE:	BYRD 103
RECORDER:	Madison Stubbs		PREVIOUS MEETING:	May 7, 2014	

COMMITTEE MEMBERS					
List all members of the committee, then place an X in the box left of name of those present					
NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL	
☒ Donna Arney	Manager, Talent Acquisition	Western National	342-2286	darney@westernnational.com	
☒ Kae Rae Austin	Administrative Secretary	AISD	326-1015	kaerae.austin@amaisd.org	
☒ Janet Barton	Employment/Benefits Specialist	Amarillo College	371-5039	jbarton@actx.edu	
☒ Camille Cargill	Professor	Amarillo College	371-5213	ccargill@actx.edu	
☒ Robin Gertonson		Executive Office Suites of Amarillo	350-7410 336-7549-cell	robin@eosaonline.com	
☒ Chris Lyles	Office Administrator	AEDC	379-6411	chris@amarilloedc.com	
☒ Jarrod Madden	Academic Advisor	Amarillo College	345-5664	jjmadden@actx.edu	
☒ Gay Mills	Professor & Program Coordinator	Amarillo College	371-5099	jgmills@actx.edu	
☒ Monica Martinez	WIA Program Manager	Workforce Solutions	350-1634	mmartinez@wspanhandle.com	
☒ Rob Mckay	Office Manager	Underwood Law Firm	379-0341	Rob.McKay@uwlaw.com	
☒ Bruce Moseley	Professor & Coordinator Legal Studies	Amarillo College	345-5551	bmosely@actx.edu	
☒ Jan Panger		Atmos Energy	349-5715	Jan.panger@atmosenergy.com	
☒ Jessica Perry	Nursing Advisor	Vibra Hospital	231-7764	JPerry@vhamarillo.com	
☒ Madison Stubbs	Administrative Assistant	Amarillo College	645-5670	m0251021@actx.edu	
☒ Toni Van-dyke	Administrative Assistant	Amarillo College	206-9977	tjvandyke@actx.edu	
☒ Dr. Deborah L. Vess	Vice President of Academic Affairs	Amarillo College	371-5226	d0551113@actx.edu	
☒ Zelda Vinson	Workforce Development Specialist	Workforce Solutions	350-1647	zvinson@wspanhandle.com z544425@actx.edu	
☒ Terri Boswell-Williams	Senior Vice President, Branch Administration	Amarillo National Bank	378-8000	terri.boswell-williams@anb.com	

EX-OFFICIO'S PRESENT	

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Backspace Key:	Mrs. Mills then asked for everyone's input on the backspace key. She wanted to find out if she should require students to continue not using the backspace key, or begin letting them use it. The committee members agreed that work places feel that accuracy is most important. As long as the backspace key is not used excessively, jobs are looking for speed & accuracy more than focusing on the backspace key. One committee member made a suggestion to allow the backspace key in Advanced Document Formatting, after they have proven their speed in previous classes. Mrs. Mills agreed with that suggestion and said she will be thinking about allowing the backspace key.
Curriculum Decisions:	
Other:	Introduce Camille Cargill as a new full-time faculty member: Mrs. Lyles introduced Camille Cargill as a new full-time faculty member to the committee. Camille Cargill told the committee of her work background. Instructors are glad to have her as a fellow colleague. Suggestions on Technology: Mrs. Mills asked for suggestions on new technology to consider. Some committee members were discussing how Adobe has become more popular and would be good to learn for the work field. Other suggestions on new technology were to look into Visio, One Note and QuickBooks. Mrs. Mills said she will be investigating QuickBooks to incorporate into Introduction to Accounting.
Evaluate Advanced Document Formatting, POFT 2333, Portfolios:	Mrs. Lyles introduced the subject of the portfolios. Mrs. Mills explained the process of evaluation. She said our goal today was to evaluate the portfolios assuming these students would be starting at an entry-level position. The students should be ready to enter the working field. The students being ranked have completed at least 32 hours of Office Administration courses. She asked the committee members to rank them on how hireable they would be.
Chairperson Signature: <i>Madison Stubb</i>	Date: <i>6/12/2015</i> Next Meeting: