


Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Patient Care Tech / Clinical Nurse Assistant		
CHAIRPERSON:	Deborah Sugden			
MEETING DATE:	11/19/2015	MEETING TIME:	5:15 pm	MEETING PLACE:
RECORDER:	Sherrie Nunn	PREVIOUS MEETING:		West Campus Building A 109 N/A – First Meeting for the Program
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 Jane Thomas	Administrator	Ussery Roan	806-322-8387	administrator@amarillovethome.com
X Joanna Kluck	Administrator	King's Manor	806-364-0661	jkluck@kmmrs.com
X Marge Dean	Director of Nursing	Texas Tech Internal Medicine	806-679-3846	margaret.dean@ttuhsc.edu
X Deborah Sugden	Director of Nursing	Baptist Community Services	806-337-4567	dsugnden@bcsama.org
X Jackie Hendrick	Director of Nursing	Ussery Roan	806-322-8387	don@amarillovethome.com
X Angelina Reinart	Director of Nursing	Arbors	806-654-2385	areinart@bcsama.org
X Tammie Tabor	CNO	Vibra Rehab Hospital	806-468-2981	ttabor@vhamarillo.com
X Rena' Kuehler	Instructor	AACAL	806-673-2719	sheila.kuehler@amaisd.org
X Kendra Hubbard	Instructor	Amarillo College		kdhubbard@actx.edu
X Michelle Rupe	Instructor	Amarillo College	806-467-3028	mmrupe22@actx.edu
X Mark Rowh	Dean of Health Sciences	Amarillo College	806-354-6070	merowh@actx.edu
X Kim Boyd	Instructor	Amarillo College	806-354-6060	kmboyd@actx.edu
X Dana Woods		Amarillo College	806-231-0595	Dana.woods@cshc.com
X Sandra Thornton		Amarillo College		saundrathornton@actx.edu
X Vanesta Jagrup		Amarillo College		viagrup@actx.edu
X Daniel Esquivel	Director Hereford Campus	Amarillo College	806-379-2750	dmesquivel@actx.edu
X Danielle Arias		Amarillo College	806-379-2751	dnarias@actx.edu
X Janice Johnston		Amarillo College	806-467-3110	jmjohnston@actx.edu
X Will Ratliff	Advisor AC CCHCE	Amarillo College	806-354-6085	
AGENDA ITEM	ACTION DISCUSSION INFORMATION			RESPONSIBILITY
Welcome & Introductions	Sugden, Chairperson, called the meeting to order and introductions followed.			Deborah Sugden
Appointment of Chairperson	Deborah Sugden accepted the request of appointing her as chairperson			
Approval of Minutes	No prior minutes – discussion of minutes and who will be taking minutes			All committee members
Advisory Committee Handbook	Review of the Advisory Committee Handbook – why we need a committee, how often we meet – normally twice a year. 4:00 pm is decided as the best time of day.			Deborah Sugden

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Advisor of Continuing Healthcare	Will discussed advising on all classes and he has panel cards for each field. He wanted to know about how employers recruit and having those relationships with employers to know what they want in an employee. Student retention in our programs will help students to become completers.	Will Ratliff
Continuing Healthcare Education	CCHCE has taken PCT program to curriculum committee for approval into an academic program. It has been approved and will go into effect in Fall of 2016	Kim Crowley
Old Business	Amarillo College has a DOL Grant since 2012 – the purpose is to accelerate career path options through simulation and technology along with tutoring and advising students in hopes to make them completers. New programs that they are helping with EKG PCT CMA; External evaluators help to evaluate the students after the programs by getting feedback from them. The DOL grant is over in Sept of 2016.	Janice Johnston
Affiliation Reports	Discussion of what community employers need/want in a CNA - BCS stated that they need to see more computer skills and ability to research on computers. They also wondered about personality tests and the job interview process, professionalism and cell phone policies. Other things that employers need are NHAD & Med Aide training from AC.	Deborah Sugden
Dean of Health Sciences	Mark Rowh provided a handout with the Amarillo College Mission & Values – explained that AC doesn't not want to place barriers in the way of the students. He mentioned that tutoring helps in the completion process.	Mark Rowh
Adjournment	Being no further business the meeting adjourned at 6:45 PM	
Date: 11 / 19 / 2015	Executive Secretary Signature: Sherrie Nunn 	Next Meeting: Fall 2016