



AMARILLO COLLEGE MORTUARY SCIENCE PROGRAM ADVISORY BOARD July 21, 2005

Minutes

Present: Charlie Cox, Jason Altieri, David Fike, Michael Kopenits, & Janice MacMillan

The meeting was convened in the Conference Room, A Building, at the West Campus of Amarillo College at 8:15 AM by Charlie Cox, Committee Chair.

- I. Jason Altieri, Mortuary Science Program Director, has resigned effective Friday, July 29, 2005. The purpose of this meeting is to discuss a replacement for Jason.
- II. We are in the process of hiring a replacement. Ads have been placed in area newspapers, including Lubbock, Wichita Falls, and Oklahoma City and with institutions that have Mortuary Science Programs in place, including San Antonio Community College and University of Central Oklahoma.
- III. We have appointed a search committee for this purpose. The first meeting of the committee is scheduled for Thursday, July 21, 2005, at 3:00 PM. The committee will discuss the criteria for hiring a program director, interview questions, etc. The committee consists of David Fike, Science & Engineering Division Chair; Janice MacMillan, Science & Engineering Division Administrative Assistant; Judy Jackman, Science & Engineering Division Advisor; Steve Dutton, Biology Department Chair; Dr. Michael Kopenits, Biology Instructor; and Robert Austin, Associate Dean of Student Services. Charlie Cox asked to be kept advised of committee activity.
- IV. Charlie also offered to assist by contacting other funeral directors in the area to assure them the program will continue, pass on information concerning the position to prospective applicants and help the new program director establish relationships with the Funeral Service Industry in our area. He also suggested we put out a press release concerning Jason's relocation and include an assurance that the program will continue at the current level in his absence.
- V. Program Status: Amarillo College is committed to continue the program this fall and assure its success. The program is currently in good shape for someone to take over. The possibility of hiring supplemental faculty and/or an additional full-time faculty member are also being considered. Accreditation renewal is due in 2007. There are approximately 70 students active in the program at this time. On-line enrollment in the spring averaged 53 students per course.

The certificate program is aimed at office managers, secretaries, and family members of licensed funeral directors, who could assist families during the Funeral Director's absence. State Licensure requirements prohibit interaction with the family without certification. The demand for the certificate program is huge. Beginning pay is approximately \$30,000, and \$35,000 - \$40,000 with experience.

The AAS degree is more appropriate for students seeking employment in the field with no current connections in the industry, seeking work as a funeral director/embalmer, seeking to manage a funeral home or start their own business.

- VII. Other Business: Michael Kopenits volunteered to serve as a point of contact for Mortuary Science students at West Campus. Judy Jackman, Division Advisor will handle program applications and advising.

Jason was presented with a plaque, in appreciation of all he has done for the Mortuary Science Program, the Sciences & Engineering Division and the college.

There being no further business the meeting as adjourned at 9:15 AM.

Respectfully Submitted

Janice MacMillan, Administrative Assistant
Sciences & Engineering Division