

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Business Technology Advisory Committee	
CHAIRPERSON:	Rashmi Pillai		
MEETING DATE:	4/23/2020	MEETING TIME:	Zoom
RECORDER:	Ida Arreola	PREVIOUS MEETING:	
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
Stacy Armstrong		Happy State Bank	
Donna Arney		AIG	
Lisa Bentley		TTU School of Pharmacy	
Martha Del Toro		First Bank Southwest	
Robin Gertonson		Executive Office Suites of Amarillo	
Kevin Kuehler		First Bank Southwest	
Christy Lackey		Workforce Solutions – Panhandle	
LaToya Louis		Amarillo National Bank	
X Chris Lyles		Amarillo Economic Development Corp.	
X Monica Martinez		Workforce Solutions- Panhandle	
Bruce Moseley		Turn Center	
Miriam Pacheco		CS Stars, LLC / Riskconnect	
John Summers		DXC Technology	
Janice Trew		First Bank Southwest	
Samantha Morris		First Bank Southwest	
EX-OFFICIO MEMBERS			
X Rashmi Pillai		Amarillo College	
X Lynne Kenney		Amarillo College	
		Amarillo College	
		Amarillo College	
		Amarillo College	
X Mark Nair		Amarillo College	
Toni Van Dyke		Amarillo College	
X Ryan Francis		Amarillo College	
Samantha Jewett		Amarillo College	
Cameron Meyers		Amarillo College	
Gay Mills		Amarillo College	

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X	Kathy Davenport Ana Carrillo Jessica Fowler	Amarillo College Student/Amarillo College Student/Amarillo College	kathy.davenport@actx.edu a0349957@amarillocollege.com j0087199@amarillocollege.com
AGENDA ITEM		ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Old Business:			
Continuing Business:			
New Business:			
Curriculum Decisions:			
Other:			
KEY DISCUSSION POINTS		DISCUSSION	
Old Business:			
Continuing Business			
New Business:		The meeting was opened by Rashmi Pillai, acting chairperson for the meeting. Introductions were made around the table. Mrs. Pillai opened by explaining that the purpose of the meeting is to obtain information regarding the CTE program. In short, we are needing to reassess/reanalyze the career and technical education programs at Amarillo College. Career & Technical Education (CTE) • The CTE program of study includes a sequence of courses and /or competencies across secondary and postsecondary education that incorporates technical, academic, and employability knowledge and skills. • The CTE program of study sequence leads to one or more recognized credentials, including • Industry certifications • Licenses • Apprenticeship • Certificates • Degrees Program Clusters/Tracks in CTE at Amarillo College • Health Sciences • Technical Education Automotive, Truck driving, Aviation, Welding, etc.)	

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- Graphic Design/Arts
- Cosmetology
- Child Development
- Public Services
- Information Technology
- Business

Rashmi mentions that Business Technology is part of the business program cluster in CTE. She would like their input in terms of Business Technology for analyzing the CTE programs. At the same time, she welcomes any input on any one of the clusters.

Rashmi is going to breakdown the discussion questions into four main sections. By the community partners answering the questions, she would like to gain knowledge of how to improve the current and future educational/future educational training needs in the community.

Her first question: What would you identify as the top 3 soft skills and 3 technical skills employees need to possess in order to be successful in the workplace? Since the pandemic, Monica noticed many of the dislocated workers do not have the computer skills necessary to apply for the jobs online. The caseworkers are having the customers complete online applications and have noticed they are having a difficult time going through the process of applying. In terms of soft skills, she believes the younger generation does not know when it's ok to have their phones out or need improvement in time management. Chris agreed that computer skills are very important. She mentioned if her husband ever lost his job he would not know how to apply online. Monica states that since they have shut the doors at Workforce Solutions, people are not able to file for unemployment and get the help they need. Chris states the employers are expecting employees to know what is expected of them. Monica states they place the youth into a work experience program to teach soft skills. They also try to find employers that have time to mentor them. While the employee is in training, the Workforce will pay up to 50% of their salary until training is complete.

Rashmi asked if there are more specific technical skills other than computer skills that employers are looking for when they are hiring someone from Business Technology or any other fields? Monica states that they normally don't have employers communicating their needs. It is mostly the customers asking for assistance to pay for the courses needed for a job or skills to keep a job.

Rashmi: Consider both soft and technical skills, what type of training do you think employers will require in the next 3-5 years? Amarillo College is interested in pursuing work-based learning opportunities with local businesses. Work-based learning merges academic learning with real-world experiences, like internships, job shadowing, volunteering (service learning), school-based businesses, field trips, etc. Monica states there is a new company coming into town called Suspendem and they deal with wind towers and repairs. This

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company has contacted us to see if we would be able to help provide on the job training for them. We do not know what kind of training is necessary but thinks it would involve some technical and soft skills. Chris states they require knowledge to repair the wind towers. Reagan Hales at AEDC works with Suspendem and is more familiar with their needs. Monica states Reagan has already contacted AC about creating a training program for them.

Rashmi asked Monica about the work-based learning opportunities and if there is something AC could pursue while educating students? Monica believes we could do more job shadowing/internship and work experiences to give real-world experiences. As far as field trips, the East campus has one for Women's Day. It is called Women in Industry. This event shows each of the departments related to occupations in airplanes, welding, diesel, and mechanics.

Assessing Amarillo College: Rashmi would like to know if businesses would be interested in sending their employees to AC to help them get the job in the community? Chris believes if the employee is lacking some skills the employer would probably be happy to send them to Amarillo College. She has taken some continuing education courses to gain knowledge and strengthen her skills. Mark Nair states all economic courses are designed to handle real-world issues. He has tried to change the business department to provide relevant day to day stuff.

Rashmi: What do students lack when they go in for an interview or what are their weaknesses when starting a new job? Monica states she normally does not hear from an employer about what is expected. The employment services department would be able to help answer that question.

Rashmi: What do you see as weaknesses or gaps in the skills of current AC graduates that interview or are employed at your company? Chris states older employees need training on interviewing when changing fields. Monica states they provide interview workshops for people over 50, job skills, and how to complete an application. Rashmi asked if it would be a good idea to incorporate skills into the programs to help them interview better? Monica mentioned sending someone from Workforce to speak to the classes about completing applications, discussing what employers are looking for, and what to do and not do. Chris states we need to reach out more to the male population.

Potential CTE programs: Rashmi: Are any of these AC programs one that you view is NOT beneficial in any way to the workforce community? If yes, which one(s)? Monica states Cosmetology and Graphic Design/Arts are not considered targeted occupations at Workforce. Cosmetology is more self-employment and they can't keep track of wages/outcomes.

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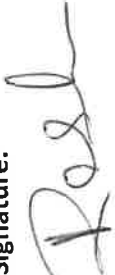
Rashmi: If you had to identify one thing Amarillo College could do better regarding our existing programs, what would that be and why? Chris thinks AC could market the different programs offered. People don't know what is being offered and they're not looking. Monica has seen some advertisements but agrees AC could promote the different programs by being more specific.

Attracting Students: Rashmi: What do you see as barriers potential students might face or that would discourage them from joining these programs? What about special populations? Are there additional barriers faced by these students? Rashmi would like Ryan to talk about what we do for the special population at the college. Ryan works with the Career Ready You program at AC. A part of his job is to provide resources for the students who are needing those high equivalence programs, such as a GED or ESL. These programs are free to the students. All they ask is for them to be attentive, and ready to learn the skills they need. They try to provide different resources to ensure the students are successful in one of the career interests, such as Business, Health Services, or Industry. Rashmi asked Ryan what are some barriers that might discourage potential students from joining the CTE programs? Ryan believes students not having assistance or not knowing what is entailed in the Business Technology program. Chris asked if the transit system has reduced some of the barriers for the students? Rashmi has seen a great impact on students that aren't able to drive around because of physical disabilities or don't have a car. Chris thought not having transportation to attend class was a huge barrier. Rashmi mentions a student living in Dumas was not able to attend class each day because she depended on her dad to bring her. They were able to figure out a way for her to stay on the Dumas campus to finish the course.

Rashmi: What resources and measures do you think are needed to expand and improve access for students to our programs? What obstacles do employers face when interacting with current CTE students? Chris state that Ryan made a good point about having a connection with the employer. Ryan mentioned having the technical skill to access their email. They are trying to develop a program to teach these tech skills.

At this point, Rashmi thanked everyone and adjourned the meeting.

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Curriculum Decisions:		
Other:		
Recorder Signature: 	Date: 12/2/2020	Next Meeting: To be determined