

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Business Technology Banking Professionals				
CHAIRPERSON:		Rashmi Pillai				
MEETING DATE:		6/8/2021	MEETING TIME:	2 – 3 PM	MEETING PLACE:	WARE 207
RECORDER:		self		PREVIOUS MEETING:	5/4/2021	
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	
	Amy Henderson	Vice President/Branch Manager, Commercial Loans	Amarillo National Bank		Amy.Henderson@ANB.COM	
	Christa Gutierrez	Vice President/Branch Manager, Commercial	Amarillo National Bank		Christa.Gutierrez@ANB.com	
	<u>Denise Thomas</u>	AVP, People Development Leader	Amarillo National Bank		Denise.Thomas@ANB.COM	
	Kevin Kuehler	Senior Vice President & Retail Banking Manager	FirstBank Southwest		KevinKuehler@fbsw.com	
	Samantha Morris	Assistant Vice President & Training Coordinator	FirstBank Southwest		samanthamorris@fbsw.com	
	Rodney Ruthart	Executive Vice President/Chief Credit Officer	First United Bank		RRuthart@FirstUnited.net	
	Lara Farren	Community Relations Coordinator	First United Bank		lfarren@firstunited.net	
	Breanna McMahan	Assistant Vice President/Trainer	Happy State Bank		bmcmahan@happybank.com	
	Bryan Christmas	Leadership Trainer	Happy State Bank		bchristmas@happybank.com	
	Ryan Monroe	Senior Vice President	Happy State Bank		rmonroe@happybank.com	
	Stacy Armstrong	Assistant Vice President/Branch Operations Manager	Happy State Bank		sarmstrong@happybank.com	
	Edythe Carter	Dean, Stem Division	Amarillo College		elcarter@actx.edu	
	Toni Gray	Executive Director, Workforce Development	Amarillo College		tbgray@actx.edu	
	Lynne Kenney	Instructor, CIS	Amarillo College		lkenney@actx.edu	
	Sadie Newsome	Director of Media	Amarillo College		mmnewsome21@actx.edu	
EX-OFFICIO MEMBERS						

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After the positive feedback from our meeting in May, we scheduled a follow up meeting to finalize the classes, the order in which to offer and finalize the cost of the certificate. We got some positive feedback from some other banks that heard about the prospective certificate from our colleagues at AC and asked to be included in the meeting. We invited members from Happy State Bank and First United Bank. In addition, we invited Sadie Newsome, Director of Media to join us for this meeting to help us strategize our marketing plan for the certificate with input from the attendees.

Handouts – the outline for the proposed courses and a couple that could be replacements. The handouts were sent out via email a week before the meeting.

An agenda was set to keep the meeting to an hour as promised. The items on the agenda were presented in the following order

- Introductions
 - After the introductions, a recap of our meeting in May was presented for all who were not present to get them up to speed.
- Class Outlines
 - The outlines created for each class included in the class were discussed for a 15 to 20 minutes
 - The attendees agreed with the outlines presented
 - One of the classes that was finalized in the first meeting, Special Topics was brought on the floor. We wanted to get input on what should be included. We had brought in one class that we could include as a replacement – Advanced Spreadsheets that covered using Excel for data analysis.
 - Ryan Monroe was the first to let us know that he believed that it should be a permanent replacement as part of the certificate. Rodney Ruthart agreed as did most attendees. The decision to include Advanced Spreadsheets as part of the certificate was unanimous.
- We presented the order in which the classes would be offered with 2 classes in the first 8 weeks and 3 in the second eight weeks.
 - There was complete agreement from all attendees
- The next item on the agenda was the timing of the courses with the hope that we could get someone from the bank to teach one of the classes. The time that we presented was Tuesday and Thursday from 12:30 pm to 3:15 pm
 - Christa Gutierrez talked about how the mornings on Tuesdays and Thursdays would work the best if we did want bankers to teach or come in as guest speakers to the classes. The times recommended were based on the less busy times at a bank.
 - All attendees agreed with Christa.
 - The times were changed based on the recommendations
 - Next, the instructional materials that we researched were presented and we expressed an interest of having someone from the banking industry teach, support and guide our courses in the certificate
 - Rodney expressed his interest in coming in as a guest speaker and believed that it would be a more feasible commitment.
 - We presented that it would be instructors from our BSET instructors that would teach the courses
- Next on the agenda was guaranteed interview for students successfully completing our certificate
 - All attendees agreed that it was completely feasible and they were willing to give successful students an opportunity to interview with them if they had open positions
- The next item on the agenda was the review of the Adams Earn and Learn Program
 - Toni Gray presented the new program and talked about what industries we had worked with.
 - Toni presented the page on our website that talked about the program
 - The new attendees shared contact info of the individual at their bank that would have more information for her
 - Denise Thomas from ANB was open to the prospect of participating in the Adams Earn & Learn program.
- Our last item on the agenda was the marketing and promotion of this certificate
 - We discussed sending out an email to our existing email lists

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- Sadie Newsome discussed with the bankers on ideas that her department had as ways to promote the certificate. She asked the bankers if they were willing to let us use their logos in our promotional flyers
- Sadie also discussed proposals to create video segments that would run on our websites and asked if the bankers were willing to be part of the promotional videos
- Attendees from every bank were open to the idea

The meeting was adjourned on a successful note. Edie Carter thanked everyone for their active participation and support.

X Rashmi Pillai

Rashmi Pillai
Program Coordinator, Business Technology