

Amarillo College Business and Leadership Councils will ensure to comply with GIPWE Advisory Committee Meeting Minutes by incorporating the following agenda items into the meeting minutes. For more information about the characteristics of these committees, review pps. 7-8 in the [GIPWE](#).

- (1) Identification of committee members (name, title, and affiliation);
- (2) Indication of the committee members' presence or absence from the meeting;
- (3) The names and title of others present at the meeting;
- (4) The signature of the recorder; and
- (5) Evidence that industry partners have taken an active role in making decisions that affect the program as outlined below:
 - a. Evaluating the goals and objectives of the program curriculum;
 - b. Establishing workplace competencies for the program occupation(s);
 - c. Suggesting program revisions as needed;
 - d. Evaluating the adequacy of exciting college facilities and equipment;
 - e. Advising college personnel on the selection and acquisition of new equipment;
 - f. Identifying local business and industry leaders who will provide student with wor-Obased learning experience, employment, and placement opportunities;
 - g. Assisting in the professional development of faculty;
 - h. Assisting in promoting and publicizing the program to the community and to business and industry; and
 - i. Representing the needs of students from special populations as defined in Perkins V.

Business Technology
Business and Leadership Council Meeting Minutes

CHAIRPERSON: Lynne Kenney/Rashmi Pillai		
MEETING DATE: 19 May 2023	MEETING TIME: 8:00-9:30 AM	MEETING LOCATION: WSC-CUB-208 Badger Corner
RECORDER: Lynne Kenney/Rashmi Pillai		PREVIOUS MEETING: NA

MEMBERS PRESENT: (P + Present) Add nonmembers to bottom of table with heading "Others Present."

P?	Name and Title (List all)	Business Affiliation	Email	Best contact number
	Renee Allen	Corebridge Financial		
✓	Holly Artho	Attebury Grain	hartho@attebury.com	
✓	Annalisa Bailey	Amarillo Economic Development Corporation (AEDC)	annalisa@amarilloedc.com	
✓	Lori Bigham	Panhandle Regional Planning Commission (PRPC)	lbigham@theprpc.org	
✓	Dana Conner	Valero	dana.conner@valero.com	
✓	Tammy Coats	Amarillo College	tlcoats@actx.edu	
✓	Caroll Foshee	Workforce Solutions Panhandle	cfoshee@wspanhandle.com	
✓	Becky Gabhart	Education Credit Union	becky.gabhart@educationcu.com	
✓	Michael Gonzales	Atmos Energy	michael.gonzales@atmosenergy.com	
✓	Christa Gutierrez	Amarillo National Bank	christa.gutierrez@anb.com	
✓	Caylar Harper	Amarillo Economic Development Corporation (AEDC)	caylar@amarilloedc.com	
✓	Simon Leech	Corebridge Financial	simon.leech@corebridgefinancial.com	
✓	Samantha Morris	FirstBank Southwest	samanthamorris@fbsw.com	
✓	Jerome Brooks	BSA Health Systems	jerome.brooks09@bsahs.org	
✓	Marin Rivas	Panhandle Regional Planning Commission (PRPC)	mrivas@theprpc.org	
✓	Tiffany Sharpensteen	Education Credit Union	tiffany.sharpensteen@educationcu.com	
✓	Paige Tebeest	Amarillo Independent School District (AISD)	paige.anderson@amaisd.org	
✓	Denise Thomas	Amarillo National Bank	denise.thomas@anb.com	
	Tonya Blanton	King Country Trailer & Service	tonya@kingcountrytrailer.com	
	Cori Burns	Estacar Companies	cori.burns@estacar.com	
	Dawson Davis	Xcel Energy	dawson.l.davis@xcelenergy.com	

P?	Name and Title (List all)	Business Affiliation	Email	Best contact number
	Jennifer Galloway	Workforce Solutions Panhandle	jgalloway@wspanhandle.com	
	Sharon Gongora	BSA Health Systems	sharon.gongora@bsahs.org	
	Allison Gross	City of Amarillo	allison.gross@amarillo.gov	
	Rodney Julian	Veterans Affairs (VA)	rodney.julian@va.gov	
	Terry Price	Xcel Energy	terry.price@xcelenergy.com	
	Teresa Prock	Valero	teresa.j.prock@gmail.com	
	Averi Raleigh	Xcel Energy	averi.m.raleigh@xcelenergy.com	
	Tiffany Sims	Pak-A-Sak Inc.	tsims@pakasak.net	
	Mona Tucker	BSA Health Systems	mona.tucker@bsahs.org	
	Jennifer Wagner	Golden Plains Community Hospital	jennifer.wagner@goldenplains.org	
OTHERS PRESENT				
✓	Lynne A. Kenney	Amarillo College	l0504159@actx.edu	
✓	Adrine J. Harrell-Carter	Amarillo College	lmunoz27@actx.edu	
✓	Edythe L. Carter	Amarillo College	ajharrellcarter@actx.edu	
✓	Linda Munoz	Amarillo College	elcarter@actx.edu	
✓	Barbara J. Wahi	Amarillo College	jkzetta@actx.edu	
✓	Jennifer Johnson	Amarillo College	bjwahi@actx.edu	
✓	Ryan Francis	Amarillo College	rfrancis@actx.edu	
✓	Cheryl Jones	Amarillo College	cljones@actx.edu	
✓	Jennifer Blea	Amarillo College / Student Worker	jrblea23@actx.edu	
✓	Rashmi Pillai	Amarillo College	rspillai@actx.edu	

AGENDA ITEMS	Action, Discussion, Information	Responsibility
Old Business:	Not applicable.	
Continuing Business:	Not applicable.	
New Business:	<p>Orientation Meeting / Business Leadership Council Business Technology Program</p> <ul style="list-style-type: none"> • Introductions of attending members and AC faculty and staff • Overview of Business Technology program <ul style="list-style-type: none"> ○ Provide education and training for those interested in careers related to SOC 43-000 (Office and Administration) ○ Looking to widen appeal of the program to recent high school graduates and to those already employed who are looking to retrain to a different career path or to upskill in an established career path ○ Program uses a “stackable certificate” model allowing students to earn three certificates (Foundation, Professional, and Systems) as they progress to the Associates of Applied Sciences (AAS) degree ○ Fall 2022 addition of a 16 semester-hour Banking & Finance Certificate <ul style="list-style-type: none"> ▪ Local bankers teach two courses ▪ Tours of local banks and guest speakers ▪ Resume preparation and mock interviews ▪ Guaranteed interview with local bank upon certificate completion ○ Prepares students to sit for industry certification exams: <ul style="list-style-type: none"> ▪ Microsoft Office Specialist (MOS) / Word (Core/Expert) ▪ Microsoft Office Specialist (MOS) / Excel (Core/Expert) ▪ QuickBooks Certified User ▪ Intuit Certified Bookkeeping Professional • Overview of the BILT Model 	<p>Presentation of the Business Technology Program: Rashmi Pillai, Program Coordinator, Business Technology, Amarillo College</p> <p>Presentation of the BILT model: Barbara Wahj, Senior Program Manager, Grant Specialist, Amarillo College</p>

	<ul style="list-style-type: none">○ BILT = Business & Industry Leadership Team<ul style="list-style-type: none">▪ Model developed and refined through National Science Foundation funding▪ Process for sustained engagement with local employers and business leaders○ Amarillo College wants to re-commit to forging strong relationships with local businesses<ul style="list-style-type: none">▪ Co-partner and shared leadership when designing courses, course activities, and work-based learning opportunities for students▪ Graduate students with experience and skills needed by employers▪ Revamp or create new courses or certificates to fill skills gap or align with industry trends▪ Meet on a more frequent basis (4 times per year) to exchange ideas, gather data, and assess outcomes▪ Be the resource of choice when local employers attempt to fill job vacancies○ Engaging in a meaningful way with the subject matter experts in our region○ Student-focused: expose students to real-world scenarios, network with potential mentors, discover jobs and career paths not yet explored, tour local businesses, or gain experience through job-shadowing or internships○ Benefit to participants: invest in local human capital to strengthen local economy and provide opportunities that encourage staying local, access to a talent pipeline of AC graduates, reduced recruiting and training budgets, opportunity to shape curriculum to meet local needs, networking with colleagues <ul style="list-style-type: none">• BLC Cycle<ul style="list-style-type: none">○ Business Leadership Council – members participate on a council, based on the BILT model	
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	<ul style="list-style-type: none">○ Recruit members in an ongoing process; add new members at the suggestion of other members○ Orientation Meeting for new members to introduce the model and gauge interest in participating (the purpose of today's meeting)○ Members vote in an online survey to rank a list of knowledge, skills, abilities, and tools (KSA's)○ Member KSA Analysis Meeting<ul style="list-style-type: none">▪ Review voting results, discuss rankings and discrepancies, clear up misunderstandings, and answer questions○ AC Faculty & Staff Cross-Reference KSA's<ul style="list-style-type: none">▪ Highly ranked knowledge, skills, and abilities are matched to where they fit in existing courses and curriculum▪ Assessing if the program is currently covering, at what level, in what way, and in which courses▪ Looking for gaps: are new certificates or new courses needed? is the course in need of redesign? are there assignments or activities that can be added to a course? are there opportunities to increase work-based learning or engagement with local employers?● Feedback and Comments<ul style="list-style-type: none">○ Concerned about the lack of soft skills displayed by job applicants<ul style="list-style-type: none">▪ Importance of attitude and its effect on others○ Concerned about communication skills<ul style="list-style-type: none">▪ Approves of including Communication in Management course▪ Push more business and technical writing skill development▪ Clarify expectations for personal communication versus business communication▪ Inclusion of all relevant information▪ Job interview includes the task to construct an email as part of the interview process	
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	<ul style="list-style-type: none"> ○ Concerned about skill level for interpersonal relationships <ul style="list-style-type: none"> ▪ Adapting approach and tailoring presentation style to the audience being addressed ▪ Effectively manage conflict or customer complaints ○ Engaging with students has been a rewarding and worthwhile experience for members ○ Interested in creating this feedback loop with the college and addressing what may be “missing” in job applicants ○ Wide level of enthusiasm expressed for participating in this process ○ Some local employers offer financial assistance programs to continue education and training ○ Want students to think about “careers” instead of “jobs” so they are more invested in their learning and growth ○ Want students to know that national and international companies offer remote working opportunities, so promotions are attainable even if the student stays local ○ Meeting Schedule – planning ahead <ul style="list-style-type: none"> ▪ KSA voting link to be sent via email ▪ KSA Analysis Meeting scheduled for Friday, June 23 @ 8am 	
Curriculum Decisions:	Not applicable.	
Other:	Not applicable.	

MINUTES

Key Discussion Points	Discussion
Old Business:	
Continuing Business:	
New Business:	Expression of interest in participating on the BLC for Business Technology and what that entails. Members see an opportunity to impact the local community and job seekers. Employers want to see an increased focus on people skills, soft skills, and communication skills.
Curriculum Decisions:	
Other:	
Adjourn:	9:10am 5/19/23

Committee Chairperson: <i>Rashmi Pillai</i> <i>Lynne Kenney</i>	MEETING DATE: 5/19/2023	NEXT MEETING: 6/23/2023
Recorder's Signature: <i>Lynne Kenney</i> <i>Rashmi Pillai</i>		
DEPARTMENTAL CHAIRPERSON SIGNATURE: <i>Edie Carter</i>	DATE: 02/14/2024	
DIVISION DEAN'S SIGNATURE <i>Edie Carter</i>	DATE: 02/14/2024	