

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: 23 June 2023	MEETING TIME: 8:00-10:00AM	MEETING LOCATION: WSC-CUB-208 Badger Corner
RECORDER: Lynne Kenney/Rashmi Pillai		PREVIOUS MEETING: 19 May 2023

MEMBERS PRESENT:

P?	NAME AND TITLE (LIST ALL)	BUSINESS AFFILIATION	EMAIL	BEST CONTACT NUMBER
	Renee Allen	Corebridge Financial		
✓	Holly Artho	Attebury Grain		
✓	Annalisa Bailey	Amarillo Economic Development Corporation (AEDC)		
✓	Lori Bigham	Panhandle Regional Planning Commission (PRPC)		
✓	Dana Conner	Valero		
✓	Tammy Coats	Amarillo College		
✓	Caroll Foshee	Workforce Solutions Panhandle		
✓	Becky Gabhart	Education Credit Union		
✓	Caylar Harper	Amarillo Economic Development Corporation (AEDC)		
✓	Tiffany Sharpensteen	Education Credit Union		
✓	Jolene Ortega	Panhandle Regional Planning Commission (PRPC)		
✓	Sydney Rieff	Goodwill Industries		

P?	NAME AND TITLE (LIST ALL)	BUSINESS AFFILIATION	EMAIL	BEST CONTACT NUMBER
	Cori Burns	Estacar Companies		
	Dawson Davis	Xcel Energy		
	Jennifer Galloway	Workforce Solutions Panhandle		
	Sharon Gongora	BSA Health Systems		
	Michael Gonzales	Atmos Energy		
	Allison Gross	City of Amarillo		
	Christa Gutierrez	Amarillo National Bank		
	Rodney Julian	Veterans Affairs (VA)		
	Simon Leech	Corebridge Financial		
	Samantha Morris	FirstBank Southwest		
	Terry Price	Xcel Energy		
	Averi Raleigh	Xcel Energy		
	Marin Rivas	Panhandle Regional Planning Commission (PRPC)		
	Tiffany Sims	Pak-A-Sak Inc.		
	Paige Tebeest/Anderson	Amarillo Independent School District (AISD)		
	Denise Thomas	Amarillo National Bank		
	Mona Tucker	BSA Health Systems		
	Jennifer Wagner	Golden Plains Community Hospital		

OTHERS PRESENT:

P?	NAME AND TITLE (LIST ALL)	BUSINESS AFFILIATION	EMAIL	BEST CONTACT NUMBER
✓	Jennifer Blea	Amarillo College		
✓	Jennifer Johnson	Amarillo College		
✓	Lynne Kenney	Amarillo College	lkenney@actx.edu	
✓	Linda Munoz	Amarillo College		
✓	Rashmi Pillai	Amarillo College	rspillai@actx.edu	
✓	Barbara Wahi	Amarillo College		

AGENDA ITEMS	ACTION, DISCUSSION, INFORMATION	RESPONSIBILITY
OLD BUSINESS:	No old business was addressed.	
CONTINUING BUSINESS:	Discussion of Calibrate KSA voting results.	Barbara Wahi Rashmi Pillai Lynne Kenney
NEW BUSINESS:	No new business was discussed.	

AGENDA ITEMS	ACTION, DISCUSSION, INFORMATION	RESPONSIBILITY
CURRICULUM DECISIONS:	No curriculum decisions were made at this meeting.	
OTHER:	Next meeting scheduled for Friday, September 15, at 8:00am.	

KEY DISCUSSION POINTS	DISCUSSION
OLD BUSINESS:	N/A
CONTINUING BUSINESS:	<p>Discussion of Calibrate Skills Engine voting results.</p> <p>13 BLC members voted online prior to the meeting to rank the importance of various knowledge, skills, abilities, and tools that were presented. Ranks considered were irrelevant (1), beneficial (2), important (3), or critical (4).</p> <p>Voting results were averaged to look for discrepancies in rankings. 16 items were chosen for specific discussion/clarification with BLC members.</p> <p>#23 Explain human resources related rules, policies, laws, or regulations.</p> <p>Basic knowledge of employment laws, timesheets, etc. should be understood by all employees; basic level good; explanations of complex policies and laws is more of a specialist position rather than an entry level position; need to</p>

hear the buzzwords, understand meaning and importance, and determine who is the best person to whom the inquiry should be directed.

Annalisa Bailey, also a former Business Technology student, described the courses related to this topic: covers discrimination, employment law, policy manuals, etc.

Determined this level of coverage is adequate; a course specifically dedicated to this one topic is not required unless a student plans to specifically pursue a position in a human resources department.

#39 Issue identification documents to employees, members, or visitors.

Task itself is organization specific. Would like all employees to understand maintaining a secure building, not allowing others to bypass check-in points, understanding the importance of protocols, etc. Computer security is vital as well.

Perhaps create classroom activities to address awareness around these topics.

#45 Balance a cash register.

Most office positions do not utilize cash registers; banks do not count cash – dispenser does.

Not a task to be included in curriculum.

#46 Compile business or financial analytics.

Queried members about the types of activities their employees might engage in to assist in guiding real-world assignments in the classroom.

Responses: transaction posts (vouchers, payments), travel reconciliation, expense reports, bank statement and credit card reconciliation, r

Matching receipts with charges; determine what is missing and how to obtain missing data; ensuring rules were followed.

Know the basics of how to pull data from various sources; combine data from sources; export data to Excel for analysis; build reports.

Need a solid foundation in Excel formulas and tools (VLOOKUP, PivotTables, filtering data).

#48 Reconcile financial records.

Want employees who keep good records and maintain receipts; have a process for determining what is missing; ability to explain a process to someone who did not understand.

Examples: travel expenses, credit card statements, assessed fees, budgets, monthly expenses, planning, analyzing how money is spent.

#50 Arrange web conferences and webinars.

Currently address this using a class activity. Students record themselves using a web conferencing platform (Zoom, Google Meet); must demonstrate and explain platform features; must dress and speak professionally.

Members determined this activity is valuable, sufficient, and worth keeping within the curriculum.

#52 Make travel, accommodation, or entertainment arrangements for others.

Understanding the process of making travel arrangements is worth covering. An assignment is worthwhile covering this topic is worthwhile.

#58 Prepare reports (statistical, cash flow, timesheets, monthly summaries).

Queried members about the types of activities their employees might engage in to assist in guiding real-world assignments in the classroom.

Prepare reports; inventory management; expense reports; travel reports; filing; qualitative in nature (who's missing what information; who needs to be followed up with); taking long text and summarizing into bullet points for easier digestion by others; to summarize something; reports to the state (such as the Department of Labor).

#61 Business Law.

Queried members about the value of the course; it is a required course—do we keep the full course in the curriculum?

Read the ACGM course description to members. Liked that the course covers contracts, as adherence to contract conditions is imperative.

Determined the course should be maintained in the curriculum.

#84 Data analysis & visualization software (PowerBI, Tableau, Alteryx).

Queried members about the discrepancy in votes (2 critical, 3 important, 8 beneficial).

Several members mentioned they were unaware of these particular tools for data analysis and visualization at the time of voting. Carol Foshee mentioned that she attended a webinar after voting where Tableau visualizations were shared. Based on that she would change her initial vote.

Barbara Wahi shared her experience with an employer using PowerBI; she discussed the power of the tool, it's widespread use, and overall importance.

As discussion progressed, members are convinced these tools are integral to the future of business; some businesses have entire teams dedicated to using these tools to explore productivity, use of resources, etc.

Entry level employees having a baseline knowledge of how to utilize these tools is important and this topic should be expanded in the curriculum.

Program Coordinator, Rashmi Pillai, introduced the idea of a specialized certificate – short-term; 5 courses to specialize in business analytics

Linda Munoz introduced the idea of a “skills development grant” that could potentially fund the upskilling of existing employees in business analytics.

#88 Dictation software and equipment.

Do not see the need to specifically use or teach the equipment/software piece. Delete as an assignment.

Employees do need to understand how to take meeting minutes; more practice in this area.

#89 Google Workspace (Docs, Sheets, Slides, Sites, Forms, Drive).

Queried the members about which specific tools in Google Workspace are vital. Is keeping an entire course dedicated to learning Google Workspace tools necessary or should learning these tools be woven throughout an existing course?

A question arose regarding Microsoft Teams; state agencies frequently use Teams for collaboration. Including Teams and One Drive tools should be considered as well.

Dana Conner (Valero) mentioned that students need to know to adapt to the organizational preference, whether it be Google or Microsoft, and not try to convert organizational standards.

Important to understand how to move between the Google Docs/Sheets and Word/Excel to access full range of tools.

Google Sites as a content management system is not seen as an important tool for students to learn; most companies already have a dedicated person to handle websites.

#90 Intuit QuickBooks.

Queried members about the discrepancy in votes (2 critical, 5 important, 3 beneficial, 3 irrelevant).

Is this because the specific tool is not used at their organization or is computerized accounting not an important to cover?

Tammy Coats mentioned she did not believe the tool was important; she used QuickBooks at a prior organization and found it easy to learn on her own.

Carol Foshee mentioned that Workforce Solutions frequently has employers seeking QuickBooks specifically and has clients interested in learning QuickBooks because job postings list QuickBooks as a required skill. She would like to see more emphasis on bookkeeping related courses; perhaps including an earned certificate.

QuickBooks appears to be a good platform for teaching. Would like to maintain the course in the curriculum.

#94 Microsoft Visio.

Some members were not aware of Visio software (creation of flow charts, decision trees, planning a computer network, etc.).

Maybe include as an assignment in an existing course; perhaps a brief introduction such as creating organization chart; perhaps include in the learning of PowerPoint so that the diagram could be imported into a presentation.

#96 Project Management software (Microsoft Project).

Member commented that project management is on the rise in our area, both in the need for basics skills and certification. Another member mentioned this might be for other organizational roles, not for an administrative assistant position.

Dana Conner mentioned project management's value in other areas, such as volunteer or community service activities an organization might participate in. Another member mentioned that skills in this area might put one applicant ahead of another without these skills.

Would like to see training in this area included in the curriculum—both a combination of theoretical concepts and training in a more popular software program.

	<p>#97 Structured Query Language (SQL) for maintaining and querying database.</p> <p>Queried members about the dispersion of voting (2 critical, 6 important, 3 beneficial, 2 irrelevant).</p> <p>Management level wants information – if an employee can think along the lines of pulling data using these particular variables, or select from a particular location (database)—understanding the logic of the process is important.</p> <p>Because databases are everywhere it is important to have a background/understanding of databases.</p> <p>Yes, it is productive to introduce this topic; valuable to be able to pull your own reports, with your own criteria using SQL.</p> <p>Other topics.</p> <p>Artificial Intelligence tools on the job. Would like to see this topic touched on in the curriculum. Ethics of using AI for work-related tasks (business letter content, reports, press releases, etc.). Use as a tool of efficiency.</p>
NEW BUSINESS:	No new business was discussed.
CURRICULUM DECISIONS:	No curriculum decisions were made at this meeting.
OTHER:	Members discussed an appropriate date for the next meeting. Next meeting scheduled for Friday, September 15, at 8:00am.

ADJOURN:	Adjourned at 9:55am.
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Committee Chairperson: <i>Rashmi Pillai</i> <i>Lynne Kenney</i>	MEETING DATE: 6/23/23	NEXT MEETING: TBD
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	