

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.

#### **For recorders/notetakers**

Please review the guidelines above and below as you prepare the agenda and/or minutes.

If a motion is made, make note in the section of who made the motion, who seconded, and include results of vote.

If there is no motion or action taken on a discussion or a point in the agenda, note "no action or vote taken" in the section.

#### **Signatures and Routing**

Upon completion of the minutes, please send them to advisory board/BLC chair and program chair and/or program coordinator for review and signature. *Include the meeting agenda with the minutes*. Afterwards, send it to Dean for review and final initial before you submit to the library for the electronic archives.

**Instructions for Advisory Board / BLCs**

**Chairperson** – appointed by program manager (someone outside of Amarillo College)

**Recorder** – person taking notes from meeting

**Members** – Include all members of committee; place an **X** to left of name if present.

**Ex-Officio** – Include all other people present. AC faculty, staff, and guests are ex-officio; they do not vote on motions.

“Program Name”  
Business and Leadership Council Meeting Minutes

CHAIRPERSON: Carley Harris		
MEETING DATE: May 2 <sup>nd</sup> , 2025	MEETING TIME: 11:30 AM	MEETING LOCATION: WC Allied Health Bldg. room 177
RECORDER: Janet Barton		PREVIOUS MEETING: April 12, 2024

**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
P	Carly Harris	Allergy ARTS	<a href="mailto:cschuman@allergyarts.com">cschuman@allergyarts.com</a>	806-353-7000
A	Kim Leggett	Amarillo Diagnostic Center	<a href="mailto:kleggett@adcpa.com">kleggett@adcpa.com</a>	806-358-0285
P	Renee Branch	BSA	<a href="mailto:renee.branch03@bsahs.org">renee.branch03@bsahs.org</a>	806-212-7014

Advisory Board / Business and  
Leadership Council

Medical Laboratory Technology

May 2<sup>nd</sup> 2025

P	Sherry Mireles	Coon Memorial Hospital – Dalhart	806-244-4571 X3000	<a href="mailto:sherryp@dhchd.org">sherryp@dhchd.org</a>
P	Jayme Leatherman	Golden Plains Hospital- Borger		
P	Heather Milburn	Hemphill County Hospital		<a href="mailto:heather@hchdst.org">heather@hchdst.org</a>
P	Denise Marnell	Hereford Regional Medical Center	806-349-9213	<a href="mailto:denise.marnell@dschd.org">denise.marnell@dschd.org</a>
P	Amanda Jones	Moore County Hospital/Dumas	806-934-7826	<a href="mailto:ajones@mchd.net">ajones@mchd.net</a>
P	Jerry Staples & Jeannie Pericoli	NWTHS	806-354-1968	<a href="mailto:Jerry.Staples@nwths.com">Jerry.Staples@nwths.com</a>
P	Heidi Dorman	PPL	806-358-1211	<a href="mailto:dormanh@amapath.com">dormanh@amapath.com</a>
P	Felix Valeriano	Plains memorial Hospital /Dimmitt	806-369-7576	<a href="mailto:Felix.Valeriano@cchdonline.com">Felix.Valeriano@cchdonline.com</a>
P	Shannon Russell	Texas Oncology	806-457-2090	<a href="mailto:Shannon.russell@usoncology.com">Shannon.russell@usoncology.com</a>
A	Serina Hong	Veterans Administration		
P	Clenell Edwards	Freshman Student Rep	806-410-7144	<a href="mailto:walkerclenell@gmail.com">walkerclenell@gmail.com</a>
P	Louis Mendoza	Sophomore Student Rep	915-588-356	<a href="mailto:Lrmendoza22@amarillocollege.com">Lrmendoza22@amarillocollege.com</a>

Minutes	
Key Discussion Points	Discussion
Old Business:	Approval of Previous Minutes - Carly called for approval of the 2024 minutes. Denise Marnell 1 <sup>st</sup> , Amanda Jones 2 <sup>nd</sup> , all approved.
Advisor Reports	Amanda stated the application period has ended on 4-30-25. They are busy registering students for fall. Leslie McCaslin – Leslie stated there have been a lot of questions after the application closed.
Student Reports	<b>Clenell Edwards – Freshman</b> – Clenell stated they had 15 in their class. They are finishing UA, body fluids, and Veins. <b>Louis Mendoza – Sophomore</b> – Louis stated they started with 16 students. A few dropped. He mentioned they need more information on what to expect in clinicals. Louis said Sabrina helped a lot. Communication is important.
Affiliation Reports	<b>Carly – Allergy ARTS</b> – Carly stated they had a good group of students. No complaints. She did have to push a couple of students. <b>Renee Branch – BSA</b> – good group of students. Hard working. A couple of students needed some pushing. Renee will be hiring students. <b>Sherry Mireles – Lab Manager -DHCHD</b> – Sherry stated they have three students at their facility. One was??? <b>Jayme Leatherman – Lab Director – Golden Plains Hospital</b> – Jayme stated they have not taken very many students. The students they’ve had were very good...hands on. <b>Heather Milburn – Manager – Hemphill County Hospital</b> - Heather stated a couple of the students were hard to get motivated? Other than that, the students were good. <b>Denise Marnell – Lab Manager – Hereford Regional Medical Center</b> – Denise stated they are smaller facility. Students get to see a wide variety of situations. One student did not work out. The others were good. <b>Jeannie Pericoli – NWTXH</b> – Jeannie had a couple of students. There was good engagement. <b>Heidi Dorman – PPL</b> – Heidi stated she took a couple students. It was hard to get???? <b>Felix Valeriano – Plains Memorial Hospital- Dimmitt TX</b> – Students were very good. <b>Shannon Russell – Texas Oncology</b> – Shannon stated the students are bright but not engaging. Kim stated we need to review all HS student Policies including attendance and participation. <b>Amanda Jones – Moore County Hospital</b> – Amanda stated everything is good

Program Director Report	<p><b>Kim Boyd</b> – Kim told the committee that we have a new President – Dr. Jamelle Conner. Kim reviewed the <b>2025 Strategic plan:</b> Increase Completion, Align Degrees and Certificates with Current and New Labor Market Demand, Increase Student Learning, Equitable Degree and Certificate Attainment, Build Systems for Financial Effectiveness. There is a committee in place to look at new plan.</p> <p>Kim Reviewed:</p> <p>Funding – AC receives funding when we have completers.</p> <p><b>MLT Graduation Rate</b> – 100%</p> <p><b>Certification Exam Pass Rate</b> – 83.3% (need to find ways to improve pass rates). Comprehensive exams are helping. Rates are good. Three-year average is 78.1% Benchmark met! 75% over three year period is required.</p> <p><b>Gainful Employment/Continuing Education</b> – 91.7%</p> <p>Kim Mentioned the new Simulation Center for West Campus. We will have a conference room, lab space, Point of care area, Immersive room. We will have IPE events (all programs). Med Lab will have a drawing station and Dr. Office rooms. We will be adding standardized patients (not MLT). Surgical Tech is getting an area and OT will have an area that is non-ADA compliant so students can practice using standardized patients. Sonography will have an area in the Sim Center. There will also be a 140-person conference room area. Next MLT meeting plan to be in the Sim Center.</p> <p>Kim talked about Dual Credit Phlebotomy. She has been going to Dumas High School to teach Phlebotomy. We need to look at rules. Some students were not 18 yet. Carly with Allery ARTS stated she really liked working with the high school students. Amanda Jones with Moore County Hospital stated she might hire one of the students.</p>
Instructor Reports	<p><b>Chelsea Thurman</b> – The question about students using AI came up. Chelsea stated she can tell how the students write. She gives more points on presentation and demonstration.</p> <p><b>Cynthia Brundage</b> – stated she requires quotes and citations from students. Students need to use AI responsibly. Cynthia is trying to get students to use critical thinking skills.</p> <p>It was mentioned that Amarillo College has a statement on using Artificial Intelligence.</p> <p><b>Judy Massie PT Med Term Instructor</b> – Judy stated her policy is they must have 90% attendance rate. Some students are able to drop their lowest grade. Some cannot because of their poor attendance/tardiness.</p> <p>Cynthia mentioned there are some cultural situations and some students take care of siblings which has caused problems.</p>
Curriculum Decisions:	NA


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Medical Laboratory Technology

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Other:	
Adjourn:	Meeting was adjourned at 12:50 PM Amanda Jones 1 <sup>st</sup> , Renee Branch 2nd

Committee Chairperson: <i>Carley Harris</i>	MEETING DATE: 5/2/2025	NEXT MEETING:
Recorder's Signature: <i>Janet Barton</i>		
DEPARTMENTAL CHAIRPERSON SIGNATURE: <i>Kim M Boyd</i>	DATE: 06/04/2025	
DIVISION DEAN'S SIGNATURE <i>Kim M Boyd</i>	DATE: 06/04/2025	

				
Gainful Employment/Continuing Education				
	Class of 2020	Class of 2021	Class of 2022	Class of 2023
Number Graduated	12	11	10	12
Number/Percentage Working in Their Field and/or Continuing Their Education	11/91.7%	10/90.9%	9/90.0%	11/91.7%

				
Certification Exam Pass Rates				
	Class of 2020	Class of 2021	Class of 2022	Class of 2023
Number Graduated	12	11	10	13
Number Pursuing Certification	12	11	9	12
Number Certified	10	8	6	10
Certification Rate	83%	73%	67.0%	83.3%
3 year = 78.1%				
Benchmark met!!!!!! 75% over 3 year period required				



## Amarillo College Strategic Plan 2025

1. Increase Completion
2. Align Degrees and Certificates with Current and New Labor Market Demand
3. Increase Student Learning
4. Equitable Degree and Certificate Attainment
5. Build Systems for Financial Effectiveness



## Graduation Rates

	Class of 2020	Class of 2021	Class of 2022	Class of 2023
Initial Enrollment	18	19	18	19
Final Half Enrollment	12	12	12	12
Number Graduated	11	11	10	12
Final Half Attrition Rate	8.3%	8.3%	1.6%	0.0%
Final Half Graduation Rate	91.7%	91.7%	83.4%	100%
Overall Attrition Rate	38.8%	38.8%	33.3%	37.5%
Overall Graduation Rate	91.7%	91.7%	83.4%	63.9%