

Advisory Committee Form Instructions

Program Committee Name Professional Truck Operations

Chairperson –

Meeting Date, Time, and Place – 4/19/2024, 1:00-3:00 pm, Innovation Outpost

Recorder – Shauna Jones

Members - Include all members of committee; place an x to left of name if present

Ex-Officio –David Hall, Tony Diaz, Ryan Francis, Shauna Jones

Agenda Item – list the agenda under appropriate headings

Action Discussion Information – If a motion is made; make note in this section and include results

Responsibility – name of person making motion

Key Discussion Points – **Discussion** – Complete discussion of agenda items

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PROGRAM COMMITTEE NAME:		Professional Truck Operations			
CHAIRPERSON:					
MEETING DATE:	April 19, 2024	MEETING TIME:	1:00 pm	MEETING PLACE:	Innovation Outpost
RECORDER:	Shauna Jones		PREVIOUS MEETING:	8/8/2023	
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
	Chris Quiglet	Community	City of Amarillo		Chris.quigley@amarillo.gov
X	Sally Noyce	Community	Panhandle Express		snoyce@panhandleexpress.com
	Alex Camacho	Director	Plains Dairy		acamacho@plainsdairy.com
	Joise Vongkhamphra	HR Manager	Ben E. Keith		jvongk@benekeith.com
	Daniel Haley	Community	Budweiser Amarillo		danielhaley@amabud.com
	Andrew Holley	Amarillo Terminal Manager	Central Transport		aholley@centraltransport.com
X	Rick Sims	Hiring manager & Safety Manager	Panhandle Transp. Group		rsims@afama.com
	Adrianna Trevino	Community	US Foods		Adrianna.trevino@usfoods.com
	Ama Gutierrez	Community	Skyrite/Davidson Teal		agutierrez@davidsonsteal.com
	Scott Murdock	Community	Plains Transportation		viansbury@plainstransportation.com
	Jodi Bebb	Community	Schwerman		jbebb@tankstar.com
	Suzanne London	Assistant HR Manager	Panhandle Express		slondon@panhandleexpress.com
	Dana Heflin	Regional HR	Premier Truck Group		dheflin@premiertruck.com
	Rachel Villa	Director of the reefer division	Cross Integrated		rachel@selectlogistics.us
EX-OFFICIO'S PRESENT					
X	Tony Diaz	Program Coordinator	Amarillo College	806-335-4385	tdiaz@actx.edu
	Rusty Dillon	Instructor	Amarillo College	806-335-4219	r0225700@actx.edu
	Linda Munoz	Dean, Employer Relations and Experiential Learning	Amarillo College	806-371-5166	lmunoz27@actx.edu
X	David Hall	Dean, Technical Education	Amarillo College	806-335-4309	dhall36@actx.edu
X	Shauna Jones	Administrative Assistant	Amarillo College	806-335-4370	Shauna.jones@actx.edu
	Michelle Lamons	Senior Director of Ael	Amarillo College	806-371-5204	dmlamons@actx.edu
X	Victor Faveia	Director of Center for Teaching & Learning	Amarillo College	806-371-5127	v0262896@actx.edu
AGENDA ITEM		ACTION DISCUSSION INFORMATION			RESPONSIBILITY

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Old Business:	Ryan Francis introduced himself and gave his background to committee. Everyone present introduced themselves.	
	<u>BLC Overview</u> – Presented by Ryan Francis	
	<u>Review of minutes of the BLC meeting</u> – Tony Diaz reviewed the minutes of the last BLC meeting on April 19, 2024	
	<u>BLC Overview and Voting Process</u> – Creating faster courses, different courses depending on what is asked for, smaller courses. Talked about getting some simulators and we did receive roughly a ½ million dollars' worth of simulators that were delivered during the summer of 2023. Trying to expand the heavy equipment training in Amarillo.	
	<u>Goal of staffing</u> – We are fully staffed at this time to where we can have weekend classes, we have increased students in the night and day classes. Working with TDCI to teach Truck Driving in the prison within the next year.	
Continuing Business:		
New Business:		
	<u>KSA</u> – Knowledge, skills and abilities. The Department of Labor for each job code produces a list of those knowledge, skills and abilities that are required to carry out a job.	
	<u>Knowledge</u> – skills and abilities that are required to carry out a job	
	<u>Skills</u> - describes the work activities	
	<u>Abilities</u> – innate traits, kind of talents that a person my have to be able to use in task to situation	
	<u>KSA Voting</u> – wanting to increase the engagement with feedback from the employers and have documented, reportable data on what employers are looking for. We've generated a list of knowledge, skills and abilities that you will vote on. Then we'll go back and have larger discussions.	
	<u>KSA Feedback</u> -while going through the list pay attention to wording and add and suggestions you have on improvements needed	
Curriculum Decisions:		
Other:		

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