ATC . .
Student Services

ANNUAL REPORT

1998 - 1999
AMARILLO COLLEGE
STUDENT SERVICES DIVISION

Department Name: ATC STUDENT SERVICES
Status Report for the FY1998-99

Art
Planned Fall Fiesta Day including poster painting contest, food and games
Held bowling night and 4 pool tournaments
Sponsored AC softball team in the city league
Traveled with SGA to El Paso, Austin, and Whitney, TX
SGA Leadership Conference on ATC campus
Chaperoned SGA ski trip
Sponsored blood drive
Safety Committee Chair
Attended Wellness Committee meetings, Sexual Harassment class, Student Organization banquet

Cynthia
Attended SECC Kickoff, Colleague meeting dealing with accounts receivable and cash receipts,
ARCR Group with consultant
Training - Hazard Communication, Datatel in Dallas
Entered ATC Christmas decorating contest
Helped with registration and end of the year closing in the business office
Attended ACOPA cook out
SECC ice cream and popcorn sales
Cooked for JR’s breakfast
Attended staff meetings
Training - Sexual Harassment, Hazardous Communication

Mary Ellen
Attended - Fiesta Day, ACOPA cook out, ACOPA Bosses Luncheon, Classified Employee
Retreat, Process Mapping, Sexual Harassment class, AC Forms and Procedures
Helped decorate for Appreciation Luncheon and Bosses Luncheon
Training at Assisting Ctr.
Cooked for JR’s breakfast
Attended staff meetings

Judy
Fiesta Day
SGA Leadership Conference (hosted the speaker)
Organized four tour groups in conjunction with Region 16’s Exploring Your Future
Reworked the ATC campus map
Held an ATC Student Services retreat at the home of Susan McClure
Met with Stan Adelman about planning and evaluation tracking
Judy (cont.)
Conducted 4 New Student Orientation and tour for Trails Alternative School
Attended session on how to “Handle Difficult Students”, “How to Make Tough Decisions and Still get Enough Sleep”, Faculty Retreat in Santa Fe
Worked at Advising Alert and registration and at AC booth at Business Connection
Met with and escorted members of the review team from the Co-Board
SSC Retreat held at my home
Director of Administrator’s Retreat
Presented information on AC housing at the GIFTS seminar
Attended Student Organization banquet, Badgerama, budget presentation, SS Council picnic, and Northwest Texas Quality Award luncheon
Served food at Wonderland Park
Co-chaired Badger Boot Camp Meetings - coordinating tours, SSC, Migrant Gram, ATC Management, Administrators Association, Professional Development
Conferences - SWACHO in OK, RHA Assistants in Conway, AR, NODA Region IV
Training - Windows 3.11, RA, Hazardous Communication, Sexual Harassment
RH - Residence Hall cook out and hike at Palo Duro Canyon, Badger Boot Camp Sweet Sale
Thanksgiving dinner for Residence students, RHA Christmas dinner, served donuts at RH Appreciation Breakfast, RHA cook out, held RA retreat at my house, participated in RH Y2K Walk, RH Appreciation Week, two new RH student orientations, two RA meetings

Rosa
Meetings - SECC Kickoff, Financial Aid Appeals Committee, Logo, staff
Training - AC Forms and procedures seminar, Sexual Harassment class, Process Mapping
SECC Campaign ice cream and popcorn sale, worked registration, assisted at the ACAC
Attended ACOPA cook out, ACOPA Bosses Luncheon, Appreciation Luncheon, Fiesta Day
Cooked for JR’s breakfast
Entered ATC Christmas door decorating contest
Attended staff meetings

Sara
Conferences - SWACHO, RH Assistants in Conway, AR
Training - How to Handle Difficult Students, Sexual Harassment class
RH cook out and hike at Palo Duro Canyon, assisted RHA cater dinner and breakfast for SGA Leadership Conference, RHA sponsored Christmas Door Decorating contest, RH assistants’ Christmas dinner, haunted house, Spring Olympics for RH students and guests, sold coke floats at Badgerama, held Tuesday popcorn sales, cook out at softball game, baked goods at May 1 Open House, held RA Retreat, Y2K Walk, 2 New Student Orientations, 2 RA meetings, movie night Hollywood Cinema, meeting with JR, Glen, and RH students, Thanksgiving dinner for RH students, Fiesta Day
Susan

Tours - 23
Meetings - Advising Team, Mentoring Mega Market, E.Q., Travel, ATC Management Team, TWC Supervisor, Star Advisory, Who’s Who registration staff, ‘Tour Guidelines & Procedures Child Care Management Services advisory Committee, Travel Committee, Faculty Handbook, met with Lilia at Amarillo National Bank, Attended Eye to the Future, File Management, Virus Protection, Advising & Counseling retreat, ASWS Scholarship luncheon, Rites of Passage, Sex, Drugs and Money, Residence Hall Thanksgiving Dinner, Local Legislators Reception, Hazard Communication Training, GIFTS presentation, Sexual harassment seminar, Open House Hispanic Chamber, National Conference on the Adult Learner, Faculty Retreat in Santa Fe, General Assembly, Faculty Senate, Budget Presentation, Fiesta Day, Process Mapping, Clovis High School College Fair Expo, On-Site Review of the Co-Board
Financial Aid rep. on ATC campus
Promoted College Ready Seminar
Made outreach visit to City Church
Represented AC at Job Fair at B&I
Taught Computer Literacy Class
Observed Accoice
Conducted interviews for Community Outreach position
Conducted Advisory Committee meeting
Hosted the ATC Student Service Retreat
Worked at Advising Alert and Registration and Badger Boot Camp
Presented at Trinity Fellowship Christian School
Assisted the RHA to cater the dinner and a breakfast for SGA Leadership Conference, SECC Campaign ice cream and popcorn sales
Hosted Leadership Amarillo/Palo Duro ACE Students at ATC
Testing - ASE, SAT, TASP, Quick TASP