When the Workforce development bivision was formed in July 1996, we developed our inaugural Strategic Plan as well as the Planning, Evaluation, and Tracking Forms. The documents served us well by giving us definition and direction; we have certainly evolved during the past four years! This Transition Report will hopefully illustrate why we found it necessary to leave the previous versions of these documents behind, create a fresh vision, and draw an updated roadmap for our future.

- We conducted Strategic Planning Retreats during the summers of 1999 and 2000 to rewrite our mission statement and develop the vision for our new Strategic Plan. We hired Dr. Eric Cupp to lead our strategic planning journeys and facilitate our learning process.

- In November 1999, we divided Kim Davis’ roles and responsibilities and created the position of Director, Continuing Education. In this position, Kim Davis is centrally responsible for ensuring that Amarillo College stays current with the THECB guidelines and requirements. There are always changes on the horizon, and we must be able to shift into a proactive mode of preparation and operation. We also work closely with the faculty and staff who offer continuing education classes throughout the College. The faculty must submit their course outlines and required paperwork to the Continuing Education office in order to centralize the continuing education function.

- Adult Vocational Education’s department name changed to Occupational Education for an updated and more descriptive name.

- From Kim Davis’ class-specific duties as Director, Adult Vocational Education, we created one new position (Occupational Education Coordinator). Linda Reed was hired, and we were able to open the way for program growth and development as well as the critical handling of the day-to-day operations, class offerings, course evaluation, instructor evaluation, and completion of all paperwork.

- The Occupational Education Coordinator position also provided a distinct career pathway within the Continuing Education structure. This position is now housed at the Business & Industry Center and reports to the Director, Continuing Education.

- Shelley Sparks, Administrative Clerk, now reports directly to Linda Reed, Occupation Education Coordinator, rather than reporting to Kim Davis.

- As Coordinator, Occupational Education, Linda Reed is now able to conduct research and aggressively contact business and industry in order to identify new training opportunities. There is also a wide variety of mandated training categories that we have not been able to adequately develop (e.g., CPAs, attorneys, legal assistants,
insurance agents, etc). Each occupation has mandated continuing education requirements from both the state and national levels. This is an exciting venture!

- We also experienced 100% turnover within the Community Service department in January 2000. With all three employees retiring at one time, Amarillo College experienced a loss of 50+ years of experience, program knowledge, and valuable relationships. Therefore, we streamlined the organizational design within the division.

- Community Service’s department name changed to Leisure Studies for an updated and more descriptive name.

- Charlie Gaither’s position (Director, Community Service Programs) was reclassified as Coordinator, Leisure Studies. Luke Morrison was hired, and he now reports directly to the Director, Continuing Education. This position was relocated from Washington Street Campus to the Business & Industry Center.

- Elaine Bush’s position (Administrative Assistant I) was relocated so that it reports directly to Kim Davis for administrative assistance. This position was relocated from Washington Street Campus to the Business & Industry Center, and Venetia Tugwell was hired.

- Ann Usrey, Senior Staff Assistant, was moved from the Adult Vocational Education reporting structure to serve as the senior staff assistant for the Leisure Studies Coordinator. Ann added continuity, expertise, stability, and a knowledge base for the new structure.

- By reclassifying the position of Director, Community Service Programs, the streamlined reporting structure was centralized and procedures were standardized. The Leisure Studies Coordinator is responsible for evaluating the existing programs, researching new and improved course offerings. There were a number of programs that were relocated to other areas of responsibility due to the nature of the training and/or the target audience. These programs had been in the Community Service Program arena, because “we’ve always done it that way.”

- The restructuring also gave us an appropriate way to reevaluate and streamline the duplicated efforts (e.g., Conversational Spanish) or misplaced programs (e.g., defensive Driving or training for counselors /LPCs). The training that falls within the Leisure Studies arena impacts a huge population, and we do not want to miss this opportunity to grow.

- The senior citizen outreach efforts have been reevaluated and redesigned as needed to promote and ensure the success of the senior citizen programs. The replacement for the Senior Citizen Outreach Specialist position, Ann Weld, was hired as quickly as possible.

- The “before” and “after” organizational charts are attached to this report for a visual confirmation of the dramatic changes within the Workforce development Division.