

## **ADMINISTRATORS ASSOCIATION MINUTES**

July 11, 2012

Members Present: Diane Brice, Jason Norman, David Ziegler, Sammie Artho, Tina Babb, Vickie Shelton, Renee Burnam, Theresa Rider, Sharon Doggett, Joy Connors, M. J. Coats, Lori Bigham, Kristin McDonald-Willey, Jennifer Ashcraft, Danielle Arias, Alexa Maples, Renee Vincent, John Salazar, Lacy Mueggenborg, Lee Proctor, Leslie Shelton, Kara Larkan-Skinner, Brian Nixon, Jackie Smith

Meeting was called to order at 8:04 a.m. Jason Norman is leading the meeting in Heather Atchley's absence. Melissa Wilson is out on leave.

### **I. Approval of Minutes**

- a. Minutes approved with corrections to the spelling of the last name of Lori Bigham and Renee Burnam

### **II. Committee Report Updates**

- a. AC Benefit Plan – Per Sharon Doggett, June 30 statements are coming to us at the end of this month. May was dismal in that the fund was down almost 6%. In June, the foundation gained back everything lost in May, but it is still a wash. A new fee disclosure requirement on 401K's. This will not affect the AC Benefit Plan. Another quarterly meeting will be scheduled. There has not been a meeting since February.
- b. IT Council – Per Jason Norman, they have not met, but the college is purchasing the new Colleague portal. That is to be discussed at the next meeting. The last portal used to be MyAC that was underutilized.
- c. Nominations Committee – Per John Salazar there are 2 nominees per position that we will need to vote on. Tina Babb is sending out an email for Administrators to vote on the positions of Secretary and Vice President in the next week.
- d. Appoint a Safety Committee Member – John Salazar has been appointed to this 2 year position. Tina Babb will let Joy Brenneman know about the appointment.

### **III. Open Forum/Announcements**

- a. Diane Brice – No Late Registration! Effective Fall 2012.
- b. John Salazar – There is an Opt-out form for bacterial meningitis and he has several notaries. You can find this on the Admissions home page. Diane also stated that they can pay for the vaccination here at AC Customer Services and take the form over to the Department of Health and receive the vaccination. It costs approximately \$70 here.
- c. M. J. Coats – Massage Therapy Open House on July 23 from 5:30-7:30. Chair massages will be given as part of the celebration.
- d. Renee Burnam - Susie Reagan has been hired as a new assistant for her program. She comes to us from Chicago.
- e. SACS President's Report is almost completed per Kristin McDonald-Willey.
- f. M. J. Coats – Polk Street campus is now called the Downtown campus.

### **IV. Presentation by Jill Gibson and Judy Carter on QEP/First Year Seminar**

- a. Helping students succeed
- b. 2 groups – Conversations with students and the CCSSE (Community College Survey of Student Data) team – student statistics on how they are underprepared for college.

67% of students test into developmental education coursework as of Institutional Research (2012).

- c. Per AC Student focus groups (2011) – additional obstacles include personal, financial, educational or family obligations.
- d. 12.7% 3 year graduation rate. 12.5% 3 year transfer rate (2008 AC Student Cohort)
- e. Research indicates that students who complete first year seminar courses are more likely to complete other courses, earn better grades, have higher overall GPAS and obtain degrees.
- f. As part of reaffirmation of SACS, we have to come up with a QEP (Quality Enhancement Plan) which includes the FYS (First Year Seminar).
- g. 57% of our students are at poverty level.
- h. 9 learning outcomes for the transfer-level Learning Framework Course of EDUC 1300/PSYC 1300 as an essential requirement for becoming “college ready.” And success will be measured.
- i. “No Excuses Pledge” that the students will sign as a promising practice in the First-Year Seminar. They have to get friends, family and college employees to sign it with them.
- j. Initial pilot class results – 85% students stated that after taking this course, they are more confident in their academic ability. This course is required for General Studies majors. They are looking to require this of all students one day. (EDUC 1300 is the course; it can be covered by financial aid and can transfer to another institution in Texas as an education class.)

Meeting adjourned at 8:53 a.m.

Respectfully Submitted,  
Tina Babb, Secretary  
Administrators Association