

**Administrators Association Meeting Minutes**  
**Wednesday, January 8, 2014**

**Members present:** Megan Eikner, Renée Burnam, Kristin McDonald-Willey, Janice Johnston, Heather Atchley, Sammie Artho, Sharon Doggett, Kelly Prater, Joy Connors, Jennifer Ashcraft, Teresa Clemmons, Tina Babb, Jason Norman, Jeff Wallick, Eric Wallace, Toni Gray, Sara Long, Amber Brookshire, Mark Rowh, Leslie Shelton, M.J. Coats, Brian Nixon, John Salazar Brenda Rossnagel and April Sessler

Meeting was called to order at 9:00 a.m.

- I. **Approval of Minutes** – Minutes were approved. Heather Atchley made a motion to accept minutes and motion was seconded by M.J. Coates.
- II. **President's Report** –
  - a. Dr. Matney reported that enrollment for spring was down by approximately 400 students.
  - b. Dr. Matney informed the group that a Sneak Peek event for donors will be held at the Hereford Hinkson Campus and the campus will be open for students on January 21.
    - i. Hereford Hinkson campus will have official opening in February date to be determined.
  - c. Fall Commencement was a success with 261 graduating. Dr. Matney shared this is a great time to share students success and completion.
  - d. Dr. Matney also shared that Board sub committees are discussing family housing and are looking at ways to have a better return. A Request for Proposal has been prepared. They are also looking at energy cost savings.
- III. **Committee Report Updates**
  - a. AC Benefit Plan – Sharon Doggett shared there was no report in December but that November earnings were up 1.5 million and the plan is still over 100 million. Sharon added that December is usually a good month. February 5 is the next annual meeting for participants.
  - b. IT Council – We are currently checking into updates
  - c. ACA2 – Renee Burnam's group has met Vickie Shelton's group also met. Other groups are currently making plans to meet.
  - d. Development – Renee Burnam shared information regarding the success of the Technology Summit. Currently making plans to visit the Hereford Hinkson Campus this spring, possibly after spring break, to include a speaker from the area. Will work on summer activity in the near future.
    - i. Christmas Project – Megan shared a Thank You note from the recipient. The family was very appreciative.
- IV. **Open Forum/Announcements**
  - a. April Sessler
    - i. April informed the group that Amber Brookshire is the new Director of Testing
  - b. Jeff Wallick
    - ii. Jeff reported that DPS wants to separate the commercial driving tests and that East Campus might be able to help location and space for testing. They are working on logistics.
  - c. Heather Atchley

- i. Paul Rusesabagina from *Hotel Rwanda* will be our guest for the Distinguished Lecture Series to be held on March 4, 2014 at the Globe News Center for the Performing Arts. There will also be a private reception.
  - ii. Heather also shared that the speaker falls within our institutional theme of “The Power of the Ordinary” this is also in keeping with Paul Rusesabagina’s new book.
- d. Teresa Clemmons
  - i. Teresa reported that Kristen in humanities has received a Humanities Texas Grant to help support The Creative Mind Series. Exhibits will feature political cartoons and there will also be speakers.
  - ii. Excel Energy Grant – will be bringing in conservationist for lectures and workshops for the community. City leaders will be involved, more detailed information coming.
- e. Mark Rowh
  - i. Mark informed the group of an Articulation Agreement for our Respiratory Care program and Texas Tech University. This will allow AC students to proceed to a Bachelor’s degree and strengthen our relationship with TTU.
  - ii. Mark also shared that Vista College has an LVN program in Amarillo through their El Paso campus. Competitive and marketing factors were discussed.
  - iii. Dr. Matney added that we need to look at our internal information and how classes are offered in order to help our students complete their programs.
  - iv. Mark also shared that Health Sciences has a new ambulance and simulator, medicine dispenser and high definition dummies and was appreciative of the grants that helped fund these new educational tools.
  - v. Health Sciences is also working on getting programs toward a goal of 60 credit hours. And transitions for the Department of Labor grant to aid in transitions to ease for students in CNA, phlebotomy, and medical assisting programs.
- f. John Salazar
  - i. John informed the group that the Ask AC staff was piloting an express line for payment.
- g. Moore County Campus
  - i. Melissa reported that the new Career and Technical Center is up and running. Mark Rowh and Moore County staff met with local hospital district to gain information and increase collaboration.
  - ii. Melissa Bates also informed the group that they are seeing a lot of student traffic as their Student Activities Center is finished and they are currently working on furnishings and finishing details of the space.
- h. Retirements – Various advisors reported retirements effective in January, retirements are as follows: Rhonda Higgs, Britt Sosebee, Paula Sosebee, Cherie Clifton, Judy Salazar, and Donna Miller.
- i.

*Meeting adjourned at 10:15 a.m.*

Next meeting is scheduled for February 12th at 9:00 a.m.

Respectfully submitted by Sammie Artho, Secretary  
Administrators Association