

**Administrators Association Meeting Minutes**  
**Wednesday, June 18, 2014**

**Members present:** Megan Eikner, Renee Weiss, Heather Atchley, Kelly Prater, David Ziegler, April Sessler, Amber Brookshire, Joy Conners, Leslie Shelton, Sara Long, Sharon Doggett, and Lynn Thornton

- I. Meeting was called to order at 9:05 a.m.
- II. **Approval of Minutes** – Minutes were approved with no corrections. Heather Atchley made a motion to accept minutes and the motion was seconded by David Ziegler.
- III. The Association thanked Dr. Matney for his support of our organization and all enjoyed a light breakfast and conversation as this meeting would be the last Dr. Matney addresses the group prior to his retirement.
- IV. **President's Report** –
  - a. The budget has been balanced and presented to the Board. The Board asked that the cabinet take a look at all options and try to find a way to give employees some sort of raise. Tax base may have to be looked at to do so. Interesting historical fact – in 80 years, the tax rate and gone from 6 cents up to 20 cents. That is a VERY small increase over that many years considering the group of AC in that time. The budget will be approved in August.
  - b. Enrollment is down quite a bit for fall at this time. A marketing campaign has been the proposed solution. Yard signs have been produced and made available to all employees who would like to help stake them throughout the city and surrounding area.
  - c. Focus studies with past students have shown that customer service is an area of professional development with college staff that will be addressed.
  - d. Tax abatements were presented and considered by the Board. One with Coca Cola and one with Micro Beef Technologies.
  - e. The new Energy Management Specialist position has been posted and many good applicants have applied. This will be a 4 year contract with Cenergistic. To be successful, we must consciously make a behavioral change. The estimated 10 year saving is significant.
  - f. Dr. Matney is involved with a group conducting a Senior Citizens Center study. This group is looking into alternative locations and programming efforts to revitalize/develop a strong Senior Citizens support program at AC. AC expects to look forward to the future expansion of our CE programs into the building downtown where the current Senior Citizens programs reside once an alternative is determined through the study.
  - g. Mark White is leading a committee discussing the benefits of a new Development office position with the college. Dr. Matney hopes to hand the board a proposal/framework of the position before his retirement.
- V. **Committee Report Updates**
  - a. AC Benefit Plan – Sharon Doggett reported that the fund is up to 2.3 million. The audit is complete and there were no findings. There will be 2 new members from various employee groups serving on the committee as older terms finish. Letters were sent to explain a transaction fee that would be accessed to employees whom utilize the funds. After many phone calls from employees, the bank graciously decided to cover the fee internally.
  - b. Development – Nothing to report at this time.
  - c. No Excuses Core Team – no report

- d. Presidential Search Committee – Lynn Thornton reported there were 31 total applicants. For various reasons the pool has been narrowed to 15 and he expects that number to be narrowed to 5 following an upcoming committee meeting. The position posting expired on Monday June 13<sup>th</sup>.
- e. Administrator of the Year Award Update – Megan reported that she had been notified the travel award for this awardee had been cut from the budget along with the same for the two other employee groups.
  - i. Megan visited with the Foundation as requested in the May meeting to explore the possibility to establishing a fund to award a monetary award for the Administrator of the year. The Foundation does have fund that is no longer being used and will be split between all employee groups and their particular fund that award this yearly (the fund was originally set up to be used by all employee groups and must remain that way). The administrators will receive approximately \$2800 to start their fund. The maintenance of the fund must come from the association by donation, fund raiser, etc. The fund will be non-endowed. Discussion was held about proposing that all employee groups award the same amount to be fair. Megan will ask the Foundation if those stipulations can be requested.

## **VI. Open Forum/Announcements**

- a. Lynn Thornton

Reported there had been an incident with a student be assaulted and robbed in the one of the parking lots on WSC and that an incident alert would be sent to students, faculty, and staff later that morning.

  - i. Jason Norman shared a student checklist advertisement to assist employees and students with the steps to registration in an effort to streamline the students experience when registering for classes.

*Meeting adjourned at 10:30 a.m.*

Next meeting is scheduled for July 9, 2014 at 9:00 a.m. in Library 113

Respectfully submitted by Megan Eikner, President  
Administrators Association