

## **Administrators Association Meeting Minutes**

**Wednesday, July 9, 2014**

**Members present:** Megan Eikner, Renee Weiss, Heather Atchley, Sammie Artho, Kelly Prater, Joy Connors, Jeff Wallick, Kristen McDonald-Willey, Amber Brookshire, Tina Babb, Brenda Rossnagel, Brian Nixon, John Salazar, Sharon Doggett, and Diane Brice

- I. Meeting was called to order at 9:05 a.m.
- II. **Approval of Minutes** – Minutes were approved with corrections. Renee Weiss made a motion to accept minutes and the motion was seconded by John Salazar.
- III.
- IV. **Presidential Search Committee**
  - a. Jerry Moller reported that the Presidential search committee is down to four applicants. They will conduct phone interviews on Friday, July 11. Jerry informed the group that at this time there would be no press release. The committee will then report back to the Board and they will determine how to proceed. The Board will conduct thorough interviews and added that they do ideally want someone in place quickly. They generally have candidates on campus to meet and answer questions. An interim may be named.
- V. **Committee Report Updates**
  - a. AC Benefit Plan – Nothing to report at this time.
  - b. Development – Nothing to report at this time.
  - c. No Excuses Core Team – Megan Eikner reported that the group recently met.
- VI. **Open Forum/Announcements**
  - a. Megan Eikner
    - i. The Administrator of the Year Award was also discussed. This award currently has no incentive award. Megan determined through the Foundation that \$2, 251.00 is available for the fund. Megan suggested that a committee be formed to organize and focus ongoing funding to allow our group to add a \$1,000 award. The group would look at opportunities to raise funds for this award. This was taken to a vote and accepted.
  - b. Diane Brice
    - i. Diane informed the group that enrollment was down and we are looking at a registration push to be held July 25 emails will be going out to students.
    - ii. College Scheduler is now available on ACConnect and self-service bookmark. This program helps students develop their schedules and allows them to add breaks for work or other obligations. Diane stressed it does not register them it is a tool to assist in schedule building. There are videos for help if needed.
  - c. Tina Babb
    - i. Tina Babb asked about an Administrator's Event. Renee Weiss will check to see if a summer event is possible. John Salazar suggested Ceta Canyon.
    - ii. Heather Atchley suggested the Administrator's Development Committee meet to explore possibilities.

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

Next meeting is scheduled for August 13 in LIB 113

Respectfully submitted by Sammie Artho, Secretary  
Administrators Association

