

Administrators Association Minutes
September 12, 2012

Members Present: Renee Burnam, Jason Norman, Jackie Smith, LuLu Cowan, David Ziegler, Diane Brice, Joy Connors, Melissa Wilson, Megan Eikner, Theresa Rider, Kara Larkan-Skinner, April Sessler, John Salazar, M.J. Coats, Daniel Esquivel, Alexa Maples, Renee Vincent, Melissa Bates.

1. Approval of Minutes
 - No corrections/amendments
2. Presidents Report
 - Dr. Matney was unable to attend
3. Committee Reports
 - AC Benefit Plan
 - AC Benefits Plan has remained steady and rebounded to around the same amount as the last report in July (around 85 million dollars).
 - IT Council
 - IT Council has not met this year.
 - IT is working on a colleague conversion for the AC foundation and will meet again after getting through the conversion.
 - ACA2
 - Small groups of administrators get together one to two times per semester over lunch, in order to get to know each other and respective roles.
 - If you wish to participate, email Megan Eikner. She will organize groups and report out next month. Also, let Megan know if you want to be a group organizer.
 - Last year scheduling these groups was difficult, general consensus that groups of 4 are easier.
4. Proposed Changes:
 - Time Change
 - Change the time of the meeting to 9 am instead of 8 am. General consensus that moving the Administrators Association Meeting from 8 am until 9 am will help increase attendance.
5. Network Meetings/Places/Events
 - Possibility of off campus meetings on an occasional basis was discussed
 - Locations: Crush, Donut Stop, Roasters, etc.
 - Try to look into places that have internet connectivity
 - Branch campus representatives may or may not be able to attend depending on dates/times.
 - More information is needed; Melissa Wilson will bring additional details and suggestion to the October meeting.
6. Fall Project
 - Time to elect officers for the Administrators Development Committee
 - Need all three spots filled (President, VP, and Secretary)
 - Once the new officers are elected, they will begin communication on upcoming activities
 - Fall Project is “Verbal Judo” training
 - October 4th
 - Megan Eikner is sending out a calendar invite

- CTL is taking care of food arrangements
- 7. Fall Pinning Ceremony Committee Members
 - Administrators Association is responsible for the November pinning ceremony
 - Volunteers needed: Jason Norman, Kara Larkan-Skinner, Renee Burnam, Melissa Wilson, April Salazar, and John Salazar volunteered
 - If you are interested in assisting with the November pinning ceremony contact Melissa Wilson.
- 8. Open Forum/Announcements
 - Resource Fair
 - September 13, 2012 (10am -2pm)
 - Shoe donations needed
 - Tennis shoes, new
 - Adult sizes women or men size 5+
 - Common reader
 - Monthly attempt to get more shoes for Mission Amarillo
 - Student Activities
 - Fall fest – 9/20/2012
 - SGA elections
 - Constitution Day is Monday
 - Donuts, coffee, patriotic pins, pamphlets about constitution
 - Timothy Egan arrives in November
 - New IDs will arrive soon
 - Everyone needs to get a new ID
 - Assistant Center name changes to Ask AC in Fall 2013
 - Hours are 7:30-6 everyday
 - Idea to create a sign with various departmental hours within student services since everyone has different hours
 - Combined financial aid, ask ac, testing, registrar, advising, etc.
 - SENSE Survey
 - The week after SACS
 - May need volunteers
 - SACS
 - Reviewers arrive Sunday leave Thursday
 - Wear FYS Blue Shirt on Wednesday
 - Ellen Green/Lana Jackson are contact persons for blue shirts
 - AC Downtown campus sign is up
 - Testing Services
 - Recently remodeled
 - Advising remodel starts in October
 - KACV
 - Ken Burns filmmaker came in April and interviewed with Ellen
 - Very articulate and eloquent speaker
 - Speaking on dust bowl
 - Broadcast next Thursday on September 20, 2012
 - Timothy Egan will be on KACV as well
- 9. Next meeting: October 10 , 2012 (9 am) **NOTE TIME CHANGE**