

Administrators Association Meeting Minutes
Wednesday, August 13, 2014

Members present: Jason Norman, Sammie Artho, Kristin McDonald-Willey, Renee Weiss, Joy Connors, Jackie Smith, Kelly Prater, Heather Atchley, Amber Brookshire, Sharon Doggett, Tiffani Crosley, Tina Babb, Diane Brice, Sara Long, John Salazar, Melissa Burns, and Brenda Rossnagel

- I. **Meeting Called to Order:** 8:19 a.m.
- II. **Approval of Minutes:** Minutes were approved with no corrections. Joy made a motion to accept the minutes and the motion was seconded by Sharon.
- III. **Presidents Report (Bob Austin, Interim President)**
 - a. Transition from Interim President to Future President –
 - i. Selection of Presidential Finalist: A search committee made up of faculty, staff, and regents conducted a search for AC's future president. After completing the search and drawing in many qualified candidates, the search committee decided to recommend Dr. Russell Lowery-Hart as the sole finalist for AC president to AC's Board of Regents. The Board accepted the proposal to accept Dr. Russell Lowery-Hart as AC's sole finalist.
 - ii. Selection of Interim President: In Texas when a sole candidate is named to a public office, there is a mandatory 21-day waiting period before that person can be officially appointed. As a result, Mr. Don Nicholson from the Board of Regents, called Bob Austin and requested he serve as AC's interim president. Bob's primary role as the interim president is taking care of paperwork and any emergency situations that should arise during the presidential appointment wait period.
 - iii. Appointment of New President: At the next Board meeting (Wednesday, August 26, 2014), the Board will formally vote on Dr. Lowery-Hart's appointment as AC's new president. Once the votes have been tallied, there will be a transition from interim president to AC's new president.
 - b. Upcoming News Story on AC Presidential Search – The Board of Regents and search committee were careful to make sure that they conducted a complete search and considered the best possible presidential candidates. However, any time a sole finalist is named for a public position, news outlets are often interested in getting more details on how the decision to name a sole finalist was made. Soon, the Amarillo Globe News will be contacting AC for a news story they would like to publish on AC's presidential selection process.
 - c. Presidential Meetings – During the presidential appointment waiting period, Dr. Lowery-Hart has been meeting with many people and planning for the most important tasks that need to be completed once he is officially named as AC's president.
 - i. New Vice President of Academic Affairs: The president will need to hire a Vice President of Academic Affairs. Discussions related to the search for a new VP of Academic Affairs and/or the naming of an Interim VP of Academic Affairs will begin once Dr. Lowery-Hart is officially named president.
 - d. Raise – Terry Berg added an item to the budget portion of the next Board Meeting agenda so that the Board can continue to discuss the topic of raises. The tax valuation of homes in AC's taxing district (how much money will be collected) is in the air right now. As a reminder, AC roughly gets its money in the following ways: 1/3rd from taxes, 1/3rd from the state, and 1/3rd from students. Right now, the estimated projection for the home valuation is good so that bodes well for raise prospects that would help compensate for increased employee health care costs. If the raise proposal is approved by the Board, there will be a **2% increase** for all AC employees. However, there will still be long-term budget issues because the situation with the state's continued reduced funding isn't going to change so we will continue to need to make cuts at the college.
 - e. Enrollment – As of this morning, we are down 1,000 students from this point last year, but our enrollment counts are currently a moving target that fluctuates up and down. A lot of the lower enrollment is tied to dual-credit registrations. Another problem is that we are down in enrollment, but many of the class sections are full right now so a drastic increase in enrollment is not likely. Some of the

discussions that we are having right now deal with topics such as “Do we have enough instructors?”, “Do we have enough sections?”, etc. We will need to evaluate how we do things in order to grow enrollment.

- f. Push for More Credit Hours – About 70% of AC students are currently enrolled part time, but full-time students are the ones who really bring money in to the institution. Decreasing the amount of time to degree for students is beneficial because it helps ensure the students graduate in a timely fashion, but pushing full-time enrollment also assists the college.
- g. Fall Kickoff E-mail – As interim president, Bob Austin will send out an all-institution e-mail soon that covers fall 2014 topics.
 - i. All-College Assembly: The all-college assembly will be held September 5th (Friday) at the Civic Center
 - ii. Faculty Activities: Faculty will also be notified of upcoming orientations and meetings
- h. Questions for the President
 - i. **Question from Heather Atchley**: Has the person hired for the energy position started working yet?
Answer: Yes, but in order for this partnership to work, Cenergistic has to be heavily involved. For instance, Cenergistic gave AC a booklet that we have to very closely follow down to the day-by-day plans in order to do our part in energy conservation. Right now, Terry Hawthorne, who was hired as AC’s energy specialist, must work on checking on the campus during the times campus is shut down. As a result, we may not initially see Terry much since he will work very unusual hours. We don’t think this will be the case because Cenergistic has been a very successful cost-saving company, but if we lose money after following their guidelines, Cenergistic will write AC a check for any lost funds. Also, Cenergistic will not make money if we don’t save money. This partnership with Cenergistic impacts all of us because the people we supervise may complain about things like shutting down their computers every night, but we all need to be on board because if we can possibly save \$2 million in 10 years, that’s a big deal.

IV. **Committee Report Updates**

- a. AC Benefit Plan – From June to July we are down 1.65% (market adjustments). The advisor says we are due for a market correction soon. Everyone should have received their statements toward the end of June or beginning of July.
- b. Administrator Development – We will have our fall administrator development event on October 17th at Ceta Canyon. The contract for this event is ready to go and the day will include things such as a ropes courses in the morning, a mid-day lunch, and an afternoon where people can hike and/or visit with one another. A placeholder invitation should be going out to the administrator’s group soon.

V. **Mini Professional Development Session (Financial Aid – Kelly Prater)**

- a. What Classifies as Financial Aid? – Grants, loans, employment related (e.g. work study), and scholarships
- b. Issues/Changes
 - I. 150% rule – Per the department of education students can only receive subsidized, direct loans (i.e. loans where the government pays your interest as long as the student is in school half time or during authorized deferment periods) for up to 1.5 times the length of a program.
 - II. Student Expectations — Maintain a 2.0 GPA (successful completion) and do not exceed 30 hours over actual program length.
 - III. Maximum Time Frame – Students must complete a program within 1.5 times the actual program length in order to maintain good standing. Students will go on suspension if they are mathematically unable to complete within the set timeframe. Maximum time frame is a huge issue with students who are required to take a lot of developmental courses. We probably get around 200 financial aid appeals related to topics such as maximum timeframe from students each semester, but certain documentation is required by the Department of Education for appeals to be granted and the students may/may not have the documentation so appealing is a big process.

- IV. Exemption and Waiver Students – Students who currently have an exemption or waiver must maintain a 2.0 GPA and cannot exceed 30 hours over a program length or the students loses the exemption or waiver.
- V. Possible Reauthorization of Higher Education Act – In the future, the Higher Education Act may be reauthorized and if reauthorized, this change would hopefully bring positive changes to students (e.g. year-around Pell grant possibility).
- VI. Financial Aid Questions

1. Question on Financial Aid Award Timeline from Brenda Rossnagel: If a student were to walk in our doors today, what would the timeframe be for their file to be worked?

Answer: Once a student has turned in all needed documents, their file is assigned a completion date and is then validated. Right now the financial aid office is essentially up-to-date on paperwork so if we have all of a student's paperwork, their file could be worked today or tomorrow. However, we are seeing 300-400 students a day so if the student has done anything yet and only starts the process today, they will probably be out of luck for the payment deadline. It takes 24-48 hours, alone, for a FAFSA to even be sent back to AC.

2. Question on Payment Plan from Heather Atchley: Can students still use a payment plan?

Answer: Yes, students are only required to pay half the tuition/fee cost and a \$20 administrative fee to get on a payment plan. For full semester-length terms, the final payment portions (2nd and 3rd payment plan due dates occur before the sixth class week and eleventh class week). If a student is 18 or older, the student sets up the plan, but the student has to be the one to sign for the payment plan and fees for late payments can apply should the student not pay on time.

VI. **Round Table/Open Forum/Announcements**

a. **Employee Raises:**

- i. Sharon (Comment) – At the budget presentation given to the Board in June, the Board really did push the Cabinet to refigure the numbers and find a way to give a raise to all AC employees and not a step for faculty only.
- ii. Jason (Proposal) – Could employee performance be tied to a raise? Should employees who are consistently on a corrective action plan receive the same raise as the individuals who consistently do a great job in the workplace? Tying the performance standards to the raise would possibly encourage more job dedication.
 - 1. Jason (Idea) – There could be more college-wide discussions regarding how goals are formed and trying to make the evaluation process into a process that is the most meaningful for everyone involved.
 - 2. Joy (Idea) – Invite an HR administrator to come and speak to the group and answer questions regarding employee evaluations

- b. **ACBP Beneficiary Question by Kristin:** HR says that my beneficiary information for ACBP is up to date, but when I login to view my beneficiary information online, it's blank. Is this something that I need to fix?

Answer: No, as long as your information with HR is accurate, that is the information we will go off of rather than anything listed through the 3rd party administrator.

- c. **Enrollment Services Group Meeting Comment by Diane:** She, Jason, and others in the enrollment services group have worked with Ellen Green to make updates to the phone message that students who call into AC receive when they are on hold. Now, the hold message includes information that might prove helpful to students (e.g. how to get greenlighted). If there are more messages that need to be added to the hold message, talk to Jason.
- d. **Career Center Personnel Changes Update Given by Renee** – Blasina Capó-Rodríguez is now working with Community Link as an Outreach Specialist and Susie Regan is now leading the Mentor Program. As a result, Renee is essentially the only staff at the Career Center at the moment. We will get another person from Workforce Solutions soon, but we don't know when that will be or what that will look like

yet. We can continue to send students over to the Career Center, but just be aware that Renee may send them on to Workforce Solutions until we get someone else consistently working in the office.

- e. **Question Regarding Paying Dues from Renee:** Renee asked if the group would be interested in paying dues (e.g. \$20 or any predetermined amount) that could go toward special situations that related to the group such as the birth of a child, loss of a loved one, etc. In the past, she has been involved in situations where participation was optional, but if people wanted to be eligible to reap the benefit, they needed to participate. She then requested the groups' thoughts.
 - i. Heather (Comment) – Thinks everyone should benefit.
 - ii. Brenda (Comment) – Consider setting amounts based on the type of events.
 - iii. Sara (Idea) – Should we coordinate with other departments to see what they want to do or are doing?
 - 1. Kristin (Comment) – We could extend coordinating with other departments to help cover things such as bringing food when administrators are ill or have had a death in the family.
 - iv. Sharon (Idea/Plan of Action)– Suggested Renee write up a more official proposal plan, bring it back to the group, and then we decide and vote as a group on how we'd like to proceed.
- f. **Payment Deadline Comment by John** – Thursday, August 14th is the last day to pay before pay as you go registration begins. Students who have not paid for their classes by Thursday night will no longer be registered in those classes so be prepared for some of these issues on Friday.

VII. **Meeting Adjourned:** 9:25 a.m.

VIII. **Next Meeting:** Wednesday, September 10th in LIB 113

Minutes Recorded By:

Kristin McDonald-Willey, Secretary



Administrators Association