

Administrators Association Meeting Minutes

Wednesday, September 10, 2014

Members present: David Ziegler, Terry Hawthorne, Joy Connors, Kelly Prater, Renee Weiss, Brian Nixon, Tiffani Crosley, Sara Long, Amber Brookshire, Diane Brice, Tina Babb, Jerry Moller, Kristin McDonald-Willey, Sammie Artho, Heather Atchley, April Sessler, Brenda Rossnagel, Teresa Clemons, Patsy Lemaster, Russell Lowery-Hart, M.J. Coats, Daniel Esquivel, Lacy Mueggenborg, Melissa Bates, Danielle Arias, Alexa Maples, and Renee Vincent

I. **Meeting Called to Order:** 8:16 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 Sammie.

III. **Presidents Report – Dr. Russell Lowery-Hart**

- a. New President – Dr. Lowery-Hart was appointed as the president of Amarillo College on Tuesday, August 26th 2014. Over the last few weeks, Dr. Lowery-Hart has taken the time to get oriented to his new position as president. His plan for the Administrator Association meetings is to approach the meetings as a means to gathering information and input from the administrators rather than giving information to the administrators.
- b. Break Down Walls Between Employee Groups – In the future, Dr. Lowery-Hart plans to conduct joint meetings between the administrators association, classified officers, and faculty senate groups. He would like to build support between the various employee groups.
- c. Focus Areas – AC's agenda is always focused on improving student success and completion and helping students, but we have other areas on which AC should focus.
 - **Build a culture of caring** – caring for each other across divisions and for our students
 - **Paperless push**
 - **Accelerating AC programs** – We will look at issues such as creating more rolling start dates in the technical programs and these discussions will happen within various departments including HR, Financial Aid, Academic Affairs, etc.
 - **Risk management issues** (e.g. safety of AC workers)
- d. Leader College Application – In the week of the 22nd we will find out if we are a leader college. If we are recognized as a leader college, we will celebrate. Over the next 6 years, we will keep working toward becoming an Aspen award winner.
- e. General Assembly Discussion
 - a. Likes:
 - **Showcases:** Not having to choose which showcases to attend
 - **Roundtables/Group Sharing:** Round table decisions were good because we seldom understand what goes on around the campus and how what we do affects other people
 - **Facilities**
 - **Food**
 - b. Areas for Improvement:
 - **More Roundtable Discussion Time:** Some groups had to cut off the conversation earlier than they would have liked so they would like to continue and possibly expand roundtable discussions in the future.
 - **Evaluate Scheduled Meeting Date/Time:** Question was posed as to whether or not there is a date/time where everyone could participate. For example, during this assembly, some faculty were still in class and dual credit registration was taking place.
 - **(Based on Round Table Discussion) Need to Better Communicate Current Practices**
 - The point was raised that some of the ideas people had about eliminating barriers to students involved things that we already do at AC. In response to this comment, Dr. Lowery-Hart raised the idea that we should look at continuing to expand involvement across all employee groups at AC.

c. Assignments from Dr. Lowery-Hart:

- **Evaluate Best Meeting Date/Time:** Dr. Lowery-Hart is open to a different meeting time, but it's difficult, if not impossible, to find a time that works for everyone.
 - **Recording a Possibility** – Brian Nixon noted that a recording could be set up for those unable to attend
- **Brainstorm Ways to Build an Understanding of Each Person's Job and Role at AC**
- **What Do We Need?** – Dr. Lowery-Hart would like to know what is needed so that we can talk about these things and open up dialogue.

IV. **Committee Report Updates**

a. Administrator Development:

- **Date/Location:** October 17th in Ceta Canyon.
- **Challenge Course:** If you want to participate in the rope challenge, complete the Ceta Canyon participation form that was sent to you by Kelly Prater and return the form to her.
- **Day Itinerary:** Morning – challenge ropes course; lunch; afternoon – hike, relax, etc.
- **Travel Arrangements:** Kelly is working on the transportation details and will send the information as it becomes available.

V. **Mini Professional Development Session**

Topic: AC Energy Savings Plan

Speakers: Terry Hawthorne, AC Energy Specialist and David Goff, Cenergistic Vice President Energy Consultant)

- a. Energy Savings Plan – Remember that this process is not about taking away heaters or making people uncomfortable; it's about making a culture change where we just focus on not wasting energy. For instance, get in the habit of turning off lights you are not using, turning off your computer at the end of the day, and just doing simple things that are energy savers.
- b. Avoid Energy Cost Increase – If we do not start to cut out wastes and continue using energy at our current levels, our Excel Energy bill would increase an extra \$80,000 due to increased energy costs.
- c. Temperature Goal – Our energy guidelines say we should aim to keep the temperature at 72 degrees. Depending on the building and the room, the temperature may fluctuate, but we want to keep things comfortable. When you raise the temperature, you actually lower the humidity which can actually make it feel cooler. We do need to know if things are getting uncomfortable because sometimes things are broken, not working correctly, or it's possible there were other problems such as rooms not being listed on the schedule. If things get outside of the guidelines of what you were sent via email, contact Terry.
- d. Questions:

Question: If we have fluorescent lighting, does constantly switching the light on/off save or actually cost energy?

Answer: It always saves money to turn the lights off when they're not in use.

Question: Do lamps with incandescent bulbs use more energy than overhead fluorescent lighting?

Answer: The fluorescent lights are highly cost efficient so it probably doesn't make a big difference which one you use. It's important that you're comfortable with the lighting, but just try to use logic so that you don't have a scenario where you have six lamps turned on and doing the job that one overhead fluorescent light could actually do.

Question: Can you give a brief snippet of the track record with Cenergistic?

Answer: We have a presence in every state except for North Dakota and Hawaii. Our job is to eliminate waste by basically turning things off when they're supposed to be off. We have assisted 1,350 organizations today and saved between 3.5 and 3.6 billion dollars at most of these organizations.

Question: Any thoughts to going solar?

Answer: The cost of the generation for solar energy is the most expensive option. Solar energy is more expensive than natural gas/coal generation and wind generation. Wind generation is probably our best natural source, but we really have to strike a balance between doing what we feel is the right thing while also being cost efficient and not putting an undue burden on our taxpayers.

Question: Have we looked at LEDs?

Answer: There is actually a whole parking lot by the B&I building that uses all LEDs. For LED lighting, you really have to look at things on a case-by-case basis to see if the initial costs save in the long run.

Question: Have we looked at motion sensor light switches?

Answer: Yes and in the bathrooms these might be a good idea, but in classrooms they may or may not be.

Question: Will you be walking through offices doing audits on how we can improve?

Answer: Yes, I've (Terry) already been doing this, but I haven't shared my findings yet. I will send them out pretty soon and the division can decide how to deal or not deal with the noted issues.

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

- a. **Enrollment:** 10,288 (academic) as of 9/10/14
- b. **Career Center Workforce Specialist** – Career Center has hired Zelda Vinson as the new Workforce Specialist and Susie Regan's old position should be posted pretty soon
- c. **Chamber of Commerce Top 20 under 40 Award** – Kristin McDonald-Willey selected for one of this year's awards
- d. **DisAbility Services Hiring Math Tutoring Specialist** – Hiring for a new learning specialist for DisAbility Services. This person would serve as a math tutor and it is a 9 month, full-time position. The person would tutor 25-30 students per week. We do have other tutors at AC, but it's nice to have someone who can focus on specialized learning. Paul, the previous specialist had a 90% pass rate in developmental classes compared to the overall, institutional 45% pass rate for developmental courses.
- e. **Veteran's Affairs Honor** – Kelly Murphy was honored for her services to the veteran's in the Amarillo area by a flag that flew over the capitol by Mac Thornberry's office.
- f. **Constitution Day** – We will celebrate constitution day on Wednesday, September 17, 2014 from 8-11 on the AC Mall in front of the Clock tower.
- g. **Fall Fest** – This year's Fall Fest will occur on Sept. 25th from 11-2. The theme is "I Love the 90s". Employees are still encouraged to participate with a low cost of \$5 per person. The student activities budget will still allow this event to be free to students so encourage them to come.
- h. **MCC Welding Project** – Construction begins on Sept. 22nd to build welding shop at the Moore County Technical campus that opened this year. They will open multi-processing welding class in the new Industrial Technology organization and will possibly continue to expand in the future.
- i. **MCC Back to School Bash** – MCC had a back to school bash today and that event is going well.
- j. **MCC Enrollment** – MCC enrollment is up. MCC has hit 400 student goal (500 students if you include dual credit)

VII. **Meeting Adjourned:** 9:11 a.m.

VIII. **Next Meeting:** Wednesday, October 8th in LIB 113

Minutes Recorded By:

Kristin McDonald-Willey, Secretary



Administrators Association