

## Administrators Association Meeting Minutes

Wednesday, October 8, 2014

**Members Present:** Renee Weiss, David Ziegler, Mark Rowh, Sammie Artho, Terry Hawthorne, Melanie Castro, Kristin McDonald-Willey, John Salazar, Brenda Rossnagel, Tina Babb, Amber Brookshire, April Sessler, Russell Lowery-Hart, Daniel Esquivel, Lacy Mueggenborg, Melissa Bates, Danielle Arias, Alexa Maples, and Renee Vincent

- I. **Meeting Called to Order:** 8:18 AM
- II. **Approval of Minutes:** Minutes were approved with no corrections. Sammie made a motion to accept the minutes and the motion was seconded by Brenda.
- III. **Presidents Report – Dr. Russell Lowery-Hart**
  - a. Leader College: AC is now a leader college.
  - b. Texas Convening: Texas Convening is an initiative supported by the Gates Foundation and PPS. At this event, AC was able to discuss how we became a leader college. A Houston Partnership and other colleges were specifically interested in our approach to poverty and our No Excuses philosophy.
  - c. AC and WT Partnership: We are discussing with WT how we can leverage space usage between our two institutions to accomplish the goals of both institutions.
  - d. Paperless push, risk management, FYE, and HR policies: Task forces have been developed for all of these initiatives and meetings have occurred and/or are scheduled.
  - e. Strategic Planning Process: On Friday (10/10/14), we will start aligning our values, mission, and other portions of our Strategic Plan with our Institution Goals. Dr. Lowery-Hart has already assigned our institutional goals based on state requirements and Aspen requirements.
    - o **AC Strategic Plan Goals:**
      1. Completion
      2. Aligning degrees/certificates with labor market demand
      3. Learning
      4. Improving equity
    - o **Question:** How can we better align everything we do with the above 4 AC Goals?
  - f. Employee Group Leadership Meetings: Key issue cited by all groups (administrators, faculty, and classified) is communication. We cannot rely on our organizational chart to be our communication plan.
    - o **Question:** How can we improve our institutional communication?
      - **Idea Presented:** Look at corporate structure for better ideas of how to better share information
    - o **Equity Among Employee Group Issue:** Classified employees at times feel disrespected by the college. AC faculty have ACTS, administrators have once a semester and/or once a year retreat, but the classified employees expressed a feeling that they didn't have anything unique to them to call their own. As a result of these meetings, this issue/concern is now being addressed.
  - g. Reduce Time to Degree: Our students show a great deal of perseverance in our 5-6 year graduation rates. However, the state only looks at 3-year graduation rates and based on those figures, only 19% of our students are graduating and/or transferring within a 3-year period.
    - o **Question:** How can we offer students an intentional plan to degree that causes them to graduate more quickly (e.g. part-time students on 3-year plan and full-time students on 1.5 year plan)?
      - **Idea Presented:** We may need to offer multiple pathways (e.g. full-time evening pathway and other options that allow for multiple entry/exit points)
      - **Idea Presented:** On the flip side, we sometimes present too many options to students, but none of them really led to success
      - **Idea Presented:** HB 5 has restructured career clusters so that there are only 5 options. Students pick their pathway and once they are in the FYS class, they receive help in choosing a major and/or specific job goal.

- **Consideration:** In the next legislative session, 50% of funding will be moved to success points
  - **Consideration:** 3-Year Student Loan Default Number: AC was not the worst in terms of default rate, but we were not the best either in terms of student-loan defaults. We put students in classes, but they do not pass classes and then have debt, but our students do not have the skills they need to get a job.
- h. **TASK ASSIGNED FROM PRESIDENT:** Send Renee Weiss the responses to the above questions posed by Dr. Russell Lowery-Hart
- 1. How can we better align what we do with AC's new strategic plan goals?
  - 2. How can we improve our institutional communication?
  - 3. How can we offer students an intentional plan to degree that will cause them to graduate more quickly?

#### IV. **Committee Report Updates**

- a. **Administrator Development:** Ceta Canyon Reminders: Sign up via CTL site and complete your release form. We will meet at the Physical Plant at 8 AM to ride out to Ceta Canyon.
- b. **AC Benefit Plan:** We need a new ACBP Investment Committee representative. If anyone is interested, please notify Renee.
- c. **No Excuses Core Team:**
  - **Poverty Team:** Met with Cabinet and asked that the Student Resources link be placed in all AC Syllabi. Tommy DeJesus has since place this link in all syllabi.
  - **Poverty Institute:** Several AC employees recently attended the Poverty Institute with Dr. Donna Beegle. In related news, Joy Brenneman will take over the oversight of AC's No Excuses' poverty initiatives.
  - **Web site Transformation:** AC's entire Web site was only available in English. As a result, a Google translate option is now being added to the Web site so that the Web site can be viewed in multiple languages.

#### V. **Mini Professional Development Session**

**Topic:** CCSSE

**Speaker:** Kristin McDonald-Willey

**Summary:**

- **CCSSE:** CCSSE is a survey taken by a large group of AC students toward the end of the spring term
- **CCSSE 2014 Administrator's Association Prediction Results:** Comparison groups were added to the results so that you (the administrators) can get a fuller picture of AC's true standings. It's important to note that since CCSSE is a paper-based survey, it does not operate by a logic tree so "Not Applicable" is an option which makes some of the percentages very low. For instance, a relatively small percentage of our students use DisAbility Services so only 13% may respond that they are "very satisfied", but over 80% may have responded "not applicable". Overall, we were a little high in our percentages guesses, but our results were still higher/comparable to our comparison groups.



CCSSE 2014 Admin.  
Assoc. Prediction Re

- **CCSSE 2014 Key Findings:** This document shows the 5 areas where AC is the highest and lowest compared to the CCSSE comparison cohort.



CCSSE 2014 Key  
Findings.pdf

- **Other CCSSE Data:** It's too much data to go over the overall results today, but the other CCSSE results are available to you. Individual results will be sent to key stakeholders soon and if you need specific data, contact Kristin McDonald-Willey.



CCSSE 2014 - Main  
Survey\_Frequency D



CCSSE 2014 -  
Promising Practices I



CCSSE 2014 - AC  
Custom Survey Items

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

- a. Donuts and Directions – Phi Theta Kappa (PTK) hosts this event the first few days of class. The plan is to expand this event beyond the Washington Street Campus and widen institutional involvement.
- b. Fall Pinning – Nov. 13<sup>th</sup> at 2 p.m. in the Oak Room. Please let Renee know if you can help with this event.
- c. December Meeting – Friday Dec. 12<sup>th</sup> at 8:15 in the new Badger Den. Bring your choice of potluck food. This event will take the place of the December meeting.
- d. Christmas Project – **Question:** Do we want to continue to help a student family for our Christmas Project? **Group Response:** Yes, we would like to continue to help. Applications will be available to students in November. Any dollar donation by the individuals in our group (even \$5) helps.
- e. Volunteer Opportunities – **Question:** Could we possibly volunteer as an administrative group to do some type of volunteer activity to support the community (e.g. Salvation Army, Downtown Women's Center, Eveline Rivers Christmas Project)? **Group Response:** Yes. Everyone, please send your ideas and any information you have related to those ideas to Melanie Castro and she will try to organize a volunteer effort.
- f. Career Center Specialist – Amanda Beckford will start Oct. 15<sup>th</sup> (next Wednesday) as the new Career Center Specialist.
- g. DisAbility Services Tutor – Brenda is looking for a new DisAbility Service's math tutor. The job posting will go up soon.
- h. DisAbility Services Event – On Oct. 29<sup>th</sup>, DisAbility Services will hold a Faculty/Staff appreciation event (11 AM – 1 PM). Note: Currently 5% of AC students are registered with DisAbility Services.
- i. Intramurals Coordinator – Heather is looking for someone to fulfill the Intramurals Coordinator position.
- j. ACCUTRACK Intake Piece New to Advising – Students will scan their ID, identify what they need to do (e.g. see an adviser), and then the system will alert the advisers that someone is waiting. On the back end, this new system will enable AC to better view the services and details related to those services that our students receive.
- k. Rita Wilson Temporarily Overseeing AskAC – Jon will be out temporarily be out of the office due to a medical procedure. As a result, Rita Wilson will oversee ASKAC for the next few weeks.

VII. **Meeting Adjourned: 9:37 AM**

VIII. **Next Meeting:** November 12, 2014

Minutes Recorded By:

Kristin McDonald-Willey, Secretary



Administrators Association