

Administrators Association Meeting Minutes
Wednesday, February 11, 2015

Members Present: Mark Rowh, Sammie Artho, Kelly Prater, Joy Connors, Kristin McDonald-Willey, David Ziegler, Sara Long, Heather Atchley, Jacqui Jones, Sharon Doggett, Brian Nixon, April Sessler, Jason Norman, Amber Brookshire, Russell Lowery-Hart, Daniel Esquivel, Lacy Mueggenborg, Melissa Bates, Alexa Maples, Eric Wallace, Terry Hawthorne, Tiffani Crosley

I. **Meeting Called to Order:** 8:15 AM

II. **Approval of Minutes:**

Correction: In the reference to Enrollment: Section III, Point D, make sure the following change was made: "11,000 and not 9,000" rather than "\$11,000 and not \$9,000").

Approval of Minutes: Joy made a motion to approve the minutes and Jason seconded.

III. **Presidents Report:**

a. Budget – Planning to raise money in the community to offset some of the budget issues.

b. Construction – Board approved a motion to accept a large monetary gift and use some reserve funds to begin construction on the CUB and Library. This project will also include signage (i.e. numbering parking lots, adding maps in the parking lots directing students on where to go, and signs on campus directing students where to go). The signage will most apply to WSC and East Campus, but will also include the addition of a few more signs on West Campus.

c. Fundraising: The Foundation is paying for an informational campaign

Duration: 6 weeks duration

3 Talking Points:

1) 61% of every Amarillo student that goes to college chooses AC (note: only 18% start at WT)

2) In 2012-2013 academic year, an economic impact study showed AC has a 660 million dollar impact on our economy (5% of Panhandle gross economy in one year alone) and tax payers get 14% return on their investment to our institution

3) 70% of AC students (per last census data) do not have any college credential

d. Structural Changes

Goal: Streamline, integrate, and improve our services.

Planning & Advancement Restructure

Now Report to VPAA

Institutional Effectiveness

Grants Coordinator (Susie Wheeler)

Perkins Grant

Now Report to the President's Office (Direct Supervisor: Cara Crowley)

Institutional Research

Grant Development (Note: Grant Administration already reported to this office)

e. Strategic Planning:

No Excuses Values in Action at AC

○ **Caring through WOW** – Wow students

○ **Caring through FUN** – Have fun; celebrate each other; make work fun and effective

○ **Caring through INNOVATION** – Look for ways to help others; remove roadblocks

○ **Caring through FAMILY** – Care about and share information with each other; be selfless

○ **Caring through YES** – Find "yes" solutions; be passionate about helping others

f. AC Cares for Our Community Volunteer Day – Oct. 24, 2015; 8:30-12:30 PM; Cookout at 1 PM

g. East Campus Mineral Rights and Housing Development: There is a company who wants to buy mineral rights at East Campus and Prana has also put in a bid to purchase acres to convert into housing developments, but nothing has been decided on either point as of this date.

h. Civitas: The Board has approved a contract with Civitas. Civitas will systemically conduct predictive analytics. It will also complete degree map which will show students how close they are to completing a

degree and give them other in-depth degree and course suggestion information. There is also an instructor module and an advisor module available from Civitas which could potentially be rolled out with future module implementations (note: later modules would be contingent on grant funds).

- i. Catalog Updates: A learning management fee needs to be applied to all courses (note: was approved by Cabinet yesterday); tuition/fees final information will be announced at the March meeting.
- j. Carter Fitness Center: Option 1: Close CFC to community and put only focus on students, faculty/staff, and CE; 2: Remove day passes and maximize CE offerings and limit community memberships to semester-long or year-long memberships. Either option will come with a fee increase (\$1 general fee).
- k. Board Elections: There are currently 3 6-year terms and 1 2-year term available. As of today, three candidates have filed their paperwork requesting a 6-year term: Patrick Miller (teacher at Travis Middle School), Don Nicholson, Annette Carlisle (19-year member of AISD board). February 27th is the deadline to apply.

IV. **Committee Report Updates:**

- a. AC Benefit Plan: Plan is down 1.7 million dollars (1.6%) in January. The annual meeting is April 29th.
- b. Administrator Development:
Date/Location: March 6th in Ceta Canyon.
Task: Register for the event and complete and submit your waiver as soon as possible
Travel Arrangements: We will leave at 8 AM in front of Physical Plant. We will car pool as much as possible to free up the vehicles for student organizations.
Plan: Ropes course (9-noon), lunch, and relax that afternoon.

V. **Mini Professional Development Session:**

Topic: West Campus (Part Two)

Speaker: Mark Rowh

Summary:

16 Programs in Affiliated Health Science Areas – Health Sciences (ADN and LVN are included in presentation, but are now in a separate Nursing Division)

- o **SIDENOTE**: As a result of increased NCLEX difficulty, 19 schools were put on warning due to low pass rates. AC then put into place new strategies and AC's new pass rates are looking very good.

What Can I Do With Each Health Science Career?

- o **Nuclear Medicine**: Use chemicals that are labeled with radioactivity to diagnose disease
- o **Radiography**: Use X-rays to view skeleton and body organs (CT scans & MRI)
- o **Medical Laboratory Technology**: Analyze blood and body fluids to find disease
- o **Emergency Medicine**: First responders in emergency situations
- o **Dental Hygiene and Dental Assisting**: Dental Hygiene - Provide services to support total health for the control of oral disease and promotion of oral health; Dental Assisting - Chair-side assisting and front office duties
- o **RN and LVN**: Provide clinical care in healthcare settings
- o **Radiation Therapy**: Use radiation beams to deliver dosages to tumors
- o **Occupational Therapy Asst.**: Assist people with activities of daily living
- o **Physical Therapy Asst.**: Help patients get joint mobility back after injuries/surgeries
- o **Surgical Tech**: Assist in an operating room
- o **Respiratory Care**: Help maintain airway
- o **Pharmacy Tech**: Help pharmacists with medications
- o **Medical Data Specialists**: Help with medical reports and billing
- o **Mortuary Assistant**: Assist with post-mortem care of deceased (cadavers and funeral arrangements)

Recruitment Plan: Instead of going to schools, the Health Sciences division is partnering with Pastor Harris to visit churches in an effort to form relationships with families and bring more African Americans into Health Science fields.

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

- a. Success Cans: The committee voted to no longer actively partner with San Jacinto with the use of Success Cans due to changes in leadership and the expansion of the No Excuses philosophy across all of Amarillo. Instead, AC will focus on initiatives that specifically target AC students (e.g. Food Pantry).
- b. Phi Theta Kappa: This week is PTK awareness week. AC students will support the food pantry. If you bring food items to work, Amber can send a student to pick up the cans. PTK will match what you bring up to total of \$500.
- c. Energy Program: As of this date, we have saved \$60,000 and could save a quarter million this year. However, Excel is attempting to raise the bill 20% so continuing our savings trend will prove challenging. Terry is going to start motivating students to get involved in energy savings and will be sending out data on how the program is going and how we can all have an impact. Let Terry Hawthorne know if you have any additional ideas for him.
- d. Distinguished Lecture: February 24th and 371-5000 to purchase tickets or at the door. John Quinones is the speaker. All proceeds benefit student scholarships. Tickets for employees: \$15 or \$50 for reception/lecture or coach/champion can get two tickets for \$10.
- e. Badger Den: A musician will perform today in the Badger Den. Over 100 students came to last week's comedian event and it was a great event.

VII. **Meeting Adjourned:** 9:33 AM

VIII. **Next Meeting:** March 11, 2015, 8:15 AM, Library 112

Minutes Recorded By:

Kristin McDonald-Willey, Secretary



Administrators Association