

Administrators Association Meeting Minutes
Wednesday, April 8, 2015

Members Present: Kelly Prater, Joy Connors, Kristin McDonald-Willey, David Ziegler, Sharon Doggett, April Sessler, Russell Lowery-Hart, Daniel Esquivel, Lacy Mueggenborg; Terry Hawthorne, Tiffani Crosley, Diane Brice, Renee Weiss, Brenda Rossnagel, Tina Babb, MJ Coats, Terry Kleffman, Jacqui Jones, Melodie Graves, Renee Vincent, Melissa Bates, Alexa Maples, Ernesto Olmos, Mark Rowh, Megan Eikner; Jason Norman

Guests: Scott Acker; Susie Regan

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

II. **Approval of Minutes:**

Approval of Minutes: Sharon made a motion to approve the minutes and Kelly seconded the motion.

III. **Presidents Report:**

a. Budget:

- Do we need to cut more from our budget?
 - Next steps related to budget determined by what the legislature does on funding
- Total number of positions cut due to decreased budget?
 - 16.5 positions (only affected 2 people who were currently in those positions)
- Future budget cuts?
 - May have to cut budget 5% again next year and maybe 5% again the following year

b. Strategic Plan and Related Items:



2020 Strategic
Plan.pdf

- Change will be needed – Goal: **70% completion rates by 2020**
 - We already have programs/policies designed to get the results we are currently getting
 - The only way we can get increased funding is by increasing our completion rates. We can't compete in the area of enrollment funding with metropolitan areas, but we can compete in the area of completion.
- American Life Podcast – Three Miles: Reminder that the biggest barrier to students is fear
 - Our processes are not simple; we need to help students navigate our systems
- **Strategic Plan Fulfillment** – Cabinet members will take the Strategic Plan to their areas and each area will come up with action plans by the end of May that help us reach our strategic goals. At a Cabinet retreat, parts of the plan may be sent back to some areas to help fill in holes.
- **Aspen Award Fact** – Winning an Aspen Award has increased grant dollars by \$5-\$10 million per year at those institutions because they're identified as a leader. We need to continue to improve.

c. Question and Answer

- Do we plan to expand the mentor program?
 - Yes, there are plans to expand. We're working on scaling our plans right now.
- Are there ways to put the strategic plan more in front of us?
 - Yes, we're coming up with ideas of how we can make the strategic plan our focus.
- Are we targeting our dual credit students for enrollment when they graduate?
 - Yes and targeting plans are included in our new enrollment management plan
- Are all administrators getting a copy of the What Excellent Community Colleges Do?
 - It's not in the budget for everyone to have a copy, but we can look into options for sharing the information

- Has there been investigation into how the community is viewing our degrees? For example, are they actually requiring the degrees we offer to perform certain jobs?
 - We still need to do more research in this area, but the technical programs on the West/East campus use Advisory Committees to make changes. For example, with Welding, a Level I Certificate is really all employers want so we can meet that demand. However, after we get the students a job, we can still advise these students in the area of long-term goals.
- Are we going to have summer hours?
 - Yes, but we need to identify if we want a 10-week or 12-week summer hour schedule. At some point, we may consider if we need to get rid of summer hours, but we don't have data indicating that we need to get rid of these hours as of this time.
- What were the HR Taskforce Recommendation Results?
 - We had lots of good recommendations. We will also undergo some HR personnel changes. Brenda Warren is retiring in April and Lynn Thornton is experiencing personal issues and has chosen to step down and will likewise retire soon.
 - There will be a reorganization of HR and AC is currently hiring a Vice-President for Employee and Organizational Development. This VP position will help reframe HR and will report directly to the president.
 - This person will oversee trainings and automating forms (310s, Leave Forms, etc.)
 - Search Committee: Ellen Green (chairing search committee); Dan Ferguson, Joy Brenneman, Janet Barton, Jerry Terry, Diane Brice, and Olga Kleffman – committee will limit on-campus interviews to 2-4 people who will participate in day-long events (forums, small discussion groups, etc.)

IV. **Committee Report Updates:**

- a. AC Benefit Plan: Annual Meeting (Date To Be Determined)

V. **Mini Professional Development Session:**

Topic: Mentor Program

Speaker: Susie Regan

Points:

- **WHO?** Program for first-year ACE students (AKA "Champions") that is led by Susie and faculty/staff (AKA "Coaches")
- **WHAT?** The coach is the champion's point person should the champion have any questions
- **WHERE?** Susie will supply a minimum of 2/3rds of your coach/champion activities on the AC campus. Otherwise, you can meet with your champion in your office, on campus, or off campus.
- **WHEN?** Expectation: coach will interact with the champion a minimum of one time a month.
- **HOW?** Register through [AC-CTL Registration](#). Also, encourage other faculty/staff to sign up!

VI. **Mini Professional Development**

Topic: Educational Training Opportunities



Speaker: Corporal Scott Acker

Points: Information – Working with CTL (Charles and Keely) to get PowerPoint trainings and training opportunities out to the public

- **Clery and DOE** – Require specific safety training requirements/regulations
- **21 Trainings Available** (See pdf list attachment) – If Corporal Acker doesn't offer a training you need, he will take 2-3 days to gather data, create a PowerPoint, and present this information.
- **Goal: Promote Awareness** – Police hand out information cards, but are looking for ways to expand awareness such as putting PowerPoints on the Web, visiting FYS class, visiting with big/small staff groups over various topics, etc.

- **Big Upcoming Training Issues** – It’s expected that a law allowing open-carry will pass as of September 1st for CHL holders so it’s expected that Active Shooter training and CHL training will become more important. AC does currently offer Active Shooter training, but it takes a while to meet the training demands. CHL training will be offered soon and will cover topics such as “What do you do when you see an open weapon in class?”
 - **Fact:** How do you get a CHL?
 - 21 years old, pass background check, no felonies, pass 6 hour class, shoot 70% on a target for 30 rounds, pay \$50 and you get a CHL (No mental health checks)
- **Campus Security Authorities (CSA)** – CSAs exist on each campus and you can go to them when you are unsure whether or not something needs to be reported.
 - **Information on CSAs and List of CSAs:** See [2014 Annual Security Report](#).
- **Do we have a form with emergency numbers somewhere?**
 - No, we do not have a college-wide form, but we do have department-wide forms. For example, Megan Eikner or April Sessler have forms they are willing to share
- **Do we have updated evacuation plans?**
 - Per David Ziegler, Bruce Cotgreave and crew are actively working on updating AC plans. The Police department doesn’t currently serve on the AC Safety Committee, but the police do have an audit coming up that requires evacuation plans are posted, buildings are numbered, etc. so they will continue to work with the Physical Plant to make sure we’re compliant

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

- a. **Administrator Award** – It costs \$1,200 per year to keep this award funded, but Dr. Lowery-Hart has said that he will ensure the award remains funded so that administrators do not have to fundraise.
- b. **Nominations for New Officers** – Kelly will be president as of July 1st. Please send Renee your nominations for president and vice president.
- c. **Should We Make a Salary Proposal (percent across the board or certain amount proposal)?** – One of the talking points of the HR task force was merit being tied to evaluation so the administrator’s recommendation may not be needed, but Renee will confirm with Russell.
- d. **FAFSA Event:** Byrd 214 on April 22nd from 9-7
- e. **Financial Aid and Some Other Student Affairs Moving:** April 20th – Financial Aid will move in groups so that they can still serve students. Bob Austin, Jo Beth Hill, and April Sessler will move upstairs too.
- f. **Spa Day:** April 13th (WSC) 14th (West); Please don’t get in line during peak in-between class times so that students can get priority between class times
- g. **Registration:** Starts 6 am Monday (April 13th) morning
- h. **Work Force Solutions Job Fair:** April 14th 10-2 – Work force solution job fair
- i. **Lite Luncheon:** April 28th - \$20 before event and at the door; raffle tickets are \$1 a piece
- j. **MCC Job Fair:** May 5th from 4-7 at Technical Campus – Targeted to employers that hire technical trade students; set up through Workforce Solutions
- k. **MCC Dumas HS badger boot camps:** Will start soon; means to fulfill orientation requirement
- l. **MCC and Les Miserables:** Taking student group Saturday night to see Les Miserables
- m. **Hereford HS Career Fair:** May 13th –Truck Driving, West Campus, etc. will be there
- n. **AC Truck Driving Classes** – Full for Hereford and MCC for upcoming term
- o. **Hereford CMA Classes**– CMA starting in Hereford in Fall 2015
- p. **Hereford Renovations** – Currently undergoing renovations such as putting up new signage

VIII. **Meeting Adjourned:** 9:40 AM

IX. **Next Meeting:** May 13, 2015, 8:15 AM, Library 112

Minutes Recorded By:

Kristin McDonald-Willey, Secretary

Administrators Association