

Administrators Association Meeting Minutes
Wednesday, May 13, 2015

Members Present: Terry Hawthorne, Megan Eikner, David Ziegler, Kristin McDonald-Willey, Sharon Doggett, Sara Long, Tiffani Crosley, Diane Brice, Joy Connors, Kelly Prater, Heather Atchley, Melodie Graves, Renee Weiss, Jacqui Jones, Rita Wilson, Patsy Lemaster, MJ Coats, Renee Vincent, Melissa Bates, Alexa Maples

Guests: N/A

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

II. **Approval of Minutes:**

Diane made a motion to approve the minutes as written and Sara Long seconded the motion.

III. **Presidents Report:**

The president was unable to attend today's meeting, but requested that the following things be shared with the association:

- a) **Budget Report:** Town Hall Budget Meeting at 1 p.m. Thursday, May 14th in the WSC, CUB, Oak Room
Streaming option also available at: <http://panhandlepbs.org/livestream>
- b) **Strategic Plans:** Your Cabinet member should be discussing these with you; due June 1st

IV. **Mini Professional Development/Information Session:**

Topic: Institutional CTL Reorganization

Speaker: Patsy Lemaster, Associate Vice President for Employee and Organizational Development

Points:

- a) New Division: Patsy, Kay, and H.Q. (formerly of CTL) will now help create and lead many of these training efforts. Bob is temporarily leading their efforts, but they will soon report to the new Vice President of Employee and Organizational Development. The timeline goal to hire the new VPAA is June. They are temporarily located in the Institutional Research/Grant's suite (WSC, SSC Suite 260), but will eventually move to the current AskAC location.
- b) Reorganization Purpose: Will ensure AC is compliant with offering mandatory trainings and that AC offers any trainings deemed necessary and/or helpful to employees.
- c) Current Agenda Items: Employee and Organizational Development will develop sexual harassment and discrimination trainings.
- d) Sign up Today!: By August 15th, 3 teams will develop trainings that will assist the institution. For each of these training groups, representation is needed from across the college. Patsy is requesting 2-3 administrative representatives to serve on each of the following training development teams:
 - New Employee Orientation
 - Supervisors Training
 - Leadership Training

V. **Committee Report Updates:**

a) AC Benefit Plan:

- Last statement that you were sent was the corrected statement (a third-party vendor made a mistake on a previously sent statement)
- Investment Advisor Change – Our previous investment advisor left the company so AC needs to decide whether or not to stay with True North or bid out for other options. The Benefit Plan Committee will be researching, discussing, and making this decision soon.
- The Benefit Plan is currently up 60 basis points and \$107 million.

b) Administrators Association Committee Changes

- Kelly – New President
- Kristin – New Vice President
- MJ – New Secretary

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

- a) **East Campus** – Amarillo Economic Development Corporation (AEDC) Event yesterday. The AEDC has been asked to give AC a \$3 million grant to cover the needed \$5.2 million needed for roads, signs, diesel/automotive shop, and a new facility that meets FAA requirements.
 - For more information: <http://www.connectamarillo.com/news/story.aspx?id=1203826>
- b) **Commencement** – May 15, 2015 at 7 PM at the Civic Center Auditorium
- c) **Summer Registration Deadline** – May 14th and then Pay As You Go registration goes until the first week of classes.
 - Will attempt to advertise this information on information boards (Jeanetta can add notices for Badger Den, CUB. Will need to contact Ina Fiel for East and Mark Rowh for West to see who can edit the information boards.
- d) **Community College Impact Campaigns** –
 - Amarillo College Impact Information: <https://www.actx.edu/pagesmith/150>
 - Other colleges also see the importance of demonstrating the impact of their institutions to the community. For example, Clarendon College just likewise released an impact study showing their institution's value to the community.
<http://www.clarendonlive.com/?p=18206>
- e) **Student Life (Amarillo) Happenings** –
 - **Student Organization's Banquet** occurred last week and was a success
 - **Badger Boot Camps** will occur through the summer
 - **In-person and online student orientations** now also fall under Student Life. Susie Regan is leading the in-person orientation efforts. Regardless of the orientation-type chosen by students, the goal is to get students engaged early on in their AC experience.
- f) **Moore County Campus Happenings** –
 - **Badger Boot Camp:** Recently held first Badger Boot Camp and it was a success. They had 150 students in attendance. Of the students who attended, 80-90 students have already committed to attend MCC. Overall, MCC usually gets about 50% (a little over 100 total) Dumas HS students. This year the high school enrollment is down, but they are hoping to get over 50% of the students due to the further promotion of their campus through things such as the boot camp.
 - **Board of Regents Dinner and Meeting:** May 19, 2015 at 5:30 PM in AC MCC Room 107. Everyone on the Administrator's Association is invited to the dinner and the meeting. Please RSVP to Iris McDonald at 806-934-7244; irism@actx.edu
- g) **Hereford Hinkson Memorial Campus Happenings** –
 - **Career Fair:** They are holding a career fair today at the high school. Health Sciences, Industrial Technology, and Truck Driving will be featured and have information booths.
 - **CMA Program:** They will begin the CMA program this fall on the Hereford Campus with the help of Mark Rowh, Kendra Hubbard, Judy Massie, and Kim Boyd.
 - **Truck Driving:** They are now in their second truck driving academy for the year and it has been successful. They are currently enrolling students for the third, June, academy.
 - **Recruiting Math, Biology, and Industrial Technology Faculty:** Jan Wilks, long-term math faculty, is retiring August 14th and moving to Terrell, TX. She will be missed.
 - Hereford now has three open faculty positions that need to be filled by August. Tell qualified applicants to apply!

VII. **Meeting Adjourned:** 8:40 AM

VIII. **Next Meeting:** June 10, 2015, 8:15 AM, Library 112

Minutes Recorded By:

Kristin McDonald-Willey, Secretary



Administrators Association