

Administrators Association Meeting Minutes
Wednesday, June 10, 2015

Members Present: Vickie Shelton, Brenda Rossnagel, MJ Coats, Renee Weiss, Jason Norman, David Ziegler, Terry Hawthorne, Diane Brice, Rita Wilson, April Sessler, Joy Connors, Sharon Doggett, Sarah Long, Patsy Lemaster, Tiffani Crosley, Brian Nixon, Alexa Maples, Renee Vincent, Leslie Shelton, Heather Atchley, Danielle Arias, and Melissa Bates

I. **Meeting Called to Order:** 8:12 AM

II. **Approval of Minutes:**

MJ Coats made a motion to approve the minutes as written and Rita Wilson seconded the motion.

III. **Main Meeting Discussion Session:**

Topic: VP of Employee and Organizational Development Questions

Discussion Leader: Renee Weiss

Points:

- a) Questions to Candidates: Next week final interviews will be held for the VP of Employee and Organizational Development position. Renee, on behalf of the Administrator's Association, has been given the opportunity to present some questions to the candidates in their morning interview sessions that will proceed their public forum presentation. The questions can involve situational behaviors, philosophies, background preparation, or anything else related to the position.
- b) Topics/questions related to this topic the administrators would like to discuss:
 - **Question:** What types of questions/interviews have they had so far?
 - **Answer:** There have been two interviews (1st was primarily focused on getting to know the candidate and the 2nd was primarily focused on situational reactions)
- c) Possible Questions for Candidates: Questions raised by the group and recorded by Renee related to the following topics: philosophy on employee/organizational development, role they see as their primary role (e.g. enforcer, advocate, etc.), HR certifications, background that has prepared them for this position, philosophy on fair promotions, viewpoints on how this position would/would not direct changes in insurance and other policies, and viewpoints on confidentiality and accommodating diverse viewpoints
- d) Other Questions?: Send any other possible candidate questions to Renee via email.

IV. **Committee Report Updates:**

- a) AC Benefit Plan:
 - Statements for the Benefit Plan should be going out today
- b) Administrators Association Committee Changes
Changes will be enacted during the July Meeting
 - Kelly – New President
 - Kristin – New Vice President
 - MJ – New Secretary

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

- a) **Committee Openings** – There were 2 committee openings that needed administrator representation. Rita Wilson was selected for the Wellness Committee and Megan Eikner was selected for the No Excuses Core Team Committee.
- b) **HR Training Development** – Per Patsy, 27 volunteers from all employee groups volunteered to assist with the new trainings and those trainings are going very well.
- c) **Short-Term Welding Program** – The program will last 6 months and will cost \$12,500. AC Financial Aid has worked hard with East Campus to make this program a possibility and provide as much aid as possible to AC students.
- d) **Hereford Open House** – June 25th

- e) **Overall AC Registrations –**
 - **Registrations Open:** Students can still register for summer 1 classes (if an Online class) through this week. Students are registering for summer 2 courses and fall courses.
 - **Registration Counts:** AC is up 5.3% for fall from this time last year. A lot of the counts appear to be from returning students and not high school students, but they have increased over 300 applications since this time last year.
- f) **Enrollment Management Extended Hours –** Monday- Friday 7:30-6
- g) **Foster Youth Job Shadows –** As part of their relationship with CPS, foster you have asked to shadow AC employees June 24th-25th. April may contact some of us to see if we mind being shadowed.
- h) **HB 18 Passed –**
 - **Section 2 –** No more limits on dual credit courses or semester credit hours in which a student may enroll in high school.
 - **Section 3 –** Public outreach materials that endorse basic career and college readiness of each components, curriculum requirements to gain automatic college admission, etc. will be made available by agency in English, Spanish, and Vietnamese to school districts in format that could be mailed to students/parents.
 - **Section 4 –** In grades 7 or 8, each school district must provide students a high school graduation plan, college readiness standards, potential career choices, etc.
 - **Section 6 –** Higher education institutions that administer assessment instruments to students shall report to each school district all available information related to student scores and performance on the instrument and the demographics.

<https://legiscan.com/TX/rollcall/HB18/id/445541>
 (If you select the “text” area, you can read the bill
- i) **Block Scheduling and Endorsement Areas**
 - **Block Scheduling:** Blocks are when courses are arranged in a way that promotes the idea of a learning community and keeping students on campus/giving them support in order to increase retention and completion. So far we have 3 blocks set for the fall and 2 of the blocks are full. AC will add more blocks in the future.
 - **Endorsement Areas:** In grades 7-12 students will be assigned an endorsement area (i.e. career cluster). AC will realign our advising structure to align with these endorsement areas. The endorsement areas are as follows: STEM, Business and Industry, Arts and Humanities, Public Services, and Multidisciplinary Studies. Note: Students who focus on Multidisciplinary Studies (formerly General Studies) will have to choose a cluster of focus in which to specialize for their elective courses.
- j) **Moore County Campus –**
 - **Accelerated Welding Program:** 10 MCC and 15 East campus students. Looking for tool scholarships.
 - **Student Education Plan (SEP) –** Launched new completer program to track students in block
 - **Rapid Review –** Students can save a semester of math starting this summer
 - **Learning Skills Center –** Tutors will be gathered and MCC will come up with a team focus for addressing developmental education needs.

VI. **Meeting Adjourned:** 9:10 AM

VII. **Next Meeting:** July 8, 2015, 8:15 AM, Library 112

Minutes Recorded By:

Kristin McDonald-Willey, Secretary

Administrators Association