

**Administrators Association Meeting Minutes**  
**Wednesday, July 8, 2015**

- I. **Members present:** Kristin McDonald-Willey, David Ziegler, Kimberly Crowley, Joy Connors, Mark Rowh, Leslie Shelton, Tina Babb, Terry Hawthorne, Diane Brice, Tiffani Crosley, Renee Weiss, Daniel Esquivel, Lyndy Forrester, Heather Atchley, Brenda Rossnagel, Jacqui Jones, Sara Long, Sharon Doggett, MJ Coats, Melodie Graves.

- I. **Meeting called to order:** 8:15 a.m.

II. **Approval of Minutes:**

Diane Brice made a motion to approve the minutes as written and Joy Connors seconded the motion.

III. **Main Meeting Discussion Session:**

a. **Lyndy Forrester, VP of Employee and Organizational Development:**

In line with the Culture of Caring ethos she would like to promote a culture of inclusiveness and avoid segregating employee meetings by classification. A **Culture of Caring Group** with representation from all the groups to build a team of inclusiveness will be formed to work toward a 70% rate of inclusiveness. This doesn't mean the other groups can't meet. She believes we need to be a culture of inclusiveness.

We haven't had the means to train our managers on employment law to give them the resources they need. **Training on sexual harassment, new employee orientation, proper hiring and termination processes and other topics will be instituted.** Budgets are tight but these things don't cost money. Building a culture of family will bring us together. She's excited about it. She wants to make it fun for everyone, to make it WOW. She wants representation from every group of employees. There will be a limited number of seats and it will be on a volunteer basis. Every group will be included. She doesn't know the details yet. David: "Normally Dumas is here, I don't know why they're not here...Lyndy will keep Renee Vincent informed."

b. **Kristin McDonald-Willey reporting for Cindy Lanham:**

**Food Pantry:** We continue to receive both monetary and non-perishable goods donations. We will be having a silent auction at the General Assembly to raise money. A "Cans of Caring" campaign will be launched in the Fall. More info to come.

The **Classified Employee Council and the Classified Development Committee** will be meeting tomorrow as a combined group. Lyndy Forrester will be attending to provide her visionary plans for our employee group and feedback on whether or not to combine the CEC and CDC.

IV. **Committee Report Updates:**

- a. **AC Benefit Plan:** The fund is up about a half percent. Amarillo National Bank has changed administrators and everyone should have received correspondence in the mail about setting up a password for online access to your statement. You can opt out of receiving paper statements if you so choose.

- b. **No Excuses:** The Business Office is looking at ways to help our students and may be improving the payment plan options by offering a better installment plan. Do we need to charge a fee for payment plan? Lots of things are in the works. Stay tuned.

## V. Round Table/Open Forum/Announcements

- c. **Heather Atchley: Badger Bootcamp** starts next week 140 students signed up. It's a full day event, students are broken into groups by majors. There are 4 sessions throughout the summer. There is a parent session going simultaneously. Registration is still open for the sessions. Data shows participants have a higher retention rate. Student life is now responsible for all new student orientation in addition to campus tours. Blue Blazers, SGA, all sorts of folks are involved. Streamlined, lots of changes... Susie Regan is helping.
- d. **Lyndy Forrester: The East Campus Accelerated Welding**, was launched in a short period of time, lots of kinks worked out, data shows full-time students have higher completion rates. The program is totally different and so we have a completely different type of student than we did before...welding takes repetition and practice which is why the 6 month program should work well. We have 14 total students, goal was 15. Many showed up on the first day with safety glasses without being told....all came with their shirts tucked in which is a good sign. More condensed programs will follow. We'll be able to look at the data after it's done. The Dumas numbers weren't there...only 4 registered so it was pushed out to Fall...it may not work there. We started and things may need to be adjusted. We've reached out to the Dumas Economic Development Corporation so we'll see.

**Daniel:** Is the old welding class format still available? Lyndy: No...we couldn't afford it. We are working on a teach-out for the existing students. On average we graduate 6 welding majors per year. So with the new format we will increase our completion rates by at least double if not triple. We still have a multi process welding class...also a CE class...for folks who just want to learn welding.

- e. **Sara Long to Lyndy: What about the money we've been asking for?**

Lyndy: We presented to the AEDC and they were in favor. The city council has to approve it...we had a runoff in the election so the AEDC tabled the program during the election and now we'll just have to wait and see if the new council will approve it. The money will be used to build a hangar for the Aviation Maintenance Technology program, it would build a new hangar, expand diesel and automotive...we need to have the certification for auto and diesel...we need the square footage to get the program certified. The plan also includes a new entry to East Campus...a main entrance. We raised 1.5 million for diesel and automotive from the Harrington Foundation but the total cost is \$4.5 million.

- d. **Mark Rowh:** West Campus had a great Spring Fling thanks to Heather. The CMA (Clinical Medical Assistant) students had a 100% pass rate...3 still haven't graduated. We're offering the CMA program in Hereford this Fall.

The Health Sciences Committee is working toward centralizing applications for 16 programs....students will go to one site and then the applications will flow to the program director and advisor. The application will be on the Allied Health Sciences webpage...every program will be on the main web page. Admission to the college is still required so Allied Health students have two applications to complete.

- e. **Lyndy:** 310 forms are going digital. First planning meeting is today.
- f. **David Ziegler:** New elevators in the library are coming, Lynn Library is being gutted with a new entrance. The 2<sup>nd</sup> floor of the cub renovation is happening. Half the buildings will be re-roofed from the May 2013 hail. The mall area will get “cut in half” during the construction. Entrances will change...the CUB south door will always be accessible...the north door will be inaccessible.
- g. **Heather Atchley:** the basement SGA lounge is being turned into a classroom/meeting room if people need it. The construction will affect activities but we’ll manage and continue to have a full slate of student events.
- h. **David Ziegler:** The WSC roofing project...we don’t know which building will happen first. Hopefully next week the roofers on West Campus will be finished. Big restrooms are coming in the library.
- i. **Terry Hawthorne:** The air conditioning is not accustomed to humidity. The equipment is having trouble keeping up. When everything is working right it seems to be fine. We’re saving \$250,000 per year. As buildings get renovated the HVAC often gets upgraded and rerouted and the control is improved.
- j. **Joy Connors:** Financial Aid Day is July 15<sup>th</sup> 9 – 7 pm on July 15<sup>th</sup> in the Byrd Business Building, Room 214

VI. **Meeting Adjourned:** 9:07 am

VII **Next Meeting:** August 12, 2015, 8:15 a.m., Library 112

Minutes Recorded by:

MJ Coats, Secretary



Administrators Association