

Administrators Association Meeting Minutes
Wednesday, January 14, 2015

Members Present: Mark Rowh, Leslie Shelton, Sammie Artho, Janice Johnston, Kelly Prater, Diane Brice, Joy Connors, Ernesto Olmos, Kristin McDonald-Willey, David Ziegler, Tina Babb, Brenda Rossnagel, Sara Long, Heather Atchley, Jacqui Jones, Melodie Graves, Sharon Doggett, Brian Nixon, April Sessler, Jason Norman, Amber Brookshire, Russell Lowery-Hart, Daniel Esquivel, Lacy Mueggenborg, Melissa Bates, Alexa Maples, and Renee Vincent

- I. **Meeting Called to Order:** 8:16 AM
- II. **Approval of Minutes:** Correction: Announcements: i. Common Reader will be the 2015-2016 book and not the 2014-2015 book. Approval: Heather made a motion to accept the minutes pending the correction and the motion was seconded by Joy.
- III. **Presidents Report:**
 - a. Greeter Program – Currently in progress this week and next
 - b. Potential Renovation Opportunities – Currently leveraging fundraising to go with a gift that will cover the 2nd floor of the CUB, the first floor of the library, and the mall area.
 - c. New Campaign Coming Up – Focus: Raising money. We are now using data to increase the community's commitment to fundraise. Examples: We educate 65% of all AISD students. Our investment caused \$630 million to go back into the Amarillo economy. For every \$1 spent by taxpayers, they get back over \$3 through the success of our students. However, we still need to increase our completers and number of degree holders in the area.
 - d. Enrollment – We are down for the 3rd straight year are below our projections for the spring. Our budget reflects an enrollment of 11,000 and not 9,000 so we need to submit reduced budgets. Our new government ran on a reduced budget so we should be prepared for the possibility of a reduced budget.
 - e. Celebrations? –
 - o Continuing Education: Secured 3 new contracts for training (20 supervisors in each training)
 - o Dr. Vess, new Vice President of Academic Affairs, arrived here Monday
 - o Dept. of Labor Grant – Received authorization to extend services to Dumas and MCC (Industrial Tech, CNA, and truck driving programs)
 - o AEL Grant (GED Completion) – Enrolled up to 75 students in the last 3 days.
- IV. **Committee Report Updates:**
 - a. Administrator Development: The administrator development Ceta Canyon event was moved to March 6, 2015. Sign up via the CTL site and complete your release form.
 - b. AC Benefit Plan:
 - o Statements – We are up 75 basis points. Statements should be sent out by the end of this month.
 - o Annual participant meeting – This meeting will occur at the end of April
 - o New Representative on AC Benefit Plan Committee – Tina Babb
- V. **Mini Professional Development Session:**

Topic: West Campus

Speaker: Mark Rowh

Summary:

 - **Flooding:** This has been an issue with the west side of the Allied Health building; water abatement is complete and they are in the process of completing new carpet and other cosmetic issues.
 - **Classes:** West Campus classes are full. There is some attrition in their programs because they do not allow D's in program grades and sometimes do not allow D's in general education classes either.

VI. **Peer Mentors:** Tutoring and advising have partnered with FYS to hire 12 new student mentors. All mentors are assigned to a FYS course, assigned to tutoring in areas of their strengths, and many of them will be working in advising as well.

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

- a. **Swanson Family** – The Administrator's Association raised \$140 for the Swanson family Christmas.
- b. **Hereford** – ESL and GED programs are growing. There has been a problem with the truck driving academy courses not making because students don't have \$3,000 to pay toward the academy cost, but local truck driving companies are now willing to scholarship these students. The overall campus enrollments are lower than last spring and part of the reason is that they are not offering as many classes as they used to due to a lack of instructors.
- c. **Dumas** – They are down this spring from the fall in enrollment, but are up for the spring compared to last spring.
- d. **Success Cans** – Renee will talk to Russell to determine the importance of continuing to partner with the San Jacinto No Excuses graduation program (\$200 rough costs to continue). We value our partnerships, but will determine the highest need at our institution and/or community before we proceed.
- e. **Leadership Amarillo/Canyon** – Great program because you get to see the real community. Once a month, they visit places like the prison, Faith City Mission, Cal Farley's, etc. Mark Rowh has been through the program and encourages anyone to participate if they get the opportunity. The fee is around \$1,400-\$1,800 (est. cost). New applications will come out August or September and in the past, AC has sponsored two employees each year so if interested, you may speak with your Cabinet member.
- f. **Student Activities** –
 - Distinguished Lecture series (**February 24th** on Tuesday night) – John Quinones, ABC news correspondent and the current host of "What Would You Do?" television program, will be the speaker. His message will tie in with the theme of moral courage.
Location: Amarillo Globe News Center.
Cost: \$5 AC students; \$15 all others; \$50 for wine/cheese event before the lecture/reserved seating
 - Saxophone Player (**January 22nd**) – Badger Den at noon with free lunch
 - Comedian (**February 5th**) – Badger Den
 - Musician (**February 11th**) – Badger Den
 - Note on Student Events: February 2nd – 6 AC students going to Community College Day in Austin
- g. **Entering Budgets** – Budgets need to be entered by February 20th. Sign up for the budget training on how to enter the budget. If you enter a change, you will need to also enter a justification.
- h. **SPAM Email** – If you get an email asking you to click on something or else your account will expire, you should not click this link.

VIII. **Meeting Adjourned:** 9:04 AM

IX. **Next Meeting:** February 11, 2015, 8:15 AM, Library 112

Minutes Recorded By:

Kristin McDonald-Willey, Secretary



Administrators Association