

**Administrators Association Meeting Minutes**  
**Wednesday, November 12, 2014**

**Members Present:** Renee Weiss, Terry Hawthorne, Leslie Shelton, Lyndy Forrester, Jason Norman, Kristin McDonald-Willey, Joy Connors, Brenda Rossnagel, Kelly Prater, Sammie Artho, Diane Brice, Brian Nixon, Sharon Doggett, April Sessler, David Ziegler, Heather Atchley, Daniel Esquivel, Lacy Mueggenborg, Melissa Bates, Alexa Maples, and Renee Vincent

- I. **Meeting Called to Order:** 8:16 AM
- II. **Approval of Minutes:** Minutes were approved with no corrections. Jason made a motion to accept the minutes and the motion was seconded by Diane.
- III. **Presidents Report – Dr. Russell Lowery-Hart (Currently in Washington DC)**
  - Respond to Questions from President – On Friday morning (Nov. 14<sup>th</sup>), Renee Weiss will meet with Dr. Lowery-Hart and the 2 other employee groups to discuss the findings for the questions posed at the last meeting. If you have not yet responded, please send your information to Renee and she will continue to compile the comments/suggestions and will present the information to the group.
    - QUESTIONS ASSIGNED BY THE PRESIDENT:
      - a. How can we better align what we do with AC’s new strategic plan goals?
      - b. How can we improve our institutional communication?
      - c. How can we offer students an intentional plan to degree that will cause them to graduate more quickly?
- IV. **Committee Report Updates**
  - a. Administrator Development: The administrator development Ceta Canyon event was moved to March 2015. Sign up via the CTL site and complete your release form.
  - b. AC Benefit Plan:
    - Statements – The ACBP statements should have been sent last week
    - Plan Status – Since the last statement, the plan gained \$861,981 (slightly less than 1% gain); final fund balance for October was \$106,246,064.68
  - c. Web Accessibility Committee: Brenda Rossnagel serves on this unofficial committee. This committee is developing guidelines for online instruction that will ensure web accessibility for all students.
- V. **Mini Professional Development Session**

**Topic:** East Campus  
**Speaker:** Lyndy Forrester, Dean of Technical Education  
**Summary:**

  - Program Updates: East campus is updating programs so that their curriculum/standards ensure students are ready for the workforce.
    - Curriculum Committee – East Campus programs have all adopted 4 technical core classes.
      - East Campus Core Classes: Basic Electrical, Intro. to Industrial Maintenance, Technical Math, and Technical Communication courses
      - Purpose: There are courses/skills that are needed among all East Campus programs. The addition of the math and communication courses addresses the fact that while AC programs cannot require proof of TSI-readiness for level 1 certs., students still need to prove competency in math/communication skills required by industry.
    - Digital Resume - Work Hands is a Web site that is essentially like LinkedIn for skilled trade professionals (<http://www.workhands.com>)
      - Portfolio: Students create a Work Hands portfolio in their communication class and they then add additional projects to their portfolio in each subsequent class (e.g. video of the student welding). Students also create a resume for the Work Hands site that has been critiqued/graded by AC faculty.

- Connect Portfolio to Community: In the advisory meetings, local industries are getting a preview of the digital portfolios and have given positive feedback. The hope is that local industries will use this portfolio to recruit students.
- Students Wear Uniforms – Student uniforms have proved to help our students learn work-related, accountability skills.
- Students Need to Buy Own Tools – In the past, students were not required to have their own tools and could just borrow tools for in-class use. However, the reality is that students will need their own tools to make a living. Now, each class has a required tool kit that students are required to gradually purchase (i.e. students add additional tools to their kit with each additional class) and by the time the student leaves AC, he/she will have a basic tool kit. The Amarillo Foundation has some funds available for tools scholarships for needy/deserving students. Additionally the Workforce Investment Act (WIA out of the Workforce Commission) also has some scholarship funds available for certain students.
- Course Rotation Sheets – Students can now see a course rotation sheet that includes 1) Course rotation information; 2) Cost for tools, uniforms, and books. These sheets are now on the East Campus Web pages. East Campus still need to put together a sheet for the Aviation program, but all the other areas' sheets have been developed.
- Desire to Increase Program Speed – If new job opportunities and/or increased job openings occur in our area, 18 months is too long to wait to be able to turn out students in fields such as welding. East Campus is looking at ways to turn out students faster, but to also ensure students receive a quality education and if possible, that East Campus contributes to the Aspen Award (e.g. one Aspen Award measure requires programs be 12 mo. in length).
- Fundraiser Today – A young man named Sam has been working on the East Campus and has a desire to go and compete in the Special Olympics. Affiliated Food has donated the food for this event. A \$5 per plate cost or a larger donation will get you a plate of food and all funds will go toward Sam's trip. The food will be available on the East Campus from 11:30-1 today.
- Women in Industry Club – There are currently 35 women in East Campus programs. In an effort to encourage persistence and aid students in making connections related to future employment opportunities, East Campus has started a Women in Industry Club. Local female business women, who are employed in technical fields, will visit with AC students on various topics related to their chose field and on being a female in that area of the workforce. Last month Amarillo Truck Center visited with this club and this Friday Amarillo Gear will visit with this club. Members of this club were given free shirts, lunch, and information about how this club can connect them to jobs as an incentive to join. East Campus is still increasing recruiting and retention efforts for this club.
- Transportation to East Campus – A year ago a survey was conducted and transportation was identified as an issue/barrier for East Campus students. As a result, AC began offering a bussing service from WSC to East Campus this semester. Unfortunately, only a handful or sometimes no riders took advantage of this service. Last week a follow-up survey was conducted to investigate why students are not using this service. Around 200 replies were received and various reasons for lack of use were given, but ultimately, the students are not planning to utilize this service. East Campus is happy they attempted to offer this service, but are not planning to continue with the effort because they can't justify the cost vs. use.

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

- a. Pinning Ceremony – Next pinning ceremony: 2-3:30 p.m. in the CUB Oak Room.
- b. Potluck Christmas Breakfast – This event will take the place of next month's meeting.
  - Meeting Plans: December 12<sup>th</sup> (Friday) from 8:15-10 AM in the new Badger Den
  - Potluck Breakfast Item: Bring a potluck breakfast item
  - Ornament Exchange: Bring an ornament for a gift exchange
- c. AC Christmas Celebrations – All parties sponsored by SGA. SGA will serve Christmas cookies, cocoa, and cider. These events are free to all students and employees!
  - Washington Street Campus: Badger Den on Dec 2 from 9-11 AM

- West Campus: Lecture Hall Foyer on Dec 3 from 9-11 AM
- East Campus: Activity Center on Dec. 4 from 9-11 AM
- d. Spring Registered Students – Push registration; there are currently 2,250 students registered for SP2015
- e. Administrators Association Volunteer Opportunities– Send suggestions to Melanie Castro
  - Salvation Army Suggestion: Multiple opportunities through the Salvation Army including the Angel tree project which AC is already supporting
    - Student Life Angel Tree Project – Student Life will be putting an Angel tree on the WSC Student life has requested 20 angels from the Salvation Army and the plan is that the SGA will encourage different orgs./clubs to support this project
  - Administrators Association Annual Christmas Project – Renee Weiss is collecting funds so that the AC administrators can help a nominated family have a nice Christmas (Deadline: Dec. 1<sup>st</sup>)
- f. Changes in Advising Personnel
  - There have been and will continue to be major personnel changes in the advising department. Judy Jackman retired and Nola Bartling took her position; Melodie Graves has been promoted on the East Campus and someone else will take her position; Sammie Artho is moving to Continuing Education and someone else will take her position)
- g. AC Job Fair– 60 employers and around 300 students participated. Employers said they found some good student connections and were overheard praising the event and saying they were treated very well.
- h. Author Lecture – Joy was on campus from November 10-11 and did an excellent job.
  - Joy Jordan-Lake Visit: On Monday night, Joy met with community members and English classes in the new Badger Den. On Tuesday, Joy spent time with photography classes, at the reception, and then held her actual lecture.
  - Winning Essay on Moral Courage – The winning student essay was inserted into the program. Frank Sobey has the student essay and April Sessler will investigate whether or not there is a way the essay can be shared with the AC family.
- i. 2015-2016 Common Reader Book– *Between Shades of Gray* by Ruta Sepetys will be AC's 2015-2016 Common Reader.
- j. Moore County Campus Updates
  - Welding Shop: Dr. Hays has helped quite a bit with the purchasing/installing of equipment.
  - CMA Program: MCC is looking at implementing CMA in the fall.
  - Advisory Committee: A No Excuses presentation was given to the advisory committee.
  - Operation Christmas Child: MCC is raising postage money needed to send out their boxes.
  - Getting a New Art Club: MCC is consistently adding new clubs/organizations.
  - Truck Driving Program: Per Lyndy the truck driving program will expand to Dumas soon.
- k. Save Institution Money at Thanksgiving - Make sure you turn off computers, unplug refrigerators, etc.
- l. HS Counselors Workshop – On Nov. 21<sup>st</sup> from 8:30 AM – noon, Kelly Prater will be giving updates to HS counselors in AC's downtown auditorium (8:30-9 will be donuts, coffee, and fruit and 9-noon will be the update). If you'd like to attend, AC staff/administrators should notify Kelly.
- m. Hereford Hinkson Campus
  - Truck Driving Academy: Hereford has held 6 truck driving academies on their campus. Out of these academies (5-week programs) 36 students have been placed and the lowest paying salary is \$45,000. Hereford sends a special thanks to Lyndy Forrester and Bob Matthews for their help.
  - Enrollment Jump: The addition of the new building has caused Hereford's buildings to be full and they may need to think of solutions and/or look at expanding again in the near future.

VII. **Meeting Adjourned:** 9:02 AM

VIII. **Next Meeting:** December 12, 2014

Minutes Recorded By:

Kristin McDonald-Willey, Secretary



Administrators Association