

**Administrators Association Meeting Minutes**  
**Wednesday, August 12, 2015**

- I. **Members present:** Kristin McDonald-Willey, David Ziegler, Tina Babb, Diane Brice, Tiffani Crosley, Daniel Esquivel, Brenda Rossnagel, Jacqui Jones, Sara Long, Sharon Doggett, MJ Coats, Melodie Graves, Terry Kleffman, Jason Norman

**Guest:** Dr. Russell Lowery-Hart

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

II. **Approval of Minutes:**

Diane Brice made a motion to approve the minutes as written. Sharon Doggett seconded the motion.

III. **Committee Report Updates:**

- a. **No Excuses:** Jason Norman reports the committee is in the process of looking at alternative tuition payment plans. Currently students pay half down and two additional payments.
- b. **Administrative Association Retreat:** In the past we went to Ceta Canyon. Kelly needs to know if we want to do that again, or something different. Jason Norman volunteered to chair an exploratory committee.

IV. **Mini Pay for Performance Development Session**

- a. The Regents have asked the college to move forward with performance based pay increases instead of across the board increases. A committee to study the issue has been formed and will be requesting input from college employees. Kelly Prater, Lyndy Forrester and Bob Austin are on the committee. Other colleges who use the model are being studied.

Discussion:

MJ: Management training doesn't exist here. How do we create shared standards that are fairly applied.

Kristin: I had a bad experience with a supervisor who used it as means to adjust salary inequities.

Russell: Training will be rolled out for tangible performance metrics.

Kelly: There are people here who are not working hard.

Sarah: I have trouble with goals and training. There are none.

Russell: We have not done a good job of developing our employees. We need to give our employees understandable metrics. There will be checks and balances.

V. **President's Report – Dr. Russell Lowery Hart**

- a. We cut our budget 5%, it's been a difficult year. We've never done it before but we did it. The legislature cut our budget 3.5 million dollars after we were expecting a 2 – 2.5 million dollar decrease so our budget is not currently balanced. The board has a plan to get us through the shortfall. I'm giving a budget presentation on Thursday the 20<sup>th</sup> at 9:30 a.m. in Ordway Hall. Our budgets have increased, enrollment is down. Everyone is part of helping increase enrollment. Our metric is duplication. We will eliminate duplication of positions. The college is not here to make the lives of our employees any easier. We're here for the students. Amarillo was in the top 10% for student success funding. 90% of our funding comes from

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taxes, state and tuition. Let's not get our heads down. We are hiring. The only way you should be concerned is if you're getting your work finished by 1 pm. If you aren't busy, get busy. This college has always been about equality, but now we'll be about equity. I want everyone to get out there and improve processes.

General Assembly will be on 9/11 from 12-5 pm. There will be scripts and posters and you'll be certified in student success. You'll know exactly what that is after assembly – how we work with each other and how we support our students. There will be team-based, interactive training. The strategic plan will be rolled out during general assembly and a change in the mission statement is coming. Our mission is to identify and help students complete. Our theory of change is innovation and relationship. We will improve and streamline our processes and improve and increase our relationships with students. We've been talking about this for 5 years.

Odessa came to look at our student success agenda and they've done it in profound way. Their execution of it is very different.

**Sharon:** It was very dynamic. Some things are different. The first class is free. Then there is a 10% discount. The VP of Business affairs was concerned but they found that if they offered the first class for free just to get students in the door they'd have a better chance of continuing and they did. Odessa increased their enrollment double digits for 2 years while Midland's was decreasing. They've incentivized several processes to engage and retain students, in fact they give a car away.

**Russell:** All of Odessa's processes were based on data. They went to two eight-week semesters from 16 weeks by condensing courses and the students performed better. Almost all of their classes are hybrid. They trained to leverage Blackboard™ and the classroom has become more of a laboratory. Each student gets a success coach and each faculty member is assigned 25 students for whom they are responsible. Every faculty member is expected to know the names of all of their students.

Every advisor has 400 students and is responsible for their success. The faculty at Odessa has targets. They've increased enrollment and decreased withdrawals. Withdrawals have to be approved by financial aid and the faculty coaches. We've talked about this for 5 years so this shouldn't be a surprise. I've waited for this to happen for a year. Everyone has to do it with accountable goals and results. It was overwhelming for Odessa to hear about us talk about our student success. Greg Williams, the president, goes to bed every night looking at everything. Everything they do is about the students. Amarillo College is an employee centric school but we're going to transform into a student centric school. Odessa is open late and on weekends and this is the culture we're going to have to have. It's a complicated formula.

No other school was cut worse than us in this budget. We need to prepare for zero dollars of funding from the state over the next 20 years. We need to prepare for that. We can do it if we do it together. The path forward to success is clear and it requires first and foremost a focus on our relationship with our students. It's all about our relationship with our students.

**VI. Announcements**

- a. **Current Enrollment:** Diane: We need 1,000 more students. A lot of sections are closed. The faculty is trying to find ways to increase the number of students in their classes. Dereg is smaller...maybe 700-800 students.

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- b. **Brenda Rossnagel** is starting a disAbilities student group.
- c. **Daniel** reports that Hereford has had a few faculty members retire so there will be new faces. Certified Medical Assistant (CMA) is starting in Hereford this Fall.

**VII.** The meeting adjourned at 9:15

**VIII.** The next meeting is September 9, 2015. Location TBD

Minutes recorded by:  
M.J. Coats, Secretary



Administrators Association