

Administrators Association Meeting Minutes
Wednesday, September 9, 2015

Members Present: Jason Norman, Ernesto Olmos, Brenda Rossnagel, April Sessler, Russell Lowery-Hart, Kelly Prater, Rita Wilson, Kristin McDonald-Willey, Tina Babb, Teresa Clemmons, Jeff Wallick, David Ziegler, Mark Rowh, Kim Crowley, Terry Kleffman, Terry Hawthorne, Tamara Clunis, Heather Atchley, Diane Brice, Joy Connors, Sharon Doggett, Eric Wallace, Jacqui Jones, Daniel Esquivel, Renee Vincent

I. **Meeting Called to Order:** 8:15 AM

II. **Approval of Minutes:**

April made a motion to approve the minutes as written and Jason seconded the motion.

III. **Presidents Report:**

- **General Assembly:** All-college meeting to be held Friday, September 11th
- **Strategic Plan:** The goals have been established, but the action planning is up to us
 - **Reason for Change in Mission and Vision:** Who we are has changed (74% - 1st generation; 72% take at least one developmental class, etc.) so we need to change our approach
 - **Work Execution:** We need to make values personal to who we are and what we value
 - **Plan:** No Excuses commitments will be unveiled at 2015 FA General Assembly. We will discuss these values and will then sign off on the values next semester. Specific values exist for student, leadership, faculty, and classified AC groups. These values will be integrated into job descriptions and evaluations.
- **Enrollment:** The enrollment is currently down 5% and contact hours are down 3%. At the point the budget was made we were up 8% and it looked like we'd receive more government funding so we cut 5% from the budget and hoped we'd come out with a flat budget, but we can no longer budget on hope.

Future Plans

- **Change Model:** We need to leverage technology and streamline when possible
- **Recruit/Retain:** We need to recruit and/or retain 600-700 more students
- **Structure Changes:** Redesign schedule to 8 week model, all-college inclusive advising, expand coach/champion program
- **Questions/Answers with the President**
 - **Question:** Does the lack of class availability affect our lowered enrollment?
Answer: Yes and part of the problem is that the average faculty member has 9 overload hours and that's too much. We need to continue to work on our structure to fix the issue.
 - **Question:** For the Day of Caring (October 24th), why can't students participate? (Logistics provided as a reason, but Heather Atchley is willing to help the college overcome these issues.)
Answer: Good question and great suggestion by Heather; Heather should speak with Joy.
 - **Question:** When do the shirts come in?
Answer: Everyone who put in their order will get their two shirts on Friday (9/11/15). Also, Higher Ed. Week happens in the middle of October. Higher Ed. Week is a time when Texas Tech Health Sciences, WT, and AC highlight their partnerships highlight the exciting things going on at their campuses. During special events related to this week and other special days, AC employees will be asked to wear their shirts.
 - **Question:** How do we address morale issues on campus?
Answer: We must tackle our jobs head on and not hide. Do know that we are trying to address budget issues through attrition (not filling positions) and realignment.
 - **Question:** What is the anticipated mall area completion date?
Answer: On September 29th, we will unveil the new library building name and we hope the mall is completed by the end of the term. Also, the tutoring center will be named by a family. We have raised almost \$2 million for these construction processes.

- **Question:** Can you tell us about the importance of the new fundraising position?
Answer: As our funds are cut, we have to be more strategic in seeking assistance from donors. One of the 1st priorities of the new person hired for the fundraising position will be to speak with groups such as yourself to see what kinds of things need to be funded that are needed or may have been affected by our \$3.5 million cut.
- **Question:** What other recruitment opportunities do we have?
Answer: (Per April Sessler) We are still not getting all of the ACE students. We should keep trying to better connect to ACE students and others in the community.
- **Question:** When will final budget issues be settled?
Answer: Using the current plan, we expect them to be settled in the next 6 weeks-2 months.

IV. **Mini Professional Development/Information Session:**

Topic: Drop and Withdrawal Policy Change

Speaker: Diane Brice, Director of Enrollment Services and Registrar

Points:

- Policy (Finalized Policy Portions Copied from Follow-up 9/9/15 Email)

Effective Thursday, September 10, 2015:

Students will not be able to remove a class from their schedule through ACconnect Self-Service after the class has begun.

1. Drops* must be done through the Academic Advisor, askAC or the Registrar's Office.
2. Any student who wishes to withdraw** from a class must have faculty consent. The instructions granting such permission are attached. We will also conduct departmental trainings for anyone who wishes to have a hands on training.

*An academic drop from a course occurs when a student removes him/herself from a course on or before the official reporting date (census date) for the course.

**An academic withdrawal from a course occurs when a student removes him/herself from a course after the course drop period (official reporting date or census date) has passed and a grade is required.

- Precedent – Colleges such as Odessa College have implemented this policy with great success.
- FT versus PT Faculty – This policy does affect both full-time and part-time faculty

V. **Committee Report Updates:**

- a) AC Benefit Plan: Currently down 4.7%, but expect economy is due for a correction soon.
- b) Pinning Ceremony: Need 2 volunteers (note: as of 9/15, Kelly has 2 volunteers)

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

- a) **Student Life** – Saxophone player on **9/12 at noon** in Badger Den (all invited, food, and fun!); **9/24 Fall Fest at the Fair** theme – all invited and there will be food; **October 2nd and 3rd** will be the leadership retreat at the Talon Point Conference Center. The total cost to students is \$10 and that covers their meals/snacks; Heather Atchley can email you information
- b) **Constitution Day – September 17th**; stop by **between 9-12** between Dutton/Durrett Halls to increase knowledge/appreciation of constitution. Thanks to SGA for free coffee and donuts. Voter registration information will be available. Wear red, white, and blue!

VII. **Meeting Adjourned:** 9 AM (estimate)

VIII. **Next Meeting:** October 14, 2015, 8:15 AM, Lib 207

Minutes Recorded By:

Kristin McDonald-Willey, Vice President

Administrators Association