

## **Administrator's Association Meeting Minutes – January 10, 2007**

**Present:** Alex Chancia, Richard Chelf, Joy Connors, Cara Crowley, Sharon Doggett, Daniel Esquivel (ITV), Jeff Gibson, Lola Hornstra, Sara Long, Delton Moore, Jim Morris, Lacy Mueggenborg (ITV), Theresa Rider, Brenda Rossnagel, Beverly Vinson, David Ziegler

**Brenda Rossnagel called the meeting to order.** Minutes were reviewed. Motion to approve minutes carried.

### **AC Benefit Plan Report (Sharon Doggett):**

- Fund value: \$82,967
- Statements will be sent out soon
- Changes will be made in the plan this spring re: after tax contributions and termination of employment (questions to ask , etc)

### **Old Business**

- Christmas Project (Lola and Theresa) – Bought gifts and clothes for mother and paid \$175 toward rent as suggested by Eveline Rivers
- ACA2 Mentoring (Brenda Rossnagel) – Four in a group, \$8/person per meeting, Must save receipts and submit as Petty Cash Reimbursement form to Connie Dillard
- Restructuring Meetings – The consensus is that the setup in the Library 113 ITV room is much more conducive to interaction, and the remote sites are in agreement. Future meetings will be scheduled in Library 113.

### **New Business**

- The name of the Assessment Center has been changed back to “**Testing Center**”
- What was previously Institutional Effectiveness & Advancement (Danita McAnally, Director) is now named “**Assessment & Development**”  
Danita McAnally – Assistant Dean  
Kara Larkin Skinner – Assessment  
Cara Crowley & Jim Morris – Development  
Delton Moore – Institutional Research
- AC was nominated for the Bell Weather Award by the University of Florida  
One of 30 community colleges  
Award is for schools working with community

### **Special Report– Assessment & Development (Cara Crowley & Jim Morris)**

- **Program Description:** The Assessment & Development program assists in finding grants, writing grant proposals, statistical research, compliance issues as well as checking potential for funding in an area. They also manage the Bell Skills Development grant.
- **The process:** Bring ideas, discuss with supervisor (sometimes \$\$ available at AC), make sure grant requests fulfills one of your strategic goals. It is best for a program to come up with the idea.
- **Current grants:**  
**Nursing the Numbers:** - through the Department of Labor (AC one of 72 community colleges) This grant assist RN's in getting MSN to train others. The recipients are required to stay in Texas Panhandle. Half of the recipients attend AC and half attend WTAMU.  
**National Science Foundation:** (Lana Jackson & Jill Gibson) – working with Department of Agriculture to develop curriculum to train for communications positions in the agriculture industry.  
**New Skills Development:** (renewal) – Trains current Bell Helicopter employees  
**Meeting Industries Critical Workforce Needs:** (Aerospace & Defense clusters) to provide engineers and engineer technicians for Bell Helicopter. Includes partnership with UT-Arlington and WTAMU

Sharon Doggett agreed to bring a report on the AC Benefit Plan at the February meeting.

**Meeting adjourned at 8:45.** Next meeting scheduled for Wednesday, February 14, in Library 113.