

Administrator's Association Meeting Minutes – March 14, 2007

Present: James Bauchert, Daniel Esquivel (ITV), Linda Hendrick, Lola Hornstra, Terry Kleffman, Jim Morris, Lacy Mueggenborg (ITV), Theresa Rider, Lou Ann Seabourn, Vickie Shelton, Bob Sloger, David Ziegler

James Bauchert called the meeting to order. Minutes were reviewed. Minutes approved with five corrections.

President Jones' Report:

- Dr. Jones did not attend.

President's Council Report:

- No report.

Board of Regents Meeting Report:

Linda Hendrick attended and brought the following report:

- Brad Johnson presented an update on AC's Strategic Plan:
 - The Strategic Plan is reviewed yearly.
 - AC's Disaster Recovery Plan is being re-worked and members of the committee are Ellen Robertson, Ed Wynn, Linda Hendrick, and Ed Nolte
 - At a recent NICSPOD meeting, Lou Ann Seabourn was made aware of disaster plans from colleges that survived hurricane Katrina. These schools based their latest planning on lessons learned from that experience.
 - According to Linda Hendrick, AC has obtained a Disaster Plan for Technology that is NIMS compliant (National Incident Management Systems).

AC Benefit Plan Report (Sharon Doggett):

- No report. Sharron Doggett did not attend.

Committee Reports:

Professional Development (James Bauchert):

The June meeting (June 14) will be at the Moore County Campus where we will participate in the "Dogie Days" celebration. There will be a barbeque lunch, guest speakers from TACHE (Texas Association of Chicanos in Higher Education) on Closing the Gaps. Other activities will be announced soon...

ACA2 Mentoring (James Bauchert):

James urged groups to continue meeting.

Special Report-- Hereford Campus (Daniel Esquivel)

The students at the Hereford Campus appreciate being able to take a full range of classes in Hereford. This enables them to have a full college experience without driving to Amarillo.

Hereford Education Report Highlights

- The Hereford campus had an enrollment of 265 for the Fall semester and an enrollment of 340 for the current Spring. Both figures include CEU enrollees.
- More students are enrolling in workforce training
- 72% of all students are Hispanic (this matches the population of Hereford)
- The majority of students are female
- Most students are from Hereford but 10% are from Dimmitt and 4% are from Friona
- 40% are full-time students and 60% are part-time
- 100% of the classrooms are being used and the computer classroom is always booked
- The ITV room is being used more
- Due to the high enrollment and crowding at the Hereford campus, classes have been scheduled at Hereford High School, Hereford ISD Administrative building, Hereford High School CT lab, and the Hereford Community Center

- In workforce training, the Hereford Campus has provided training for the following:
 - ♦ Panda Ethanol
 - ♦ White Energy (ethanol)
 - ♦ Tejas Industries
- Panda training:
 - ♦ All trainees were given the TABE and a score at the 9th grade or higher level was required to enter training
 - ♦ Training took place from January 22, 2007 through February 25, 2007
 - ♦ 70 enrolled and 65 completed training
 - ♦ All completers are guaranteed an interview with Panda
 - ♦ Training was so popular that a second class will start on April 9, 2007 with 40-50 trainees
- White Energy training:
 - ♦ 45 White Energy employees will be trained in OSHA
 - ♦ 15-20 will receive training in HAZMAT
 - ♦ Training will take place in August 2007
 - ♦ Sandy Jefferson will provide the training
- Tejas Industries training:
 - ♦ 200 employees and 100 are Spanish-speakers
 - ♦ Training will be offered in Occupational English
 - ♦ Classes start March 20, 2007 and will meet for 12 weeks
- Fall 2007 Preview:
 - ♦ Adding new classes
 - ♦ General Education ITV courses (e.g. history, government)
 - ♦ ESL will have a new part-time instructor
- Hereford Campus Challenges:
 - ♦ Limited space
 - ♦ Need to increase courses necessary to complete degrees
 - ♦ Need to increase skilled labor certification programs

Old Business:

- The meeting format (time and place) seems to be working. We are hopeful that Dr. Jones will be able to attend regularly. Everyone likes the monthly special presentation.

New Business

- Professional Development Day in Dumas – June 14, 2007
 - Two vans will be available
- Colleague Update – Terry Kleffman:
 - Colleague is not available today (3/14/07)
 - Once Colleague is back on-line, some processes will be slower than before
 - Terry Kleffman's Programming Services staff will be working through the Spring Break holiday to complete the updates
 - Terry will send an email that will explain why the new Colleague release is slower than the last version
 - Colleague will appear the same on screen
- THECB Dual Credit Information – Lou Ann Seabourn:
 - The Texas Higher Education Coordinating Board has proposed that high school juniors could use their PSAT scores for Dual Credit purposes
 - This is currently only a proposal
- Datatel Users Group will meet on Monday and Tuesday – June 11 and 12, 2007