

## **Administrator's Association Meeting Minutes – August 8, 2007**

**Present:** Melissa Bates (ITV), James Bauchert (ITV), Brenda Bussey, Richard Chelf, Joy Connors, Sharon Doggett, Linda Hendrick, Lola Hornstra, Terry Kleffman, Kara Larkan-Skinner, Sara Long, Kay Mooney, Jim Morris, Jason Norman, Lee Proctor, Theresa Rider, Brenda Rossnagel, Vickie Shelton, John Smoot, Beverly Vinson

**New Members:** Lee Proctor, John Smart – Tech. Prep Admin

**James Bauchert called the meeting to order.** Minutes were reviewed. Motion to approve minutes carried.

### **President's Report: (Dr. Jones)**

- No tuition or tax rate increase this fall 2007 semester, but fees will be increasing.
- Veto – hearings, resolution in September. Expect restoration of funds with political strings. Do not expect an apology from Governor. We will use this as an opportunity to speak to not funding for formula.
- Fall enrollment looking good.
- Serious changes in Tech Prep. Good external funding.
- Crisis management and simulation. 2 days training already. A plan in place. Heightened awareness. Basic training. Reinforced planning done.
- Renee and Daniel address Cabinet. Good meeting--discussed stats and strategy.

### **President's Council:**

- No report.

### **Board of Regents Report: (Linda Hendrick)**

- Did not meet in July.

### **Committee Reports:**

#### **Professional Development Committee Report (James Bauchert):**

- Reports were positive on presenters and food.
- Next scheduled: June 19, 2008 in Amarillo.
- Ideas welcome.
- Admin Assoc. – Faculty/Staff dinner before graduation.
- Funds – Patsy.
- Meeting after General Assembly – like other groups.

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

- Down a little (\$87 million) – market down.

#### **AC<sup>2</sup> (Brenda Rossnagel):**

- Committee asked the group for input.
- Is it effective? Do we want to continue? Do we use professional development funds?
- Another way?

### **Administrative Presentation: Richard Chelf, Workforce Training Coordinator**

- Richard Chelf, Open Enrollment training in CE Schedule
- Lulu Cowan, also coordinates (customized training)
- Donna Stantaon, Administrative Assistant
- Goal: To provide cost-effective non-technical training.
- Teleconferences (CPAs, attorneys, counselors.)
- Internet streaming video
- Hot topics in business community.
- Instructors – subject matter experts, some professional trainers, most are local.
- Good opportunity to network, also challenging for instructor to meet all of the needs.
- Available to all AC employees (fees only.)
- Competition: Skill Path – Career Builders, Churches.

**Old Business:**

- Crisis Management – Linda Hendrick.
- Request another training exercise later September (recommended twice a year.)
- Video –good program.
- Bylaws – posted today (Delton)
- Minutes updated on MyAC.
- Pictures of retreat.

**New Business:**

- Brenda Bussey – IRS new rule (For 9-, 10-, 11-month employees 20% excise tax on employees if deferred compensation over a 12-month period. Have been given a year to put into place as of 08-07-07. This new rule requires these employees to pay benefits during months off. (Involves 209 faculty (most) and few classified)
- Brenda Rossnagel will be taking the helm as President for next year.

**Meeting adjourned.**