ADMINISTRATORS = ASSOCIATION
MINUTES - JANUARY 9, 2001

Members Present: James Elliot, Karen Ruddy, Lola Hornstra, Paula Endicott, Brad Johnson, Dennis McMillan, Ron Faulkner, Don Ford, LuLu Cowan, Pam Dickerson, Linda Ladehoff, Bob Pearce, Jim Morris, Richard Chelf, Brenda Wilkes, Peggy Southall, Stan Adelman, April Sessler Gary Waren and Judy Williams

Minutes: The minutes of the December meeting were discussed and approved with corrections.

Colleague Update:
1. Gary Waren reported on the progress in his area. All the information except peoples=names has been entered into Colleague. There is a problem which Data-Tel must fix. The goal is to go live with payroll on March 1. Parallel testing will be done in February with a small group.
2. Stan Adelman explained why we are changing to the Colleague System. The old system was home grown and few people knew how to work on it.
3. Dennis McMillan reported that the student side will go live in April. They are now testing with a sub group - all students whose last name begins with S. Carol Moore is working with degree check sheets. Financial Aide will go live for summer and is committed for fall.

Board Report:
The following items were considered at the December 20 board meeting:
1. The 1999-2000 audit report. There were several citings including the reconciliation of bank statements.
2. The bid for the lab work at the Moore County Campus was approved.
3. Amarillo College will be an Amarillo Globe News Sponsor/Partner. This will cost $50,000 and give us many benefits.
4. Amarillo Globe News is donating $40,000 to AC as a matching grant for Internet training for 2,000 people. There will also be money to build web pages for non profits.

Richard Chelf asked what strategies the college would use to fix the audit problems. James Elliot stated that there was a team to get the reconciliation of the bank statements caught up and keep them up. Lola Hornstra added that AC would
be committed to asset counting. There are also problems reconciling the housing deposits at ATC.

**Committee Reports:**
1. Professional Development:
   Pam Dickerson announced that there will be a kick-off for mentoring at the end of January. There will be a meeting with a consultant on January 15 to discuss the tracking of professional development. The Administrators Association retreat will be held in May.

2. Salary and Compensation:
   Lola stated that a survey will go out this month with the three choices as to how we would want a raise if one is approved.

3. Technology:
   Dennis McMillan reported that Victor Fite’s area will purchase and install new calendar software. This will allow AC to have a calendar on the Web for all activities: these can then link to information about the activity. Sub calendars for individual areas could also be created.
   Brad Johnson announced that bids had gone out for new ID equipment. The new ID cards will look like a credit card with a black and white photograph. There will be two bar codes. One will be used for the library. There is an option of putting advertising on the back. This would allow the card to be used as a money raising project for SGA.

4. Special Projects:
   Judy Williams announced that the two students (who are also single moms) received their gift cards from the association. The students were grateful.

**Old Business:** The Fourth Employee Group Proposition Paper was approved by a vote of 13 to 1 and will be presented to the Board of Regents.

**New Business:** We will spotlight different areas at the upcoming meetings. April Sessler will report on the **AB**igs in Schools@project at the February meeting. Brad Johnson will tell us about the new unit in student communication at the March meeting. He will also talk about some other thoughts on communicating with prospective students. Financial Aide receives names of prospective students that we may not be presently contacting. In April, Karen Ruddy will explain the matching grant from the Amarillo Globe News to train 2000 people to use the Internet. The May meeting will be at the ATC Residence Hall to see some of the renovated units.

**Next Meeting:** February 13.