



Administrator Association
MEETING AGENDA AND NOTES

DATE: March 27, 2025

LOCATION AND TIME: Zoom, 1:00pm – 2:00pm

MEETING PURPOSE			INSTITUTIONAL VALUES	
			<p>Excellence – We deliver our very best as an employer, community partner, educator and workforce training provider for all of Kansas City.</p> <p>Learning – We promote personal, professional and lifelong learning opportunities that positively impact lives and shape the Kansas City workforce.</p> <p>People – People serve as the cornerstone of what we do and why we do it. We invest in employee development, intentionally recruit and retain a workforce that represents the communities we serve, and embrace individuals of all walks of life as valued members of the MCC Wolf Pack.</p> <p>Integrity – We conduct ourselves transparently, ethically and in ways that honor the trust placed in us by our students, employees, and communities we serve</p>	
Time Allotted	Item	Item Description and Action Desired Inform, Solicit Input, Decide, Other	Item Outcome	Institutional Value Alignment
1:00	Welcome & Administrator Association Updates	<i>Welcome, Inform</i> *SSC Update *AA President-Elect Nominations	*Kim Greene introduced Charlie Mackie, Executive Director of Instruction and Student Services for Workforce Development. Kim Greene also reminded the group that the president-elect nominations are being taken. *Kim also shared updates on Special Duty Pay. If an employee is taking on duties that are associated to a lower grade position, special duty pay is given after 6 months of performing the job. For job responsibilities associated to a higher-grade position, the special duty pay begins immediately.	Integrity
1:08	HLC Presentation – Ed Foley and Amie Kendall	<i>Inform</i> HLC Process	<ul style="list-style-type: none">o Overview of the HLC visit was giveno Administrators are the eyes and ears of the campus, so if anything of concern or interest is seen or	People Integrity Excellence



			heard, please share with Ed Foley's office.	
1:28	Academic Calendar – Ryan Meador	<i>Solicit Input</i>	<ul style="list-style-type: none">o The Thanksgiving break will add an additional day. Students will have one week of class when they return and then finals start. Concerns were shared if this approach is best for students.o There will be some adjustments to the calendar due to the fact there is misalignment with the academic catalog.	People Excellence Learning
1:38	Hiring -Fred Wise	<i>Inform</i> Hiring Process through spring	<ul style="list-style-type: none">o There will be a “Hiring Frost” from March 24 to April 30 to freeze employee data while HR data is migrated to the new ERP system.o All positions in the que will move forward.o April 28: HR in Banner goes live.	People
1:48	Campus Updates (If time allows)	AC: Drew Wilkerson BP & Online: Christine Howell BR: Keith Stiffler LV: Mindy Pettegrew MW: Terrell Tigner PV: Jon Marshall	BR: The Student Engagement Manager position has been posted; All for the Children is April 12; Grilled Cheese cook-out held for faculty and staff. LV: April 27 is the Kite Festival; the Automotive building is coming along, walls are up, and progress is being made. MW: The Ag Annex ribbon cutting was held; Graduation prep events are happening; the VP position has been posted. PV: The bleachers in the gym are being replaced; the Mass Casualty event will be April 11; the Pathways Expo will be April 18.	Excellence Learning People

Next Meeting: April 17, 2025 from 1pm – 2pm