ADMINISTRATIVE COUNCIL MINUTES

February 10, 2012

1:30 p.m.

Present: Debra LaCour, Cathy Boeker, Larry Watson, Becky Garlick, John Beaver, Ron Hammond, Ted Raspiller, Jeri Dulaney, Kathy Anzivino, Bob Brick, Van Miller, Harold Nolte, Doug Pierce, Steve Rathbone

Guests: Amanda Clark, Director, Effectiveness and Planning and faculty member Kris Byboth

Minutes from previous meeting held on March 3, 2011, were approved.

**Old Business**

1. Door locks – Dr. Miller reported that a committee has been working on a solution. He stated that at present, outside doors on buildings on the Bryan campus can be locked down electronically but not individual rooms within the buildings. There was a discussion of electronic locks versus deadbolts by others who work on the Bryan Campus.
2. Tobacco Free Policy – Dr. Larry Watson of the Faculty Senate thanked the Administration for posting ‘Tobacco Free’ signs on the Bryan campus.
3. Parking – Dr. Anzivino stated that a former employee had brought parking concerns on the Brenham campus to her. She also stated that Richard O’Malley was working on restriping parking lots and that no further action was needed.

**New Business**

From Faculty Senate

1. 24 hour time period between finals and grades due – Faculty Senate would like to have 24 hours from the time of the last final to the time grades are turned in. Dr. Anzivino asked for the policy to be pushed back to March 1 when the new Vice President Student Services will take over.
2. Division Chair/Assistant Division Chair evaluations -Dr. Watson asked Amanda Clark to explain and answer any questions. She has worked on the electronic evaluation document and process. When the document is submitted, the name of the respondent is taken off but the document can be tied to a specific division. Surveys are ready to send to the faculty and should be sent by Monday, February 13, 2012 with responses due by February 24. It is hoped that a larger majority than in past years will respond.
3. Faculty termination/non-renewal policy - Faculty Senate has revised the new draft policy with research being done by Kris Byboth with input from Marie Kirby, Cathy Boeker and several faculty members. The Council of Division Chairs will again review the draft on it at their next meeting. If they approve it, the new policy will then go to Executive Council.
4. Notification of e-Campus issues - Faculty Senate would like the IT Department to immediately notify faculty when problems arise within the system. Dr. LaCour will share their concerns with Michael Welch.

From Council of Division Chairs

1. BANNER concerns – The Council of Division Chairs would like a committee formed to address BANNER issues. Doug Pierce stated that everyone should work together on these issues. He also stated that there was a lack of communication. He and Dr. Miller will nominate individuals for this committee. Becky Garlick and Jeri Dulaney expressed a wish to be on this committee. Other names suggested were Christine Wied, Julie Maass and Amanda Clark.
2. Link for BANNER – This concern will be taken up by the new BANNER committee.

**Announcements**

Dr. LaCour reminded everyone that the leadership of Administrative Council was on a rotating basis but that the previous administration had asked her to take over. She would like to be rotated out of that position but said that she would leave the decision to Dr. Nolte.

Next meeting to be scheduled as needed.

A motion to adjourn was made by Mr. Pierce and seconded by Dr. Watson. Meeting adjourned at 2:30 p.m.

Minutes taken by Nancy Roesler at request of Dr. LaCour.