Administrative Council

**AGENDA / Minutes**

December 15, 2014

3:00 p.m.

IVC: Brenham – Board Room Administration Building

Bryan – E205A

1. District President Nolte

Dr. Nolte thanked everyone for their support and reminded them of his last day, which is January 31, 2015. Reported that Executive Council will be in charge of his direct reports, effective immediately, and he has notified them all.

Dr. Nolte asked Cathy about interim president candidates. Per Cathy, yes, the final schedule will be sent out at the end of the day, awaiting details. Only one candidate will be on campuses tomorrow for the forums. Brenham campus @ 1:00 and on the Bryan campus @ 3:00. The forums will be facilitated by Blinn personnel.

* 1. Approval of Minutes of 12/01/14 meeting (attached)

Joe Baumann moved to accept the minutes; Cathy Boeker seconded – all in favor – Minutes approved.

1. Reports / Comments / Discussion
2. Deans’ Council (Dr. Westergaard)

Dr. Westergaard reported nothing new from the Deans.

1. Faculty Senate

Sylvia is reporting for Joseph Engle, since he had to leave. The Faculty Senate still has concerns regarding tuition and fees discounts; and use of templates for courses for instruction – mandatory or voluntary?

Dr. Kirkland responded that faculty may look at the Academic Affairs website for a series of templates to use to track the number of contact hours. Asking all to make sure to use these resources to help comply with the Coordinating Board. Also it may be a good idea to have the catalog description included. Sylvia asked if the faculty had been notified. Dr. Kirkland confirmed that they had, but he will send out a special notice.

Kelli was asked about tuition discount status – HR has not been able to look at yet.

1. Division Leadership Council

John Schaffer inquired on the new requirement for PT faculty (blended and on-line classes also) for office hours, it is in the faculty handbook; but does it hold true for reduced duty?

Dr. Crowson talked to the group regarding the Complaint form; Robert Nelson working on flowchart for approval.

John questioned Kelli about the PT pay raise, if the committee met. She reported that they are still working on the information and IT will bring in more numbers. Hopes the committee can bring a recommendation soon.

Mr. Schaffer asked how the scheduling process was going for fall with AdAstra. Dr. Crowson reported that they are still working on procedures with the Deans and administrative assistants.

1. Staff Council

James Reed asked all to be watching for their staff to volunteer as a candidate; and to get approval from their supervisor before committing to serve.

1. Student Government Association

Michael Rangel was unable to attend.

1. Institutional Effectiveness & Enrollment Management
   1. Request for members for Portal Task Force

Mr. Baumann is asking for volunteers to work on a task force to review the MyBlinn Portal to see how we could make better use of it.

1. Marketing/Media Relations

Rich Bray reported no new business.

1. Executive Council Updates
   1. McMullen

Sylvia reported on the Tejas Center construction coming along; working on Phase II plan. Administration to move. Finish up finals tomorrow in the late evening – all on track.

* 1. Crowson

Dennis reported: 1) grades due Thursday; 2) Graduation ceremony on Friday. 111 students signed up to walk; however, not as many have pick up their gowns; looking forward to it; 3) Enrollment for spring is about the same as last year at this time; suspect that it will continue. Starting last week, students registered had to pay; 4) Minimester count up from last year – 1638; most in distance learning.

* 1. Kirkland

Joe reported that he is still looking at faculty evaluations and will bring to Ex Council tomorrow. Hopes to get in at the next council meeting; and implement next year.

Excited about Convocation, January 13. Have 30+ breakout sessions.

* 1. Shomaker

Kelli reported about the recent article in The Eagle regarding news buses that A&M is adding to their fleet due to a grant with Great Brazos Transit. Asking if we can check on that; bus to our campus? Sylvia agreed that it should be looked into and addressed.

Administrative Services is welcoming two new assistants: Annette Ferguson to begin on Jan. 5; and John O’Neill to begin on Jan. 6.

HR is working on the employee recognition program. Will bring to Ex Council after the first of the year.

* 1. Boeker

Cathy reported that she is monitoring bills as they are filed. There is a good number filed on higher education. She’ll give a report to the Board on Tuesday evening. The Legislative Session begins Jan. 13.

She will be attending with Mordecai Brownlee’s student groups and 1 to 2 board members at Community College Day on Feb. 3. The Legislative conference is the day before.

She has been asked to help and serve as chair for the Bryan/College Station Chamber and develop their Legislative Plan. Will be joining them on trip to Austin on Feb. 3 & 4.

Board Election filing date – January 28, 2015 – February 27, 2015. There are three board positions open.

1. Other / Upcoming Issues

Dr. Nolte reminded all about graduation on Friday; and the Holiday Receptions on Wednesday and Thursday.

1. Next meeting –~~January 5, 2015~~, 3:00 p.m.

The group was in consensus to not hold a meeting in January; but wait until **February 2, 2015 for their next meeting**.