Administrative Council

 **AGENDA/Minutes**

September 15, 2014

3:00 p.m.

IVC: Brenham – Board Room Administration Building

Bryan – E205A

 (Re-established 9/05/14)

1. Welcome – President Nolte

Dr. Nolte welcomed all and thanked them for their participation. Stated that this is a very important committee – the communication arm of the college. Asked all to state their name & group represented to have clarification for minutes. If anyone needed to include any others, that would be fine; just let Becky know to add them.

Attendees: All that are noted on invitation; except Diane Lovell attended in place of Megan Costanza.

* 1. Council Description

Dr. Nolte read the description below:

**Purpose Statement that is located on the Blinn website, as approved by Executive Council:**

**ADMINISTRATIVE COUNCIL**

The Blinn College Administrative Council exists for the Administration to formally receive and discuss concerns and recommendations from the Dean’s Council, Faculty Senate and Staff Council relative to college policies, procedures and other matters.

This Council consists of the members of the College’s Executive Council and the presidents and president elects of the Dean’s Council, Faculty Senate and the Staff Council. The Administrative Council may meet as needed but at least once each fall and spring semester.

(Please note that the above statement will be reworked at the next Administrative Council meeting)

Dr. Nolte stated that he was excited that the 4 groups were sharing; talking to each other, and would get the info out to others. This is a two-way communication – reiterated that he wanted to have “shared governance” as adopted by the Board of Trustees. There is a need to understand what and how decisions are made; continually improve those avenues of communication.

* 1. Task – Communication.

1. Report / Comments / Discussion
2. Dean’s Council – Diane Lovell reported that the Dean’s Council had met, had good discussion on SACS & QEP. There were bookstore issues regarding the 12 week sessions; add courses; will need to communicate better with the bookstore.

Question was asked by Dr. Nolte regarding job boards on campus. Dr. Crowson and Sophia Polk answered yes in Advising and Counseling offices and on the Blinn website; very visible. Coming up soon would be Career Fairs on the Brenham and Bryan campuses.

1. Faculty Senate – Joseph Engle reported that the Faculty Senate met last Friday and was well attended. Working on Goals and trying to understand the “shared governance”; discussed personnel issues, salary structures and budget structure and ability to budget for faculty, i.e., salary scheduling – looking to resolve.

Mr. Engle said it was the first time that he knew of that the group gave an administrator a standing ovation – Dr. McMullen stopped in to say hello and reported to the group that it looks to be a relatively smooth year. Mr. Engle thanked Mark Bernier for his efforts as past president, laying the groundwork for their success.

Ms. Shomaker had a question regarding the salary structure, offering her and HRs assistance. Mr. Engle stated that he thought the group would finish their committee work and then bring it to her for discussion/input.

Dr. McMullen asked how to get Brenham and Bryan folks together, to work together? Mr. Engle stated that was an excellent point that they would start doing. Informal gatherings for dinner, “breaking bread”; instead of passing in the hallways. They will work to make that obvious for others that they are trying to get together.

1. Division Leadership Council – Mr. John Schafer and Mr. Robert Nelson reported that the Division Leadership Council met and have been working on their constitution and should be sent to Executive Council this week. They are interested in doing their part of shared governance – excited on all aspects.
2. Staff Council

Sophia Polk stated that she was glad to be here and officially be a part of Administrative Council. They met Friday and decided to hold elections at the Staff Convocation next February. They will report to the group and meet informally with departments to find out what the issues are. Will also establish committees.

James Reed said that this was still in the beginning stages; like building a house, needing to build a foundation first.

Dr. Nolte recognized Michael Rangel, Student Government Association president – Brenham campus. Michael reported that SGA would be having their first meeting of the semester that evening. He said that they have an increased number of interested students, and is looking forward to a great year.

1. Executive Council Update
	1. Nolte – Internal/External Communication -Dr. Nolte stated that this is the group that can help us do a better job of internal communication. We have a great staff (Marketing & Media) to take care of most of the external communication, but we need the internal which is vital to Blinn. Challenging the group to be brutally honest – if we don’t know about the problem; we can’t take care of it.
	2. McMullen – Brazos County Facilities -Dr. McMullen reported that the Board of Trustees took no action at the September 9 Facilities workshop. They are looking at other options, and by process of elimination, hope to decide what the best resources for Blinn to use is. We anticipate a decision at the October 21 regular board meeting.

Ms. Lovell asked if another modular building was in the plan for the spring semester. The faculty was still sharing offices. Dr. McMullen replied that there is no plans for modular in the spring, since they anticipate enrollment to drop slightly.

* 1. Crowson – Enrollment and Scheduling Task Force - Dr. Crowson reported that Friday was census day. Enrollment was up, even though THECB reported that state enrollment was down. TEAM was 140 students up. We have some challenges in Brenham and Schulenburg are slightly down; and Sealy is flat. They are looking at how to increase high school enrollment. Formed a committee with Financial Aid Student Task Force.

Dr. Nolte asked why contact hours were down - Dr. Crowson answered that it could be several reasons 1) # classes Bryan students take; 2) # classes that we’re reporting incorrectly; are making improvements in that area. Ms. Lovell stated that students were not able to take all the classes that they wanted. Mr. Nelson stated that the State has reduced the number of degree hours, and that would affect contact hours. Dr. Crowson added that TEAM students were up; however, these students were only taking 3 courses.

Dr. Crowson added that the Schedule Task Force Version 12 was progressing. Ms. Lovell said that they are enjoying the collaboration. Has brought a lot of folks together. We all have the same goal - How can we help the students? Dr. Lovell wanted to thank Dr. Crowson, Andi Liner and Christy Berry for their help in getting us ready for the spring semester. Discussion was then held on the calendar. And the question was asked about the calendar affecting graduation. Which brought up the discussion and confirmation that we would be having a December graduation at the Bryan Civic Center on December 19. Mr. Tilley offered to work on getting that information out to everyone as soon as possible. Dr. Nolte asked if Faculty Senate knows; Mr. Bernier said yes, but that doesn’t mean that all faculty know. Also, questioned regalia availability. Kelli stated that Nancy is working on ordering. And, it would be no cost to faculty.

Dr. Crowson stated that no actual diplomas would be distributed the night of May graduation, due to the calendar change and grades not due until Saturday.

Dr. Nolte asked the group to be sure that all feel good about these items and that any question is a good question.

* 1. Griffith – *TBA –* Dr. Griffith reported that on the technical side AAS has significant changes. They are working steadily on meeting THECB requirements to reduce all program to maximum of 60 semester credit hours. Noted more detail. And mentioned some grants will help fund. Ms. Shomaker asked what grants. Dr. Griffith reported that Pipe & Steel and Blue Bell grants. All are very pleased. Continuing work on workforce education and Bryan ISD MOU. Moved Vet Tech to the Post Office campus. Some leaks due to the rain, but all is well.
	2. Shomaker - On-line Travel Authorizations – Ms. Shomaker summarized the on-line travel authorizations – that the typical TA is being converted from paper, will roll out to everyone next week, other paper forms will follow, as made available. Having a problem with no mobile capability to process, right now; you have to be at a computer.

Ms. Shomaker continued that it is really import to trust each other – working on things that you know others are working on – collectively. TRS regulations and Obama care are examples – with real side effects. Appreciates Mr. Engle and group working on. Glad for the salary increases – creation of the staff council; all working on ideas for human recognition – ideas welcome.

Encouraged everyone to attend the Oct. 9 Annual BBQ. Knows that some have classes, and apologizes for that, but there is no time that all could attend.

* 1. Boeker - Legislative Priorities and Internal Communication Tools – Ms. Boeker wanted all to know that the policies on the website do not accurately reflect the new structure. They are waiting to make one sweeping change; and receive one bill. Should be done within one to two weeks.

Legislative Priorities were adopted by the Board of Trustees in August. Increased funds for expanded Brazos County programs, increasing State reimbursement for Hazelwood; increased proportional funding for the Museum. Legislators are basically very excited and really supportive of Blinn.

Working on Legislative presentation to be given to the Bryan/College Station Chamber of Commerce on Oct. 1.

Asked the group for ideas – one area that struggles is with our on internal communication. Ex Council is to get that info out to their staff. Would like input on the tools to do that with. Emails may not be the most effective; not all read them. Ms. Shomaker suggested using the ribbon on the website. Mr. Tilley stated that they reserve that for emergencies. Ms. Boeker said no idea is bad, but would like to think of every possibility. Ms. Lovell suggested downloading an app; instead of email to students – could be good, if free for students. Ms. Boeker stated that they would like to rotate methods, and not just use one. Ms. Lovell asked about a calendar invite to faculty for deadlines, messages --- a possibility. Mr. Bernier thanked Ms. Boeker, Rebecca Ruffino and Marie Kirby for their help on policies – internal communication. Ms. Boeker stated that they are looking for a more consistent way to do things; and improve more.

1. Other

Dr. Nolte asked Mr. Baumann about SACS visit – almost here – one month to go. Mr. Baumann mentioned the release of QEP Fun Fact Friday – email sent to employees to read; take a short quiz and get a QEP t-shirt. IEEM is also still waiting to hear from SACS Visiting team about which topics they want to review & meet. Also asked if anyone wants to volunteer to be a driver to pick up team members from the airport.

Mr. Nelson asked how do we interface – procedures of the Administrative Council. Dr. McMullen stated that Administrative Council is a discussion board. Conduit to get items into an action stage. Mr. Bernier does not want it to be discounted, could be productive. All groups have their own issues to be fulfilled; go back to their group and work on.

Ms. Boeker reiterated that there is a PURPOSE STATEMENT, but we would need to revisit and work on updating it. Suggested we hammer out next time; get out a draft, Jeff & Rich can get out to groups. Would like all groups to buy-in, per Ms. Shomaker and Mr. Engle. Dr. Nolte stated that it can be refined. The group can decide to meet monthly, if that would suit better. And, be sure to let Becky know if you need to add other members to be invited to attend.

1. Next meeting – October 6, 3:00 p.m.
	1. Agenda items due to President Nolte by Oct. 1

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**Approved 10/6/14**