ADMINISTRATIVE COUNCIL
MINUTES
May 2, 2016
3:00 p.m.
Board Room Administration Building, Brenham campus

1. The meeting was called to order by Mr. Mel Waxler, Executive Vice President and General Counsel, at 3:02 p.m.

2. Minutes of the February 15, 2016 meeting (Handout)

On a Motion by Mr. James Reed, seconded by Dr. Mary Barnes-Tilley, the Minutes of the 2/15/16 meeting were approved. (A copy of the Minutes are attached and made a part of these Minutes). Motion passed unanimously.

3. Distance Learning Advisory Committee Update (Handout)

   A. Ms. Diane Lovell, Instructor of History, gave an update on the recommendations from the Distance Learning Advisory Committee. (A copy of the Recommendations are attached and made a part of these Minutes).
   B. Ms. Lovell shared that since November, 2015, the five subcommittees have met, researched and debated the issues at hand, and reported back to the committee as a whole.
   C. The full Distance Learning Advisory Committee met on December 4, 2015, February 5, 2016 and April 1, 2016. The Committee plans to meet sometime this summer.

4. Student Government Announcement

   A. Mr. Austin Russell, President, Student Government Association, shared that Mr. Christian Darnall, a Blinn College student, was elected President of the Texas Jr. College Student Government Association.
   B. Students have enjoyed events held at the Student Center.
   C. At the Student Leadership Banquet, Dr. Mary Barnes-Tilley was honored as the Advisor of the Year.
   D. Mr. Russell thanked the Committee for their support and for inviting him to attend their meetings.

5. Payroll Date Change

   A. Ms. Kelli Shomaker, CFO/Senior Vice President, Finance and Administrative Services, shared information about the payroll date change.
      i. Currently salaried employees are paid on the 20th of each month for that month, which is ten days earlier than the pay period.
      ii. Hourly employees are paid on the 5th and 20th. There is a 3-4 week lag between the timesheet and the pay date.
      iii. The recent survey, which was sent to all staff, resulted in a 61.2% vote to have a 3-month transition in the pay date change, which will be October, November and December, 2016.
iv. Mr. Jeff Tilley, Director of Marketing and Communications, suggested there be a notification sent out by regular mail to make sure the announcement gets to everyone in a timely manner.

Dr. Mary Hensley, District President/CEO, joined the group at 3:34 and chaired the meeting to its conclusion.

6. Division Leadership Council (DLC) and Division Workload Proposal Update (Handouts)

A. Dr. Mary Barnes-Tilley, Assistant Academic Dean, presented a Workload Proposal from the DLC. (A copy of the Proposal and corresponding reports are attached and made a part of these Minutes. The new portions of the proposal are highlighted in yellow).

B. The DLC recommends that the measures listed in their proposal be approved for immediate implementation for the upcoming academic year.

C. Executive Council will meet within three weeks to discuss the proposal.

7. Shared Governance Proposal (Handout)

A. Dr. Mary Barnes-Tilley presented a Shared Governance Proposal, submitted jointly by DLC and Faculty Senate. (A copy of the Proposal is attached and made a part of these Minutes).

B. The Board of Trustees will receive a report on "Shared Governance" at its meeting on May 17, 2016, and discuss "Shared Governance" at an upcoming retreat.

8. Faculty Senate

A. Ms. Cheryl Metz, Professor of Geology, presented information from the Faculty Senate.

i. She asked about the status of the hiring of the VPI and was told that the Committee is still interviewing for the VPI/VPAA position.

ii. The status of the 70% fill practice (as well as Alternative Pay Agreements "APA" contracts) were discussed.

(a) Mr. Austin Russell shared how important it is for students to be offered classes that will mold their future.

(b) Dr. Hensley stated that any dropped classes will be offered at least once a year.

iii. Questions regarding student Q-Drop and Student Perception of Instruction (SPOI) were discussed. Dr. Dennis Crowson, Senior Vice President, Student Services, and Ms. Karen Buck, Assistant Vice President for Instruction, will follow-up on the Q-Drop.

Dr. Hensley adjourned the meeting at 4:26 p.m.

Members Present: Dr. Mary Barnes-Tilley; Mr. John Beaver; Ms. Cathy Boeker; Mr. Richard Bray; Ms. Karen Buck; Ms. Lisa Caton; Ms. Laurie Clark; Dr. Dennis Crowson; Ms. Smiley Flores; Ms. Rebecca Garlick; Dr. Mary Hensley; Ms. Diane Lovell; Ms. Cheryl Metz; Mr. James Reed; Mr. Austin Russell; Mr. John Schaffer; Ms. Kelli Shomaker; Mr. Jeff Tilley and Mr. Mel Waxler.

Guests: Mr. Todd Quinlin and Mr. Mark Workman.

Members Absent: Mr. Joe Baumann; Mr. Mark Bernier; Dr. Jimmy Byrd; Ms. Megan Costanza; Ms. Marie Kirby; Dr. Pat Westergaard and Ms. Katherine Wickes.