**Administrative Council Meeting  
Wednesday, November 20, 2013  
E205B**

**Attendance**: **Brenham** – Mark Bernier, Dennis Crowson, Cathy Boeker, Joe Baumann  
**Bryan** – John O. Beaver, Sylvia McMullen, Cynthia Griffith, John Schaffer, Robert Nelson  
**Schulenburg –** Rebecca Garlick

1. **Addendum to Minutes**

Mark Bernier and Becky Garlick clarified a question from the previous Administrative Council Meeting concerning the administration of the Online SPOI in light of HB 2504. They opined that HB2504 states that every class and instructor must be evaluated each semester.   
  
Minutes of the last meeting were approved with the addendum.

1. **Old Business**

John Schaffer, president of the Council of Divisions, stated that both the Council of Divisions and the Faculty Senate had read through the Non-renewal Policy and had expressed concerns. For example, what is done from a progressive discipline point-of-view before a non-renewal is determined, since faculty had originally argued for that as a safe guard. There was also concern expressed because of the later date set for notification in the Non-renewal policy. John Schaffer said that a joint committee of The Council of Divisions and the Faculty Senate had suggested an earlier date in the semester be set for notification.   
  
The other area of concern was the Grievance Appeals Committee. The rewritten policy delivered to the Council and Senate omitted a Grievance Appeals Committee. The joint committee of the Council and Senate suggested that a Grievance Appeals Committee that deals only with a two year contract be reinserted. The Council of Divisions and the Faculty Senate suggested a solution might be that the Grievance Appeals Committee consist of two division chairs and one full-time faculty member (outside the grievant’s division) who will decide concerning a grievance case.

Cathy Boeker opined that at the Oct. 4th Administrative Council meeting the Non-renewal document was outlined to collectively inform/educate all concerned about the Non-renewal Policy. Cathy’s concern was that, before the policy is altered, it should be shared with legal counsel to obtain their input. Both John Schaffer and Mark Bernier said their respective Councils felt the recommended changes would undercut the present policy; and both John and Mark also felt they needed to voice the collective concerns of their groups. Their main concern is that the new policy would put at risk faculty who have been at Blinn College for some time. **Cathy Boeker** suggested that the Executive Council provide a response to these concerns. Sylvia McMullen agreed.

1. **New Business**

Dr. Richard Reilly, Chair of The Professional Development Committee , requested that the parameters for international travel be clarified in policy. Currently, the PDC has few guidelines for requests from faculty asking for College assistance to travel to conferences in foreign countries. For example, would parameters for “funded travel abroad” require that faculty deliver a paper at a conference, demonstrate direct enrichment of their respective courses, or require faculty to provide some” deliverables” back to the respective division, or all of the above, etc.? **Mark Bernier** suggested that the Faculty Senate would be willing to write up preliminary guidelines for Administrative Council consideration.   
  
On another matter, Mark Bernier stated that there is a feeling among the Faculty Senate that they currently don’t have a “sense of place” in the organization of Blinn College. Joe Baumann opined that SACS would be looking to see a policy or structure concerning the faculty’s role in governance. Sylvia McMullen inquired where the Council of Divisions and Faculty Senate would be placed on an organizational chart. Currently the Faculty Senate is not listed in the organizational chart. **Cathy Boeker** will check with the Executive Council to see how/where the Faculty Senate can be placed on the chart so that it is represented along with a purpose statement. John Schaffer requested the same consideration for the Council of Divisions.

Mark Bernier also related that the Faculty Senate is very concerned about the hasty way the reorganization was presented by removing the division and assistant division chairs from the organizational chart.

The last item from Mark Bernier inquired if there is still time to consider the “pool of faculty names” to be used for the search committee of respective deans. **Cynthia Griffith** offered to take this item to the Executive Council and get back with the Faculty Senate.   
  
**IV. Next Meeting Date/Time**

The next Administrative Council meeting will be February 19th and can meet before 4:00 pm because Mark Bernier doesn’t have a class that would prevent him from attending earlier.

The Administrative Council discussed the gathering of discussion items prior to meeting and agreed that, as policy, all agenda items need to be submitted to the Administrative Council Chair by the Monday before a Wednesday meeting.

In closing, Sylvia McMullen stated that we need to continue to search for ways to communicate better with each other. John Schaffer and Mark Bernier agreed. Sylvia McMullen moved to adjourn and Becky Garlick seconded the motion.   
  
The meeting was adjourned at 5:13 pm.