Minutes

ADMINISTRATIVE COUNCIL

December 14, 2009 3:30 p.m.

The meeting was called to order at 3:30 p.m. Members presented included Michael Schaffer, Grady Hendricks, Dr. Bob Brick, Becky Garlick, Dr. John Beaver, Dr. Cathy Kemper, Karen Anglin, Mary Barnes-Tilley, Jeri Dulaney, Dr. Van Miller, and Dr. Debra LaCour, Chair.

The minutes were approved with corrections. Grady made the motion to approve; Dr. Miller seconded the motion.

**Old Business**

The first item on old business was to consider requests from the Council of Divisions. The first request was that an Employee Survey be administered. Dr. Kemper said there were plans to administer the same Employee Survey from last spring during spring 2010.

The second item from the Council of Divisions was to reconsider the Five Year Renewable Terms Proposal. Dr. Miller stated that Human Resources had surveyed other colleges during a meeting of the Gulf Coast Colleges. Every school in the Gulf Coast area has Division Chairs on faculty contracts. Blinn is the only college which has an application process for the position of Division Chair. All other Division Chairs in the region are either appointed by the President of the respective colleges or elected by faculty within the division. Most of the contracts were 9-12 months in length. Michael Schaffer commented that most of the colleges listed on the chart Dr. Miller provided were not similar positions to the Division Chairs at Blinn. The counterparts at most of these colleges would be Deans.

There was extensive discussion regarding the evaluation process of Division Chairs at Blinn. Karen Anglin asked if the Academic Standard Committee could consider reviewing the evaluation process for Division Chairs and even consider evaluations of more of the top administrators. Michael Schaffer said that he thought that would be a good idea.

The third item from the Council of Divisions was the request for administration to review the duties of Division Chairs. Dr. LaCour stated that she and Dr. Brick had not yet had the opportunity to meet, but once they had, they would bring back their decision regarding this item.

The committee then moved to requests from Faculty Senate. The first request was to consider the longevity credit report. Dr. Miller stated that he was still gathering data on this item. TCCTA had recently sent out information about community college faculty salaries in Texas and Blinn was rated 38 out of 50 for salary.

The second item from Faculty Senate was signage on the Bryan campus. Dr. Miller stated that some of the signage will be updated as part of the renovation package (i.e. Administration Building). New maps are being drawn up; they are still looking at new signage on doors. There will be some signs on the grounds directing people to the new Administration Building.

Dr. LaCour commented that she had taken the requests from Faculty Senate regarding a portrait honoring Dr. Pearson and renaming the Student Center in Bryan after her to Executive Council. The proposals are under advisement. Both proposals require Board of Trustee approval and the Board will not meet again until mid January.

The next item on the agenda was referenced as both 3e and 4a – Faculty Title Proposal. The document which had been approved by Faculty Senate regarding a proposal for faculty titles had minor changes from Council of Divisions. After some discussion, members of both committees present at Administrative Council decided that on page 2, number 1 was unclear. Both committees will review the document again and report back to Administrative Council.

The next item was revision of office/duty hours policy. Dr. LaCour and Dr. Brick will discuss this when they have the opportunity to meet.

The item regarding a response to Dr. Holt’s directive regarding division chairs was tabled because they need to have the final information from Human Resources and from the meeting between Dr. LaCour and Dr. Brick to properly review this issue. Grady reiterated that perhaps because the Academic Standards Committee is comprised of both members from Faculty Senate and the Council of Divisions, that they can review this issue. Karen mentioned that Faculty Senate had specifically asked for the committee that reviews this issue to be more of a 50/50 balance between faculty and division chairs and the Academic Standards Committee does not have this ratio. Mary asked if the Division Chairs are content with the process, why does it need to be reviewed? It was decided that this would come back to Administrative Council after the report from Human Resources and from the meeting between Dr. LaCour and Dr. Brick.

**New Business**

The Constitution of the Council of Divisions was presented as changed. Since the committee was charged with sending the Constitution to the President for approval, they felt it needed to go through this committee first. It was then discovered there was conflicting information. In the Constitution, it states the document must go to the President, but Board policy states that Constitutions must go to the Board. Dr. LaCour will take the issue to Executive Council for clarification.

Campus Cleanliness was the next item on the agenda. Mary stated that it didn’t seem as though campus was kept as clean as it was in the past. She had noticed a pretzel in the corner of the steps of Old Main for 16 days. There was some general discussion about everyone taking pride by picking up their respective campuses. Dr. LaCour will move the issue forward to Executive Council. In the meantime all complaints about this issue should go to Bobby Hendrickson.

The last item on the agenda was a Statement to the Administration from the Council of Divisions. The statement was read and then Mary said that the Council of Divisions did not want anyone to interpret the statement as a problem with Academic Affairs; there was no problem with Academic Affairs. They just have concerns about some of the restructuring that has occurred over the last year. Dr. LaCour will move the statement forward to Executive Council.

Grady made a motion to adjourn the meeting at 4:50; Michael seconded the motion.

Respectfully submitted by

Jeri Thornton-Dulaney