Administrative Council

**AGENDA / Minutes**

February 16, 2015

3:00 p.m.

IVC: Brenham – Board Room Administration Building

Bryan – E205A

1. Interim District President Guzmán
   1. Approval of Minutes of 02/02/15 meeting (attachment)

The minutes were not brought up for consideration.

1. Reports / Comments / Discussion
2. Deans’ Council (Megan Costanza and Dr. Marcelo Bussiki)
   1. Full-time to part-time ratios
   2. We need to find a good balance of this ratio in order to better utilize our resources.
   3. Trying to get more adjunct faculty for Blinn College
3. Faculty Senate ( Joseph Engle and Mark Bernier)

* Concern on the review of substitution policy
  1. The process for finding substitutes is really difficult
  2. Substitutes are going to have to be cleared to make sure that the hours are justified
  3. Can cross disciplines, if feasible, to find substitutes
  4. Will pull together a list of available substitutes for faculty
  5. If part-timers are teaching 29 hours they cannot substitute
* Review of the entertainment of faculty by book vendors
* The current method of reporting absences - would like to see it go back to the old way in light of another way
* Thank you to Marketing, VPA, Kevin Patrick and Bradley Nies for UIL on the Brenham campus

1. Division Leadership Council (John Schaffer)

* Substitute policy - chart from HR has helped in determine who can substitute.
* Can a recent retiree program be put together to create a substitute list outside of currently employed faculty

1. Staff Council (Sophia Polk)

* Nominations will be announced at Staff Convocation. The deadline will be March 13, elections through April 17.
  1. Department Representatives
  2. Officers

1. Student Government Association (Michael Rangel, President)

* Issues Forum
* February 27 - 28 - SGA Region Conference
* March 10 - talent show for SGA
* February 23 - next meeting

1. Institutional Effectiveness & Enrollment Management (Joe Baumann)

* Enrollment Goals by Campus
  + Enrollment Management team is looking at enrollment growth by 3% campus
  + Looking at strategies from each function and campus to help with this growth

1. Marketing/Media Relations (Jeff Tilley)
   1. The idea of the committee has changed based on the request of Dr. Guzman
   2. Expand the role of the committee to have more representation in academics
   3. Dr. Guzmán would like more transparency of minutes and agendas to be posted on the web. This needs to be visible to students, faculty and staff
   4. Jeff Tilley talked about a portal committee really moving forwards as the intranet
   5. Lamar Orange has D2L as the portal - per Kirkland
2. Schulenburg Campus
3. Sealy Campus
4. Executive Council Updates
   1. McMullen

Facilities forums - have one 2 weeks ago and will have one again on Friday, February 20

* 1. Crowson (Andi Liner)
     1. Student Services – moving to Tejas Center, Enrollment Services, Admission and Records, and Financial Aid. Out of service the week before spring break, beginning March at Noon. Prospective Student Relations staff to be available for walk-up traffic
     2. Received AdAstar training; ready to use
     3. Fall and Spring are all about getting the Engineering Academy going
  2. Kirkland
     1. All working on budget
     2. Hibbs and Brick working on Engineering Academcy; receiving interests from other schools
     3. Praised Dr. Jimmy Adams’ production
     4. Attending Texas Assessment Conference next week M-W
  3. Shomaker
     1. Part time faculty salary work
     2. Budget time
     3. Reminder Staff Convocation, Friday, Feb. 27. Dr. Jimmy Adams to also present during Convocation
     4. Preparing for move
  4. Boeker (in Austin, Dr.Guzmán report included)

1. Other / Upcoming Issues

President's Report

* Guzmán and Boeker meeting with TAMU - very excited about the Engineering Academy in Brenham
* Senator Kolkhorst is very supportive of Blinn College. Tell her Thank you when you see her
* Rep. Raney is doing a good job of representing Blinn College and needs to expand our meetings with Schwertner
* Host a luncheon or event to show our appreciation
* Fall Schedule will be very important so that we can tighten it
* Thank you to everyone – keep up the good work!

1. Next meeting – March 2, 2015, 3:00 p.m.