Administrative Council

**AGENDA / Mintues**

November 17, 2014

3:00 p.m.

IVC: Brenham – Board Room Administration Building

Bryan – E205A

1. District President Nolte
   1. Approval of Minutes of 11/03/14 meeting (attached)

Joseph Engle moved to accept the minutes; James Reed seconded – all in favor – Minutes approved.

1. Reports / Comments / Discussion
2. Dean’s Council

Dr. Pat Westergaard reported working on finals schedule to be distributed, and implemented regular training for D2L.

1. Faculty Senate

Joseph Engel reported on the following:

Senate approved constitutional changes regarding the new reorg

Approved their Faculty definition of shared governance

Several faculty members are serving on faculty evaluation and scholastic integrity committees

1. Division Leadership Council (*John Schaffer*)

* Scholastic Integrity Appeal Procedure update
  + Discussion held on process; Ms. Boeker agreed/confirmed using what’s in policy now; need to involve Rebecca Ruffino when updating process/procedures.
* Database for Incivility and Scholastic Integrity violations update
  + James Reed agreed – looks like the database will work together. Need to decide where to house the program and establish procedures. Would like the student conduct officer to keep it secure.

1. Staff Council

Sophia Polk reported that the group is moving right along; making tweaks to webpage and awaiting for the February elections.

Additional Agenda item interjected by Dr. Nolte:

1. Student Government Association

Stephen Giuffré, SGA treasurer, reported that SGA and PTK, together, cleaned out both organizations’ clubhouse. The groups held their Thanksgiving dinners together.

1. Executive Council Updates
   1. McMullen

Dr. McMullen reported that the Parking Task Force meets again tomorrow (Tuesday). They are looking at software to help in collections of approximately $250,000.

Discussion of naming of buildings; move of administrative to Tejas Center.

President’s Council held discussion of vision of departments in 5 years.

* 1. Crowson

Dr. Crowson reported on enrollment for the minimester of 1,367. Spring enrollment to-date 12,598 compared to 12,000 last year. Increase of 500 on the Bryan campus. Is concerned about contact hours – not quite where we should be.

Payment system working well. Collecting back fees from previous semesters.

Dec. 1 is the first drop date

Calendar committee met last week. Most should have seen drafts, contact Kristi Urban if you have any concerns. Much in-line with TAMU. Would like to have the FINAL by the end of this week.

Graduation (Fall) is Dec. 17. Contact Christy Berry for other information. So far, 78 students confirmed participation – goal is for 100. Cake & punch @ 4:30 on the Bryan campus. Ceremony at the Brazos Civic Center beginning at 6:30 p.m.

Regarding the complaint form – had good conversation. Will mock up another one for academic and one for non-academic. Ms. Boeker reminded all to serve the student and not make it overly cumbersome and easy to understand.

* 1. Kirkland

Dr. Kirkland reported that 3-4% students have more than 2 finals on one day. These students can be identified and the faculty notified of those students. Will be able to work that out.

Affordable Care Act – Megan working on, critical for spring staffing. Some FT may have to teach more than one on-line class.

* 1. Shomaker – absent
  2. Boeker

Ms. Boeker reported on the legislative session; watching bills as they come in. working with Bryan/College Station Chamber with their Legislation Plan, as Blinn is a part of. Very positive. Working with Washington County also.

Additional Agenda item interjected by Dr. Nolte:

* 1. Baumann

Mr. Baumann reiteriated the Launch of the development of Unit Plans 2015-16. If you have any questions, please let him or anyone in his office know.

1. Other / Upcoming Issues

Dr. McMullen reported on the Engineering Academy meetings coming up Friday in Bryan and Dec. 4 in Brenham to prepare for Fall 2015. Looking at 400 students for Bryan, and 100 for Brenham.

1. Next meeting – December 1, 3:00 p.m.