ADMINISTRATIVE COUNCIL MINUTES

MARCH 8, 2011

3 P.M.

Present: Jeri Dulaney, Becky Garlick, Michael Schaefer, Ted Raspiller, Cathy Boeker, Van Miller, Doug Pierce, Debra LaCour, Bob Brick, John Beaver, Grady Hendricks, Kathy Anzivino

Minutes from the meeting on September 30, 2010 were approved.

**Old Business**

1. Faculty Appeals Process – There was much discussion about the proposed process that was presented by Cathy Boeker. It was noted that the Board of Trustees was meeting this evening and that the policy was on the agenda. Mr. Hendricks and Mr. Schaefer asked that the policy be tabled for the Board agenda so that they could have more time to pass it to the Faculty Senate and the Council of Division Chairs. Mrs. Boeker stated that she would meet with the Board Chair and pass along the recommendation and then it would be up to the Board if it would be tabled at this time or not. A motion was made by Mr. Hendricks with a second from Mr. Schaefer to have the Faculty Appeals Process tabled for the evening Board Meeting. Motion passed.
2. Part-time salaries – Dr. Miller stated that his committee consisting of H. F. Poehlmann, Kris Byboth, Ron Hammond and Yvette Janecek would like to continue meeting to build the frame-work on salaries. He also said that most of the work so far has centered on full-time salaries.
3. Office/Duty hours – Dr. LaCour said that her committee of Abby Baumgardner and Ron Hammond would be meeting.
4. Memorial to Dr. Bobbie Dietrich – Dr. Miller reported that the plaque had been placed in the O’Donnell Center.

**New Business**

1. Door locks – Since this is a safety issue, it was deferred to Dr. Miller to investigate. Motion made by Mr. Hendricks and seconded by Dr. Miller.
2. SEOI Timing and HB 2504 Compliance – Discussed if SEOI should be done after 90% of course work completed or earlier. It was decided to do the surveys during weeks 9-12 (before the “W” date). A motion was made by Mr. Schaefer and seconded by Mrs. Garlick to do SEOI’s before the “W” date passed.
3. Enforcement of tobacco free policy - Faculty Senate feels that the campus-wide tobacco policy is not enforced uniformly and completely. Dr. Anzivino explained how the policy is addressed when it is broken. She stated that the campus police and Student Services should be contacted and the appropriate offices would address the offender(s).
4. Parking – Dr. Anzivino said that it was mostly a Brenham campus issue. A committee has been formed and will look at ways to correct the issues.

There were no announcements.

The next meeting of the Administrative Council will be held as needed.

A motion from Mr. Pierce to adjourn was seconded by Mr. Schaefer.

Minutes by Nancy Roesler at request of Dr. LaCour.