Minutes

Administrative Council

March 3, 2010 3:00 p.m.

The meeting was called to order by Dr. Debra LaCour at 3:00.

Members present in Bryan included: Dr. Bob Brick, Dr. John Beaver, Grady Hendricks, and Michael Schaefer

Members present in Brenham included: Mary Barnes-Tilley, Karen Anglin, Dr. Cathy Kemper, Dr. John Harris, Dr. Van Miller, Becky Garlick, and Jeri Thornton-Dulaney. One guest was present: Julie Maass

The minutes were distributed. Karen made a motion to accept the minutes; Mary seconded the motion.

**Old business**

The first order of old business was to reconsider the Longevity Credit Report. Dr. Miller said he was still reviewing the ways other colleges deal with longevity. He said that he favored a chart which listed degrees and increments for pay rates according to longevity. He believes there is a perception problem in that some people equate longevity pay increase with raises. He thinks it would be better if there was just a chart that rewarded faculty for longevity. He is unsure how we will be able to change the perception that these increases are the same as pay raises. Grady Hendricks said that he thought Faculty Senate would favor a chart. Karen Anglin asked if the chart would have to be approved by the Board every year, and Van said that he saw the chart as a schedule which would be in effect unless there was an across-the-board pay raise.

The second order of business was a Faculty Title Proposal. Dr. LaCour took the proposal to Executive Council and said that they agree in principle, but that technical faculty also need to be included in the proposal. The proposal needs to address those faculty with associate and bachelor degrees. Mary stated that it was her understanding that faculty with associate and bachelor degrees would stay with the titles they now have, and that only those faculty with masters and PhD would be given the title of professor. Faculty Senate will meet again and address technical faculty specifically. It was decided that after the joint subcommittee meets and specify their proposals for both academic and technical faculty, that the Senate could send the proposal directly to her and she would take it to Executive Council if everyone on Administrative Council agreed. Everyone agreed to this procedure.

The next issue under consideration was the Revision of Office/Duty Hours Policy and the response to this change by the Council of Divisions. Dr. LaCour asked Dr. Miller if Human Resources could survey other community colleges to see what they were doing regarding office hours and the requirements of other nine-month faculty contracts. Michael Schaefer commented that some colleges have tables that indicated the number of office hours faculty must have based on the number of preparations and the number of students. Karen Anglin stated that the change that Faculty Senate was trying to institute was to make the policy less complicated. The Senate felt every faculty member should have 5 posted office hours and 5 hours by appointment. Mary Barnes-Tilley stated that Division Chairs did not see major problems except that if faculty were not physically on campus that ten hours a week, it would be more difficult to find substitutes for last minute faculty cancellations or to find people to serve on committees. Dr. LaCour suggested that there be a joint sub-committee comprised of leaders of the Council of Divisions and Faculty Senate plus Dr. LaCour and Dr. Brick who would meet and work out a compromise which they would bring back to Administrative Council.

The final issue of old business from Faculty Senate was the idea of a Dead Day. Julie Maass reported that the Calendar Committee had looked into it and there were no extra days in May or extra days next December, but the Calendar Committee will continue trying to find a Dead Day to insert into the calendar.

The next order of old business came from the Council of Divisions regarding cleanliness of the campuses. Dr. Miller stated that he was talking with the contractor and looking at options. There was nothing new to report. Dr. Brick stated that perhaps the campuses could work with Student Government or other organizations to ask them to help with cleanliness. Dr. Harris said that he would talk to Student Life.

The Council of Divisions had made a statement to Administration asking for Provosts on both the Brenham and the Bryan campuses. The Provost for the Bryan campus has been approved and Dr. Brick is chairing the hiring committee. The committee has met and tweaked the job description which should be posted this week. They are now working on questions which would disqualify unqualified applicants. Dr. Brick would like to have a person on campus by June 1, but it depends on whether or not they receive some good applicants. The Provost position for the Brenham campus was submitted by the Council of Divisions to Administrative Council, but it was not considered by Executive Council. The request for a Provost on the Brenham campus will be submitted to Executive Council.

The final item of old business presented by the Council of Divisions was the request to the Administration to review the duties of the Division Chairs. The Division Chair of Health Science, Dr. Thena Parrott, is unique because her contract is twelve months. The other Division Chairs are on a 9 month contract; their duties have grown. Dr. LaCour will establish a sub-committee comprised of Dr. Brick, Michael Schaefer, Mary Barnes-Tilley, and herself to review /revise the duties of Division Chairs and to discuss the contracts for Division Chairs.

**New Business**

The first order of new business came from Faculty Senate in the form of a Resolution to honor Dr. Joe Kingcade. The resolution asked for a tree and a memorial sign to be donated in his honor. The tree could be planted between the science building and the student center. The resolution will be moved to Executive Council. Dr. Harris stated that Blinn College probably needed a criteria established regarding memorials. There was a second resolution from Faculty Senate to honor Dr. Bobbie Dietrich with a portrait in the lobby of the Theater. Dr. LaCour will move both matters to Executive Council.

The Council of Divisions presented a proposal for the evaluation of Administrators. The proposal stated that professional staff would evaluate their supervisors at the level of Dean and above. Dr. Harris commented that he believed it was a healthy concept if criteria are established. Dr. LaCour mentioned that it might also be a good idea to have Human Resources look at the evaluation forms to insure consistency. She said that she would welcome the feedback; Dr. Beaver said he would like it too. Dr. LaCour will take the issue to Executive Council.

Mary Barnes-Tilley made the motion for adjournment; Dr. John Beaver seconded it. The meeting was adjourned at 4:25.