Minutes

ADMINISTRATIVE COUNCIL

November 18, 2009 3:00 p.m.

The meeting was called to order at 3:00p.m. Those in attendance on the Bryan campus included Grady Hendricks and Dr. Bob Brick. Those in attendance on the Brenham campus included Dr. Debra LaCour, Dr. John Harris, Dr. Van Miller, Karen Anglin, Mary Barnes-Tilley, Cathy Boeker, Becky Garlick, and Jeri Thornton-Dulaney.

The minutes were read, corrections made, and Mary made a motion to accept them as corrected; Karen seconded the motion. The minutes were accepted.

**Old Business**

There was a request from Faculty Senate regarding longevity credit. Dr. Miller stated that the issue is still under advisement. Human Resources is studying what other community colleges in the state do.

The second request from Faculty Senate regarded signage on the Bryan campus. Dr. Miller stated that signage is included in the current renovation project on the Bryan campus. This signage on the Administration Building will be corrected. Dr. LaCour mentioned that after the Administration Building signage was corrected, other directories and campus would need to be corrected as well. Dr. Miller stated that those changes would also be reflected in the catalog. Karen Anglin asked if there was going to be signage on the doors leading to the buildings; Dr. Miller said that will be a future consideration.

**New Business**

Mary Barnes-Tilley had several requests from the Council of Division Chairs.

The first request was that the Employee Survey that was implemented last year also be implemented again. They suggested that just like the former survey that this survey contains the same questions (so that a comparison could be made), and that it be distributed to everyone and the results be reported to the Board. Dr. LaCour said that she would move that request forward to Executive Council.

The second request from the Council of Division Chairs regarded a proposal for a Five Year Renewable contract for Division Chairs. Currently there is no stipulated term for Division Chairs, but they are reviewed yearly and evaluated by students, faculty, and the Dean or Vice President over them. Mary says that even though they are the most evaluated people on campus that they are requesting a fourth evaluation. The proposal states that at the end of the 5th year of their term that a team of three people appointed by the Vice President would review their work and either reappoint them to another five year term or they could choose to step down or be asked to step down. There is also a stipulation in their proposal for action on a more timely basis if there are problems with the Division Chair fulfilling his/her duties. Mary also asked that Administration review the duties of the Division Chairs. Mary presented a document which listed the duties found in the Faculty Handbook, but which also contained what the Division Chairs see as duties, which have been added to them over the years, and the duties which a Technical Division Chair has in addition to the others. Mary stated that the Division Chairs at Blinn have duties similar to Deans at other colleges. Dr. Harris suggested that their contract, which is currently a faculty contract, be changed to reflect their duties. Karen Anglin mentioned that all the added duties listed could fall into one of the 14 original duties, with the exception of teaching. Those 14 original duties are found on their job description and in the Faculty Handbook. Dr. Brick stated that a committee should be established to discuss that contracts be created which were more specific to Division Chairs. Dr. Brick also stated that he believed Dr. Holt said that Division Chairs should rotate. There followed extensive discussion about the idea of Division Chairs rotating their position. Most Division Chairs were hired as Division Chairs: i.e. jobs were posted, applicants applied, the Division Chair was selected. Mary noted that Dr. Holt had met with the Council of Division Chairs and had initially told them that he felt they should “switch out” because “everyone needed a chance at leadership,” but when they told him that they were hired for this position, he seemed to change his mind, and the proposal from the Council of Division Chairs was a compromise. Karen Anglin stated that Dr. Holt met with Faculty Senate after he had met with the Council of Division Chairs (10/26/09) and told them that he felt that Division Chairs should have “some sort of term limitation.”

It was decided that Dr. Brick and Dr. LaCour would look at the duties for Division Chairs and report back. Grady asked if a review of duties also be considered during the review of contracts. Van Miller will also have human resources review the contracts and report back.

Karen Anglin stated that the issues from Faculty Senate were very similar to those from the Council of Division Chairs. Karen stated that Faculty Senate wanted to meet with the Council of Division Chairs. There was discussion about why that meeting did not take place. Karen stated that Dr. Holt had told Faculty Senate that he wanted Faculty Senate and the Council of Division Chairs to work together on this issue. Grady mentioned that Faculty Senate is asking that faculty have an enlarged role in the way Division Chairs are evaluated. Dr. Bob Brick and Becky Garlick mentioned that faculty have the opportunity to evaluate Division Chairs; Grady mentioned that although faculty submit evaluations, they do not receive any feedback on those evaluations. Several in attendance explained the full Division Chair evaluation process and the fact that anonymous faculty evaluations are included into this process. Grady mentioned that Faculty Senate wanted to meet with the Council of Division Chairs and asked that a mediator be present who was not from Academic Affairs. Dr. LaCour, Dr. Beaver, or Dr. Brick could also be present at the meeting.

After extensive discussion, it was decided that Dr. LaCour would report to Executive Council that Human Resources was reviewing the contracts for Division Chairs. Van Miller would do the research on contractual issues and bring that information back. Once Administrative had that information, they would engage the issue of Division Chair terms and the evaluation process.

The other issue from Faculty Senate was the request of a portrait of Dr. Barbara Pearson to be created and hung on the Bryan campus and that the Student Center be renamed in honor of Dr. Pearson. Dr. LaCour will take both requests to Executive Council.

Faculty Senate brought forward a proposal concerning faculty titles. A joint sub-committee comprised of membership from both counsels worked on this project. The Council of Division Chairs will review this and provide input.

The final issue from Faculty Senate was a consideration of a change in faculty office hours. Currently faculty are required to spend 35 hours on campus. The request was that five of those 35 hours be spent in scheduled office hours and 5 hours by appointment. During the 5 hours by appointment, faculty would be working, but not necessarily in their offices. Dr. LaCour and Dr. Brick will review the request and forward it to Executive Council.

The meeting was adjourned at 4:47

Respectfully submitted by

Jeri Thornton-Dulaney