Administrative Council

**AGENDA/Minutes**

October 6, 2014

3:00 p.m.

IVC: Brenham – Board Room Administration Building

Bryan – E205A

1. President Nolte
   1. Approval of Minutes of 9/15/14 meeting

John Schaffer made motion; Joe Baumann second; all in favor; approved

* 1. Approval of Purpose Statement

James Reed made motion; Joe Baumann second; all in favor; approved

1. Report / Comments / Discussion
2. Staff Council (Sophia Polk)– Staff council Meet & Greet on October 17 (concurrent event between all four campuses)

James Reed presented in Sophia’s absence. Sweets, Meet & Greet email invite went out. Will be on all four campuses at the same time via IVC, come and say hello to others. Kelli informed them that it was more like a “poll”. James will check out and get redistributed.

1. Division Leadership Council (John Schaffer)
   * 1. A request to include more members from the Division Leadership Council and other faculty on the Calendar Committee

John Schaffer gave reasons for more faculty to be added to the Calendar Committee; only 3-4 currently serve; faculty would have valuable input. Dr. Nolte will ask Dr. Crowson, chair.

* + 1. A request to create two secure databases to keep records of Incivility Suspensions and Scholastic Integrity Policy Violations

John gave various examples of how a student database that included student records of these violations would assist faculty in all departments of any reoccurring student violations.

James Reed has the software and it could be possible to add another process for the faculty. Dr. Kirkland asked about the particular criteria; be sure that it is an administrative record; and not on the student’s transcript. James said that could be created; a process needs to be outlined, approved. FERPA, etc. would need to be considered. And a policy would need to be formed and adopted.

After much discussion, Dr. Nolte asked Dr. Kirkland to take the lead and work with James and Dr. Crowson to see if this would be doable.

* + 1. A suggestion about future hiring fairs

John Schaffer gave the observation of the previous hiring fair; that in their area only 2-4 attended, and believed that it was embarrassing for the interested persons; not successful at all. What could be done to improve?

Whatever we do it needs to be ramped up and more publicity done to get folks to apply.

Mr. Schaffer suggested an online hiring fair that could help screen interested individuals for their credentials. This online hiring fair would allow the public to determine whether they possessed the credentials to apply, thereby saving them an unproductive trip to our campus and being told in person that they aren't qualified to teach here. None of the individuals who have attended our two Hiring Fairs have had the credentials to apply for a position teaching classes for the Division of Humanities.

Meagan suggested an idea about using a computer lab where folks could come in to use the computers to apply on-line to Blinn. Kelli Shomaker suggested that maybe the HR site could be set up to direct questions to particular hiring administrators/assistants? Dr. Kirkland said that the Deans could possibly be on-call during that particular time to answer questions.

A clear plan was not established; it would seem that Kelli let HR know of these suggestions and work with the Deans to ramp up the hiring fairs.

1. Executive Council
   1. Kelli Shomaker – Affordable Care Act

Ms. Shomaker has made all campuses aware of the Act. It’s had a very significant impact on Blinn College. It is very hard to find instructors; and asked that everyone stress to the Board of the BIG impact on Blinn.

Dr. Kirkland mentioned that as of now, social science, has 45 sections that need instructors; Pat Westergaard has 21 sections in need. And, that’s just their two areas.

The substitute policy may need to be reviewed to see if that could have an impact. Dr. Nolte asked if temporary, Part-time or visiting faculty criteria would help.

No real plan was formulated on this item.

EBOLA – Kelli continued to update the group on Ebola. Cathy Boeker and Gary Waites are doing the legwork on this; have contacted the Governor’s Office, however, no statement from their office has been released. It may be that will be coming soon, due to the appointment of TAMU Dr. Brett Gior.

Dr. Nolte had talked with Trinity Valley president, and received some info of what they are doing. Kelli asked James Reed if Housing had heard anything. Not yet --- continue to use the hand sanitizers and wash hands.

James pointed out that their office watches the social media and suggested that we must be careful of what we put out there, because some of the students are not taking this seriously at all.

Dr. Nolte said that Executive Council will be discussing this issue Tuesday afternoon.

1. Other
   1. Joe Baumann –
      1. Discussion of CCSSE results

Mr. Baumann asked all to review the information he distributed earlier in the day. Would like to ask for folks to be on a Task Force to use the results to put into an action plan. We all need to think hard about continuing the survey, if it can be useful, 10 years of data.

What might we do to improve? Mr. Bernier brought up the benchmark concerns. Does SACS look at that? Joe replied that SACS likes to see that we are doing this.

Joe brought up another concern about what are we doing with the recommendations from the survey. If nothing, why are we doing them? If scores are worse over time? Let’s look at the big picture; put meaningful plans in place.

Dr. Westergaard agreed. We need to ask how they feel about the experience. Mark is continually reviewing; maybe QEP would be our media?

Mr. Baumann asked the group to focus on continuous improvement; using it for a constructive purpose. So asked all to think of volunteers to serve on this Task Force. Mark will make sure Faculty Senate know; and Joe will ask Joseph Engle.

* + 1. Discussion of possible task force regarding attendance policy

Mr. Baumann spoke of the biweekly Enrollment Management meetings; their discussions of face-to-face; on-line, or broader – how the policy is enforced; interpreted, and would like to look at another Task Force to find out how it measures up to other colleges. Other departments affected: Housing, financial aid/federal loans.

Dr. Kirkland asked how much payback? Joe said that Brent Williford was on top of it and managing the data. Megan interjected that Amanda Clark had good info on the impact of our policies; if following or not following.

Dr. Kirkland would like to see the Faculty Senate as a BIG player; could be changes in history; may have to reconsider our traditional attitude; consider the current generation; student success affected. Need to be there to get the benefit.

Dr. Nolte asked Joe Baumann and Dr. Kirkland to put together the Task Force; work with Student Services. Suggested having an early warning system.

* + 1. Discussion of possible task force regarding academic calendar

Mr. Baumann was to bring this item on Dr. Crowson’s behalf, consider looking at the committee/composition. (See above.)

Dr. Nolte asked Megan if the Deans had anything; answered nothing. Any other items?

Kelli reminded everyone about the BBQ on Thursday evening. 50% chance of rain.

Dr. Nolte thanked everyone for attending. Reminded all that SACS is coming soon! We all have homework, let’s do it.

1. Next meeting – October 20, 3:00 p.m.
   1. Agenda items due to President Nolte by Oct. 15

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