**AGENDA**

**ADMINISTRATIVE COUNCIL**

**September 30, 2010 3:00 p.m.**

**Via Video Conference in the Following Locations:**

**Room 136, Bullock Building, Brenham Campus**

**Room E205A, Bryan Campus**

1. Approve Minutes for the May 5, 2010, meeting.

**Old Business**

1. Request from Faculty Senate
2. Faculty Titles
3. Faculty Appeals Process
4. Longevity Pay
5. Office/Duty Hours
6. HB 2504 Implementation
7. Memorial to Dr. Bobbie Dietrich

**New Business**

1. Request from Faculty Senate
2. Faculty Senate resolution of thanks to Dr. Robert Brick (see attachment)
3. Scheduling of Faculty Senate meetings during faculty and professional staff convocation
4. Request from Council of Divisions
5. Travel request concerns (see attachment)
6. Selection of two (2) faculty members to serve on a committee with Dr. Van Miller to look at the creation of a faculty salary schedule
7. Announcements
8. Next meeting-schedule as needed
9. Adjournment

**Faculty Senate**

**Resolution**

**Tuesday, August 24, 2010**

The Faculty Senate wishes to express its gratitude to Dr. Robert Brick for appointing and managing the Provost Selection Committee in a manner consistent with principles of shared governance. We welcomed the opportunity to have faculty serve on the search committee and provide feedback on the candidate forums that were held for the final three candidates. The Senate looks forward to participating in future opportunities to enhance shared governance at Blinn College.

**Council of Divisions**

**Travel Request Concerns**

**Administrative Council Item for September 2010**

**Submitted: September 24, 2010**

The Council of Divisions is concerned about the following issues in regards to travel:

1. Requesting that the Executive Council consider letting academic departments have the responsibility to approve their department’s out-of-state travel. The appropriate division chair’s signature on a Travel Authorization is their approval. The appropriate vice president will be signing off on this request – is this not enough? If not, can the Executive Council give better clarification of process and procedures?
2. There are problems with the Purchasing Department processing not just travel related purchasing requests but purchase requisitions in general. Is there a timeline for a new employee to fill vacate position in Bryan?
3. Division Leadership and faculty are being told that the travel process is being streamlined in the travel workshop meeting. In reality, departments now have to complete Trip Authorization forms and multiple Purchase Requisitions for the same trip. Is there a better way to truly streamline the process?
4. There is concern that in the spring semester when most of the academic departmental budgets are low on funds or out of money that there will be major timeline issues to the approval process. The Blinn Professional Development Committee meets once a month and the Executive Council meet twice a month. Purchasing is requesting that the Trip Authorization forms are received in their offices one or two months in advance – the timing of a trip could take up to three months with this process.