

ADMINISTRATIVE COUNCIL MEETING
SEPTEMBER 30, 2010
3 P.M.

In attendance: Cathy Boeker, Becky Garlick, Larry Watson, Van Miller, Debra LaCour, Bob Brick, Ted Raspiller, Michael Schaefer, Grady Hendricks, John Harris

Absent: Jeri Dulaney, Doug Pierce

OLD BUSINESS

- 1) Minutes from the previous meeting were read with Dr. Miller asking to strike the sentence regarding 7 samples. A motion to approve the minutes with the revision was made by Dr. Miller and seconded by Dr. Harris.
- 2) Faculty Titles - A committee consisting of Bob Brick, Ted Raspiller, Michael Schaefer and Grady Hendricks met on September 27 to discuss faculty titles. Mr. Hendricks gave a report on that meeting. Notes from that meeting will be passed to the Faculty Senate for approval.
- 3) Appeals Process – Cathy Boeker gave an update on how division chairs are defined by their title and job description. Faculty Senate and Council of Divisions will approve process before going to the Executive Council.
- 4) Longevity Pay - Dr. Miller reported that a new Faculty Salary Schedule will be established. He also reported that instead of the \$400 faculty normally would have received this year, they received \$1000 as a first step toward the new schedule. Grady Hendricks asked about part-time salaries.
- 5) Office Duty Hours – Dr. LaCour gave a report of the meeting held this past spring. Committee membership will be redefined. Dr. LaCour asked for names of committee members. It was suggested that members include division chairs from Brenham and Bryan. Abby Baumgardner was also suggested.
- 6) HB 2504 implementation – It was reported at the April meeting that division chairs were asking for more information than was requested. Dr. LaCour and Dr. Beaver could not find instances of that occurring. Dr. LaCour stated that instructors could provide as much additional information as they wanted. If issues arise because of division chairs requiring more information, Dr. LaCour will handle the situation.
- 7) Memorial for Dr. Bobbie Dietrich – Dr. Miller reported that a portrait will be put in the lobby of the O'Donnell Performing Arts Center. The Maintenance Department is in charge and is finalizing plans with Dr. W. O. Dietrich.

New Business

- 1) On behalf of the Faculty Senate, Grady Hendricks presented Dr. Bob Brick with a resolution thanking him for having an open interview committee when interviewing for the Provost position.
- 2) The issue of better attendance at the Faculty Senate and Council of Divisions meeting held on the day of faculty meetings was brought by Grady Hendricks. He asked about the ability of those 2 groups to have their meeting before lunch. Dr. LaCour will share their concerns with the Faculty Development Committee who are making plans for the spring meeting. She also stated that Academic Affairs will be in charge of planning for the spring faculty convocation.
- 3) Michael Schaefer representing the Council of Divisions had several concerns. His first concern was the constraints on travel. Dr. Miller stated that the Executive Council, meeting on September 28, 2010, had resolved items 1 and 4. All travel will now be treated the same. The next concern was the number of forms required for travel. It was proposed that the Purchase Requisition and Travel Ticket be consolidated since the Purchase Requisition doesn't give Purchasing all the necessary information. The Council also asked about the Purchasing Agent vacancy on the Bryan campus. They would like to have the position filled as soon as possible. The Council of Division Chairs would also like someone from HR attend the next meeting of the Council to discuss H1B.
- 4) Dr. Miller would like 3-5 instructors representing the Faculty Senate and the Council of Divisions to be on a committee to work on the Faculty Salary Schedule. He would like those recommendations in one week.
- 5) The next meeting of the Administrative Council will be scheduled as needed.

Michael Schaefer made a motion to adjourn the meeting with Dr. Miller seconding that motion.

The meeting adjourned at 3:45 p.m.

Minutes were taken by Nancy Roesler at the request of Dr. LaCour.