

**ADMINISTRATIVE COUNCIL
MINUTES**

May 2, 2016

3:00 p.m.

Board Room Administration Building, Brenham campus

1. The meeting was called to order by Mr. Mel Waxler, Executive Vice President and General Counsel, at 3:02 p.m.
2. Minutes of the February 15, 2016 meeting (*Handout*)

On a Motion by Mr. James Reed, seconded by Dr. Mary Barnes-Tilley, the Minutes of the 2/15/16 meeting were approved. (A copy of the Minutes are attached and made a part of these **Minutes**). Motion passed unanimously.

3. Distance Learning Advisory Committee Update (*Handout*)

- A. Ms. Diane Lovell, Instructor of History, gave an update on the recommendations from the Distance Learning Advisory Committee. (A copy of the Recommendations are attached and made a part of these **Minutes**).
- B. Ms. Lovell shared that since November, 2015, the five subcommittees have met, researched and debated the issues at hand, and reported back to the committee as a whole.
- C. The full Distance Learning Advisory Committee met on December 4, 2015, February 5, 2016 and April 1, 2016. The Committee plans to meet sometime this summer.

4. Student Government Announcement

- A. Mr. Austin Russell, President, Student Government Association, shared that Mr. Christian Darnall, a Blinn College student, was elected President of the Texas Jr. College Student Government Association.
- B. Students have enjoyed events held at the Student Center.
- C. At the Student Leadership Banquet, Dr. Mary Barnes-Tilley was honored as the Advisor of the Year.
- D. Mr. Russell thanked the Committee for their support and for inviting him to attend their meetings.

5. Payroll Date Change

- A. Ms. Kelli Shomaker, CFO/Senior Vice President, Finance and Administrative Services, shared information about the payroll date change.
 - i. Currently salaried employees are paid on the 20th of each month for that month, which is ten days earlier than the pay period.
 - ii. Hourly employees are paid on the 5th and 20th. There is a 3-4 week lag between the timesheet and the pay date.
 - iii. The recent survey, which was sent to all staff, resulted in a 61.2% vote to have a 3-month transition in the pay date change, which will be October, November and December, 2016.

- iv. Mr. Jeff Tilley, Director of Marketing and Communications, suggested there be a notification sent out by regular mail to make sure the announcement gets to everyone in a timely manner.

Dr. Mary Hensley, District President/CEO, joined the group at 3:34 and chaired the meeting to its conclusion.

6. Division Leadership Council (DLC) and Division Workload Proposal Update (*Handouts*)

- A. Dr. Mary Barnes-Tilley, Assistant Academic Dean, presented a Workload Proposal from the DLC. (A copy of the Proposal and corresponding reports are attached and made a part of these **Minutes**. The new portions of the proposal are highlighted in yellow).
- B. The DLC recommends that the measures listed in their proposal be approved for immediate implementation for the upcoming academic year.
- C. Executive Council will meet within three weeks to discuss the proposal.

7. Shared Governance Proposal (*Handout*)

- A. Dr. Mary Barnes-Tilley presented a Shared Governance Proposal, submitted jointly by DLC and Faculty Senate. (A copy of the Proposal is attached and made a part of these **Minutes**).
- B. The Board of Trustees will receive a report on "Shared Governance" at its meeting on May 17, 2016, and discuss "Shared Governance" at an upcoming retreat.

8. Faculty Senate

- A. Ms. Cheryl Metz, Professor of Geology, presented information from the Faculty Senate.
 - i. She asked about the status of the hiring of the VPI and was told that the Committee is still interviewing for the VPI/VPAA position.
 - ii. The status of the 70% fill practice (as well as Alternative Pay Agreements "APA" contracts) were discussed.
 - (a) Mr. Austin Russell shared how important it is for students to be offered classes that will mold their future.
 - (b) Dr. Hensley stated that any dropped classes will be offered at least once a year.
 - iii. Questions regarding student Q-Drop and Student Perception of Instruction (SPOI) were discussed. Dr. Dennis Crowson, Senior Vice President, Student Services, and Ms. Karen Buck, Assistant Vice President for Instruction, will follow-up on the Q-Drop.

Dr. Hensley adjourned the meeting at 4:26 p.m.

Members Present: Dr. Mary Barnes-Tilley; Mr. John Beaver; Ms. Cathy Boeker; Mr. Richard Bray; Ms. Karen Buck; Ms. Lisa Caton; Ms. Laurie Clark; Dr. Dennis Crowson; Ms. Smiley Flores; Ms. Rebecca Garlick; Dr. Mary Hensley; Ms. Diane Lovell; Ms. Cheryl Metz; Mr. James Reed; Mr. Austin Russell; Mr. John Schaffer; Ms. Kelli Shomaker; Mr. Jeff Tilley and Mr. Mel Waxler.

Guests: Mr. Todd Quinlin and Mr. Mark Workman.

Members Absent: Mr. Joe Baumann; Mr. Mark Bernier; Dr. Jimmy Byrd; Ms. Megan Costanza; Ms. Marie Kirby; Dr. Pat Westergaard and Ms. Katherine Wickes.