

## **Administrative Council**

**Monday, July 27, 2015**

### **Nursing Building**

**Sign in sheet**

### **Agenda**

**Dr. Crafton welcomed everyone and asked for any quick items to address**

**Dr. Hoff introduced the COE three new administrators, Dr. Jill Drake, Dr. Laura Smith, and Dr. Stephen Bronack**

**Dr. Kilpatrick asked about the former A & S Coordinator Schedule and how will the duties be reassigned?** Dr. Gantner is working with the Deans and Assoc. Deans of the effective colleges as well as the Registrar's office. Currently Sonya Adams in our office will assist for now, we may need a staff position in the departments to assist. We are not centralized yet. We have been in conversations with ITS and looked at other institutions that have a centralized scheduling. Discussions also with who is responsible for the upkeep of the classrooms, etc... Hester asked about reserving not related to classroom instruction. Gantner we are working on this. Rob asked who we should contact to make sure classrooms are covered with technology. ITS. Dr. Peralta asked how much flexibility with the new course scheduling faculty may have. Crafton explained how it worked at Clayton State, all information was entered into Banner, and then the software assigns the space. The software does not determine the faculty member's schedule. Dr. Pearson explained the students also have their parameters and when the demand for the classes are preferred to be scheduled. Randy Hendricks also mentioned the third level of TLC will be renovated on the third floor of TLC. The plan is to have the floor installed prior to the fall classes' start. We will also be beginning to identify when we request another position, to include the space for those employees.

Most of the **faculty contracts** are out, we still have a few we are working on.

Dr. Williams is also working on getting funds to the **QEP graders** based on the needs

- **Summer recap and thoughts for next summer-** Crafton-we actually we had an increase in enrollment and revenues, the pay as you go classes seemed to help, we may set up the next summer as entire entrepreneurial there will be guidelines. Gant asked discretionary at the college level? Crafton said yes. Randy Hendricks asked would we have revenue goals? Crafton, the overhead would need to be considered. We may need to look at certain fixed costs not dependent on enrollment-Crafton
- **Engage West: Faculty Edition-Crafton-**New Faculty Orientation is August 10<sup>th</sup>, CTL is working on this. A RSVP has been sent to the new faculty, we need more to register. There is a lunch hour representatives will be invited to sit with their new faculty. New Faculty are limited a little to access our systems, but Business and Finance has concerns with the faculty not on contract until August. Send ideas to Dr. Crafton. A suggestion would be for new faculty to have a separate

start date earlier, but not effect pay. Dr. Goodson asked how some are in and some are not? Could be timing of paperwork received.

**General Faculty Meeting changes-** Crafton- we will include Engage West items, include a little more towards promotion and tenure, try to make as useful and attractive for the faculty. We will have around 15 tables to visit. This is more like the menu of the actual courses that will be available the course of the year. The lunch, will this be a problem if another college also has their lunch set up at the same time? This should not be a large problem. We do need a count though for the food.

- **Budget Build FY 17-** we have the instructions and templates, tuition increases will be guarded, state allocation increases could assist the loss we may absorb without a tuition increase. We are limited as to what we can request, and may be close to the current. We will also need additional funding for administrative items such as the lab coordinator for Newnan, the Advisors, etc... the faculty issues will be enrollment driven also. The dean's deadline to the Provost office is September 15<sup>th</sup>.