

FY 2008 ADMINISTRATIVE MEETING SCHEDULE

MEETING GROUP	FALL 2007	SPRING 2008	SUMMER 2008
ACADEMIC & CAMPUS AFFAIRS COUNCIL HBC, Room 502 10:00 a.m. – 12 Noon 1 st Friday (generally) Chair: VP, Workforce Education & Business Development, Mike Midgley Assistant: JoAnn Nunez http://www.austincc.edu/orgref/councils/acac.htm	October 5 November 2 November 30	February 1 March 7 April 4	June 6 July 11
ACHIEVING EXCELLENCE COMMITTEE HBC, Room 201 1:30 p.m. - 3:30 p.m. 4th Friday (generally) Chair: AVP, Institutional Effectiveness and Accountability, Soon Merz Assistant: Alice Swayze No website yet	September 28 October 26 November 30	February 22 March 28 April 25	June 27 July 25
ADMINISTRATIVE SERVICES COUNCIL SVC, Room 133 1:30 p.m. – 3:00 p.m. 3 rd Thursday (generally) Chair: VP, Business Services, Ben Ferrell Assistant: Phyllis Kalz http://www.austincc.edu/orgref/councils/asc.htm	September 13 October 18 November 15	February 21 March 27 April 17	June 12 July 17
ADMISSIONS & REGISTRATION TASK FORCE HBC, Room 224 8:30 a.m. - 10:30 a.m. 2nd Tuesday (generally) Chair: Director of Admissions & Records, Linda Kluck Assistant: Georgia Garcia http://www.austincc.edu/orgref/councils/regtf.php	September 11 October 9 November 13	February 12 March 18 April 8	June 10 July 8
ASSESSMENT & ADVISING TASK FORCE HBC, Room 223 8:30 a.m. - 10:00 a.m. 4th Friday (generally) Chair: Campus Dean, Yolanda Chapa Assistant: Betsy Wheatley http://www.austincc.edu/orgref/councils/aatf.php	September 28 October 26 November 16	February 22 March 28 April 25	June 27 July 25
BOARD OF TRUSTEES MEETINGS HBC, Room 201 6:00 p.m. 1st and 3rd Monday (generally) Chair: Board of Trustee, John Hernandez Assistant: Pat Stubbs http://www.austincc.edu/board/main/	September 4 (R) September 10 (S) October 1 (R) October 15 (F) November 5 (R) November 15 (F) December 3 (R)	January 14 (R) February 4 (R) February 18 (F) March 3 (R) March 17 (F) April 14 (R) May 5 (R) May 19 (W)	June 2 (R) June 16 (W) July 7 (R) July 21 (W) August Retreat TBA
	R = Regular	W = Work Session	F = Forum

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BOOKSTORE TASK FORCE HBC, 223 8:30 a.m. - 10:30 a.m. Once a semester (generally) Chair: Richard Smith Assistant: Vic Smith http://irt.austincc.edu/comitees/bookstore/	September 21	February 15	June 20
DEANS, STUDENT SERVICES HBC, Room 223 8:30 a.m. - 11:00 a.m. 3rd Thursday (generally) Chair: VP, Student Support & Success Systems, Kathleen Christensen Assistant: Peggy McClellen http://accweb.austincc.edu/s4/minutes	September 20 October 18 November 15	February 21 March 20 April 17	June 19 July 17
CAMPUS SUPPORT SYSTEMS/ISDR HBC, Room 410 2:00 p.m. - 3:30 p.m. 1st Tuesday (generally) Chair: Mary Hensley Assistant: Esther Buzard http://www.austincc.edu/cssisd/	October 2 November 6	February 5 March 4 April 8 May 6	
COLLEGE ACCESSIBILITY COMMITTEE HBC, Room 224 9:00 a.m. - 11:00 a.m. 4th Friday (generally) Chair: Steve Christopher Assistant: Leslie Saldana http://www.austincc.edu/orgref/councils/cac.php	September 28 October 26 November 30	February 22 March 28 April 25	June 27 July 25
COLLEGE-WIDE TECHNOLOGY & CAPITAL OUTLAY COMMITTEE HBC, Room 201 1:30 p.m. - 3:30 p.m. 2nd Friday (generally) Chair: AVP, Instructional Resources & Technology, Richard Smith Assistant: Vic Smith http://www.austincc.edu/orgref/councils/technology.htm	September 14 October 12 November 9	February 8 March 7 April 11	June 13 July 11
CURRICULUM & PROGRAMS COMMITTEE HBC, Room 201 10:00 a.m. - 12:00 p.m. 4th Friday (generally) Chair: VP, Academic Transfer and General & Developmental Education, Donetta Goodall Assistant: Carol Johnson http://www.austincc.edu/orgref/councils/currandprg.htm	September 28 October 26 November 16	February 22 March 28 April 25	June 27 July 25

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DATATEL STUDENT SYSTEM COMMITTEE HBC, Room 223 8:30 a.m. - 11:30 a.m. 1st Tuesday (generally) Chair: Director of Student Assistance and Veterans Affairs, Terry Bazan Assistant: Liz Serrano http://www.austincc.edu/orgref/councils/datastud.php	September 4 October 2 November 6	February 5 March 4 April 1	June 3 July 1
DEANS/DEPARTMENT CHAIRS HBC, Room 201 9:00 a.m. - 11:00 a.m. 2nd Friday (generally) Chair: VP, Academic Transfer and General & Developmental Education, Donetta Goodall and VP, Workforce Education & Business Development, Mike Midgley Assistants: Carol Johnson and Joann Nunez Every other meeting is to include all Department Chairs. *Department Chairs attend these.	September 14 October 12* November 9	February 8* March 21 April 11*	June 13
DEANS, DIRECTORS, MANAGERS HBC, Room 502 8:30 a.m. - 10:30 a.m. 2nd or 4th Thursday (generally) Chair: VP, Student Support & Success Systems, Kathleen Christensen Assistant: Peggy McClellen http://accweb.austincc.edu/s4/minutes	September 27 October 11 November 29 December 13 Fall is 2nd Thursday	January 24 February 28 March 27 April 24 Spring is 4th Thursday	May 22 June 12 July 24
ENDANGERED SECTIONS REVIEW HBC, Room 224 3:00 p.m. - 4:30 p.m. Once a semester (generally) Chair: VP, College Support Systems and ISD Relations, Mary Hensley Assistant: Esther Buzard	August 23	January 10	May 22
FACILITIES TASK FORCE COMMITTEE SVC, Room 168 1:30 p.m. - 3:30 p.m. 4th Thursday (generally) Chair: Director, Facilities & Construction, Bill Mullane Assistant: Lisa Buck http://www.austincc.edu/faoadmin/facilities_admin/FTF_index.html	September 27 October 25 November 29	February 28 March 27 April 24	June 26 July 24
INSTITUTIONAL PLANNING COUNCIL HBC, Room 201 1:30 p.m. - 3:30 p.m. 3rd Friday (generally) Chair: AVP, Institutional Effectiveness and Accountability, Soon Merz Assistant: Alice Swayze http://www.austincc.edu/orgref/councils/ipc.htm	August 31 (Retreat) September 21 October 19 November 16	February 15 March 21 April 18	June 20 July 18

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LEARNING LAB MANAGERS HBC, Room 217.0 1:30 p.m. - 3:30 p.m. 2nd Thursdays (generally) Chair: Director, Student Learning Services, Sharon Frederick Assistant: Judy Green http://austincc.edu/tutor	September 13 October 11 November 8	February 14 March 6 April 10	June 12 July 10
MARKETING AND OUTREACH COMMITTEE HBC, Room 214 1:30 p.m. - 3:00 p.m. 2nd Tuesday (generally) Chair: Executive Director, Public Information and College Marketing, Brette Lea Assistant: Dahlia Anzaldua http://www.austincc.edu/marketng/committees/moc/	September 11 October 9 November 13	February 12 March 18 April 8	June 10 July 8
POLICE TASK FORCE HBC, 301.7 10:00 a.m. - 11:30 a.m. 4th Tuesday (generally) Chair: Frankie Waller, Chief of Police Assistant: Betty Norman http://www.austincc.edu/police	November 8	February 7 May 23	
PRESIDENT'S EXTENDED TEAM (PET) HBC, Room 201 10:30 a.m. - 12 Noon Once a semester (generally) Chair: President, Steve Kinslow Assistant: Pam Sutton http://www.austincc.edu/pres/Minutes/MinIndex.htm	September 24	February 25	June 9
PRESIDENT'S LEADERSHIP TEAM (PLT) HBC, Room 502 9:00 a.m. - 12:00 Noon 1st & 3rd Tuesdays (generally) Chair: President, Steve Kinslow Assistant: Pam Sutton Note: Meeting will include Board Meeting Review/Agenda Development followed by regular staff meeting.	September 5 September 11 October 2 October 16 November 6 November 16 December 4	January 15 February 5 February 19 March 4 March 18 April 15 May 6 May 20	June 3 June 17 July 8 July 22
STUDENT ACCESS AND SUCCESS COMMITTEE HBC, Room 223 9:00 a.m. - 11:00 a.m. 2nd Friday (generally) Chair: AVP, Student Success, Richard Armenta Assistant: Judy Green http://www.austincc.edu/orgref/councils/success.php	September 14 October 12 November 9	February 8 March 21 April 22	June 13 July 11

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MEETING GROUP	FALL 2007	SPRING 2008	SUMMER 2008
SCHEDULE DEVELOPMENT TEAM HBC, Room 301 9:30 a.m. - 11:00 a.m. Once a year (generally) Chair: VP, College Support Systems and ISD Relations, Mary Hensley Assistant: Esther Buzard http://accweb.austincc.edu/schedev/	October 16		
STUDENT RIGHTS AND RESPONSIBILITIES COMMITTEE HBC, Room 223 3:00 p.m. - 4:30 p.m. 3rd Thursday (generally) Chair: Campus Dean, Louella Tate Assistant: Pat Oglesby http://www.austincc.edu/orgref/councils/rights.php	September 14 October 18 November 15	February 14* March 20* April 10* *Room 301.7	June 12 July 17
STUDENT SERVICES COUNCIL HBC, Room 502 3:30 p.m. - 5:00 p.m. 1st Thursday (generally) Chair: VP, Student Support & Success Systems, Kathleen Christensen Assistant: Peggy McClellan http://www.austincc.edu/orgref/councils/ssc.htm	September 6 October 4 November 1	February 7 March 6 April 3	June 5 July 3
TESTING CENTER SUPERVISORS HBC, Room 223 9:00 a.m. - 11:00 a.m. 1st Thursday (generally) Chair: Director, Student Learning Services, Sharon Frederick Assistant: Judy Green http://www.austincc.edu/testctr/	September 6 October 4 November 1	February 7 March 6 April 3	June 5 July 10
WEB COMMITTEE HBC, see date for room number 9:00 a.m. - 10:30 a.m. 2nd Thursday (generally) Chair: Executive Director, Public Information and College Marketing, Brette Lea Assistant: Dahlia Anzaldua http://www.austincc.edu/marketng/committees/web/	September 13, Rm 223 October 11, Rm 215 November 8, Rm 215	February 14, Rm 219 April 10, Rm 215 May 8, Rm 219	June 12, Rm 219 July 10, Rm 219 August 14, Room 219
YAK 'N SACK All Campuses, Rooms TBD Various Times Open to Faculty, Staff, Students to meet with President's Leadership Team http://www.austincc.edu/pres/yak.php	Oct 11, 2:30 pm, CYP Oct 18, 12:00 pm, EVC Nov 26, 11:30 am, NRG	Feb 28, 12:00 pm, PIN Mar 27, 12:00 pm, RGC April 22, 3:00 pm, RVS	May 22, 9:00 am, SAC June 20, 12:00 pm, SVC July 17, 4:00 pm, HBC

General Guidelines

1. Meetings are discouraged during the first two and last two weeks of the semester in recognition of peak times for faculty and staff on campus, and in key support units at HBC. Also, generally we will try to avoid committee/council meetings in August, December, January & May in recognition of semester start/end priorities.
2. Try to keep Wednesdays "meeting free" from Council and Committee Meetings.
3. *Minutes* are to be posted on the web within five work days - suggested format is on forms inventory web pages.