

FY 2009 ADMINISTRATIVE MEETING SCHEDULE

MEETING GROUP	FALL 2008	SPRING 2009	SUMMER 2009
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.php	October 3 October 31 November 21	February 6 March 6 April 3	June 5 July 10
ACHIEVING EXCELLENCE COMMITTEE HBC, Room 301.0 9:00 a.m. - 11:00 a.m. 3rd Friday (generally) Chair: AVP, Institutional Effectiveness and Accountability, Soon Merz Assistant: Alice Swayze http://www.austincc.edu/orgref/councils/achieving.php	September 19 October 17 November 21	February 20 April 17	June 19
ADMINISTRATIVE SERVICES COUNCIL SVC, Room 168 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.php	September 18 October 16 November 13	January 22 February 19 March 19 April 23	June 18 July 16
ADMISSIONS & REGISTRATION COMMITTEE HBC, Room 301.2 and 301.7 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 9 (301.7) October 14 (301.2) November 11 (301.2)	February 10 (301.7) March 10 (301.7) April 14 (301.7)	June 9 (301.7) July 14 (301.7)
ASSESSMENT & ADVISING COMMITTEE 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 26 October 24 November 14	February 27 March 27 April 24	June 26 July 24
BOARD OF TRUSTEES MEETINGS HBC, Room 201 6:00 p.m. 1st and 3rd Monday (generally) Chair: Board of Trustee, Nan McRaven Assistant: Pat Stubbs http://www.austincc.edu/board/agmin.php	September 2 (R) September 8 (S) October 6 (R) October 20 (F) November 3 (R) November 17 (F) December 1 (R)	January 12 (R) February 2 (R) February 16 (F) March 2 (R) April 13 (R) April 20 (W) May 4 (R)	June 1 (R) June 15 (W) July 6 (R) August 3 (R) August 21-22 Retreat
	R = Regular	W = Work Session	F = Forum
BOOKSTORE TASK FORCE HBC, 217 & 218 (lab for training/ room for lunch) 9:30 a.m. - 1:00 p.m. Once a semester (generally) Chair: Richard Smith Assistant: Vic Smith http://irt.austincc.edu/committees/bookstore/	September 19	February 27	

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CAMPUS FACILITIES OPERATIONS SVC, Room 133 2:30 p.m. - 3:30 p.m. 4th Thursday (generally) Chair: VP, Business Services, Ben Ferrell Assistant: Phyllis Kalz http://www.austincc.edu/orgref/councils/campusops.php	September 25 October 23 November 20	January 29 February 26 April 30	
CAMPUS POLICE COMMITTEE HBC, 301 10:00 a.m. - 11:30 a.m. 4th Tuesday (generally) Chair: Frankie Waller, Chief of Police Assistant: Betty Norman http://www.austincc.edu/orgref/councils/police.php	November 6 (Room 201)	February 5	June 4
CAMPUS SUPPORT SYSTEMS/ISDR HBC, Room 411 2:00 p.m. - 3:30 p.m. 1st Tuesday (generally) Chair: Mary Hensley Assistant: Laurie Clark http://www.austincc.edu/cssisd/minutes/index.php	October 7 November 4	February 3 March 3 April 7 May 5	June 2
COLLEGE ACCESSIBILITY COMMITTEE HBC, Room 214 9:00 a.m. - 11:00 a.m. 2nd Friday (generally) Chair: Steve Christopher Assistant: Leslie Saldana http://www.austincc.edu/orgref/councils/cac.php	September 12 October 10 November 14	February 13 March 13 April 10	June 12 July 10
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://irt.austincc.edu/committees/cwtcoc/	September 12 October 10 November 14	February 13 March 13 April 10	May (tbd) June 12 July 10
CURRICULUM & PROGRAMS COMMITTEE HBC, Room 201 10:00 a.m. - 12:00 p.m. 4th Friday (generally) Chair: Interim VP, Academic Transfer and General & Developmental Education, Mike Midgley http://www.austincc.edu/orgref/councils/currandprg.php	September 26 October 24	February 27 March 27 April 24	June 26 July 24
DEANS, STUDENT SERVICES HBC, Room 502 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 18 October 16 November 20	February 19 April 16	June 18 July 16

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DATATEL SYSTEM STEERING 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 2 October 7 November 4	February 3 March 3 April 7	June 2 July 7
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 and VP, Workforce Education & Business Development, Mike Midgley Assistants: Carol Johnson and Joann Nunez	November 7	February 13 April 10+A1	June 12
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 11 October 9 November 13	February 12 March 12 April 9	June 11 July 9
DISTANCE LEARNING COMMITTEE HBC, Room 411 1:00 p.m. - 3:00 p.m. Once a semester (generally) Chair: Chair: AVP, Instructional Resources & Technology, Richard Smith Assistant: Vic Smith http://www.austincc.edu/orgref/councils/distance.php	October 17	March 13	
ENDANGERED SECTIONS REVIEW HBC, Room 301.7 3:30 p.m. - 5:00 p.m. Once a semester (generally) Chair: VP, College Support Systems and ISD Relations, Mary Hensley Assistant: Laurie Clark	August 21	January 15	May 28
ENVIRONMENTAL HEALTH & SAFETY COMMITTEE HBC, Room 214 1:30 p.m. - 3:30 p.m. 2nd Friday (generally) Chair: Director, Environmental Health Safety and Insurance, Becky Cole Assistant: Lisa Merino http://www.austincc.edu/orgref/councils/health.php	September 12 October 10 November 14 (Room 103.2) December 12 (Room 410)	January 9 February 13 March 13 April 10 May 8	June 12 July 10 August 14
FACULTY AND STAFF EVALUATION COMMITTEE HBC, Room 301.7 1:00 p.m. - 3:00 p.m. 1st Friday (generally) Chair: Coordinator, Faculty and Staff Evaluation, Martha Perez Assistant: Nicole Bell http://www.austincc.edu/orgref/councils/fec.php	September 12 October 3 November 7 December 5	February 6 March 6 April 3 May 1	June 5

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HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY TASK FORCE EVC, Room 8356 11:30 a.m. - 1:00 p.m. Once a semester (generally) Chair: Assistant Dean, Health Science Services, Pat Recek Assistant: Department Chair, Dental Hygiene, Renee Cornett http://www.austincc.edu/orgref/councils/hipaa.php	November 18	February 17	
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.php	September 19 October 31* November 21 *Retreat - 9:30 - 2:00	January 30* February 20 April 17 *MP Presentations 9:30 - 2:00	July 17
MARKETING AND OUTREACH COMMITTEE HBC, Room 103.2 1:30 p.m. - 3:00 p.m. 1st Tuesday (generally) Chair: Executive Director, Public Information and College Marketing, Brette Lea Assistant: Dahlia Anzaldua http://www.austincc.edu/marketing/committees/moc/	September 2 October 7 November 4	February 3 April 7	June 2
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	September 22	February 23	June 8
PRESIDENT'S LEADERSHIP TEAM (PLT) HBC, Room 502 10:00 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 3 (9:30) September 22* October 7 October 21 November 4 November 18 December 2 December 11 *2-4 p.m.	January 13* January 27* February 3* February 17 March 3 March 24 April 7* April 21 May 5 May 19	June 2 June 16 July 7 July 21 August 4 August 18
PROFESSIONAL DEVELOPMENT COMMITTEE HBC, Room 301.7 11:30 a.m. - 12:30 p.m. 2nd and 4th Friday (generally) Chair: Director, Professional Development and Evaluation Programs, Terry Mouchayleh Assistant: Nicole Bell http://www.austincc.edu/orgref/councils/	October 24 December 12 (Room 410)	February 13 April 24	
RECYCLING AND SUSTAINABILITY COMMITTEE SVC, Room 133 1:30 p.m. – 2:30 p.m. 3 rd Thursday (generally) Chair: VP, Business Services, Ben Ferrell Assistant: Phyllis Kalz http://www.austincc.edu/orgref/councils/recycling.php	September 25 October 23 November 20	January 29 February 26 March 26 April 30	June 25 July 23

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STUDENT ACCESS AND SUCCESS COMMITTEE HBC, Room 301.7 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 12 October 10 November 14	February 13 March 13 April 10 May 8	June 12
SCHEDULE DEVELOPMENT TEAM HBC, Room 410 9:30 a.m. - 11:00 a.m. Once a year (generally) Chair: VP, College Support Systems and ISD Relations, Mary Hensley Assistant: Laurie Clark http://accweb.austincc.edu/schedev/	October 2		
STUDENT RIGHTS AND RESPONSIBILITIES COMMITTEE HBC, Room 217 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 18 October 16 November 20	February 19 March 26 April 16	June 18 July 16
STUDENT SERVICES COUNCIL HBC, Room 301.7 3:30 p.m. - 5:00 p.m. 1st Thursday (generally) Chair: VP, Student Support & Success Systems, Kathleen Christensen Assistant: Peggy McClellen http://www.austincc.edu/orgref/councils/ssc.php	September 4 October 2 November 6 December 4	February 5 March 5 April 2	June 4 July 2
WEB COMMITTEE HBC, Room 215 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/marketing/committees/web/	September 11 October 9 November 13	February 12 April 9	June 11
YAK 'N SACK All Campuses, Rooms TBD Various Times (see web pages) Open to Faculty, Staff, Students to meet with President's Leadership Team http://www.austincc.edu/pres/yak.php	Oct 9, 12:00 pm, CYP Nov 4, 2:30 pm, EVC Dec 4, 11:30 am, NRG	Jan 22, 12:00 pm, RRHEC Feb 9, 12:00 pm, PIN Mar 26, 2:30 pm, RGC April 23, 12:00 pm, RVS	May 18, 9:30 am, SAC June 18, 2:00 pm, SVC July 13, 2:00 pm, HBC

General Guidelines

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.

Try to keep Wednesdays "meeting free" from Council and Committee Meetings.

Minutes are to be posted on the web within five work days - suggested format is on forms inventory web pages.