

## FY 2010 ADMINISTRATIVE MEETING SCHEDULE

MEETING GROUP	FALL 2009	SPRING 2010	SUMMER 2010
<b>ACADEMIC &amp; CAMPUS AFFAIRS COUNCIL</b> HBC, Room 502 10:00 a.m. – 12 Noon 1 <sup>st</sup> Friday (generally) Chair: VP, Workforce Education & Business Development, Mike Midgley Assistant: JoAnn Nunez <a href="http://www.austincc.edu/orgref/councils/acac.php">http://www.austincc.edu/orgref/councils/acac.php</a>	October 2 October 30 November 20	February 5 March 5 April 2	June 4 July 9
<b>ACHIEVING EXCELLENCE COMMITTEE</b> HBC, Room 201 9:00 a.m. - 11:00 a.m. 3rd Friday (generally) Chair: AVP, Institutional Effectiveness and Accountability, Soon Merz Assistant: Judith Wynn <a href="http://www.austincc.edu/orgref/councils/achieving.php">http://www.austincc.edu/orgref/councils/achieving.php</a>	September 18 (room 411) October 16 November 20	February 19 April 16	June 18 July 16
<b>ADMINISTRATIVE SERVICES COUNCIL</b> SVC, Room 168 1:30 p.m. – 3:00 p.m. 3 <sup>rd</sup> Thursday (generally) Chair: EVP, Business Services, Ben Ferrell Assistant: Phyllis Kalz <a href="http://www.austincc.edu/orgref/councils/asc.php">http://www.austincc.edu/orgref/councils/asc.php</a>	September 17 October 15 November 19	January 21 February 18 April 15	June 17 July 15
<b>ADMISSIONS &amp; REGISTRATION COMMITTEE</b> 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 <a href="http://www.austincc.edu/orgref/councils/regtf.php">http://www.austincc.edu/orgref/councils/regtf.php</a>	September 8 October 13 November 10	February 9 March 9 April 13	June 8 July 13
<b>ASSESSMENT &amp; ADVISING COMMITTEE</b> HBC, Room 223 8:30 a.m. - 10:00 a.m. 4th Friday (generally) Chair: Campus Dean, Yolanda Chapa Assistant: Patty Zuniga <a href="http://www.austincc.edu/orgref/councils/aatf.php">http://www.austincc.edu/orgref/councils/aatf.php</a>	September 25 October 23 November 20	February 26 March 26 April 23	June 25 July 23
<b>BOARD OF TRUSTEES MEETINGS</b> HBC, Room 201 6:00 p.m. 1st and 3rd Monday (generally) Chair: Board of Trustee, Nan McRaven Assistant: Pat Stubbs <a href="http://www.austincc.edu/board/agmin.php">http://www.austincc.edu/board/agmin.php</a>	September 8 (R) September 21 (F) October 5 (R) October 19 (W) November 2 (R) November 16 (W) December 14 (R)	January 11 (R) February 1 (R) February 15 (W) March 1 (R) April 5 (R) April 19 (F) May 3 (R) May 17 (W)	June 7 (R) June 21 (W) July 5 (R) August 2 (R) August 13-14 (S)
	<b>R = Regular</b>	<b>W = Work Session</b>	<b>F = Forum S = Special</b>
<b>BOOKSTORE COMMITTEE</b> HBC, 212 & 214 (lab for training/room for lunch) 9:30 a.m. - 1:00 p.m. Once a year (generally) Chair: AVP, Instructional Resources & Technology, Richard Smith Assistant: Vic Smith <a href="http://irt.austincc.edu/committees/bookstore/">http://irt.austincc.edu/committees/bookstore/</a>	September 18		

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<b>CAMPUS FACILITIES OPERATIONS</b> SVC, Room 168 2:30 p.m. - 3:30 p.m. 4th Thursday (generally) Chair: VP, Business Services, Ben Ferrell Assistant: Phyllis Kalz <a href="http://www.austincc.edu/orgref/councils/campusops.php">http://www.austincc.edu/orgref/councils/campusops.php</a>	September 24 October 22	January 28 February 25 March 25 April 22	June 24 July 22
<b>CAMPUS POLICE COMMITTEE</b> HBC, 301.7 10:00 a.m. - 11:30 a.m. 4th Tuesday (generally) Chair: Frankie Waller, Chief of Police Assistant: Betty Norman <a href="http://www.austincc.edu/orgref/councils/police.php">http://www.austincc.edu/orgref/councils/police.php</a>	November 12	March 11	
<b>COLLEGE OPERATIONS</b> HBC, Room 411 2:00 p.m. - 3:30 p.m. 1st Tuesday (generally) Chair: EVP, College Operations, Mary Hensley Assistant: Laurie Clark <a href="http://www.austincc.edu/cssisd/minutes/index.php">http://www.austincc.edu/cssisd/minutes/index.php</a>	October 6 November 3	February 2 March 2 April 6 May 4	June 8
<b>CLUSTER GROUP LEADER'S MEETING</b> HBC, Room 221 9:00 a.m. - 10:00 a.m. 1st Friday (generally) Chair: AVP, Institutional Effectiveness and Accountability, Soon Merz Assistant: Judith Wynn <a href="http://irt.austincc.edu/masterplan/clustergroups.htm">http://irt.austincc.edu/masterplan/clustergroups.htm</a>	September 4 October 2 November 6 December 4	January 15 February 5	
<b>COLLEGE ACCESSIBILITY COMMITTEE</b> HBC, Room 214 9:00 a.m. - 11:00 a.m. 2nd Friday (generally) Chair: Director, Special Populations, Steve Christopher Assistant: Leslie Saldana <a href="http://www.austincc.edu/orgref/councils/cac.php">http://www.austincc.edu/orgref/councils/cac.php</a>	September 11 October 9 November 13	February 12 March 5 April 9	June 11 July 9
<b>COLLEGE-WIDE TECHNOLOGY &amp; CAPITAL OUTLAY COMMITTEE</b> HBC, Room 201 1:30 p.m. - 3:30 p.m. 2nd Friday (generally) Chair: AVP, Instructional Resources & Technology, Richard Smith Assistant: Vic Smith <a href="http://irt.austincc.edu/committees/cwtcoc/">http://irt.austincc.edu/committees/cwtcoc/</a>	September 11 October 9 November 13 December 11	January 8 February 12 March 12 April 9 May 4 (Tuesday, Budget Meeting)	June 11 July 9
<b>CURRICULUM &amp; PROGRAMS COMMITTEE</b> HBC, Room 201 10:00 a.m. - 12:00 p.m. 4th Friday (generally) Chair: Interim Provost, Mike Midgley Assistant: Carol Johnson <a href="http://www.austincc.edu/orgref/councils/currandprg.php">http://www.austincc.edu/orgref/councils/currandprg.php</a>	September 25 October 23 November 20 (12-2pm)	January 22 February 26 March 26 April 23	June 25 July 23

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<b>MEETING GROUP</b>	<b>FALL 2009</b>	<b>SPRING 2010</b>	<b>SUMMER 2010</b>
<b>DEANS, STUDENT SERVICES</b> 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 <a href="http://accweb.austincc.edu/s4/minutes">http://accweb.austincc.edu/s4/minutes</a>	September 17 October 15 November 19	February 18 April 15	June 17 July 15
<b>DATATEL SYSTEM STEERING COMMITTEE</b> HBC, Room 223 8:30 a.m. - 10:30 a.m. 1st Tuesday (generally) Chair: Director of Student Assistance and Veterans Affairs, Terry Bazan Assistant: Teresa Wendland <a href="http://www.austincc.edu/orgref/councils/datastud.php">http://www.austincc.edu/orgref/councils/datastud.php</a>	September 1 October 6 November 3	February 2 March 2 April 6	June 1 July 6
<b>DEANS/DEPARTMENT CHAIRS</b> HBC, Room 201 9:00 a.m. - 11:00 a.m. 2nd Friday (generally) Chair: Interim Provost and VP, Workforce Education & Business Development, Mike Midgley Assistants: Carol Johnson and Joann Nunez	November 6	February 12 April 9	June 11
<b>DEANS AND DIRECTORS, STUDENT SERVICES</b> HBC, Room 502 8:30 a.m. - 10:30 a.m. 2nd Thursday (generally) Chair: VP, Student Support & Success Systems, Kathleen Christensen Assistant: Peggy McClellen <a href="http://accweb.austincc.edu/s4/minutes">http://accweb.austincc.edu/s4/minutes</a>	September 10 October 8 November 12	February 11 March 11 April 8 May 13	June 10 July 8
<b>DISTANCE LEARNING COMMITTEE</b> 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 <a href="http://www.austincc.edu/orgref/councils/distance.php">http://www.austincc.edu/orgref/councils/distance.php</a>	November 19	March 26	
<b>ENDANGERED SECTIONS REVIEW</b> HBC, Room 301 3:30 p.m. - 5:00 p.m. Once a semester (generally) Chair: EVP, College Operations, Mary Hensley Assistant: Laurie Clark	August 20	January 14	May 27
<b>ENVIRONMENTAL HEALTH &amp; SAFETY COMMITTEE</b> 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 <a href="http://www.austincc.edu/orgref/councils/health.php">http://www.austincc.edu/orgref/councils/health.php</a>	September 11 October 9 November 13	February 12 April 9	June 11 July 9

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MEETING GROUP	FALL 2009	SPRING 2010	SUMMER 2010
<b>FACULTY AND STAFF EVALUATION COMMITTEE</b> HBC, Room 407 1:00 p.m. - 2:30 p.m. 1st Friday (generally)  Chair: Coordinator, Faculty and Staff Evaluation, Martha Perez Assistant: Nicole Bell <a href="http://www.austincc.edu/orgref/councils/fec.php">http://www.austincc.edu/orgref/councils/fec.php</a>	September 4 October 2 November 6 (Room 406) December 4	February 5 March 5 April 2	June 4 July 9 August 6
<b>HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY TASK FORCE</b> 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 <a href="http://www.austincc.edu/orgref/councils/hipaa.php">http://www.austincc.edu/orgref/councils/hipaa.php</a>	October 15	February 18	
<b>INSTITUTIONAL PLANNING COUNCIL</b> HBC, Room 201 1:30 p.m. - 3:30 p.m. 3rd Friday (generally)  Chair: AVP, Institutional Effectiveness and Accountability, Soon Merz Assistant: Judith Wynn <a href="http://www.austincc.edu/orgref/councils/ipc.php">http://www.austincc.edu/orgref/councils/ipc.php</a>	September 18 October 16 November 20	January 22 February 19 April 16	June 18 July 16
<b>MARKETING AND OUTREACH COMMITTEE</b> HBC, Room 103.2 3:30 p.m. - 5:00 p.m. 2nd Tuesday (generally)  Chair: Executive Director, Public Information and College Marketing, Brette Lea Assistant: Liz Serrano <a href="http://www.austincc.edu/marketing/committees/moc/">http://www.austincc.edu/marketing/committees/moc/</a>	September 1 October 6 November 3	February 9 March 9 April 13	June 8 July 13
<b>PRESIDENT'S EXTENDED TEAM (PET)</b> HBC, Room 201 10:30 a.m. - 12 Noon Once a semester (generally)  Chair: President/CEO, Steve Kinslow Assistant: Pam Sutton <a href="http://www.austincc.edu/pres/pet/index.php">http://www.austincc.edu/pres/pet/index.php</a>	September 28	February 22	June 14
<b>PRESIDENT'S LEADERSHIP TEAM (PLT)</b> HBC, Room 502 10:00 a.m. - 12:00 Noon 1st & 3rd Tuesdays (generally)  Chair: President/CEO, Steve Kinslow Assistant: Pam Sutton Note: Meeting will include Board Meeting Review/Agenda Development followed by regular staff meeting.	September 9 (9:00) September 15 September 22 (1:00p.m.) October 6 (2:00 p.m.) October 20 (9:30) November 3 November 17 December 15	January 12 February 2 February 16 March 2 March 23 April 6 April 20 April 27 May 4 May 18	June 8 June 22 July 6 July 20 August 3 August 24

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<b>MEETING GROUP</b>	<b>FALL 2009</b>	<b>SPRING 2010</b>	<b>SUMMER 2010</b>
<b>PROFESSIONAL DEVELOPMENT COMMITTEE</b> 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 <a href="http://www.austincc.edu/orgref/councils/">http://www.austincc.edu/orgref/councils/</a>	October 23	February 26	April 23
<b>RECYCLING AND SUSTAINABILITY COMMITTEE</b> SVC, Room 168 1:30 p.m. – 2:30 p.m. 3 <sup>rd</sup> Thursday (generally) Chair: Executive Director, Facilities & Construction, Bill Mullane Assistant: Phyllis Kalz <a href="http://www.austincc.edu/orgref/councils/recycling.php">http://www.austincc.edu/orgref/councils/recycling.php</a>	September 24 October 22	January 28 February 25 March 25 April 22	June 24 July 22
<b>STUDENT ACCESS AND SUCCESS COMMITTEE</b> HBC, Room 103.2 9:00 a.m. - 11:00 a.m. 2nd Friday (generally) Chair: AVP, Student Success, Richard Armenta Assistant: Judy Green <a href="http://www.austincc.edu/orgref/councils/success.php">http://www.austincc.edu/orgref/councils/success.php</a>	September 11 October 9 November 13	February 12 March 12 April 9	June 11 July 9
<b>SCHEDULE DEVELOPMENT TEAM</b> HBC, Room 410 9:30 a.m. - 11:00 a.m. Once a year (generally) Chair: EVP, College Operations, Mary Hensley Assistant: Laurie Clark <a href="http://accweb.austincc.edu/schedev/">http://accweb.austincc.edu/schedev/</a>	October 1		
<b>STUDENT RIGHTS AND RESPONSIBILITIES COMMITTEE</b> HBC, Room 217 3:00 p.m. - 4:30 p.m. 3rd Thursday (generally) Chair: Director, Student Life, Cheryl Richard Assistant: Lynn Echart <a href="http://www.austincc.edu/orgref/councils/rights.php">http://www.austincc.edu/orgref/councils/rights.php</a>	September 17 October 22 November 19	February 18 April 15	June 17 July 15
<b>STUDENT SERVICES COUNCIL</b> HBC, Room 502 3:30 p.m. - 5:00 p.m. 1st Thursday (generally) Chair: VP, Student Support & Success Systems, Kathleen Christensen Assistant: Peggy McClellen <a href="http://www.austincc.edu/orgref/councils/ssc.php">http://www.austincc.edu/orgref/councils/ssc.php</a>	September 3 October 1 November 5	February 4 March 4 April 1	June 3 July 1

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MEETING GROUP	FALL 2009	SPRING 2010	SUMMER 2010
<b>WEB ADVISORY COMMITTEE</b> HBC, Room 301 1:30 p.m. - 3:30 p.m. 3rd Thursday (generally) Co-Chairs: Director, IT Support Services, Theresa Harkins & Web Administrator, Edward Terry  <a href="http://www.austincc.edu/orgref/councils/wac.php">http://www.austincc.edu/orgref/councils/wac.php</a>	October 15, Room 411 November 19, Room 410	February 18 April 15	June 17 July 15
<b>YAK 'N SACK</b> All Campuses (see web pages) Various Times (see web pages) Open to Faculty, Staff, Students to meet with President's Leadership Team  <a href="http://www.austincc.edu/pres/yak.php">http://www.austincc.edu/pres/yak.php</a>	Oct 1, 12:00 pm, EVC Nov 12, 2:30 pm, NRG Dec 3, 11:30 am, CYP	Feb 25, 12:00 pm, RGC March 22, 9:30 am, RVS May 11, 12:00 pm, RRC	May 13, 9:30 am, SVC May 20, 12:00 pm, PIN June 17, 2:00 pm, HBC July 8, 2:00 pm, SAC

### 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.