**Department Chairs’ Meeting Minutes**

September 19, 2008

Battle Mountain – #3; Elko – GTA 128; Ely – #111; Pahrump – PVC #122; Winnemucca – #108

**Present**: Garry Heberer, David Ellefsen, Meachell LaSalle, Carrie Bruno, Patty Fox, Xunming Du, Cyd McMullen, Margaret Puccinelli, Bonnie Hofland, Mary Swetich, Jay Larson, Bill Verbeck, Ed Nickel, Richard McNally, Lisa Campbell, Doug Hogan, Bret Murphy

**Guests**: Robert Hannu

Minutes were approved from the August 20, 2008 meeting.

**Chair of Chairs Report**

1. A committee is currently being formed to organize a contingency plan for a possible 14% budget reduction. The committee will not be a decision making body. Its purpose is an information gathering body that represents all aspects of the college. Cyd McMullen will serve on the committee as a representative for department chairs and all academic areas. Cyd encouraged departments to provide her with information; she wants to be well prepared to represent academic programs.

**The Advancing Women’s Leadership Conference**

1. The Advancing Women’s Leadership Conference is valuable for individuals in leadership/mentor roles. The conference will be held on Friday, October 10 in Reno. It is not a costly educational offering for participants. Departments will be asked to provide funding for individuals that would like to participate in the event. Lynn Mahlberg or Margaret Puccinelli can be contacted for more information.

**IAV Problems 2008**

1. There has been an increase in situations that concern the interactive video department. Concerns discussed were.
	1. Students need to be registered for the section where they are attending class. Students have also added themselves into GBC IAV courses in communities outside GBC’s service area.
	2. GBC does have access to an IAV classroom at WNC Carson City, but it is not often available. GBC also has access to IAV classrooms at CSN’s Henderson Campus and TMCC’s Redfield Campus. These are the only two IAV rooms outside GBC’s service area we can expect to use for classes. The BAS Land Surveying and Industrial Efficiency programs have been signed off by the state community colleges to offer the courses outside our service area.
	3. NSHE has defined service areas for Nevada’s community colleges. If GBC would like to offer a class in another college’s service area, we must get permission from that area first. Requests must be made to the IAV Office at least 30 days prior to the class start date because the process generally takes two to three weeks for approval. Using IAV rooms in small communities outside the service area (Caliente, Lovelock, etc) are very problematic.
	4. It is becoming more difficult for GBC to use K-12 IAV rooms due to changes in security needs of the school districts. Most schools now require a GBC employee be present. This means we have to hire an IAV facilitator approved by the principal at an additional cost of $450 per three credit course. The cost is acceptable if there are four or more students in the class section, but not for one to three students.
2. Chairs agreed that all IAV requests for classes outside our service area should be presented to the department for approval.
3. A policy will be created that outlines the processes. Angie de Braga, Bob Hannu, Bonnie Hofland, Lisa Campbell and Jay Larson will work together to create the policy. The group will present a rough draft at a future meeting.

**Department Chairs’ Handbook**

1. Chairs discussed the table of contents for the department chairs’ handbook. Departments already have many of the items listed in the table of contents. Chairs decided to share the table of contents with faculty and support staff in their areas. The item will be an ongoing topic of discussion and will be discussed at future meetings.

**Adjunct Faculty Applications**

1. Currently adjunct faculty applications are only being saved by Human Resources for 30 days. Adjuncts are not hired on a monthly basis; they are hired by semester. Chairs recommended that applications be kept for one year.
2. Regional campus directors will be on campus Wednesday, September 24 and Thursday, September 25, 2008. Chairs were encouraged to attend either day to discuss the spring 2009 schedule.
3. Support staff are becoming overwhelmed because of the shortage in Academic Affairs administrative assistant positions. Prioritizations of vacated faculty positions are also a concern of the committee. Both items will be discussed at a future meeting.