**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Monday, November 4, 2013 at 1:00 pm

Battle Mountain #4, Elko HTC #123, Ely #105, Pahrump #115, Winnemucca #110

**Present:** Pete Bagley, Beth Clifton, Angie de Braga, Tami Gailey, Robert Hannu, Teresa Howell, Cindy Hyslop, Karen Kimber, John Newman, Earl Owen, Tom Reagan, Gretchen Skivington, Mary Swetich, Glen Tenney, Eric Walsh, Meachell LaSalle Walsh, Diane Wrightman

**Absent:** Ami Rogers, Lisa Campbell, Danny Gonzales

**Guests:** Stephen Theriault

**Approval of Meeting Notes**

1. Approved.

**Merit Discussion**

1. The Compensation and Benefits Committee has been working on a merit policy. Meetings will be scheduled with all teaching and administrative faculty departments. All suggestions will be taken into consideration for incorporation into the plan.

**Summer School**

1. Department Chairs were asked to approve the following proposed summer school schedules:

**Summer Session #1**

* May 28 – July 9 (7 weeks duration)
* Students are limited to a maximum of 6 credits
* Is not state supported
* Instructors are paid approximately 75% of the net fees collected
* Course caps is 30 ( may be capped higher but not lower than 30)

**Summer Session #2**

* July 10 – August 21 (6 weeks duration)
* Students are limited to a maximum of 6 credits
* State supported
* Full-time faculty will be paid at the overload rate
1. The current summer school policy limits the number of students a faculty can be paid for during the summer session to 24. There is concern that caps are 30 and faculty are not being compensated for the additional (6) students. The objective is to offer students a way to take classes in the summer and to move closer to graduation. It is ultimately the decision of the instructor to teach during the summer. Chairs would like Chair Bagley to discuss the compensation issue with the VPAA.
2. Both sessions are eligible for financial aid. Chair Bagley will discuss the possibility of courses taught during the second session be considered as fall workload with the VPAA. Chairs voted and approved the proposed summer session dates; however, more information is needed on the workload/overload compensation component.

**Prioritization of Faculty Positions**

1. The nursing department has received a resignation from an instructor. The department requested the position be placed on the prioritization list. Student enrollment continues to increase and the position is needed for accreditation. The committee approved for the recruitment of a nursing tenure-track position.
2. English and Education instructor positions will post in December and interviews will take place during the spring semester. The nursing instructor recruitment will follow the same path. The instrumentation would be next on the list followed by the theater/humanities and computer technologies positions. Chairs recommended that the two Land Surveying/Geomatics instructor positions be placed in the possible positions to be considered list. A reference librarian tenure-track position was also added to the possible positions to be considered list.

**Physical Presence on Campus**

1. Chair Bagley distributed a handout describing physical presence for teaching faculty. The item will be discussed at the next meeting.