

*Minutes* **TO POST**

DEANS COUNCIL

Wednesday, September 7, 2016 – 3:30 p.m.

President's Conference Room

PRESENT: Jason Pierce (Chair), Jim Brown, Cathy Adkins, Rick Cary, Cathy Franklin-Griffin, Marie Nicholson, Scott Pearson, Jennifer Rhinehart, Bev Robertson, Phyllis Smith, Beth Vogler, and Iva Coates (recorder)

1. Academic Position Needs 2017-18 - Jason Pierce

- Reviewed list from last Deans Council meeting of which funds are currently in the budget and added one; discussed other position needs not currently in the budget.

2. Adjunct/Overload Conversation - Jim Brown

Jim Brown stated that President Lunsford has recently asked for a reduction in adjunct/overload as a cost savings measure to aid in being able to give a COLA for all faculty/staff.

- Discussion
  - Start with data and patterns; types of data available include:
    - Sections Enrollment Reports - course offerings and enrollments
    - Workload forms - overloads
    - Adjunct contracts - number of course sections taught by adjuncts
  - Some data is already available that Jennifer Rhinehart developed from Budget Advisory work several semesters ago.
  - Re-examine policies of low enrollment courses in majors?
  - Develop questions to ask to assist with analyzing current cost patterns and reveal ways to control them without sacrificing academic mission.
    - Scott Pearson to lead discussion of questions; coordinate with Jennifer Rhinehart what BAC examined.
  - Jason Pierce & Jim Brown will review and compile past and current adjunct/overload costs (historically by department by division, etc.)

3. Capital Expenditures - Jason Pierce

- Amount available through Academic Affairs for 2016-17 = ~\$20,000
  - Rick Cary - Fine Arts
    - 1) Pottery = ~\$2,500; HOLD - due to \$100,000 grant received from the Windgate Charitable Foundation to fund a project to enhance the MHU pottery program and facilities. Congratulations to Rick Cary and Stacey Sparks!
  - Jennifer Rhinehart (as faculty chair)
    - 1) Technology
  - Scott Pearson - Math/NS
    - 1) Broken refrigerator, incubator = ~\$2,500-\$3,000
    - 2) Lab Cart = ~\$11,000 to be shared among BIO, CHM, MTH (as well as use in the Math Center) -- HOLD this until IT Director is hired.
  - Phyllis Smith - Humanities/SS

- 1) Software for Language Placement Tests (annually)= \$700 initially then \$200-\$300/year.
- 2) Furniture in Cornwell.  
As a note, Bev Robertson pointed out that there is possible group purchasing through ACA - might assist with the Language Placement Tests.
- Beth Vogler - Professional Programs
  - 1) Desks in Chambers Gym (totals 130 for classrooms 107, 128, 105, 126)
  - 2) Ceiling tiles and carpet in Nash 300 and 3rd floor lobby (damage due to leaky roof/AC condensation)
  - 3) Windows in office doors (Jason Pierce to check with the President)
- Cathy Franklin-Griffin - Nursing
  - 1) Curtain tracks (need by 19th - before the on-site visit)
- Marie Nicholson - Registrar (~\$3,500)
  - 1) Boards for Majors Fair (in discussion with Joanna Pierce and Peggy Fender)
  - 2) Official ribbons to be used for Commencement activities in Moore Auditorium
  - 3) Items for Street Crowd Control (other than yellow/orange tape)
- Cathy Adkins - General Education
  - 1) Digital calendar sign outside of Moore Auditorium
  - 2) Lighting/stage lamps
  - 3) Workable sound system in Moore Auditorium
4. Sabbatical Planning for 2017-18
  - Reminder that ACA Fellowship Grants deadline is October 30, 2016 for any faculty interested in full year sabbatical.
  - Sabbatical requests due January 31, 2016
5. CIC Conference for Department Chairs - Phyllis Smith  
Phyllis Smith attended the CIC Conference for Division Deans/Department Chairs in Portland, Oregon, June 2016 and gave a synopsis of the conference.
  - Excellent conference!
    - Agenda items included:
      - Hiring practices and legal issues
      - Faculty evaluations and legal issues
      - How chairs can have difficult conversations with faculty members
      - Building and maintaining a collegial department
  - Following this conference, Phyllis has developed a Department Chair Handbook and is glad to share! She will send electronic file to Jim Brown for binding electronically in PDF file; Phyllis will then send to the deans.
6. Other
  - Honorary Degrees - How do we have a philosophy of awards and make certain that faculty is part of the decision making?

Adjourned at 4:52 p.m.