

## Department Chair Meeting

February 22, 2011

### Minutes

#### Present:

Heather Duncan, Chris Howell, Verne Ingram, Stephanie Berg, Debra Nickell, Doug Yates, Barb Maher, Wayne Caruolo, Julie Schneider, Terri Lukavitch, Sherry Dewald, Rita Stoffel, Rick Reeves, Rich Thatcher, Steve Brown

Guest: Bill Cherrington

#### **IT Update with Bill Cherrington**

Bill reintroduced himself and let everyone know that IT will be getting in touch with faculty on campus starting this coming fall semester to see how things are going and if anything is needed for their particular area.

- If you have problems with computers, lock out of computers call the help desk x6677
- John O'Neil is in charge of the single use classroom computers
- Bill's extension is x6467, please call him anytime if you have questions regarding your computers or computer staff,
- Computers will be ordered for all newly hired faculty.

#### **RRCC and Instructional Re-organization**

Colleen spoke on the reorganization.

Below are the current reorganization changes to be put in place:

1. A High School Relations office will be developed within the Marketing department, and a Coordinator position will be posted. This office will coordinate the Concurrent Enrollment (formerly PSEO) program, and be responsible for recruiting high school and other students to Red Rocks.
2. The Student Employment hiring process will be coordinated through the Human Resources office. As it currently stands, there is some duplication of efforts between Student Employment and H.R. – we hope this change will result in a more streamlined process for our students.
3. In Human Resources, Bill Dial, who visited campus last week, has accepted our offer, and will be joining the college in early April. We are very pleased to welcome Bill to Red Rocks and look forward to his contributions to the Human Resources area.

4. Within the LARC, all of Learning Support Services will be under the direction of a new dean of Learning Support Services. In this role, Marilyn Smith will direct the offices of Disability Services, Tutoring, International Education and many of the academic services in the LARC. Reporting to Marilyn will also be Nancy Carlson, who will serve as director of Counseling and Advising. Nancy will supervise and coordinate the activities of our 5 academic advisors, our CTE Advisor Sarah Goepel, and Arvada's Dan Macy. Nancy will also work with the Mental Health Center to oversee the activities of our mental health counselor, and will continue to supervise the internships coordinator.
  
5. Linda Crook will return to supervising Financial Aid, which has grown dramatically over the past few years. A critical component of financial aid eligibility is an effective loan default management/financial literacy program, and we have asked Linda to coordinate this for Red Rocks.

### **Instructional Equipment**

See Colleen for the list.

Colleen will now need a vendor and a quote for those on the list.

### **CCCS Updates**

- *PT Instructor Overloads*

Colleen explained that over a dozen part-time instructors have been given permission for overloads this semester. In the next 18 months the state system will look into this. PT instructors are allowed to work 12 credits fall, 12 credits spring, 10 credits in summer

### **Regis Transfers**

Colleen received a letter from Regis stating they have accepted 29 students from Red Rocks Community College.

### **OTHER**

9News health fair is coming in April. If anyone has students that would like to help out they can sign up on the website.

Next Department Chair meeting will be March 22<sup>nd</sup> from 2:30-4:00 in the Red Fox Room.