**Department Chairs Meeting**

**February 19, 2013**

**1:00 pm**

**Attending:** David Clark, Randy Genera, Eileen Apperson, Chris Spomer, Michael van Wyhe, David Tikkanen, Conrad Perez, Claudia Habib, Dave Lopes, Michael Sorensen, Derek Dormedy, Monica Cuevas, Brian Fonseca, Jan Dekker, Sandra Fuentes, Barry Warmerdam

**Review Meeting Notes: January 3, 2013**

* No changes

**FTES/Enrollment Management Taskforce**

* District is putting together a district-wide Enrollment Management Taskforce
* This taskforce would help in determining enrollment targets
* Four reps from each site
	+ Admin, Faculty, Classified, student

**Hiring Positions/Process**

* #1 pick for Reedley was NR, that position was approved for funding and has gone through all signatures in people admin site
* #1 pick at Madera was LVN-RN position, that position was approved for funding and is going through signature process as well
* Madera is formalizing their process. They will have a different, but equivalent process. It will be presented and approved by their College Center Council.
* Reedley’s process was approved with the following amendment:
	+ Amend #7 to say, “The deans…..”

**Book Orders**

* Forms will be in box 2/22.
* Due to Donna by March 4th, due to Aides by March 1st

**New Evaluation Forms**

* Senate reviewed existing documents and revised. We will begin using new forms Fall 2013.
* Suggestions for form
	+ Remove word “narrative” before signature
	+ Do not need both words “consent” and “agreement”

**New Budget Process Feedback**

* Directions didn’t match form
* Form was not locked or formatted correctly
* Misunderstanding Department Chair role
* A lot of process unclear
* Puts department chairs in a bad position, uncomfortable cutting colleagues budget
* Historical data incorrect
* Some decisions need to be made first
* Standardization for items like paper, toner, whiteboard markers
* Common classroom problems
* Need baseline budget for classroom supplies in the very least

**Next Meeting**

March 19, 2013 @ 1:30 pm