**CHAIRS’ MEETING**

January 7, 2022

**In Attendance**: Dean Jeff Allen, Dr. Sara Michaliszyn, Ms. Mary Yacovone, Dr. John Hazy, Dr. Dana Davis, Dr. Nancy Wagner, Ms. Angie Cameron, Maj. Kevin Bukowski

**Minutes**: Minutes of December 3, 2021, meeting were read.

**Result/Action:** Minutes approved.

**Budget Reduction**

Discussion: Dean Allen and Assistant Dean Michaliszyn have been charged with the task of budget reduction. They will be looking at classes from Spring 2021 through Fall 2022, reducing the number of sections while increasing class sizes.

**Result/Action**: These numbers will be presented to the BOT at the June 2022 meeting, allowing VP of Finance, Mr. Neal McNally to find out the amount of shortfall with the potential to meet that shortfall pulling from reserves, but that would be the President’s decision. At this point, the State can come and decide the next steps.

**Hiring Process**

Discussion: The hiring process has been taking too long often 2-3 months to hire a part-time faculty member.

**Result/Action**: There is a change being made to the hiring process, which will be rolled out soon.

**General Education Classes**

Discussion: The State Board of Education needs to present a clear plan involving the use of gen eds. Do we need more gen eds or less?

**Result/Action**: The answer could be in more team teaching, reducing class from fifteen to 7 weeks and make classes competency based.

**Immunizations and Immunization Exemptions**

Discussion: All present felt that BCHHS faculty should be more involved in the process of determining policies being made regarding current health care issues.

**Result/Action:** Because every department has their own policies toward inherent risks while in the field, Dean Allen asked that chairs send their policies to him and Dr. Michaliszyn.

**Scholarships**

Discussion: Many students are unaware of scholarships available to them and many of these scholarships go unused.

**Result/Action**: Nursing has an online scholarship survey application making it easy to find and apply. Social Work and Military Science disperse their scholarships among those who apply.

**Affiliation Agreements**

Discussion: Because the number of affiliation agreements keeps growing, would it be possible to centralize all the agreements in the Dean’s office?

**Result/Action**: Assistant Dean Michaliszyn advised that the Program Directors should be charged with creating and keeping a database in each department.

Meeting adjourned.

Respectfully Submitted,

Jenifer A. Miller

January 20, 2022