I. Call to order
Valerie Cox was not present. Nicole Mashburn called to order the regular meeting of the Calhoun Community College Faculty Senate at 2:30 pm, on September 22, 2016 on the Decatur Library VIP.

II. Roll call
Sign in sheet served as roll call. The following persons were present:
Derek Berry
Collis Sims
Odessa Jordan
Mark Rose
Julie Brown
Leigh Ann Rhea
Bill Provin
Ray Bell
Susan Locasio
David Johnson
Nicole Mashburn
Arthur Morris
Effie Nicke
Nicholas Green

III. Old Business
a. Nicole Mashburn presented the minutes for the August Faculty Senate Meeting. Motion to approve by Julie Brown. Second motion by Derek Berry. Motion carried and minutes approved.

IV. New Business
a. Kim Gaines- Human Resources- Hiring committee practices
   - System office sets guidelines, committee members must be 50% female and 40% minority. Minority means other than Caucasian and is self-identified by employee.
   - Ms. Gaines asks the Dean for recommendations and they ask the Department chairs.
   - Individuals who are serving on another committee are removed from list, volunteers are selected to fill in committee members if needed.
   - Ms. Gaines sends the list to the President and he may ask for a specific person to be on the committee.
   - Can a chosen committee member object or vet concerns about committee members selected?
     o Yes, you can send concerns to Ms. Gaines and Dr. Klauber.
o Only the President can excuse an employee from serving on committee.

- Ms. Gaines also mentioned that the Human Resources department is currently using a pilot program to check references or applicants similar to the College reference systems used by large schools.

b. Faculty mentor and Friday required orientation
- A senator expressed concern over the practice of employees who work their 35 hours M-R being called to attend mandatory new hire orientation on Fridays.
- Questions:
  o Does handbook say minimum 35 hours or maximum 35 hours?
  o What does the college policy say about working Fridays?
  o Are there any options for those employees who cannot alter their M-R schedule? Special night or afternoon orientation class?
- *Action for Derek: ask Jennie Walts if orientation is mandatory and what can we do to help these employees.*

V. College Committee Reports
   a. SLO update
      - Atomic learning professional development due October 1st.

b. Report/feedback on best practices for phone etiquette
   - Senators received feedback from department members that no one wants to see a mandatory policy.
   - Faculty senate members agreed that a yearly mention at the Fall kickoff event may remind people or help those who have never considered the idea.
   - What about a phone message etiquette and walk thru for those who wish to start using the practice when they are out of the office?
   - *Action for Nicole: ask Nathan for ‘HOW TO’ and have it placed on the employee website.*

c. Report/feedback on virtual office hours
   - A senator expressed concern over the length of office hours and wondered if the number of hours could be re-evaluated in the future.
   - Most faculty senators agreed that the time given was satisfactory and realized that the amount of time was to help alleviate some of the on campus hours, not a direct compensation of time spent outside of the office on online courses.
   - *d. Brian Helms will speak about travel at Friday assembly*

VI. Reports/News from Division Senators
   a. Library, Advising, Evening Program- none
   b. Business/CIS/Tech/Workforce Development- none
   c. Health Sciences- none
   d. Humanities and Social Sciences
      o Fall Writers Conference book selected, Reclaiming Conversation by Sherry Turkle would like to use across disciplines. October 24th 9:30 Huntsville campus, 7pm Decatur Performing Arts Center.
   e. Math/Natural Sciences- December 2nd is Math tournament
VII. Next Meeting

a. Next meeting set for October 20, 2016 at 2:30pm on the Huntsville Campus.

b. Minutes submitted by: Effie Nicke, Secretary

c. Minutes approved by: Faculty Senate, October 20, 2016