**College of Health Professions**

**College Council Summary & Actions**

**October 21, 2020**

**Guests:** HR Staff –John McBride, Cynthia Keilers, Michelle Moritz, Tammy Coyle, Vanessa Salazar, Katie Bonner, Heather Houston, Blake Bissing

Ms. Moritz stated she, Mr. Bride, and Sr. Admin. Kelly Dunn had retired as of Aug. 2020. All three are back in the office, working part-time to facilitate continued business workflow until a new AVP and Admin. can be hired. Ms. Moritz’s position is not being filled and the duties of her position have been re-distributed amongst other staff.

Ms. Moritz informed Council that the Talent Acquisition office had been moved to the Division of University Administration, under the Asst. VP for Diversity, Equity & Inclusion, Faculty-Staff Initiatives, Dr. Stella Silva. The purpose of this move was to support the university’s strategic goal to plan and implement programs to help improve faculty and staff recruitment, hiring, and retention.

Ms. Houston shared updates to the hiring process to include a new function added to PeopleAdmin. This will allow new hires to complete and submit all required new hiring paperwork to include W-4, insurance, direct deposit form, etc. There will also be a Hiring Manager checklist added to the system that will ensure the Hiring Manager completes all requirements on their end.

Mr. Bissing discussed information on the ability to request a “functional” title for a position through PeopleAdmin. The functional title is used for job postings, org structures, people search, etc. A functional title is different than the job title. For more information please visit the User Guide in the Hiring Manager’s Toolkit. He also informed Council that the annual staff salary comparison had been conducted and the information was provided to the President’s Cabinet. A new tool that will be available soon to Hiring Managers will provide staff salary limits similar to what is available for faculty positions through CUPA.

Ms. Salazar provided information on the HR Essential for TXST Managers. A learning on demand video library has been creased with a variety of topics to include: Accommodating Employees with Disabilities, Employee Benefits, Budget, Compensation, Diversity & Inclusion, Managing Time & Leave, and a few others. This will go live in November.

**Announcements/Information**

1. Dean’s Seminar, November 5, 7 p.m. (Virtual)
2. CHP Retreat, November 11, 12-4 p.m., Avery 204
3. Fall Bobcat Day, November 21
4. Evaluation Kit: This is a new system that will manage student evaluations. This is being phased in, in conjunction with Canvas. For the spring semester, only one system will be used. More information to follow.
5. Accessibility Reports for University Websites: Dean reminded Council to review these reports and make corrections as necessary. Items that are not corrected will be escalated to the Provost level.
6. Undergraduate and Graduate Admissions: Mr. Gary Ray reported to Council of Academic Deans (CAD) strategies for recruitment of new freshmen to include marketing.
7. Other
8. Two general commencement ceremonies in December are still on track to be held face-to-face (Dec. 10 and 11) at the stadium. Students will be given the opportunity to select from the two dates. If there is inclement weather, the ceremony will be cancelled and not rescheduled. There will also be a virtual ceremony.

**General Discussion**

1. COVID-19 Updates: Dr. Welborn is still negotiating possible mobile vans for testing at the RRC.
2. Budget Planning: Summer budget information will be distributed soon by Faculty & Academic Resources.
3. Spring, Summer, and Fall 2021 Classes: Spring and summer class schedules have been submitted to the Registrar’s Office. No information for fall classes at this time.
4. Dean’s Retreat Agenda – handout: Draft agenda was reviewed and approved.
5. CHP Research Activities:
6. Dr. Ari will be visiting with Council to gather information on research in their respective programs.
7. Research Coordinator Search: Two applicants were interviewed, and the search committee is in discussions to finalize a recommendation.

**Off Agenda**

1. Personnel Committees’ deadline to submit T&P documentation through Digital Measures to the Chair/Directors is Nov. 13. Chairs deadline to the Dean is Dec. 1.
2. Deadline to submit Reappointment documentation through Digital Measures to the Dean is Nov. 16.