September 2026 Faculty Council Meeting Minutes

I. Call to order

Aaron Baksh called the meeting of the Faculty Council of Hills College to Order on Friday, September 11th, 2026, at 1.01 PM. He announced that a quorum is present and that the meeting was being live streamed to YouTube. He informed council members that the council president Dr. Cheavens and Vice President Adriana are unable to attend the physical meeting. Aaron informed the members that neither of the Texas Government Code nor the bylaws have a specific procedure for this circumstance. We will defer to Roberts' Rules of order, section 41.11, paragraph 3. Because the secretary cannot take official control of the meeting, council members were informed that we would have to nominate and elect a Chair Pro Tem for the meeting. To ensure compliance with §551.127(c) of the government code, the requirements were mentioned for the qualifications to be the Chair Pro Tem and nominations were accepted.

Lori Rose nominated Aaron Baksh and Joseph Cheavens second for the nomination. The nomination was approved by unanimous consent.

Aaron Baksh then informed the council members that the agenda can be found in the council folder as well as the public posting.

II. Council Secretary Reads Guidelines

Aaron Baksh informed council members of the requirements for videoconferencing meetings, which require any member who wants to speak or vote on an item to ensure that their camera is turned on to be in compliance with §551.127 of the Texas Government code. He further mentioned guidance for public comments as it pertains to agenda items and non-agenda items, so the public knew the proper procedures informed of the requirements.

III. **Public Comments** (individuals are given 3 minutes)

No public comments.

IV. Approval of previous minutes

August 14th meeting minutes were made available to the members of the council. After members had a few moments to review the minutes, the council moved to approve the minutes.

Jonathan Espinoza made a motion to approve the minutes that were seconded by Patricia Davis, and the motion passed unanimously.

V. Communication with the Council

a. FC President's Summary of August Board Meeting

Joseph Cheavens presented the summary of the August Board of Regents meeting. He mentions that most of the meeting was voting on various items that were up for consideration. He further mentioned how the Board of Regents approved a 4% pay raise. Joseph Cheavens praised the Board of Regents for having the back of the Hill College Employees by giving us a 4% raise instead of a customary 3% raise, which is staying ahead of inflation.

Joseph Cheavens then mentioned the abundance of projects that have been completed at the college and the pending projects that the College is committed to doing. He mentioned on the Board of Regents approved more funding for improvements, which is benefiting the college and we are starting to see those benefits.

Joseph Cheavens then brought up the Texas Heritage Museum at the HCC and mentioned how they were able to win a very prestigious award that is awarded to the top museums in the nation. Joseph Cheveans then praised John Versluis and the Museum staff for their ability to elevate the museum and for being part of the 3% museums that nationally accredited. Due to the success of the museum, the board approved the building of a new museum and conference center that will be located at the old Hill College church building. He further mentioned how this new building will be a gateway to the main campus that will aid Hill College being a beacon of excellence.

Joseph Cheavens last item from the Board of Regents meeting was to inform the members how the board extended the President of Hill College Dr. Mills Contract.

VI. Review revised bylaws and vote on adoption

a. Discuss revision to Article 2 section 2 as it pertains to the location of posted agendas (Council vote required)

Proposed amendment for the bylaws was introduced by the council. The proposed amendment seeks to change wording in Article 2 section 2 that deals with the posting of the meeting agendas. Aaron Baksh explained how this amendment will allow the council to be in compliance with education code §51.322.

Patricia Davis asks if we know who would be in charge of maintaining the webpage and keeping it updated and whether or no it exists. Aaron Baksh responded to the question by informing the council that the webpage does not exist yet, but we are working on getting it established. As it pertains to who oversee updating the webpage, it will fall on the secretary and at-large member in conjunction with the college to ensure it stays updated.

Lori Rose asks a question pertaining whether we would be allowed to create a page due to standardization policies and the hosting process. Aaron Baksh responded that we have not gotten that far in the process. However, we've had discussions with various individuals to determine the next steps as to how we are going about creating the new webpage and the maintenance of it. He relayed that this may not be a quick fix but may take time to get there, but that we need to start moving forward due to legal reasons.

Joseph Cheavens informed the council that this is a legal requirement for us to complete this and that the formatting and appearance would be in accordance with college policy. Aaron Baksh added to this that most likely we will just reestablish the old faculty association page with changes to comply with the law and provide a quick link to it.

Joanne Baham asked if the link could go directly to the document or if could be linked to a shared folder. Aaron Baksh responded to the question informing that it would have to go directly to the document itself.

Jonathan Espinoze added to the discussion by pointing out that we can have it organized by meeting dates with the minutes and agendas. He also mentioned how we can include a quick link at the bottom of the college page like we do for HB 2504.

Joseph Cheavens explains the language one the amendment as to why it is vague, which is to allow for there to be flexibility as to where these documents will be housed on the webpage, so we don't have to create another amendment.

Jonathan Espinoze suggested that we revision the wording of the amendment to include "shall be posted within 30 days of a meeting."

Patricia Davis and Kimberly Clements both commented that it was already standard. Patricia Davis asked if that was already a part of the requirements we have in the rules? Further elaborated on the fact that it was already in the rules and the law. Kimberly Clements relayed a similar concern and asked if it was possible for that parameter to be changed? If so, then it is necessary to have it directly listed in the bylaws if it is a part of the procedures of the council and if complies with relevant laws? Aaron Baksh responded pointing out that she was correct and that it is something that is applied and it may not necessarily be required outside of our internal procedures.

Joseph Cheavens pointed out that there is statement about minutes being posted within 30 days to myHC that would need be modified in the future. Kimberley Clements asked if that was what Jonathan was trying to propose to the amendment. Jonathan Espinoze responded that was correct because he wanted to make it more consistent and concise.

Members were informed that we would be voting on the proposed amendment change. Jonathan Espinoza made a motion to approve the minutes that were seconded by Don Nelson, and the motion passed unanimously.

VII. Late registration for class

a. Discuss the process for overrides during late registration for classes that are already full and potential recommendations

Aaron Baksh introduced the discussion over late registration and informed the council of the current process of how late registration works.

Patricia Davis pointed out that there is a process that exists and is often even usually followed, but not always, including in this just passed registration, that it didn't happen. So perhaps the question is, all right, then what do we do about that? Because it didn't happen and a class was full and it was a dual credit student that didn't belong in the class. And they could have asked the question to the instructor. If the instructor had been included, the changes that had to happen after that regarding moving the student, which is all bad for the student, wouldn't have happened. If the procedure had been followed and it was not.

Jonathan Espinoze pointed out that this morning we had our arts and humanities faculty pathway meeting. And Dean McKenzie addressed this a little bit. Really it was Dr. Pearson who addressed it because the issue in question here had to do, like you said, with a dual credit student. And a lot of it has to do with our dual credit timelines, which It was mentioned that Dr. Pearson is helping to work towards kind of adjusting and changing, hopefully by spring, fingers crossed, but more likely by who knows from now, but hopefully sometime soon. We keep our fingers crossed. But, you know, I understand it's relevant to the issue here, but you bring up a good point about how we need to make sure we're following that procedure.

Don Nelson pointed out we had a problem with getting all my students even in the class before census date. And part of the process is that the enrollment management team only has one person that can put these people in these classes correctly. I'm literally, I had to go to Lizza the day before we had our census to get them added to the class. And they've been attending my class for two weeks. So I don't know where the hang-up is on this stuff, but there should be something that is fixed to make sure that those people get in the class before census date or the date that we have to have it done.

Nicole Lowe mentioned We have an embedded instructor dual credit that had some registered late registration issues as well. And I too don't know where the breakdown comes. I don't know if there's things on the high school end if they're waiting, you know, till August 30th or September 5th to start looking at these things and getting these students enrolled or like, it could very well be on our side because it's gone on more than just this semester. So, I do know that I think there is a position for a dean of dual credit. So maybe there will be some things ironed out in the dual credit area. I do think for our department, that's where a lot of late registration is happening at times, but it happens across the board, honestly, like students. Students themselves, I think, are waiting until the last minute to try to get registered. Or there's delays, like Donna said, in our enrollment management department, I feel like that have been brought to light in the past. So, I don't know. I know this discussion is specifically about how to handle late registration, but I don't know if it needs, I don't know how to steer it to be more specific with that when I think there's underlying issues, if that makes sense.

Aaron Baksh asked the council if there are any proposed solutions that we could suggest to the administration?

Nicole Lowe responded, ensuring that the policies are followed would be a good start. Like Pat said, I try to always incorporate my instructors into these decisions and let them know, hey, you know, they've asked me to add somebody to your class. And this has been one of the worst, like Don said, all the way to census date, my instructor was letting me know students are not in my class yet. So, communication with the instructor, ensuring those policies are followed.

Don Nelson further pointed out it's not just the fact that they're not in the class. They can't get into Brightspace. They can't do the stuff we need them to do without them being enrolled.

Joanne Baham suggested they have been talking about that we need to actually kind of, you know, they love the word codify, but bring it into the physical, having written procedures, because they're kind of just like, this is the procedure, but there's nothing actual. saying that that's what must be followed. And so, like really writing it down to show me, because like then we have the evidence to say why this is not happening when it does not happen.

Don Nelson mentioned that it's more of a J1 issue. So I don't, because J1 wasn't communicating with Brightspace, they couldn't put them in, and that still happened as of census date. So I know that we had a meeting with our department this morning and they were talking about the problems with J1 not communicating with Brightspace. And then they alleviate the whole problem.

Jonathan Espinoza suggested that a lot of this ends up going back to this idea of late registration and last-minute registration, which to reiterate what I was saying a little bit before, Dr. Pearson recognizes the frustration that all of us face. Trust me, I am with you 100%. on late registration, especially for dual credit students, because semester by semester, it's like, okay, how many students am I going to have in this class? Is this class going to make? Am I going to be at school or am I going to be here? What's going on? And she mentioned that the high schools have been running that show. And we haven't been very

consistent with them on registration deadlines. And so, there's a lot waiting to the last minute. So, I think all of these factors compounding together lead to people registering late, which means that people enrollment are swamped and they can't get everyone in the system, which means they have to get them into J1 late, which means they get into J1 late and then J1 has an issue because everybody's doing this and then it doesn't talk to bright space. So, it's all these different things. So, can we create some kind of recommendation as a council? To in support of perhaps getting dual credit, especially because I think that's half of our student's timeline established earlier, as well as perhaps establishing and as you said, codifying these procedures down so that everyone knows exactly what steps they should follow.

Lori Rose asked, do we know when these high schools are registering? I need to come on camera. Do we know when these high schools are registering their dual credit students? Because I feel like Cleburne High School registers the dual credit students the week before classes start. And so, I don't know what situation is being referenced here, but if we could identify what school that student came from and see if there, like, if their policy to register them could start earlier, that may fix the issue.

Don Nelson added that as a high school instructor for Joshua, I get the people who want my class. The year before, I know who's going to be in that class. They've already said they want the class. And then when it comes time to register, it's always the week before. But this time, they didn't take the TSI. They did not do apply Texas, so they couldn't enroll them because of those two mistakes. When I spoke with the counselor, I asked point blank, well, why didn't this get taken care of? I don't understand. You guys know what's going on. You guys start the whole week before we do. This should have already been taken care of.

Lori Rose responded to the conversation by pointing out that the high school students know their schedule before they break for summer. And our schedules are open for registration before we break for summer. So maybe shifting it back a semester for when they register our students would be helpful. But also, just like we get students who register late and switch classes late, I bet they do too. So, I'm wondering if it was a student who just got into that class late and then had to go through all the late registration stuff.

Patricia Davis added to the conversation by pointing out that it is an issue, but it's really not our issue as faculty. What is bothering me about what happened in our department was the fact that students were registered, put into classes which were the wrong classes, and It shouldn't have happened if they had simply contacted the instructor before somebody put a few random students into the wrong sections. It was a dual credit student put into an online section that was an eight-week session that they couldn't be in. It was full. The instructor wasn't contacted. And the instructor had a separate section that was online, 16-week, and appropriate for that student, but was never contacted. And then it took, I don't even know that it's still fixed, but those kinds of issues involve the faculty. Those are our decisions and should have our input into them. If we are or are moving toward a model for faculty advising, then why would that happen without someone contacting the instructor?

Lori Rose pointed out that the real issue here is not the overarching late registration stuff, which is just going to happen. The real issue is a lack of communication and how we enforce that communication. So, is there like a bureaucratic form we want to add to this that we have to sign so they can document that they got our approval? Or do they have to show, should they have to show? An advisor and because right now it's like an e-mail like in my department or for me at least it my advisors will not register one of my students late unless they get an e-mail directly from me and they won't do it. I wonder if it's a new advisor or like, you know, like just someone who just didn't know. And so how do we. How do we address that?

Like, does this lack of communication happen a lot, or is this a one-off? Like, I know late registration happens a lot, but does the lack of communication happen all the time, or is this just something that just happened once?

Nicole Lowe pointed out that in their department, the late registrations, as far as I know, every single one of them gets dean approval and or myself, the program coordinator, the advisors are adamant, as far as I have noticed about, they're like, I have to have an e-mail to approve this. Nicole, like you have to let me know, right? So, and I guess that I usually ask, like, hey, you know, let the instructor know that they're going to be enrolled in the course. So, I, to my knowledge, have never had anybody enrolled late without getting approval. Now, where, what course do they go in? They usually ask me what section. So, I guess in an instance that wasn't made clear, maybe in another department, but I usually get asked that question and have to give that written approval.

Patrica Davis pointed out that It does usually happen correctly and according to that procedure, but not always as it should. And when it doesn't, it's a detriment to the student. It's difficult for the instructor. Late registrations, the problems with the dual credit registrations, those are not our purview. I hope they get fixed. Who knows if they do or not. But should they ask, of course they should ask the instructor. Who did it? I don't know. I don't know if there's a paper trail that even tells us that. I have no idea who in the end finally did that, but it was a problem that shouldn't have happened because one contact with the instructor would have prevented that from happening.

Don Nelson asked What is it that they want from us as our discussion to come up with a plan? Are they wanting us to give them a plan? Or is this we're just fuming over here because we're not as happy with it? Patricia Davis informed him that this did not come from outside the council.

Charles Payne added that he thinks the new dean position is trying to solve a lot of these things that everyone's bringing up. So hopefully that does that. And it incorporates, you know, there's not going to be a director of dual credit anymore. There'll be a dean of dual credit and basically work and partnerships altogether. I applied for that position. So hopefully y'all support me this next week. But hopefully we can get standard operating procedures in place for each school district and give them hard deadlines. But if the deadlines are not met, unless it's a special case, the students can't register, you know, three days into the semester. And it's the same thing, you know, TCC does, Dallas College does, there are hard dates for dual credit. And if they don't meet on those dates, they just don't get in unless, you know, it's a one-off. Like y'all talked about, there's always a one-off and exceptions can be made. But unless it's a one-off, just to wait till the last minute, that's unacceptable. So, I think hopefully this new position and whoever fills it, hopefully will recognize that these things have to be fixed.

Joseph Cheavens jumped in to speak more to that, because again, in our pathway meeting today, Shelley was discussing these enrollment problems. And it sounds like they're not unrelated issues with regards to students being enrolled in the class late. Because the schools aren't getting what they need to get done in a timely fashion, the problems that Dr. Nelson has experienced. And then the experience that happened with our English department, with somebody being put in a class that was inappropriate during late registration, I think that that mistake with approvals is much more likely to happen when our enrollment staff and the whole process is being overwhelmed by that, by this, by the school districts not getting this done. One of the things Shelley brought up in the pathways meeting but they're not even getting the courses approved to set to start enrolling students until the week before classes start sometimes. So that not even getting a course set up in J1 to enroll students until we're right up against the deadline to start enrolling students. So, Shelley's got, or Dr. Pearson has got a state that she is really working hard and has

a commitment to getting these schools to do this in a timelier fashion. And I think Dr. Rose's suggestion is that we get them to do this in the fall or the, you know, the semester beforehand when they know, because you know, I've got kids in public school, and they have to pick their electives. which is April, they start that process for the next school year. So, they already know what they're going to be taking for both fall and spring, the spring before. So, this should not be a problem with students, or it should not be an overwhelming issue of lots of students having to enroll or be enrolled in classes at the last minute. I can understand maybe someone changes their mind or maybe somebody wants to come in late. That should be the rarity and not the norm. The fact that it's so, that it's normal for that to happen. I think it's just over, as Jonathan suggested, it's just overwhelming enrollment management and causing, you know, causing these mistakes. I like what happened to the English department. If the whole system wasn't being overwhelmed, the whole process being overwhelmed by this rush to get everybody into the system by, you know, the second week of class, I don't think we'd have these mistakes and people not, you know, not following procedure.

Patricia Davis added that the fact that enrollment management is, and we hear it every semester at every registration, they are busy, they are overwhelmed, they have more than they can do. So as a faculty then, what can we do to help during those times? Is there something, if we're doing a faculty advising model, can we not help with some? Some of the simple things that could be done, like, oh, like I have two dual credit classes, and I have a student sitting in one who's enrolled in another. That's a simple section change. Can I not do that? Can I not help them out and keep this entire big, long chain off of someone's desk when it's a simple thing we could do? Granted, we need changing and not everybody knows how to do that. But if we're going to move to a faculty advising model, shouldn't that be part of it? With the idea being not that we put another roadblock in place. Okay, there's another hold that you have to have my approval in writing before you can make that change. And I'm in class, so you have got to wait. I don't want to put another roadblock to registration. I want to find a way that we can help facilitate and make it happen easier and quicker and appropriately, correctly.

Joseph Cheavens pointed out so the navigators, what happened with the English department started with the navigators, and this is a new program. And they're still, their scope of job duties has, you know, mushroomed past what they were originally trained for. So they're having to be getting new training, and I'm just not sure if they're training or, you know, they're this job and a job that is expanded is contributing to the problem. I think maybe we could recommend that navigators have more contact or contact the faculty who teaches the class first. Like that, before doing any of the other late process, just and ask the instructor if it's okay to enroll this student in their class and give them a heads up that there's a late registering student who's going to need help catching up.

Teresa Hamilton added I don't know what currently was going on, but just listening to everybody, it sounds to me like there's a couple of things that comes off the top of my head, which is number one, make the scoot the deadline up a little bit for the high school students coming in so that they're not hitting our deadline. Maybe scoot their deadline up a little bit, maybe by at least a few days so they get those deadlines earlier. But also, I'm wondering if we have good communication with them instead of just giving them some hard dates, maybe we need to be following that up with emails that say, don't forget by this date, we need a list of students. And then don't forget by this date, they need to have this requirement done and this requirement done and just kind of keep maybe the navigators or a liaison to keep up with good communication throughout with frequent reminders to be able to get these things done on time. It just sounds like us as a college could move a little more proactively on trying to make sure that, because the deadline for registration is a deadline for registration, even if people are doing late

registration, we need to be able to handle that income, that incoming students. So, I think we need to kind of be proactive in trying to find some solutions on, you know, do we need to increase our communication? Do we need to increase, scoot up the deadline for high schools a little bit so that we can make sure it does it class with incoming registration students or recurring students meeting deadlines at the same time or something in that effect. It's just a thought I had, and I just wanted to put it out there.

Joseph Cheavens added That is what Dr. Pearson in our pathways meeting says she is working on doing. So that is something that is in the works. That she is, you know, she does not want to be in this position again with having all these late registrations for classes from the high school. So that is something they are working on and hopefully, you know, knock on wood, we won't see this. In future future semesters, I think more narrowly though to the agenda item. With regards to overrides and the process with regards to getting faculty feedback. If we're going to make a recommendation. And I think it would be one that the navigators who are kind of the ones that students are reaching out to enroll these students, contact the instructor first before starting the process of getting them override to make sure that they're trying to put them in the right class. And so that this, and so that the instructor knows before they somebody shows up on their roster or shows up in class they've never seen.

Lori Rose added circling back to what Pat was saying, I do think that it would be incredibly helpful if either a faculty member like the instructor or even the department coordinator had the ability to just switch a student sections. If it's the exact same course and just a different section of that course. That would help my students and my advisors a lot because I have dozens of students either put in or in the wrong sections of nutrition one. And my first two weeks are spent sending dozens of students to the advisors to get them switched into the correct section. If I could do that, it would save everyone, the students, the advisors, and me, tons of hassle. So even if my coordinator or, you know, my dean, like anyone other than just the advisors who are already completely overwhelmed during registration, we could do that. I think it would have helped with Pat's situation. Is that what you were?

Jonathan Espinoza summarized the key points and pointed out that the recommendations that we have, because, you know, as the Faculty Council, the power we have is really to recommend things or to support things as much as we can. So, I've written out the sort of recommendations that we generally have. First was to show support or to recommend that dual credit registration and course deadline request move up to ease the role on registration and timeline. Second, that the navigators have more contact or any contact with the instructors of courses so that the instructors are involved from start to finish if any roster change occurs. Third, we just need to codify our procedures for overrides because I'm with you. I can't even find it. I don't know if it’s listed literally anywhere on any website. And lastly, allowing faculty advisors to coordinate and or coordinators to make simple changes like changing sections to ease roles Ease the load on enrollment and advisors.

Patricia Davis thank Jonathan Espinoza for writing out the recommendations our well but I would still say that the first two are outside the purview of the faculty, that, you know, we can wish that they would change dates and registration dates, but it's really not our decision to make and I think they know that, and Shelley certainly sounded like in this morning's meeting that she knew that. But beyond that, yeah, absolutely. Codifying it and navigators having, those are things that we should put forward.

VIII. Review upcoming Faculty Council

Aaron Baksh wrapped up the discussion thanking everybody for their contributions to this discussion. We will be drafting up an actual recommendation on this and then we will submit it to the administration. The

last thing on our agenda item for today is the review of the upcoming Faculty Council. Just to kind of give you a heads up on a few other things before opening it up to the floor. One, we are working on a system that should be live next week when it comes to being able to submit electronically items for the actual agenda. Rather than having sent a bunch of emails, you should be able to just go in, fill out a quick form, and then submit it. That will be posted in our team's council folder next week. So, then there you can actually distribute it out to your pathways. We're also next, our next meeting is going to be having quite a few other amendments to our bylaws. One of the biggest ones that we have to facilitate is dealing with the at-large position, because it's not in the bylaws. So, we need to add it into the bylaws, which is a presidential appointee. So, we need to ensure that we do add that and that will be uploaded as well. At this time, I'll open up to the floor for anybody who would like to make a recommendation for an agenda item, if you have one at this time.

Joseph Cheavens made an elementary inquiry on these recommendations that Jonathan so diligently noted out for us, do we have to, before presenting them to the administration, do we need to put them on as an agenda item to vote on in our next meeting? Maybe as separate, maybe as separate, separate points that we vote on each one as recommendations from Faculty Council to the administration.

Aaron Baksh responded it would probably say that we would actually have to vote on each point. If you guys would like to, we can backtrack real quick and then vote on each point.

Joseph Cheavens asked would voting on them now, though, violate the Open Meetings Act with regards to posting any posting anything we're going to vote on 10 days before the vote?

Aaron Baksh The actual vote on submitting the recommendation would technically be in the next meeting itself. So, we can actually probably wait on actually presenting the propositions until we have the full recommendation completed. So, it would have to wait until the next meeting.

Lori Rose pointed out Joanne said she can't talk right now, but she wants to add the agenda item that she emailed about earlier.

Aaron Baksh mentioned Joanne’s idea of when it comes to putting things on the agenda to be able to recognize fellow faculty and the work that they're actually doing and actually having that as like a standard agenda item in which this gives you the opportunity to recognize one another, but also to recognize the work that you are doing. So, like, for example, if you're writing a research paper, that'd be a good opportunity to actually present it to the council so that everybody understands the different things that you're working on. And I do believe that was the basis of what she was talking about. Dr. Cheavens, that is about, right? Pertaining to her recommendation about employee recognition and part of the agenda system or agenda item.

Lori Rose asked Would this be like stuff that then is shown up the chain to admin or for just us talking about what we're doing within the faculty? Aaron Baksh responded that it can be both or it can be one. That would be ultimately y'all's decision. I think it would probably be better to do both. That way, one, we are promoting it amongst each other and then also to the actual administration itself as a way to promote the college.

Joanne Baham responded to clear up some confusion it's actually Lindsey Peterson wants us to be able to nominate through the through the faculty council so that that information is shared out to the colleges. It would be up for discussion in the next meeting.

IX. Adjourn

Don Nelson made a motion to approve the minutes that were seconded by Jonathan Espinoza, and the motion passed unanimously. Meeting adjourned at 2:05 pm.