Hill College Faculty Council

Faculty Council Regular Meeting Minutes

October 9, 2026 @ 1:00 pm

JCC Student Center RM 400

2112 Mayfield Pkwy, Cleburne, TX 76033

Agenda Minutes

i.

II. ROLL CALL AND CALL TO ORDER

a. Roll Call by the Secretary

i. The secretary notified the President that a quroum was present and the live broadcast was started.

b. Call to order and Welcome to Non-member vistors

i. Joseph Cheavens called the meeting to order on Friday, October 9, 2026, at 1:02 pm.

III. PUBLIC COMMENTS

a. none

IV. COLLEGE INTEREST, ANNOUNCEMENTS, & RECOGNITION

a. None

V. CONSENT AGENDA

a. Approval of Previous Meeting Minutes

i. Aaron Warren made a motion to approve the minutes from the previous faculty council meeting and the motion was seconded by Don Nelson. The motion was adopted unanimously.

VI. REPORTS

a. FC will provide a summary of the September Board of Regents meeting and discuss matters relevant to the Faculty Council and the college community

i. Nothing was presented for the Board of Regents meeting.

b. The Faculty Council President will provide a summary of matters discussed and actions taken during recent Executive Council meetings, including information and updates relevant to the Faculty Council and the college community.

i. Joseph Cheavens informed the council that a report on Executive Council actions will be a new standing item on our agenda to ensure that Faculty are aware of events occuring within the College. He mention that he was in the enrollment and programmatic growth team and talked about some of the challenges they were facing with finacial aid and students ability to receive aid. He mention how they got new software that provides enahnced capabilities to track students data to aid in increasing students ability to receive aid, which they have far exceeded the expectations for there goal of achieving 25% completion. Joseph Cheavens also mentioned there work with the navigators and the challenges they have faced with the intial roll out of the navigator program. He mentioned how they have been overcoming the challenges and continue to update their training to ensure the best capabilities are being achieved. Joseph Cheavens concluded by asking council members and other faculty to pass information to the council if there are improvements or suggestion they are seeing from there perspectives that can aid in the development of the navigator program.

ii. Aaron Baksh is apart of the student success pillar and he mentioned on of there main goals that is being pursued, which is will the faculty advising model. He mentioned how there has been some set backs due to the large turn over that has occurred within the teams and various other challenges that they are facing with the faculty advising model. Aaron did mention how they are planning to conduct a trial run in the near term.

iii. Joseph Cheavens mention the Workforce Partnership team, which we do not have anyone currently apart of this team. He briefly mentioned some growing pains and some success they have had within this team. He told council members that if they have any questions pertaining to this team to reach out to himself or Aaron for more information.

iv. Adriana Estrada is apart of the workplace satisfaction team and she mention some of the projects they are working on, such as the compensation for degrees and certifiactions and the remote work policies. She mentioned how they have approved to more remote work procedures for individuals within the college and mentioned the requirements and training that are required to conduct remote work.

VII. OLD BUSINESS

a. None

VIII. NEW BUSINESS

a. **Faculty Submission Form:** This form provides faculty with a centralized process for submitting agenda items, recommendations, proposed bylaw amendments, suggested revisions, and other matters for Faculty Council consideration. In addition to supporting Council business, the form serves as a mechanism for faculty to share scholarly and professional accomplishments, including publications, books, presentations, grants, scholarships, certifications, awards, and other notable achievements. The information

collected through this form will help promote recognition of faculty accomplishments across the college and ensure that the great work being done by faculty is being noticed and celebrated.

i. Joseph Cheavens had Aaron present the faculty submission form. Aaron showed the council the submission form that will be utilized by the all faculty members to submit agenda items, proposal, or other recommendations for the council to consider. He mention how this form is designed to provide for a central location to collect the information to ensure orderly meetings and submission of documents according to college policy.

ii. Dr. Davis asked if this will be used for things in the past as it pertains to faculty accomplishments? Aaron responded by saying for the most part this will not be used for pass accomplishments unless it is within a year. Dr. Davis then asked where the live form will live? Aaron responded with that the form will live in faculty council team folder.

iii. Joanne Baham asking if this link will be sent out to the whole faculty? Aaron responded by agreeing this should be sent out to all members and that the link will be sent out to all faculty when the meetings are schedule through teams to ensure that all faculty have access to the form. It will also be available on the faculty council webpage. Joanna Baham further mention the process for the faculty recongition and the process for ensuring that faculty are recongized. She said we would provide the contact information for the individuals to contact within the adminstration.

iv. Joseph Cheavens ask for a motion to adopt. Dr. Davis moved for adoption, which was seconded by Bobby Goolsby. The motion to approve the form was adopted unanimously.

Vote Required: Yes

Vote Results: Passed

b. **Speaker/Comment Registration Card:** This form provides faculty, employees, and members of the public with a process for requesting to address the Faculty Council during a meeting. The form is intended to help organize participation, facilitate an orderly meeting process, and ensure that all individuals have an opportunity to be heard. It also helps support meaningful participation by providing a structured process for receiving comments and maintaining a record of public input. By establishing a consistent registration process, the Council can promote transparency, encourage engagement, and ensure meetings are conducted in an efficient and organized manner.

i. Aaron presented the Speaker registration card to have a legal process to intake comments from the public, employees, and faculty. It will be utilized to standarized the process to ensure that we are granting everybody the ability to speak who wants to speek during the council meetings. Aaron broke down the various commponents of the registration card that tracks who wants to speak and for which item they wish to address.

ii. Don Nelson asked about the process as to when the individual will be able to speak at the meeting and the timeline as to when they have to have it submitted? Aaron responded to the question by informing the council members that if they wish to speak online then it will need to be submitted at least an hour prior to the meeting. If they come in-person, then they will have until the meeting starts. Don Nelson also asked how do we see this form before or is it only going to be the actual member? Aaron responded to the question by informing the council that this will be a live link that's posted as part of the agenda and sent out to all members of the faculty to submit there comments. As it pertains to who sees the information submitted will fall to the secretary and the at-large member. Don Nelson then ask if there would be a specific agend item for this period. Aaron informed the council members that it is listed as the Public Comment section on the agenda.

iii. Aaron Warren asked if this link will be live on our website? Aaron Baksh informed the council members that this link will be on the website. He further pointed out that the link will posted on the Agenda notice as well as a QR will be next to the link as another form of access the form.

iv. Aaron Warren made a motion for adoption, which was seconded by Don Nelson. The motion was adopted unanimously.

Vote Required: Yes

Vote Results: Passed

c. **Bylaw Amendment Form:** This form provides faculty with a standardized process for proposing amendments to the Faculty Council Bylaws. The form is intended to ensure that proposed amendments are submitted in a clear and consistent format, making it easier for the Council to review and consider proposed changes. By establishing a structured amendment process, the Council can promote transparency, encourage participation in shared governance, and ensure that bylaw revisions receive appropriate consideration.

i. Joseph Cheavens introduced the Bylaw amendment form and had Aaron introduce the document. Aaron presented the bylaw amendment form to the council. He walked them through the document and displayed all the requirements for submission.

ii. Dr. Davis asked about the change we made in the last meeting to our bylaws and if we had this form then? Aaron acknoledged that we did approve a new bylaw last meeting and that we did not have this form last meeting. He further suggested that we just move the document to this new form to ensure a cleaner appearance.

iii. Don Nelson made a motion to adopted the form, which was seconded by Aaron Warren. The motion was adopted unanimously.

Vote Required: Yes

Vote Results: Passed

d. **Bylaw Amendment for At-Large Member:** This proposed bylaw amendment would establish an At-Large Member as an officer position within the Faculty Council. The amendment would align the Council's bylaws with its leadership structure and formally incorporate the role of the At-Large Member within Council operations. As part of the amendment, the duties and responsibilities of the existing officers would be revised to reflect the addition of the new position and ensure that leadership responsibilities are appropriately distributed.

    i. Aaron mentioned that we would have to tabled this amendment until the next meeting because he did not realize the different locations that would have to be changed in order to facilitate this amendment to the bylaws. He suggested the tabling of this amendment as way to make the next meeting easier as it pertains to the future amendments pertaining to this matter.

    ii. Aaron made a motion to table this amendment until next meeting, which was seconded by Don Nelson. The motion was adopted unanimously.

    Vote Required: Yes

    Vote Results: Amendment Tabled

e. **Bylaw Amendment for Meeting Minutes:** This proposed bylaw amendment would revise language pertaining to the Faculty Council's meeting minutes by removing or clarifying provisions that are no longer necessary or may create confusion regarding the preparation, approval, or maintenance of meeting records. The amendment would help ensure that the bylaws accurately reflect the Council's recordkeeping practices while providing greater clarity regarding the meeting minutes process.

    i. Aaron walked the members through this amendment to the bylaws that pertains to Article 2 Section 2 pertaining to the posting of the meeting minutes and the agendas as well. He mentioned that there was a stand alone line that mention postings required within 30 days to my HC. He mention that this amendment is to remove that stand alone phrase from the bylaws.

    ii. Dr. Davis asked if this had to go through the whole process of going through the college and the board for approval. Aaron responded that it does have to go through that process but we are unsure as to what things the college president can approve and what things must be approved by the board of regents.

    iii. Bobby Goolsby made a motion to adopt the amendment, which was seconded by Kimberly Clements. The motion was adopted unanimously.

    Vote Required: Yes

    Vote Results: Passed

IX. FUTURE BUSINESS

a. Council Members may request topics to be placed on a future agenda. No discussion or action will be taken on suggested items except adding the topic to the next agenda.

X. ADJOURN

a. Teresa Hamiliton made a motion to adjourn, which was seconded by Don Nelson. The motion was adopted unanimously. The Faculty Council meeting adjourned at 1:45 pm.