

Planning Council
Friday, October 2, 2015
9:30 a.m. – Administration Building Board Room
Minutes

Approval of the May Meeting Minutes - [Approved](#)

Announcements – President

- Compose a response to Oregon incident.
- Be aware of mental health issues.
- Need a table top exercise to practice emergency preparedness.
- Mickey Best verified Physical Plant sent floor plans to local Police Department.
- Roslyn Turner asked for plenty of notice before any drills for emergency preparedness because of special needs students.
- Christy Wilson about locks for the classroom doors. Tim Kirk mentioned that the classroom doors currently open outward – this is an issue and will talk to Justin Small.
- Susan Spicher brought up locks on office door.
- Mickey Best suggested a plan to correct the door/lock issue.
- Grants
 - o IT – Planning grant union county pipeline to IT – to local industry
 - o Manufacturing Planning Grant – Cossatot is the Lead
 - o HPOG – Grace Palculict
 - o Welding Apprenticeship in place
 - o AMTC – Still need money, looking at different funding options to facilitate the building.
 - o Campus Conversations Nov. 5-6
 - o One year and a month till HLC!
 - o Enrollment down about 7% budgeted. We’re watching budget.
 - o We’re involved in conversations with State about ADHE Master Plan Development.

I. Actions

Academic Affairs

Student Affairs Proposal

- Approval for creation of ADA Compliance Committee
 - Need observed.
 - Proposed committee reports to Student Services.
 - Will be a standing committee.
 - Kirk notes physical accommodations under review by Physical Plant.
 - Best asked about ADA improvement money.
 - Bullock noted some progress made.

Administrative Affairs Proposal

II. Announcements

Academic Affairs

- Academic Affairs Council met August 21st and approved the Plan to Evaluate Faculty
- Next Academic Affairs Council meeting will be held October 2, 2015 and will be electing new officers.

Student Affairs

Administrative Affairs

- Payroll Certification forms for professional staff are now electronic. Any edits to the forms are to be sent to HR by approving supervisors.
- Supervisors should encourage employees to actively complete certification forms.
- Campus conversations need to take place to answer questions about how the leave bank is to be funded, where unused vacation/sick leave will accumulate, and how to separate faculty and other leave.
- Follow-up on Official Functions form. Dr. Kirk affirmed that documents have been forwarded to the Cabinet.
 - Roslyn Turner brought up leave certification – faculty need more heads up
 - Mickey Best suggested better communication