

Planning Council

MEETING MINUTES

Date: Friday, March 29, 2019

Time: 10:48 a.m.

Place: WHT 231

I. Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:48 a.m. on Friday, March 29, 2019 in the Whitfield 231.

II. Roll Call

The following council members were present: Dr. Ken Bridges, Dr. Sterling Claypoole, Keith Everett, Caroline Hammond, Jonathan Harbour, Sherry Howard, Dean Inman, Ted James, Dr. Barbara Jones, , Dr. Carolyn Langston, Casey Martin, Dr. Cindy Meyer, Dr. Derek Moore, Dr. Michael Murders, Cynthia Reyna, Philip Shackelford, Veronda Tatum, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Vanessa Williams, Ray Winiacki, and Dr. James Yates.

The following council members were excused: Mandi Haynes, Dr. Tim Kirk, Vernita Morgan, and Kathy Reaves.

The following guests attended the meeting: Benjamin Cagle, Michele Hildreth, Jayna Winiacki, and Mary Kate Sumner – Recorder.

III. Approval of minutes from previous meetings

Dr. Kenneth Bridges made a motion to approve the minutes of the council meeting held on Friday, February 22, 2019. Ted James seconded the motion. The minutes were approved as written.

IV. President's Updates – Dr. Barbara Jones and Cabinet members

- a. ATD Pathways Collaborative- Where do we lose those that get off the path?
 - i. Plan to look at where we are losing students, and why they get off the path to graduation.
 - ii. Pushing to minimize the number of developmental courses, maybe eliminate them, and look at using co-requisites.
- b. Sports - Basketball
 - i. NJCAA Team
 - ii. Coaches have been hired:
 1. Nate Davis – Men's team and Recruiter (To Start as Recruiter in April or May)
 2. Michael Wolfe – Women's team
 - iii. Will use the Boy's and Girl's Club
 - iv. Booster Club, Season Passes
 - v. Tryouts will Start Mid-April to May
 - vi. 16 games (8 local, 8 away)
 - vii. Discussion included NJCAA Requirements
- c. Construction updates
 - i. McWilliams House
 1. Looking for Antiques furniture
 2. Should finish end of May
 - ii. Computer Tech – Roof
 1. Researching information on fixing the roof

- iii. Fountain
 - 1. Being worked on and it will take longer because they are trying to make sure all issues are fixed
- iv. Applied for ANCRC Grant for Gym and Phase 4 of the McWilliams House
- v. 1905 Thomas Administration Building
 - 1. Stairwells will most likely need to be rebuilt
 - 2. Plaster & Sheetrock almost ready, then they will start painting
 - 3. Looking to finish July or August
- vi. Culinary Arts
 - 1. Introduced Culinary Arts Director, Lillian Ellen
 - 2. DRA Grant

V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and are still being reviewed and discussed:
 - i. SouthArk Student Clubs and Organizations Policies and Procedures Manual.
 - ii. Student Code of Conduct
- b. The following items were brought to cabinet as Action items, were approved, and updated in the APM:
 - i. APM 5.33b Data Management, Use and Protection
 - ii. APM 2.25 Tuition Waiver – with updates:
 - 1. Employee and dependent Tuition waivers will apply to credit classes only
 - 2. Employee and dependent Tuition waivers will be applied to a class one time only.

VI. Actions

- a. Academic Affairs – *Dr. Sterling Claypoole*
 - i. No report.
- b. Student Affairs – *Dean Inman*
 - i. 4.03 APM Residency Determination
 - 1. Recommending the following additions to APM Policy 4.03, Residency Determination, Paragraph IV. This request is being made to meet compliance guidelines as recommended by the U.S. Department of Veteran Affairs.

Send Forward to Cabinet	Send Back to Committee
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APM 4.03 Residency Determination redline was reviewed, and has been sent forward to cabinet.
- c. Administrative Affairs – *Philip Shackelford*
 - i. No Report
- d. Planning Council Retreat – We will decide which date to have our Planning Council Retreat. The retreat usually lasts almost full day.
 - i. June 18 (Tuesday)
 - ii. June 27 (Thursday between Summer Terms)
 - iii. July 18 (Thursday)

Vote was made on all 3 dates, but not a majority. (June 18: 5, June 27: 6, July 18: 7) Decision to send out an email vote was made.

II. Discussions

- a. Academic Affairs – *Dr. Sterling Claypoole*
 - i. No Report.

- b. Student Affairs – *Dean Inman*
 - i. No Report.
- c. Administrative Affairs – *Philip Shackelford*
 - i. No Report.

III. Announcements

- a. Academic Affairs – *Dr. Sterling Claypoole*
 - i. Curriculum Committee - Requests/Proposals need to be submitted by Monday, April 22nd to be reviewed/voted on to be able to move to AAC
 - ii. Distance Learning – The Subcommittee is still working on a standardized experience for Blackboard.
 - iii. Faculty Affairs –
 - 1. Faculty rank change form has been handed off to Dr. Murders, VPAA, to discuss with deans and AVPs
 - 2. Faculty Affairs Committee proposal form has been adopted by Faculty Affairs Committee
 - 3. Ad hoc committee to be formed to proof the Faculty Handbook
 - iv. Employee Recognition Ceremony – May 9
 - v. Spring Commencement – Friday, May 10th, at 7:00 pm in Murphy Hall
- b. Student Affairs – *Dean Inman*
 - i. Phi Theta Kappa Induction Ceremony – Thursday, April 4th, at 6:00 pm in the Library Auditorium
 - ii. Student Recognition Ceremony – Thursday, April 18th, at 6:00 pm in Murphy 2
 - iii. NSLS Induction Ceremony – Monday, April 22nd, 15 6:00 pm in the Library Auditorium
 - iv. Faculty Volleyball – Time and date to be determined
 - v. Spring Commencement – Friday, May 10th, at 7:00 pm in Murphy Hall
- c. Administrative Affairs – *Philip Shackelford*
 - i. APM 5.04a will be presented to Academic Affairs Council and Student Affairs Council in April, before being brought to Planning Council as an Action item at the April meeting.
 - ii. Classroom locking mechanisms are still being investigated
 - iii. Security cameras continue to be updated and changed out
 - iv. SouthArk’s new PII policy continues to be updated and will be presented at a future meeting
 - v. Breakout suggestions for Convocation are being reviewed and will be presented at a future meeting
 - vi. Budget reviews are ongoing
 - vii. Progress continues on the 1905 Thomas Administration Building and McWilliams House
 - viii. Mike Roberts and Dr. Tim Kirk recently attended a conference and will begin looking at SouthArk’s risk analysis
- d. Nominating Committee- *Vernita Morgan*
 - i. The Nominating Committee met on February 13, 2019 and were asked to fill 14 spots on the committees. Nominations were sent to Cabinet and were approved. Those that have been assigned new committees have been notified along with the committee chairs and the new committee member’s supervisors.
- e. Cabinet
- f. Planning Council Members
 - i. Next Planning Council Meeting will be on April 26, 2019.
 - ii. All action and discussion items that need to move forward to cabinet by the end of the fiscal year or the beginning of the fall semester need to be submitted for the April meeting.

g. Guests

VII. Comments

VIII. Adjournment

A motion to adjourn was made by Keith Everett, and seconded by Dean Inman. The meeting was adjourned at 11:26 a.m.

Minutes submitted by: Mary Kate Sumner