

# Planning Council

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## MEETING MINUTES

Date: Friday, November 20, 2020

Time: 10:45 a.m.

Place: Virtually - Microsoft Teams Program

### I. Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:45 a.m. on Friday, November 20, 2020 virtually through Microsoft Teams Program.

### II. Roll Call

*The following council members were present: Dr. Ken Bridges, Benjamin Cagle, Keith Everett, Dr. Justin Geurin, Gary Hall, Caroline Hammond, Mandi Haynes, Dean Inman, Tim Johnson, Dr. Tim Kirk, Dr. Carolyn Langston, Dr. Cindy Meyer, Dr. Derek Moore, Dr. Michael Murders, Kathy Reaves, Cynthia Reyna, Amanda Rhodes, Philip Shackelford, Dusty Shepherd, Veronda Tatum, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Brooks Walthall, Vanessa Williams, Lauri Wilson, Ray Winiacki, and Dr. James Yates.*

*The following council members were excused: Brandi Cotterman, Casey Martin, and Deborah Moore.*

*The following guests attended the meeting: Jayna Winiacki, Bill Fowler, and Mary Kate Sumner – Recorder.*

### III. Approval of minutes from previous meetings

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, October 23, 2020. Ray Winiacki seconded the motion. The minutes were approved as written.

### IV. President's Updates

- a. Facilities Review process – survey completed, now in the process of detailed walk-throughs
  - i. Details will be used in long-term budgeting and planning
- b. HLC Accreditation – 4-year assurance argument – in the process of reviewing and making updates.
- c. Reminder to be safe during the holiday

### V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
  - i. Revised Faculty Evaluation
- b. The following items were brought to cabinet as Action items and were approved with minor changes:
  - i. Request that BSTD - 0603 English I be removed as the prerequisite for BUSI -1003 American Enterprise System and be replaced with ENGL - 1113 Composition I
    1. Change was made to make BSTD 0603 English I a co-requisite for BUSI 1003 American Enterprise System – this will prevent delay in students graduating.
  - ii. Change all EMA courses from COMM to MMAT (Multimedia Arts and Technology)
    1. Change was made to change All EMA courses from COMM to EMAT (better represents EMA program)
- c. The following items will be brought to cabinet as Action items, but have currently not been reviewed at this time: (*Update- announcement was made that these were approved by Cabinet on November 18, 2020 after the Planning Council agenda was sent out.*)
  - i. Change OCCU 2103 Knowledge, Health, and Wellness of Disease Processes course description.
  - ii. APM 1.10 Change - Revise function 4 and 5 of the Academic Support Committee to include the statement “annually and as needed”.

## VI. Actions

- a. Academic Affairs – *Gary Hall*
  - i. Revised Faculty Manual – APM 3.19
- b. Student Affairs – *Tim Johnson*
  - i. No report.
- c. Administrative Affairs – *Lauri Wilson*
  - i. No report.

All Action items above are to be sent forward to cabinet.

## VII. Discussions

- a. Academic Affairs – *Gary Hall*
  - i. No Report.
- b. Student Affairs – *Tim Johnson*
  - i. No Report.
- c. Administrative Affairs – *Lauri Wilson*
  - i. No Report.

## VIII. Announcements

- a. Officers of Committees and Councils – Information is attached. We are still needing a few committees to send their information to their councils.
- b. Academic Affairs – *Gary Hall*
- c. Student Affairs – *Tim Johnson*
  - i. Student Affairs Council wants to recognize the good work that the Student Services Committee did with the virtual Student Recognition Ceremony.
- d. Administrative Affairs – *Lauri Wilson*
  - i. Payroll process will change where we will not process our time cards as we do now, ahead of time. We will add our time each day till the last working day of the month, then finalize them on that day. Then payroll will process on the 3rd of the month and payday will be the 5th of the month. (Considering to begin July 2021).
- e. Nominating Committee – *Brandi Cotterman*
- f. Cabinet
  - i. VPSS – *Dr. Derek Moore*
    - 1. In person advising will continue until winter break.
    - 2. Career Services – Tim Johnson will be located in ADM 109C on Thursday and Fridays for Career Service activities.
    - 3. Thanksgiving Food Give-Away – finished Nov. 20 morning, and the food pantry will be relocated before the Spring Semester.
  - ii. VPFA – *Carey Tucker*
    - 1. Covid Status – Currently: 29 students in quarantine; 1 student in isolation; 3 employees in quarantine; 2 employees in isolation. Since Fall 2020 started (mid-August) Overall: 98 students in quarantine.
  - iii. AVPA – *Dr. Tim Kirk*
    - 1. Generator will start to be installed – bought with Cares Act money
  - iv. VPAA – *Dr. Michael Murders*
    - 1. Students to go remote the week of Thanksgiving – excluding a few.
    - 2. Graduation will be December 10 (two ceremonies): Health Sciences at 1pm, Arts & Sciences & Career Technical Ed at 4pm. 9am Nurse Pinning. Dec. 9<sup>th</sup> at 6pm PTK ceremony.
- g. Planning Council Members
  - i. Next Planning Council Meeting will be a meeting held January 22, 2021.

h. Guests

**IX. Comments**

**X. Adjournment**

A motion to adjourn was made by Philip Shackelford, and seconded by Gary Hall. The meeting was adjourned at 11:08 a.m.

*Minutes submitted by: Mary Kate Sumner*