

Administrative Affairs Council

MEETING MINUTES

Date: Friday, October 20, 2023

Time: 10:45 am

Place: Microsoft Teams

I. Call to Order - 10:45am by Amanda Rhodes, Chair

II. Roll Call -

- 1) **The following committee members were present** – Amanda Rhodes, Chair, Kelly Roper, Brandi Cotterman, Heath Waldrop, Mary Kate Sumner, Facilitator and Ann Southall, Allison Dolden, and Scott Larkin
- 2) **The following committee members were excused:** Tim Kirk, James Virden
- 3) **The following committee members were absent:** T C Brasher
- 4) **The following guests attended the meeting** – Chris Sullivent was attending for Dr. Kirk

III. Approval of Minutes

- a. Approval of minutes of the last meeting held April , 2023 – Motion by Kelly Roper, Seconded by Heath Waldrop, Motion carried.

IV. VPFA updates – None presented

V. Planning Council and Cabinet Updates

No discussion

VI. Election of 2023-34 Officers

- a. Kelly Roper-Chair
- b. Allison Dolden-Vice-Chair
- c. Mary Kate Sumner-Secretary

VII. Review of APM 1.10

i. Mary Kate Sumner

1. A few minor changes were made and there was a motion made by Heath Waldrop to accept these changes and seconded by Scott Larkin-motion carried.

VIII. Standing Committee Reports

a. Actions

i. Human Resources Committee – *Heather McGarity, Chair*

1. APM 2.25 was sent back to the HR committee to change the wording of item 1. D. Ann Southall researched the Arkansas Higher Education guidelines and found Arkansas Code 6-80-105 Student Scholarship stacking guidelines to say that APM 2.25 1.D could actually cause the employee a financial tax burden. The AAC recommended that this go back to the HR committee to get a better idea of how to stack the tuition waiver to help the employee. Heather McGarity made a motion to send this back to the HR committee and seconded by Kelly Roper-motion carried.
2. APM 2.36 Work Schedules and Breaks-Non-teaching employees
A few clarification changes were made to this APM. Item 1- A Mary Kate Sumner suggested that the word annually be taken out to be able to better fit with how this is normally requested, as needed and not just being able to request the change once per year. Kelly Roper made a motion to accept the changes to APM 2.36 and remove the word annually from item 1-A and seconded by Heath Waldrop-motion carried.
3. APM 2.42 Salary Adjustments for Degree(s) Earned with recommended changes from the HR committee. It was asked what the review process was for this salary adjustment. Brandi Cotterman clarified that the employee must let their supervisor and HR know before June 30th so that budgets can be planned for this increase in salary. This initiates the process to start the review. The VPAA reviews these requests for faculty. A motion was made to approve the APM 2.42 changes by Kelly Roper and seconded by Heather McGarity -motion carried.
4. APM 5.16 Employee Emergency and Revolving Loan -recommend to discontinue this process. A motion was made to approve to discontinue APM 5.16 by Heath Waldrop and seconded by Kelly Roper -motion carried.
5. New APM 2.55 Assistance Related to Disabling Conditions(ADAAA)
This new APM just clarifies the documentation that the college is already following this process related to disabilities and assigning

accommodations to employees. A motion was made to approve this new APM 2.55 with noted changes by Kelly Roper and seconded by-Heath Waldrop-motion carried.

6. New APM 2.55 a-Title IX Related Accommodations- This new APM clarifies the process that is already in place related to Title IX Related Accommodations. A motion was made to approve this new APM 2.55a by Heath Waldrop and seconded by Kelly Roper-motion carried.
7. APM 2.06 Health and Safety changes on this agenda was table during the HR committee at their meeting yesterday.

ii. Professional Development Committee – *Scott Larkin, Chair*

- a. No Report

iii. Facilities, Energy, and Safety Committee – *Mary Kate Sumner, Facilitator*

- a. No Report

iv. Institutional Technology Advisory Committee – *Mary Kate Sumner, Facilitator*

- a. No Report

b. Discussions

i. Human Resources Committee – *Heather McGarity, Chair*

1. No Report

ii. Professional Development Committee – *Scott Larkin, Chair*

- 1.No Report

iii. Facilities, Energy, and Safety Committee – *Mary Kate Sumner, Facilitator*

1. No Report

iv. Institutional Technology Advisory Committee – *Mary Kate Sumner, Facilitator*

1. No Report

c. Announcements

i. Human Resources Committee – *Heather McGarity, Chair*

1. HR committee has changed the date of their meeting to the second Thursday at 3:00pm to be better facilitate the information for this committees agenda in a timely manner.

ii. Professional Development Committee – *Amanda Rhodes, Chair*

1. None Reported

iii. Facilities, Energy, and Safety Committee – *Mary Kate Sumner, Facilitator*

1. *Mary Kate Sumner will meet with Dr. Stephanie Tulley-Dartez, Dr. Kirk, James Virden and TC brasher about the future of this committee*

and the Institutional Technology Advisory Committee going forward. These two committees are not full at this time and this will be part of the discussion of whether to discontinue these two committees.

iv. Institutional Technology Advisory Committee – Mary Kate Sumner, Facilitator –

1. None Reported

IX. Adjourn motion by Heather McGarity, seconded by Heath Waldrop- motion carried and meeting ended at 11:47 am.