Committee

MEETING MINUTES

Date: Friday, November 18, 2022

Time: 9:00 am

Place: Microsoft Teams

I. **Call to order –** 9:03 am by Mary Kate Sumner, Facilitator

II. **Roll Call**

    1) **The following committee members were present** – Mary Kate Sumner, Facilitator, Michael Armstrong, Tim Kirk, Bill Fowler, Kelly Roper, TC Brasher, Amanda Rhodes, Heath Waldrop, John Baine and Ann Southall, recorder.

    2) **The following committee members were excused:**

    3) **The following committee members were absent:**

    4) **The following guests attended the meeting –** Stephanie Tully-Dartez, Cynthia Meyer

III. **Approval of minutes–**

    1) January 20, 2022 – Motion to approve by Bill Fowler - Motion passes

IV. **Chair Updates** – *Mary Kate Sumner, Facilitator*

    1) Planning Council and Cabinet Updates (as noted on agenda) only for informational purposes, no vote required.
        a. APM Changes
            1. APM 3.20
            2. APM 1.10
            3. APM 3.06b
        b. Syllabi Template update
        c. Curriculum Changes
        d. Announcements

V. **VPFA Updates –** *Michael Armstrong* -No updates

VI. **New Business –**

    1) Officer Nominations
        a. Chair – Amanda Rhodes, Motion made by Bill Fowler, motion passes

      b. Vice Chair – Kelly Roper, Motion made by Bill Fowler, motion passes

      c. Recorder – Ann Southall made by Kelly Roper, motion passes

      d. APM 1.10 Shared Governance

          1. Request to amend purpose/function to include Federal into the description to include federal funding requirements. Other re-wording discussed.
Motion made by Kelly Roper, motion passes

          2. Review of the remainder of membership descriptions, motion made by Amanda Rhodes, motion passes

VII. Old Business – None submitted

VIII. Actions –

1) **Human Resources – Kelly Roper, Chair –**
    a. **APM 2.23 Leave Procedures** – Review of recommendations submitted by HR Committee and HR department. Motion made by Kelly Roper was approved
    b. **APM 1.10 HR Committee –** Review of recommendations to add the DEI Taskforce representative to the membership of the HR committee. Motion by Kelly Roper, motion passes.

2) **Professional Development – Amanda Rhodes, Chair** – Review recommendation to add Instructional Design Coordinator and <mark>XXXXX</mark>

3) **Mandatory Trainings – Safe Colleges –** Kelly Roper discussed the appropriate flow of these trainings should through this committee and the Planning Council. These are all full time, part time and extra help employees. Adjunct and student employees are not included. Extra help doesn't need to have all of the trainings.

   Reported these would be annual trainings and would continue to be mandatory and coming from the Office of the President. There was significant discussion on this topic and coming from 2 committees, motion was a tie vote and did not pass. A second motion was made to extend the time by 15 minutes by Kelly Motion.

   The clarification is the training will be mandatory and more discussion is about whether to use Safe College as the platform.

   Heath Waldrop made a new motion to make all mandatory trainings will be completed and using Safe Colleges or other approved methods. Motion passed with 4-2 vote. Will go to planning Council

   Motion was made by Amanda Rhodes to continue another 15 minutes.

4) **Facilities, Energy and Safety – Mary Kate Sumner, Facilitator –** Have not met

5) **Institutional Technology Advisory – Mary Kate Sumner, Facilitator –** Have not met

6) **Institutional Technology Advisory – Mary Kate Sumner, Facilitator –** No report

IX. Announcements –

1) **Facilities, Energy and Safety –Mary Kate Sumner, Facilitator –** No additional report

2) **Human Resources – Kelly Roper, Chair –** No additional report – HR having significant issue with employees starting work without proper documentation. Committee working on new APM to address this to also include authorizations. HR department has to be aware for all proper authorizations. This is a significant issue and this needs to be documented through councils and cabinet.

    Heath Waldrop suggested an Ad Hoc committee be formed to review the On-Boarding procedures to include all processed to look for areas to streamline process.

3) **Institutional Technology Advisory – Mary Kate Sumner, Facilitator** – No report

4) **Professional Development – Amanda Rhodes, Chair** – No report

X. **General Announcements –**

XI. **Adjournment –** Adjourned at 10:22 am – Motion by Kelly Roper, motion approved.

Minutes submitted by: Ann Southall, Recorder