

Planning Council  
Friday, October 23, 2015  
10:45 a.m. – Administration Building Board Room  
Minutes

Called to Order @ 10:47 am

Approval of the October 2, 2015 Meeting Minutes - Approved

Announcements – President

- **Building Updates**
  - Welding building renovations attempting to do while students are out
  - Advanced Manufacturing Building bid was too high. Rebid in January. Governor funds may be available. Looking into GIF available.
- **Budget**
  - Down in enrollment – look at every program and determine if program needs to end. See if we can improve our efficiency and effectiveness.
  - Pay close attention to scheduling to make sure that adjuncts aren't being used when other classes aren't full.
  - Christy Wilson – How does budget play into Professional Development (PD)?
  - Barbara Jones & Mickey Best – Consider going to State conferences rather than Out-of-State, pursue in house or online PD.
  - Jennifer Baine – Is there a problem with someone not turning in travel expenses? – Dr. Jones answered “No.”
  - Caroline Hammond – Have we asked everyone to identify ways to save money?
  - Tim Kirk – Example, print to copier rather than desktop printer because of cost savings.
  - Casey Martin mentioned sharing best practices for cost saving.
  - Caroline Hammond – Use digital forms. – HR is working on digitizing forms.
  - Susan Spicher – Can we get a double check on printers – Tim Kirk said to send an IT-Workorder.
  - Tim Kirk – Heaters in offices are costly
  - Whitfield Building is too cold. Need help with temps first.
- **Retention**
  - High turnover for employees last year. Focusing on retention.
  - Use Professional Development Committee to discuss retention strategy.
  - Highlight benefits package.
- **HLC Update**
  - Will be reviewing criteria to see if there are any gaps.
- **Safety Update – Mr. Carey Tucker**
  - Crawl, Walk, Run – table top exercise coming soon.
  - Justin and Carl reviewing ERP.
  - Justin looking into door locks.
  - Met with Police Chief to make emergency procedures stronger.

## **I. Actions/Discussion**

### Academic Affairs

- Working on a online teaching certification process. Faculty Affairs Committee working on proposal for Faculty Representation and committee participation as well as, rotation and term limits plan.
- Assessment Committee now have the Assessment Coaches – strengthening peer to peer relationships.
- Major additions to archives and special production to the library.

### Student Affairs Proposal

- Adding an absence policy for students to the APM for medical reasons
  - Title 9 has mandated this change. Must excuse absences due to pregnancy issues and allow students to make up work. Extended to include gender equality for parents/care givers with sick children.
  - We need a policy so instructors are consistent.
  - Christy Wilson made a motion to have this pass through Academic Affairs Council in addition to Student Affairs Council.
  - Jennifer Baine suggested as a requirement that prior notification be given to the instructor by the student.
  - Medical documentation has to be given as a requirement of this law.
  - Tim Kirk suggested making a brief change to the policy by mentioning “in accordance with Title 9.”
  - Roslyn Turner – What about morning sickness? – Morning Sickness is not excused unless medically documented.
  - Susan Spicher brought up looking at both online & classroom classes – use blackboard more to work with students having to miss due to this law.
  - Jennifer Baine mentioned the possibility of transferring these students to an equivalent online class.

### Administrative Affairs Proposal

## **II. Announcements**

### Academic Affairs

- Jennifer Baine is the new Chair

### Student Affairs

### Administrative Affairs

## **III. Comments**

- Process of APM Proposal