

Planning Council

MEETING MINUTES

Date: Friday, October 25, 2019

Time: 10:50 a.m.

Place: ADM Board Room

I. Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:50 a.m. on Friday, October 25, 2019 in the ADM Board Room.

II. Roll Call

The following council members were present: Dr. Ken Bridges, Will Clayton, Keith Everett, Justin Geurin, Caroline Hammond, Charley Hankins, Mandi Haynes, Dean Inman, Tim Johnson, Dr. Tim Kirk, Dr. Carolyn Langston, Casey Martin, Dr. Cindy Meyer, Dr. Michael Murders, Kathy Reaves, Cynthia Reyna, Amanda Rhodes, Philip Shackelford, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, and Dr. James Yates.

The following council members were excused: Benjamin Cagle, Dr. Barbara Jones, Dr. Derek Moore, Veronda Tatum and Ray Winiecki.

The following guests attended the meeting: Dr. Susanne Wache, Kathy Reaves, Jayna Winiecki, Dr. Sterling Claypoole, 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, September 27, 2019. Dr. James Yates seconded the motion. The minutes were approved as written.

IV. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
 - i. Split the current Kinesiology course into separate Lecture and Laboratory courses.
 - ii. Chair Policy Exception for the Assessment Committee: Genevieve White was elected Chair of Assessment Committee, and she is an Assessment Coach. Vice-chair from last year not able to take on role this year.
 - iii. APM 1.04 Grants and Grants Management - updated

V. Actions

- a. Academic Affairs – Dr. Cindy Meyer

- i. No report.

- b. Student Affairs – Kathy Reaves

- i. Exception for Chair on the Student Affairs Council
 - ii. Exception for Chair on the Student Services Committee
 - iii. Addition to the APM regarding DACA students in reference to tuition/fees.

- c. Administrative Affairs – Charley Hankins

- i. APM 2.28 Cafeteria Plan – change in vendor information.
 - ii. APM 2.51 Arkansas Health Employee Lifestyle Program (AHELP) – new policy. Will roll out at the Benefit Fair.
 - iii. APM 2.50 Merit Bonus – new policy

Send Forward to Cabinet	Send Back to Committee
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VI. Discussions

- a. Academic Affairs – *Dr. Cindy Meyer*
 - i. No Report.
- b. Student Affairs – *Kathy Reaves*
 - i. No Report.
- c. Administrative Affairs – *Charley Hankins*
 - i. Health Insurance Change for January 1, 2020 – from QualChoice to Blue Cross/Blue Shield of Arkansas's TPA Services.
 - ii. HR Benefits Portal will change starting November 5th. More information will be provided before Nov. 5.

VII. Announcements

- d. Academic Affairs – *Dr. Cindy Meyer*
 - i. Assessment Committee looking into tab in My Campus for Assessment with assessment items and forms.
 - ii. Faculty Affairs Committee:
 - 1. Moved forward with approved Incomplete Grade Policy and Contract from March 2018
 - a. Sent to all faculty, will be updated on U drive and in My Campus, and will be placed in revised Faculty Manual.
 - 2. Requested tab in My Campus for Faculty forms and procedural information.
- e. Student Affairs – *Kathy Reaves*
 - i. Fall Fest – October 31st
 - ii. PBL Food Drive Begins – November 1st
 - iii. Student Recognition Ceremony – November 14th
 - iv. Priority Registration for Spring Semester – November 19th
 - v. Phi Theta Kappa Induction Ceremony – November 21st
 - vi. National Society for Leadership and Success (NSLS) Induction – November 25th
- f. Administrative Affairs – *Charley Hankins*
 - i. Administrative Affair Council's officers for 2019-2020: Charley Hankins- Chair, Lauri Wilson- Vice-Chair, Ann Southall – Recorder
 - ii. Professional Development Committee Meetings to be held the first Wednesday of the month at 4:00pm in the Library Conference Room.
- g. Nominating Committee- *Dr. Carolyn Langston*
 - i. No Report.
- h. Cabinet
 - i. Planned improvements for Shared Governance:
 - 1. including website updates with the meeting minutes and a process to help with the flow of information will be coming soon.
 - 2. APM 1.10 edits to be suggested soon.
 - ii. Campus Conversations:
 - 1. East Campus, Thursday, November 7, 2019, 10:45 – 11:45 a.m, Center for Workforce Development, Room 121
 - 2. West Campus, Friday, November 8, 2019, 8:15 – 9:15 a.m., Library Auditorium
 - iii. Presidential Search – email from Dr. Moore included:
 - 1. October 28 (deadline for applications)
 - 2. November 11 (search firm meets with committee to determine semi-finalists)
 - 3. November 18 (begin video interviews with semi-finalists)
 - 4. December 2 (campus interviews with finalists)
 - 5. December (BOT decision on new president)

6. January/February (start date for new president)
- iv. Construction/Facilities
 1. Administrative building.
 - a. Floors near the stairwells are being worked on.
 - b. Learning Center will be only opened in Conference Center on October 26 due to staining the floors.
 - c. Soffit and concrete work to be done before the grand opening
 - d. Community Grand Opening pushed to Nov. 21.
 - e. More Signage is being considered for the Admin building
 2. Culinary Arts Lab to be completed by Nov. 15
 3. Fountain is working correctly again.
 4. McWilliams was completed this summer, but some more work will need to be done.
 5. Fence will be taken down and then moved to around the Gym when the Gym construction starts.
 6. Computer Tech building roof should be completed sealed and finished. Please let Carey Tucker know if there are any leaks that you notice.
 7. Whitfield will be the next roof to be work on.
 8. We have an annual chiller and broiler contract to help us be more preventive.
 9. Bids for Welding Roof to be done soon.
- v. Key Authorization and receiving keys: Please make sure that the authorization form is filled out correctly with the correct key requests.
 1. We will try to continue to improve the Authorization forms and hope to have it connected to the Jenzabar system in the future.
- i. Planning Council Members
 - i. Next Planning Council Meeting will be November 22, 2019.
 - ii. Please remember to ask your committees to submit their 2019-2020 Committee officers and meeting times/locations to the corresponding council, and then provide them to Planning Council as soon as possible.
 - iii. Thank you to all that attended and helps with the Health Science Open House.
 - iv. United Way donations – Please turn in your United Way forms by Nov. 1st to Dr. Yates.
 - v. PBL Chicken Spaghetti plates to be served on Nov. 6th. Please contact a PBL member or Will Clayton by October 30th.
- j. Guests

VIII. Comments

IX. Adjournment

A motion to adjourn was made by Dr. James Yates, and seconded by Charley Hankins. The meeting was adjourned at 11:20 a.m.

Minutes submitted by: Mary Kate Sumner