

# Planning Council

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## MEETING MINUTES

Date: Friday, December 6, 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 9:33 a.m. on Friday, December 6, 2019 in the ADM Board Room.

### II. Roll Call

*The following council members were present: Benjamin Cagle, Caroline Hammond, Charley Hankins, Mandi Haynes, Dean Inman, Dr. Barbara Jones, Dr. Carolyn Langston, Dr. Cindy Meyer, Dr. Derek Moore, Dr. Michael Murders, Amanda Rhodes, Veronda Tatum, Carey Tucker, Dr. Stephanie Tully-Dartez, and Dr. James Yates.*

*The following council members were excused: Dr. Ken Bridges, Will Clayton, Keith Everett, Justin Geurin, Tim Johnson, Dr. Tim Kirk, Casey Martin, Kathy Reaves, Cynthia Reyna, Philip Shackelford, Karsten Tidwell, Brooks Walthall and Ray Winiecki.*

*The following guests attended the meeting: Dr. Susanne Wache, Jayna Winiecki, Lillian Ellen, and Mary Kate Sumner – Recorder.*

### III. Approval of minutes from previous meetings

Dr. James Yates made a motion to approve the minutes of the council meeting held on Friday, October 25, 2019. Charley Hankins seconded the motion. The minutes were approved as written.

### IV. President's Updates

- a. Facility updates
  - i. Culinary Lab is completed – students took their final in the lab, and will officially start using the lab in January for the Spring term.
  - ii. Gymnasium – Bid went to ArState Construction
  - iii. Roofs completed – Computer Tech Building, Eddie's Village, ACAP, and
- b. ADHE data visit – We will have a Productivity funding Data visit in March or April. Beth Stewart will come to campus to meet with the leadership team and IR.
- c. Future workforce grants - FIT grant and the RAMP grant will end in June 2020. Other grants will be created and available to apply for, but they will not include funds for an employee.
- d. Presidential search update – Presidential Candidates visited the campus this week, and we all had a chance to attend forums. Please provide feedback on the candidates through the link provided by RH Perry and emailed out by Heath Waldrop. RH Perry will combine the information provided and present it to the search committee. We should be notified of who will be our next SouthArk President before we leave for Christmas break.
- e. Presidential transition – Dr. Jones will work through December 20, and in January she will be in and out making sure all necessary files are signed. Her last day will be January 31, 2020.
- f. Holiday Potluck Reminder – Please remember that the Holiday Potluck is on Tuesday, December 10 in the Library from 11am to 1pm. Deserts will be served in the McWilliams house.

*Request was made by Carey Tucker to move on to Actions of the Administrative Affairs Council immediately following the President's Updates, due to him needing to go to a different meeting.*

## V. Actions

### a. Administrative Affairs – Charley Hankins

- i. APM 2.50 Merit Bonus – new policy

### b. Academic Affairs – Dr. Cindy Meyer

- i. APM 3.08 Discretionary Leave – update

1. Discussion occurred on clarification of how many hours “one day” actually refers to in this procedure. To make this procedure equivalent to the other APM procedures, “one day” is defined as 8 hours.

### c. Student Affairs – Veronda Tatum

- i. No report.

*All action items above have been sent forward to cabinet.*

## VI. Discussions

### a. Academic Affairs – Dr. Cindy Meyer

- i. No Report.

### b. Student Affairs – Veronda Tatum

- i. No Report.

### c. Administrative Affairs – Charley Hankins

- i. No Report.

Send Forward to Cabinet	Send Back to Committee
X	
X	

## VII. Announcements

### a. Academic Affairs – Dr. Cindy Meyer

- i. Faculty Manual has been revised by Faculty Affairs Committee and under review by Deans and VPAA

### b. Student Affairs – Veronda Tatum

### c. Administrative Affairs – Charley Hankins

### d. Nominating Committee – Dr. Carolyn Langston

### e. Cabinet Updates

- i. The following items were brought to cabinet as Action items and were approved:

1. Exceptions for the Chairs of the Student Affairs Council, Veronda Tatum, and the Student Services Committee, Ashley Dougan.
2. APM 4.14 Procedures for DACA students
3. APM 2.28 Cafeteria Plan – change in vendor information.
4. APM 2.51 Arkansas Health Employee Lifestyle Program (AHELP) – new policy.

- ii. Please remember to turn grades in as soon as possible today.

- iii. Commencement – December 12 at 6pm – will need to arrive earlier than normal.

- iv. Remember that we have prepared and started a few things for the new president:

1. HLC Assurance Argument Committees
2. MasterPlan

### f. Planning Council Members

- i. Next Planning Council Meeting will be January 31, 2020.

- 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.

## VIII. Comments

### IX. Adjournment

A motion to adjourn was made by Dr. James Yates, and seconded by Caroline Hammond. The meeting was adjourned at 9:59 a.m.

*Minutes submitted by: Mary Kate Sumner*