

January 18, 2019

Meeting Minutes: Administrative Affairs Council

Minutes Submitted by: Ann Southall

This meeting of the Administrative Affairs Council was held at 10:45 am on Friday, January 18, 2019 in TEC Building, room 221.

Members Present: Philip Shackelford, Bill Fowler, Tim Kirk, James Virden, David Henry, Andrew Fielder, Heath Waldrop, Ann Southall, Charley Hankins, and Mike Roberts. Not present: James Virden, Ray Winiecki and Ken Bridges. Caroline Hammond attended as a guest.

- Review of last meeting minutes (October 19, 2018) – not presented (email vote on 2/6)
- Old Business – None
- New Business
 - Facilities, Energy and Safety Committee – No report
 - Human Resources Committee, represented by Mike Roberts
 - Brought forth a change to APM 2.24 Tuition Waiver to address requested changes to section 1. As follows:
 - A. Tuition waivers are also provided for credit classes at Southern Arkansas University (SAU) in Magnolia and Southern Arkansas University Tech in Camden (SAU-T). This waiver does not include fees.
 - B. Tuition waivers will apply to credit classes only. Waivers will not apply to non-credit classes unless required by supervisor for job-related duties at the College.
 - Tuition waivers may only be applied to a class one time. The cost to retake a class must be covered by the employee.
 - Any financial aid received will be applied before the tuition waiver is applied.
 - Motion comes from HR Committee, no second required, motion passed.
 - Chief Information Officer, Tim Kirk, brought forth a proposal on Data Management, Use and Protection. This was not brought forth thru the IT Committee and was not in current APM format. A request was presented to have this sent to IT committee to review.
 - An amendment to this motion by Bill Fowler was made to add PII information into the motion. This motion failed without a second.
 - A motion was made by Charley Hankins and seconded and approved to send to the committee for review and an electronic vote on Friday, January 18. This is to be submitted back to this committee for review in the appropriate APM format.
 - Information Technology Committee, represented by Charley Hankins – no report. Will address above motion with his committee.
 - Recruiting Committee, represented by Heath Waldrop – no report.
 - Professional Development Committee – no report and no representative present

- VPFA Sharing – Carey Tucker
 - According to AHEC Insurance meeting the previous day, there would be no changes to current insurance rates.
 - Currently review all of the APM and noted there were several changes that needed to be made overall and would be looking to segregate to committee members to review and work on.
 - HR sharing – asked that all committees have regular meetings and remind members it is necessary to have a quorum so business can be conducted. Reminded members that attendees could do call in attendance if necessary.

Announcements – None

Motion to adjourn was made by Bill Fowler at 11:18 am.