

Faculty Affairs Committee

MEETING MINUTES

Date: September 14, 2021

Time: 4:30 p.m.

Place: Teams

- I. **Call to order:** The meeting was called to order at 4:40 p.m.
- II. **Roll Call**
 - a. **The following committee members were present:** Lillian Ellen, Keith Everette, Carolyn Langston, Cynthia Meyer, Vernita Morgan, Justin Murphree, Pamela Teague
 - b. **The following guest attended the meeting:** Mary Kate Sumner
- III. **Approval of minutes from last meeting:** Minutes were approved unanimously on a motion by Keith and a second by Vernita. Mary Kate affirmed that she will post them to the website. Lilli welcomed new members Keith, Pamela, and Ken.
- IV. **Old Business:** The members discussed possible meeting times including Fridays at 10:45 and Mondays at 4:30. It was agreed at the suggestion of Mary Kate that the date and time will not be included in the APM since the time may be changed by the committee members. Lilli told the committee she will send out a poll for the selection of a time and day.
- V. **New Business:** There being no other old business to discuss, the committee proceeded with new business. Mary Kate shared the Faculty Affairs function and purpose as provided by the APM. Cynthia suggested the chair serve two years. Keith made a motion to accept the proposal and Cynthia seconded. After some discussion, the motion was withdrawn. Keith then moved that the past year's chair remain on the committee as an advisor. Cynthia seconded and the motion passed unanimously.
- VI. Cynthia informed the committee that the APM provides the faculty manual will be reviewed every July. Cynthia moved that the faculty manual be removed from the APM. Pamela seconded the motion and the motion passed unanimously.
- VII. **On a motion by Justin and a second by Pamela, the meeting was adjourned at 5:45.**

Minutes submitted by: Carolyn Langston