

Committee

MEETING MINUTES

Date: Friday, January 17, 2020

Time: 10:45 am

Place: Adm Board Room

I. **Call to order** – Charley Hankins, chair, called the meeting to order at 10:45 am

II. Roll Call

- a. **The following committee members were present:** Charley Hankins, Chair, Ann Southall, Recorder, Carey Tucker, Bill Fowler, James Yates, David Henry, Kathy Reaves, Juanita Norful, Lauri Wilson and James Virden
- b. **The following committee members were excused:** Heath Waldrop
- c. **The following committee members were absent:** Tim Kirk and Kim Vaughn
- d. **The following guests attended the meeting:** Caroline Hammond

III. **Approval of minutes from last meeting** - Motion was made by David Henry and seconded to accept the minutes from November 15, 2019 as presented.

IV. **Old Business** – None presented

V. Actions –

- a. **Facilities, Energy and Safety – James Yates, Chair** – No Report
- b. **Human Resources – Juanita Norful, Chair**
 - 1. Committee acknowledged that Juanita Norful had been named as new chair
- c. **Institutional Technology Advisory – Kathy Reaves, Chair** – No Report
- d. **Professional Development – Lauri Wilson, Chair** – No Report

VI. Discussions –

- a. **Facilities, Energy and Safety – James Yates, Chair** – No Report
- b. **Human Resources – Juanita Norful, Chair** – Announced that W-2's and 1095c's will be available by next Friday and requested that employees pick those up in the HR office. Employees can have others pick up their forms, however, they must notify HR staff in writing that it is to be allowed.
- c. **Institutional Technology Advisory – Kathy Reaves, Chair** – No Report
- d. **Professional Development – Lauri Wilson, Chair** – No Report

VII. Announcements

- a. **Facilities, Energy and Safety – James Yates, Chair** – No Report
- b. **Human Resources – Juanita Norful, Chair** – No Report
- c. **Institutional Technology Advisory – Kathy Reaves, Chair** – Announced that passwords have been changed to full id for each student and new employee. If those actions do not work on log in, contact the IT Help Desk for assistance.
- d. **Professional Development – Lauri Wilson, Chair** – No Report

VIII. General Announcements

- a. No announcements

IX. Adjournment – Adjourned at 10:53 am

Minutes submitted by: Ann Southall, Recorder