



**PRESIDENT'S ADVISORY AND PLANNING COUNCIL (PAPC) MEETING MINUTES**

Date: November 12, 2020

Time: 2:00 p.m. – 4:00 p.m.

Location: Zoom

**Attendance:**

Richie Windley (PAPC chair, Internal Relations Committee chair);  
Diane Graham (PAPC Secretary, Curriculum Committee vice chair);  
Sandra Bryant (Global and Intercultural Committee chair);  
Christie Bradley (Classified Appointee)  
Thomas Chapman (Student Success Committee chair);  
Debra Dart & Jessica Morales (Instruction Committee chair)  
Anthony Fontes (Workforce Solutions Committee chair);  
Kelly Gillerlain (Distance Learning and Technology Committee chair);  
Jeanne Hopkins (Faculty Professional Development Chair)  
Nancy Jones (Classified Association);  
David Kiracofe (General Education Committee chair);

**Absent:**

College Faculty Senate  
Student Federation

**Cabinet Representative:**

Kimberly Bovee

- I. Call to order
  - A. The President's Advisory and Planning Council (PAPC) meeting was called to order by Richie Windley (PAPC chair) at 2:02 p.m. with quorum.
- II. Introductions and Officer Reports
  - A. Kelly Gillerlain introduced herself as the Chair of Distance Learning and Technology Committee
  - B. Diane Graham introduced herself as the Vice Chair of the Curriculum committee. We have nothing to report.
  - C. Anthony Fontes introduced himself, Chair of Workforce Solutions Governance Committee.
    1. The committee has not met yet but plans to on November 19<sup>th</sup>.
    2. There is a new VP at Workforce, Tamara Williams. VP Williams plans to help the committee with their charges and share her vision for Workforce.
    3. New committee members have been added.

- D. Jeanne Hopkins is a new member and the Chair of Equity Professional Development Committee.
1. The committee has met three times and have three new members.
  2. The committee is bringing back the Batton Fellowship. The Fellowship is an endowment of money set aside for faculty to create innovations for the classroom. Faculty members receiving the fellowship will receive \$20,000. Dr. Woodhouse and Dr. Summers are pleased and the committee is hopeful that it will be ready in the Spring.
  3. The committee has been working on the Learning Institute and has established a subcommittee to plan for it. The subcommittee has met twice and determined the theme will be inclusion, equity and diversity. The Learning Institute will be held January 5<sup>th</sup> , 6<sup>th</sup>, and 7<sup>th</sup>, 2021. The meetings on the 5<sup>th</sup> and 6<sup>th</sup> will be 9:00 am to 12:00 pm. The afternoons will be mini sessions for 30 minutes. Discipline Pathway meetings will be held on the 7<sup>th</sup>. A decision has been made to extend an invitation to the faculty at Eastern Shore, Paul D. Camp, and Thomas Nelson Community Colleges. The sessions will be Zoom. Presenters will be given the opportunity to pre-record their presentations and then play them during the scheduled time. There will be time for a Q&A session.
  4. The committee requested approval from the PAPC to add a member to the Professional Development Committee. Discussion by the committee determined to add a "member at large" position. Kim Bovee confirmed that the by-laws allow up to three PAPC appointees. The committee approved this request.
  5. The committee requested changes in their by-laws. Jeanne will send them to Richie who will disperse them to committee members prior to the next meeting.
- E. Nancy Jones, the Classified Association co-chair introduced co-chair Christie Bradley from the Chesapeake Campus.
1. The Classified Association surveyed their constituents in regards to concerns of being back to work during Covid, were the protocols being followed, and if they were getting the support needed.
  2. The Classified Constituents ranked in order of importance the following as needing to be addressed by the college-
    - a) Communication,
    - b) Professional Development and technology issues
    - c) and Community Outreach.
- The survey addressed multiple topics which were shared with the President via Beth Lunde. Beth met with the committee to discuss how to address the results of the surveys. One idea was to hold mini events. They have gone well. Members of the President's Cabinet are joining the Association during these mini events. President Conston and Karen Campbell have attended. VACU representative Chris Woodbury gave a presentation on being financially healthy. This was well received. Another event is planned for December 4, 2020. These events will be held every two months.

- F. David Kiracofe, chair of the General Education Committee introduced himself.
  - 1. The committee met in October.
  - 2. The committee is reviewing science and mathematics courses this year. This is part of our accreditation. SACSCOC wants proof of what we are teaching in terms of general education requirements.
  - 3. Environmental and geology classes have been reviewed.
  - 4. This is the third year for reviewing courses and the process has gotten smoother and the forums are easier to use.
  - 5. The committee will be reviewing astronomy and meteorology on November 13, 2020.
- G. Thomas Chatman, Chair of the Student Success Committee, reported that the committee received over forty responses for members.
  - 1. Dr. Campbell is helping to revise the composition of the committee based on different criteria than what was need in the past. Any revisions to the by-laws will be brought to the PAPC for approval. Dr. Campbell is drafting a charge for the committee. The committee has not met yet.
- H. Sandra Bryant introduced herself as the Chair of the Global and Intercultural Learning Committee as of three hours ago.
  - 1. Committee has not met yet but planning to meet after Thanksgiving.
  - 2. This committee will continue with last year's charges.
- I. Richie Windley, PAPC Chair is also the Chair of the Internal Relations Committee.
  - 1. The committee has not met yet.
  - 2. The charges are the same as last year, to improve morale. Richie is meeting with AVP Beth Lunde to tweak the charges a bit.
- III. New Business
  - A. Richie shared our meeting times with President. Leticia will let Richie know the President's availability to attend PAPC meetings.
    - 1. Richie introduced Kim Bovee as our Sponsor and Cabinet member.
    - 2. Richie will fine tune the charges that Dr. Conston gave to us last March and send to committee to choose our charge.
    - 3. Zoom attendance is higher than face-to-face meetings.
    - 4. Committees are asked to send their members list to Richie for updating the website.
- IV. Items from the floor
  - A. David Kiracofe asked that Richie send out a call for members and for two Deans.
  - B. Kim Bovee will seek student participation in the PAPC via Karen Campbell and Sara Hair.
- V. Open Business
  - 1. Richie stated that Diane Graham has volunteered.
  - 2. Richie asked for motion.
  - 3. Approved by all.
- VI. Adjournment
  - A. Meeting adjourned at 2:51pm.
- VII. Next meeting
  - A. Zoom, December 10, 2020 at 2:00pm.