

Planning Council  
Friday, May 22, 2015 10:45 a.m.  
Administration Building Board Room  
Minutes

Meeting called to order at 10:50 a.m.

Present: Dr. Stephanie Tully-Dartez, Dr. Barbara Jones, Dr. Mickey Best, Denise Robledo, Veronda Tatum, Casey Martin, Vanessa Williams, Phil Ballard, Art Brown, Jim Roomsburg, Dean Inman, Dr. John Spencer, Dr. Tim Kirk, Susan Spicher, Christy Wilson, Roslyn Turner  
Guests: Blake Nolan

I. Approval of the April 24, 2015 Meeting Minutes

- Motion to amend Minutes – Best/Brown – all in favor
- Motion to approve Minutes as amended – Ballard/Wilson – all in favor

II. Proposals

- *Academic Affairs:*
  
- *Student Affairs:*
  
- *Administrative Affairs:*
  - A. Electronic leave form - Payroll/leave certification
    - Ad hoc committee brought presented a process where each employee would receive an email each month reporting the employee's submitted leave (as processed by human resources) and indicating the month's regular work days as well as any holidays. After making any corrections, the employee will forward it to their supervisor for review. The supervisor would then forward it to human resources. Classified staff would still complete their regular timesheet but will receive this report for their review. Human resources is vetting the programming and the new process will be rolled out in July.
    - An electronic leave form is available at <http://www.southark.edu/leave>; to request leave an employee completes the form and entering their supervisor's email address and clicking on the submit button.
      - Denise Robledo had concerns about security. Dr. Kirk to put in portal and not on general website.
  - B. Report from Facilities, energy, and Safety Committee
    - Safety:
      - Dr. Jones announced that Dr. Chikeleze has talked with local police about the Safety plan and they would like to have floor plans for all buildings so they will be aware of the layout in case of any emergency.
      - Art Brown stated he had an electronic file with the emergency plan. Dr. Chikeleze and Ann Southall should also have one.
      - Christy Wilson asked about the inside locks that were supposed to be installed. Dr. Kirk stated they are still working on a cost effective way to install the locks on doors that open outward and doors that open inward. The first two attempts were not successful.
    - Energy:
      - Dr. Jones announced that SouthArk is in the process of looking into a no interest loan of \$350,000 over 10 years. This would allow us to tie in the TEC building into the chiller loop and purchase new boilers for WHT and ADM buildings.

- C. APM Revisions – Inconsistencies in the policies have been corrected. Going forward to Cabinet for approval.
  - a. 5.04a – Travel Reimbursement
  - b. 5.04b – Travel Authorization & Accounting
  - c. 5.09 – Official Functions
  - o Make sure you have form filled out and approved before the trip or event.

### III. Announcements

- *Academic Affairs:*
  - A. Curriculum Change Proposal for Respiratory Therapy
    - Program currently runs longer and has more credit hours than other schools.
    - This change will reduce the time from 4 semesters to 3 semesters.
    - The credit hours required will be reduced from 80 to 74.
    - Changes will help with marketing.
  - B. Associates of Science in Education Degree
    - Will be replacing the Associates of Arts in Teaching degree.
    - 60 hour credit degree
    - Can do two things with this degree:
      - Can go forward to obtain Bachelor of Science.
      - Allows students to jump straight from Technical Certificate and Certificate of Proficiency to Bachelor of Science.
    - Students do not have to take the Praxis to receive the Associates of Science.
    - Plan will go to Cabinet and then the Board of Trustees because it is a new program.
- *Student Affairs:*
- *Administrative Affairs:*
- *Planning Council:*
  - A. Reminders:
    - 2 year term limits of the chairs of committees and the faculty appointments are up. Deans need to review appointments and make new ones as needed.

### **Motion to extend the meeting by 15 minutes. Kirk/Best – Approved**

- B. Retreat – Dr. Tully-Dartez will be sending out a questionnaire with possible dates.
- C. Master Plan – Dr. Jones wants the Planning Council's input on the Master Plan.
- D. Virtual Tour
  - Heath Waldrop presented the new Virtual Tour of both SouthArk Campuses.

### IV. Adjournment

- Motion to adjourn 11:58 a.m. – Spencer/Spicher – Approved