

South Arkansas Community College
Planning Council Meeting Minutes
March 18, 2016, 10:45 a.m., Administration Building Board Room

Staff Present: Dr. Stephanie Tully-Dartez, Dr. Barbara Jones, Dr. Mickey Best, Denise Robledo, Veronda Tatum, Casey Martin, Francis Kuykendall, Phil Ballard, Caroline Hammond, Dean Inman, Jennifer Baine, Dr. John Spencer, Dr. Tim Kirk, Susan Spicher, Christy Wilson, Roslyn Turner
Absent: Carey Tucker, Dr. Jim Bullock, Cynthia Reyna, Vanessa Williams, Jim Roomsburg, Sherry Howard, Ray Winiecki, Ken Kelley, Jacob Smith, Doyle Manis

- I. Call to Order – Dr. Stephanie Tully Dartez, Chair, called the meeting to order at 10:45 a.m.
- II. Approval of Regular Meeting Minutes – February 26, 2016 – Approved
- III. President’s Announcements – Dr. Barbara Jones
 - A. Once Jenzabar is turned on, we will have adjustments that will need to be made.
 - B. Pulaski Tech is looking at going under the University of Arkansas system. Nothing like this is happening here. The Board of Trustees is not pursuing a greater millage at this time.
 - C. Roslyn Turner brought up Budget Adjustments and Contingency plan. Dr. Jones responded that we have had an 8% drop in SSCH’s which is how the College is paid. She also mentioned that we should have adjusted differently in the Fall but we didn’t have a VPFA or Controller at that time.
 - D. We are looking at RFPs to outsource our custodial staff to save money.
 - E. Dr. Jones encouraged the Planning Council to seek ways to save money.
- IV. Actions/Discussion
 - A. Academic Affairs – Jennifer Baine
 1. Deleted Computer Installation and Repair CP Program
This program is no longer active. It was deleted to make us current. There were no questions.
 2. Change in Attendance Policy
This change occurred as a result of Title IX to include pregnancy and military.
 3. Elimination of Fundamentals of Arithmetic, BSTD 0313 and Revision of Elementary Algebra, BSTD 0413.
Fundamentals of Arithmetic will be included into the content of Elementary Algebra.
 4. Addition of Social Problems and Introduction to Social Work Courses
The prefixes will be SOC and SOWK.
 5. Class Absence Report
This report is going paperless with digital signatures. Jennifer Baine will follow up to let the Council know where this form will be located on the website.
 - B. Student Affairs Proposal – Dr. John Spencer
 1. Recruitment Plan – Proposed by the Pre-College Education Committee
We do not have any full-time recruiters. Part-time recruiter is Irene Porchia. Stephanie asked if the numeric goals are for next Fall. This was confirmed by Dean Inman.
 2. Retention Plan – Proposed by the Retention and Student Success Committee
 - C. Administrative Affairs Proposal – Dr. Tim Kirk
 - D. Digital Signature Policy

This policy was approved. It defines what digital signatures are. Administrative Affairs Council will be meeting April 15 to adjust or further approve this policy.

V. Announcements

A. Academic Affairs – Mrs. Baine – No announcements

B. Student Affairs – Dr. Spencer – No announcements

C. Administrative Affairs – Dr. Kirk

1. POISE will no longer be in operation

2. New Leave Form

Dr. Kirk showed the council where this form was located.

3. New Student ID's for all students.

VI. Comments

Jennifer asked if they could get a Student phone roster. Dr. Kirk said he would look into this.

VII. Adjournment – Stephanie adjourned the meeting at 11:48 a.m.