

University of Arkansas Community College
Administrative Cabinet Minutes
July 5, 2018 / 3 p.m.
IH 104

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Dr. Brian Shonk, Mr. Gayle Cooper and Mr. Greg Thornburg.

Dr. Austin moved to approve the minutes from the June 6, 2018 meeting. Dr. Shonk seconded the motion, and the motion carried.

Mr. Cooper noted a correction for the June 26, 2018 meeting minutes. He said new water fountains would be available in the Main Campus Building by the first of August, not July 1, 2018. Mr. Thornburg moved to approve the June 26, 2018 minutes with the correction. Dr. Austin seconded the motion, and the motion carried.

Dr. Shonk provided an updated version of UACCB Operating Procedure 406.1-Faculty Workloads to cabinet members prior to the meeting for review. Dr. Shonk noted there was a change to item #4 under Practice. The statement was revised to read “teaching schedules and syllabi...” rather than only teaching schedules. Also, item #6 was added under clarifying points, which encourages faculty to attend a minimum of two student-focused activities per academic year. Dr. Shonk moved to approve the updated policy as presented. Dr. Austin seconded the motion, and the motion carried.

Mr. Thornburg reported that Health Resources of Arkansas no longer provided clinics across the state. He said this had been the main resource that the college referred students to for challenges with substance abuse. He said that he was working with Ms. Becky Warren to develop a comprehensive list of resources available to students.

Ms. Frazier stated that separate appointment letters were being drafted for non-classified employees and faculty. She said that sending the letters via email was being contemplated. Ms. Frazier also reported that she had spoken with Mr. Travis Bartlett representing MAHG, the architecture firm that developed the plans for the workforce training center. Ms. Frazier indicated that she had contact MAHG for the purpose of announcing that UACCB would terminate for convenience said MAHG architectural service contract. Ms. Frazier stated that she and Mr. Cooper had worked with the University of Arkansas System legal counsel, Mr. Patrick Hollingsworth in this effort. Ms. Frazier was advised to seek UA Board of Trustees approval (special meeting July 12) to terminate the contract. Additionally UACCB would seek approval to utilize Fennell-Purifoy Firm, who was the next firm in the original selection matrix submitted to the board in September 2016.

Mr. Cooper reported the Ms. Lisa Watts had been hired for the cashier position in the bookstore. He said advertising for the food preparation supervisor position had begun. He added that a part-

time person had been hired to help in the Grill during Kids' College. Mr. Cooper said he hopes to have someone hired for the food preparation supervisor by August 1, 2018.

Mr. Thornburg reported that Ms. Chenoa Summers had been hired as the director for the student success center. He said review of applications for the administrative assistant position for student affairs would begin July 10.

Dr. Shonk reported that advertising for a cosmetology instructor would close July 13. He stated that interviews would begin July 9 for the practical nursing instructor position. The first review of applications for the director of adult education position will begin July 6. Review of applications for the full-time academic advisor position will begin July 9.

Ms. Frazier stated that advertising for the assistant to the chancellor position had begun.

Area Updates

Dr. Austin reported that Ms. Lea Ramsey would be on vacation the week of July 9 and that personnel would need to see Mr. Steve Collins for assistance during that week if needed. She reported that 30-plus attendees were registered for the institutional research professional development event July 13.

Mr. Cooper reported that all internal audit surveys were completed for the end of the year. He reported that maintenance had completed installing new door locks that would allow classrooms to be locked from the inside as recommended by the safety committee. He said armed security officers would be on campus at the end of July or first of August.

Mr. Thornburg reported that office moves had been completed in the Main Campus Building. He reported that as of today, total student semester credit hours for the fall semester was 11,848. He said the goal was 14,000 student semester credit hours for the fall semester. Mr. Thornburg said Ms. Beverly Moss's last day would be July 6. He said that he along with Ms. Jennifer Shaw and Mr. Philip Landers would be attending a mandatory career coach meeting in Little Rock.

Dr. Shonk provided the following notes for his area update:

1. Adult Education Building front door window/mat/doorbell as follow up from Corrective Action Report
2. Business/Computer Information Systems/Criminal Justice classes – Need to cover Business Communications, Criminology, Principles of Management, Introduction to Computers, Computer Maintenance, Operating Systems I, Macroeconomics, and possibly Introduction to Programming, Networking I, Legal Environment of Business, and Introduction to Business
3. Kids' College begins next week – 2014 = 201; 2015 = 199; 2016 = 234 (96 scholarships); 2017 = 170 (23 scholarships); 2018 = 194
4. Harbor Freight on campus for the next two weeks – overflow from Department of Workforce Services (needed more computer space)

5. National Alliance of Concurrent Enrollment Partnerships report submitted and accepted. Initial screening will be complete in the next two weeks or so and Peer Review Team will be assigned.
6. Arkansas Department of Higher Education Regional Workforce Continuation Grant submitted by the University of Arkansas Workforce Alliance (Batesville, Hope, Morrilton, Phillips, Cossatot) was approved in the amount of \$878,221.24. UACCB will receive \$150,363.68 for industrial technology equipment purchases, CNC machines and industrial technology trainers.