

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**August 24, 2018 / 2:30 p.m.**  
**IH 104**

Ms. Frazier called the meeting to order at 2:32 p.m. with the following members present: Mr. Greg Thornburg, Mr. Gayle Cooper, and Dr. Brian Shonk. Dr. Anne Austin joined later.

Dr. Shonk moved to approve the minutes from the July 5, 2018 meeting. Mr. Cooper seconded the motion, and the motion carried.

Mr. Thornburg provided a worksheet with enrollment data comparisons from the three years. He noted “first day” numbers are inconsistent due to the various processes that have changed for registering concurrent students, nursing students, cosmetology students, and other populations along with other factors. The college hit peak enrollment on first day of classes and many enrolled are concurrent students. There was some duress caused by phone system outage with no way to drop or set up a payment plan. On August 1, 2018, information went out to students with a way to text to drop a class. This helps with financial aid and billing office. Again students experienced delays due to the system being down.

Mr. Cooper said as of this afternoon 48 students are left to reach regarding either dropping or setting up payment plan. Those left are either working on a plan or can’t be reached. Sherrie Gunther has been working on this today. Also, some of those 48 will be “no shows” and will be dropped completely by the 11<sup>th</sup> day.

Student enrollment:

Projected: 1,260 HC    12,900 SSCH

Unofficial number Enrolled at this time – 1,431 HC (August 22); 14750 SSCH

Nate Pyle and Lynn Bray are tracking the reasons students are coming to the Academic Advising Center. Dr. Shonk reported that 175 students came in for appointments (Mon – Thurs.). The top five reasons for coming in were: 1) add a course (the majority were this category); 2) Drop one or two courses; 3) New students – building complete schedules; 4) General Advice; 5) Complete withdrawals

Wayna Dockins compared the rosters of classes with wait lists to those students who had not yet paid. Those students were dropped and those on the wait list were added to requested/available courses.

Dr. Shonk said the college is currently averaging for fall 2018 10.5 – 10.75 SSCH per student

Ms. Frazier mentioned an article comparing the success rate of students enrolled in 12- 14 hours with those enrolled 15 or more hours over a 5 year time period. The students enrolled in 15 or more hours were more successful at completion over the 5 years.

Dr. Shonk also related that students had few late registrations.

The Cabinet then acted on the request for professional Education Funds for College Credit Course Work – See table provided.

Ms. Hightower reported there were 8 UACCB employees who requested funds on time with one late request submitted. Submissions totaled \$6,296 in reimbursement requests.

Per semester, UACCB allocates \$5,000 for each semester (Fall, Spring, Summer). According to policy, when requests exceed the available funds, a formula for pro-rating reimbursement is used. When this formula is applied to Fall 2018 on – time requests, each person would be eligible for \$625 reimbursement, representing 83.33% of the maximum reimbursement of \$750. If the Cabinet accepts the late application submission, then those 8 would be eligible for \$595.65 and the late applicant would be eligible for \$235.08.

Mr. Thornburg made motion to include the late applicant in the calculation. Mr. Cooper seconded. Motion carried.

A motion was voiced by Mr. Thornburg to approve the list of employees requesting reimbursement and to apply the pro-rated formula, which would provide each applicant 79.42% of their maximum reimbursement amount. Mr. Cooper seconded the motion. Motion carried.

Members discussed future Cabinet meetings and decided to meet the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 9 a.m.

Cabinet members discussed CAC meetings as being on the 2<sup>nd</sup> Friday at 9 a.m. Members agreed to keep the same meeting date and time. Ms. Frazier reminded Vice Chancellors to provide the names of their division representatives.

#### **Roundtable Discussion:**

Dr. Shonk discussed the Secondary Career Center and that the week's activities went much smoother and had more students than expected. On Wednesday, the E.M.T., Industrial Technology and C.N.A. programs began for Secondary Career Center students. The program was originally structured so that students would begin in their junior year of high school and complete their course work at the end of their high school senior year. Due to requests, the program allowed senior students to enter the program from the beginning. Therefore, coursework is divided into year 1 and year 2. Numbers for the programs are provided below:

Entry Level Welding: 40	2 <sup>nd</sup> year Welding: 10
Junior C.N.A.: 24	Senior C.N.A.: 29
Junior EMT: 16	Senior EMT: 24
Total Juniors: 80	Total Seniors: 63

#### **TOTAL: 143 students**

The college will be reimbursed approximately \$2,000 for students enrolled in the secondary career center. Compared to projections, the college exceeded the budgeted 90 students. Some students are not coming all 5 day of the week though. The program is laid out so that students are here 2 hours/day, Monday – Friday. Official census numbers will be submitted to Arkansas Career Education on October 1st.

Dr. Shonk reported that the only classroom open during the Tuesday/Thursday time slot of 8 – 9:30 a.m. is RJB 816.

Mr. Thornburg requested that enrollment data be drilled down further to aide in budget forecasting for FY 20. Dr. Austin acknowledged there is some difficulty in coding students correctly.

Currently (Fall 2018), there are 389 concurrent students.

Cabinet members discussed the need for timelier enrollment data.

Dr. Shonk noted the following:

- All faculty positions were hired prior to the beginning of the semester and no classes were canceled in the two weeks prior to classes starting. A few classes were added including a microbiology lab.
- Enrollment in College Algebra and English Composition is at capacity.
- The academic team identified a few areas of improvement regarding concurrent students one which was the need to provide a mini orientation prior to classes starting for concurrent students. The orientation would include a tour of the campus and would allow student ID's to be made in addition to other information.

Mr. Thornburg reported the following:

- The total number of students who attended orientation was 328.
- In the future, he would like to review the PowerPoints presented beforehand to eliminate some of the repetition.
- Ending at lunch was a good idea and the Baptist Campus Ministry (BCM) did an excellent job with the lunch. He did note that on the first day, there was a student with an allergy to both pork and beef so there really wasn't anything to eat. Then on the second day the BCM brought items for students to make a peanut butter and jelly sandwich.
- There is a make-up New Student Orientation scheduled for Friday, August 31.
- He suggested the college consider engaging a consultant to assess our processes for New Student Orientation.
- Career Pathways Initiative (CPI) has assisted, with the help of Financial Aid, the Business Office and Bookstore personnel, over 25 students with \$28,600 in tuition and fees/book scholarships (and rentals) and supplies.
- Exact SSCHs are not yet available. However, many of these students were struggling with enrolling due to financial aid suspension or had maxed out their Pell grants. CPI has already enrolled over 30 new students this semester.
- UACCB has been awarded the TRIO Grant for the 2018-2019 federal fiscal year. There was a 2% increasing our Grant Notification Award.
- The transition of New Student Orientation to Admissions has been completed.
- Sunday Study Stop will begin September 9<sup>th</sup> with a pizza party. Operating hours will be 2 p.m. to 7 p.m.
- Constitution Day Celebration will be September 17<sup>th</sup> where lunch will be provided. Other activities that day will include voter registration and Student Government Association (SGA) elections.

Ms. Frazier reported the following:

- Lea Ramsey was appointed as the UACCB Project One Coordinator (Project One is the ERP conversion title for phrase one).
- The Coordinator indicated that human resource personnel will begin on September 5. Training will be located on the UA Pulaski Tech campus for the first 3 to 4 sessions.
- With several campus personnel receiving emails, the cabinet asked the Coordinator to confirm who would attend the sessions as subject matter experts (SME).

Dr. Shonk mentioned an article from Arkansas Business quoting the State Chamber of Commerce director who did not speak well of Higher Education. Ms. Frazier described another article regarding California Community College who could lose up to 40% in funding if their students are not successful. She said the article also noted 5 elements of success, all of which UACCB is already doing.

Mr. Cooper said he had made an offer to a person to fill the Food Preparation Supervisor position at the Grill but has not heard back from them. There was discussion regarding the online application and whether it requires salary information before proceeding.

Mr. Cooper announced that the college has an approved architect. He expects to receive a 3D drawing next week.

Ms. Frazier said in November we will host a bond burning for the bond on Independence Hall. If all works out, there is a possibility to combine the bond burning with a ground breaking for the new building.

Announcements:

- UACCB Community Picnic            September 6, 4:30 p.m. - 6:30 p.m.
- Superintendents' Luncheon        September 12, 11:30 a.m. - 1:00 p.m.
  - Senator Jane English (Chair of the Senate Education Committee) - Keynote speaker
  - Representative James Sturch (Vice Chair of the House Higher Education Subcommittee)

With no further business, the meeting adjourned at 3:50 p.m.

Submitted by: J. Hightower