

University of Arkansas Community College
Administrative Cabinet Minutes
September 19, 2018 / 9:00 a.m.
IH 104

Ms. Frazier called the meeting to order at 9:03 a.m. with the following members present: Mr. Greg Thornburg, Dr. Anne Austin and Dr. Brian Shonk. Mr. Cooper joined the meeting at 11:00 a.m.

Dr. Shonk moved to approve the minutes from the September 5, 2018 meeting. Dr. Austin seconded the motion, and the motion carried.

Human Resources – Ms. Frazier asked Ms. Julie Johnson, HR Specialist, to report on the college's Catastrophic Leave Policies. Ms. Johnson recommended the deletion of policies, 420.5, 420.6.0, and 420.6.1 from the UACCB policies and procedures manual. Ms. Johnson indicated less than five employees were eligible for catastrophic leave with eligibility to end on July 1, 2019. Short term disability insurance was provided to full-time employees beginning July 1, 2018 in lieu of catastrophic leave. Ms. Johnson explained employees earning above \$45,000 can purchase additional coverage if desired.

Dr. Austin moved to delete UACCB policies 420.5, 420.6.0, and 420.6.1 with the understanding any catastrophic leave eligible employees would be allowed to access the leave. Additionally, the original committee would reconvene if the need arises between September 19, 2018 and July 1, 2019. Mr. Thornburg seconded the motion and motion carried.

Project One – Ms. Frazier announced that Ms. Lea Ramsey had been appointed campus coordinator for Project One. She also indicated that Ms. Lea Ramsey would provide monthly reports to the Cabinet regarding progress with Project One.

Ms. Ramsey reported the following:

- There will be a virtual Project One coordinator meeting Friday, September 21, where she hopes to learn more regarding the timeline and expectations of the coordinator.
- The four subject matter experts (SMEs) from the campus are Ms. Waynna Dockins (Finance), Ms. Julie Johnson (Human Capital Management), Mr. Steve Collins (Information Technology), and Ms. Peggy Jackson (Procurement).
- The SMEs attended a two day workshop September 5 and 6 at UA Pulaski Tech where there were presentations, workgroup tasks, and interactive discussions regarding the processes of the Workday software.
- The SMEs are also attending virtual work sessions that are recorded and available to re-watch.
- The process will be time consuming for all but is doable.
- Initial review of the new system appears to be much more user friendly.
- SMEs will continue attending virtual sessions now through the month of October.
- UACCB is scheduled to launch with Cohort 2, but she plans to work as if we are going first.

Ms. Ramsey noted the following advantages and challenges that the SMEs have identified:

Advantages:

- Procurement:
 - Potential exists to eliminate most of the office paper copies as documents are scanned in and flow thru the system with the requests.
 - Easier navigation thru ordering as a catalog system is used with PCard access.
 - A bid process exists within the package.

Challenges:

- Finance
 - Possible hurdle for accounting to make the switch from current processes.
 - Discussions are happening but no GL setup has been established and will not be until October.
 - Concepts are different from our current processes.
 - Student Accounts have not been discussed.
 - Student account activity will remain in the legacy system while operating funds will be in the new system.
 - Customer Accounts session begins today and hopefully Student Accounts will be addressed in this session.
- Procurement
 - There are questions as to how the data will tie to the general ledger (GL) accounts. They have only seen the term “spend categories” with no reference to actual GL numbers.

Ms. Frazier attended the system wide launch of Project One “one system, one solution” which focused on the advantages and challenges of the implementation. A primary advantage of the implementation allows for uniform reporting of all UA institution. Challenges will be for SMEs to ask the next questions and to examine “why” processes are performed.

Ms. Frazier said during the meeting, the group was reminded that the process would rely on each campus voice. The group was also asked to encourage SMEs and campus personnel to engage in the process allowing all voices to be captured. Dr. Shonk noted that the “one system, one solution” message needs to be emphasized.

System Office Update – Ms. Frazier attended the quarterly meeting of the two year chancellors held at the UA System office. Items noted were as follows:

- Dr. Bobbitt reminded the group that the Winthrop Rockefeller Distinguished Lecture Series provides opportunity for all UA students. He encouraged the system colleges to take advantage when convenient.
- The UA System would begin negotiations for rebidding the Blackboard contract.

- The required five year program review will be conducted and if the review determines programs are unproductive, programs will be closed.
- In the future, for senior level positions, a Board of Trustees' member may sit on the search committee.
- Non-standard board of trustee agenda items require committee review prior to presentation at the board meeting.
- According to Board Policy 405.1, the process for faculty evaluations should contain peer review for a faculty member who receives an overall unsatisfactory performance rating. This process will be effective July 1, 2019. Dr. Bobbitt would like an update on the progress by January 1, 2019.
- Annual appointment letters will contain the notation of "pending Board of Trustees approval"
- Higher Learning Commission and the accrediting standards will be utilized to define course credit hours.
- UACCB and UA Community College at Hope, reported increases in enrollment for fall 2017, the other 5 campuses reported declines.
- All campus reported non-traditional student enrollment had declined. Some attributed the decline in part to the low unemployment rate.

Ms. Frazier reviewed the overall enrollment numbers that were reported to ADHE on September 12, 2018.

Headcount for Concurrent	399
Headcount for Undergraduate	<u>934</u>
Total Headcount	1333
FTE Concurrent	138
FTE Undergraduate	<u>765</u>
Total FTE	903

Nursing Pinning Ceremony/Regalia - Dr. Shonk provided copies of an email he received from Karla Wilson on September 18 regarding a request from nursing class representatives. Their request was to consider allowing one of the following options: wearing their campus uniform, purchasing a black scrub top (that could be worn later as a work uniform) to wear with the black pants they already own, or explore the option of wearing regalia.

After discussion, Dr. Austin made motion stating that there is one commencement ceremony held in the spring where students are entitled to wear regalia. Mr. Thornburg seconded the motion. Additional discussion occurred, noting that students either need to wear the uniform they currently have or they all need to go with a black scrub top. Students will maintain the option to participate in the commencement ceremony and thus wear regalia. Currently, students do not have to purchase regalia themselves as the college provides it. After the vote, motion carried.

Committees, Workgroups, and Taskforces – Ms. Frazier said the Faculty Senate President has voiced concerns regarding some safety issues on campus. Recognizing the role that safety plays on campus, Ms. Frazier asked the following people to serve on the campus safety workgroup. They include Mr. Heath Woolridge, Mr. Cheston Cooper, Mr. Wes Gay, Mr. Mark Cartwright and Ms. Jodie Hightower.

Ms. Hightower will serve as the chairperson, due to her previous work experience in safety and emergency management. This group will meet next week to develop goals and move forward in addressing safety concerns.

Area Updates –

Research, Planning and Assessment – Dr. Austin reported the following:

- Mr. Dustin McAnally was hired as the new Administrative Specialist II for the office.
- The office has engaged a consultant to assist with additional cleanup of student files in Colleague.
- The Perkins grant guidelines will be different and the college is reviewing the new processes.

Student Affairs – Mr. Thornburg reported the following:

- He expressed appreciation for a successful text via the CampusCast system. Ms. Hannah Keller-Flanery and Mr. Steve Collins issued the text.
- Constitution Day activities were well received and the speakers did an excellent job.
- Ms. Heather Hoggard was hired as the new Admissions Counselor.
- Ms. Lynn Bray was named the Assistant to the Vice Chancellor of Student Affairs. She is splitting her time between that office and the Advising Center until October 1, 2018.
- Mr. Mickey Freeze will serve as the Student Affairs representative on the Chancellor's Advisory Committee.

Academics – Dr. Shonk reported the following:

- The Cosmetology Program was selected as one of the "Top 20 Cosmetology Schools in the US" by Edsmart.org. He congratulated Stephanie Baker and Laura Peer for this achievement. The two main criterion were graduation rate and cost.
- The PN program received full program approval from the Arkansas State Board of Nursing for the next five years with no recommendation or citations.
- ASBN representatives complimented the college's use of life coaches, tutors and academic advisors via the Great Lakes Completion Grant for at-risk PN/RN students.
- ASU-Newport was granted approval to begin a generic RN program beginning spring 2019 for up to 20 students.
- The division chairs met to begin the schedule planning process for the Spring 2019.
- The Secondary Career Center has been approached about starting a satellite campus. The college is checking the feasibility of a satellite campus in the North area of the college's footprint.
- UACCB personnel attended several area schools that hosted events including a college fair, open house, and mock interviews.
- The monthly joint high school meeting will be held Tuesday, October 2, 2018 at 9:00 a.m. in the Banquet Hall.
- Ms. Andrea Lee, director of adult education, attended a meeting in Little Rock and learned there is a statewide adult education open house set for Thursday, September 20, 2018

- Ms. Lee and Mr. Ben Baxter conducted community outreach in Sharp County and hopes to have participation from this area.
- Adult Education had four students complete their GED so far this semester. Currently, nine people are attending with three attending in Sharp County. The ESL classes have eight people regularly participating.
- Faculty and staff are both reporting difficulty with the retention alert system. The system has multiple choices and not all of them alert the student's advisor. In addition, the system is slow to update and causes a delay in counseling the student. Dr. Shonk asked Dr. Larry Brown, Faculty Senate President, to research a better system.
- He and Mr. Thornburg will be attending the Chief Student Affairs Officers (CASO)/Chief Academic Officers (CAO) meeting tomorrow, Thursday, September 20, 2018.
- He noted the difficulty in attracting quality new hires to administrative specialist positions when the college is not as competitive with salary compared to other state agencies.

Finance and Administration – Mr. Cooper reported the following:

- A Legislative Audit is being conducted on campus this week. Everything looks good with only one minor finding that has already been resolved.
- OSHA/RISA will be on campus tomorrow for all-day training.
- Financial aid disbursements will be issued tomorrow, Thursday, September 20, 2018.
- He received a request from Representative Hammer regarding the number of provisional positions the college has. The college has nine positions of this type.
- The Chonda Pierce concert has sold 1282 tickets. The UACCB Foundation will receive \$3,000 from the Chonda Pierce organization and will also pay for rental of the facility.
- The Fennel and Purifoy Architects anticipates having the majority of their work completed by the October meeting with college personnel.
- Ms. Melissa Foster was hired as the Food Preparation Supervisor and will reported to work Monday, September 17.

Ms. Frazier noted that the UACCB Foundation Scholarship Reception held September 18, was well attended by donors and scholarship recipients.

With no further business, the meeting adjourned at 11:37 a.m.

Submitted by: Jodie Hightower