

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**October 5, 2018 / 9:00 a.m.**  
**IH 102**

Ms. Frazier called the meeting to order at 9:04 a.m. with the following members present: Mr. Greg Thornburg, Mr. Gayle Cooper, Dr. Anne Austin and Dr. Brian Shonk. Others in attendance for all or part of the meeting were Ms. Casey Bromley and Cabinet Recorder, Ms. Jodie Hightower.

Dr. Austin moved to approve the minutes from the September 19, 2018 meeting with one minor correction. Mr. Thornburg seconded the motion, and the motion carried. (Correction made on page 4 to the fifth bullet point under the Academics heading – from “2019-2020 year” to “Spring 2019”.

**Professional Development Grant Request** – Ms. Casey Bromley, chair of the Professional Development committee, presented a request for Ms. Kristen Cross and Ms. Jennifer Sinele to attend the 2018 Federal Student Aid training conference November 27-30, 2018 in Atlanta, Georgia. Mr. Thornburg endorses their attendance noting this is the best training conference for this field. After discussion, Dr. Austin moved that \$1,000.00 for each person to be paid out of the Professional Development fund with the remaining balance to be paid from travel funds. Mr. Thornburg seconded the motion and the motion carried.

**Professional Education** – Dr. Shonk made a request to the Cabinet to extend the deadline for submitting a zero-balance bill for reimbursement from October 1, 2018 to November 1, 2018. Dr. Shonk made the motion and Dr. Austin seconded with the motion carrying.

There was discussion regarding updating UACCB Operating Procedure 440.3, Use of Professional Education Funds for College Credit Course Work given that many colleges and universities have varying enrollment and start dates. Ms. Frazier asked the members to review policy 440.3 and make recommendations for updates.

**Affirmation of Mission** – Dr. Austin said it has been a decade since UACCB collaboratively designed the mission statement that guides the college in all its activities. Dr. Austin made a motion for the committee to affirm the college’s mission statement of “The University of Arkansas Community College at Batesville provides quality educational opportunities within a supportive learning environment. We promote success through community partnerships, responsive programs, and an enduring commitment to improvement.” Dr. Shonk seconded the motion and the motion carried.

**Safety Committee Update** – Ms. Jodie Hightower provided the Cabinet members with the updated Faculty Senate Safety Item Register. Of the 9 items on the register, five are complete and four have continued action needed. Dr. Shonk recommended the Safety Committee prepare a short paragraph for faculty to read or give to their students on the first day of classes that describes specifically what students should do in case of a fire, tornado or other emergency. He also suggested adding a reminder to sign up for the text alert system as well as explaining how the intercom system and classroom door locks work. Ms. Hightower said she would bring this suggestion back to the committee to consider and work up.

## **Area Updates –**

### **Finance and Administration –** Mr. Cooper reported the following:

- He and Ms. Wayna Dockins attended a training regarding fraud provided by the Arkansas Association of College and University Business Officers (AACUBO).
- The Budget for 2019 -2020 was submitted and the budget hearing for Higher Education is scheduled for October 30, 2018. The college will only make a presentation if the budget committee has questions.
- The Fennell and Purifoy Architects were on campus yesterday and presented their work to UACCB representatives. The architects expect to have bids out between Thanksgiving and Christmas 2018.
- The projected finish date for the Secondary Career Center is August 2019. Mr. Thornburg asked if the program now could handle an increase in students. Dr. Shonk said it is possible that with current facilities, the program could manage an increase in students. Dr. Shonk said with a new building and word of mouth, he expects the enrollment will grow. He said high schools are technology rich environments and students have high expectations.
- Mr. Cooper said the Two Year College's Policy and Procedures committee issued a revised policy regarding background checks that stipulates that depending on the status, not all employees need a background check. He and Ms. Julie Johnson, Human Resource Specialist, are reviewing the policy and will bring their findings and recommendations to the Cabinet.
- He said that Ms. Melissa Foster, Food Preparation Supervisor, at the Grill has now been here three weeks. Ms. Foster reports to Mr. Cooper on Fridays.

### **Student Affairs –** Mr. Thornburg reported the following:

- Mr. Thornburg said that Ms. Foster and Ms. Lynn Bray have met to review the items noted on the SGA survey.
- He said Ms. Bray is adapting well to her new position and is meeting with all division heads to learn how she can assist them.

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

- UACCB received a complimentary email regarding our timely submission of data to the Integrated Postsecondary Education Data System (IPEDS).
- Ms. Bromley and Ms. Tracy Thomas attended Veterans Affairs training at UCA in Conway recently.
- A meeting was held with employees responsible for myUACCB web pages where the group discussed additional file naming policies as well as updating the procedure manual.
- Dr. Austin said several of our sister institutions have recently had IT audits. We have not been notified of one for UACCB, but she expects to have one.
- The consultant, Ms. Trish Yue, will be on campus next week to assist with additional cleanup of student files in Colleague.

**Academics** – Dr. Shonk reported the following:

- The Arkansas Department of Health cosmetology inspectors made an unannounced site inspection yesterday, October 4, 2018, and there were no findings.
- The Spring 2019 schedule is nearly complete with most of the data entered into Colleague. He thanked Institutional Research employees, Ms. Jennifer Blaylock and Ms. Lea Ramsey for their assistance in providing data. Ms. Frazier noted this is a difficult process and she appreciates Dr. Shonk's leadership on this project.
- Mr. Zach Harber, director of the Secondary Career Center, attended a meeting in Little Rock regarding the legislative session and the potential changes to program financing and reimbursement through the state.
- The Business, Technology and Public Service Advisory Meeting was held yesterday, October 4, 2018.
- The Monthly Joint High School meeting was Tuesday, October 2, 2018 and was well attended. Representatives from Harding University and ASU-Beebe attended this meeting to learn about public / private partnerships. This year the meeting will also add a 30-minute business or industry highlight to the end of the meeting.
- Dr. Rob Johnstone's team will be on campus Friday, October 26, 2018. Dr. Johnstone is scheduled to return to campus twice in 2019 with the first visit tentatively scheduled for the January Board of Visitors meeting which is Thursday, January 17, 2019.
- The Faculty Senate has been asked to review and develop a procedure for the faculty peer review process. UA System policy 405.1 outlines the basic structure and charges each campus to develop and implement a procedure by July 1, 2019.
- The Guided Pathways Program Mapping workgroup identified that the physical education course should be replaced with the Strategies for College Success course.

Ms. Frazier provided a spreadsheet on productivity funding reminding members that a student has value and keeping a student on track is very important. Dr. Austin said as a student moves through the process, it is important for us to make sure the student is getting the gateway courses and progressing through their chosen course of study. Dr. Shonk said Mr. Nate Pyle is working with the campus advisors on different student scenarios to coach advisors to look for opportunities to assist students.

Ms. Frazier said there has been a change in leadership at the Arkansas Community Colleges association. Dr. Ed Franklin has replaced Mr. Bill Stovall as interim director. Dr. Franklin will work part-time until a permanent replacement has been identified.

She announced the college will host a Ceremonial Bond Burning to celebrate the final payment on bonds for Independence Hall. The reception is set for Monday, November 12, 2018 from 5:30 p.m. to 7:00 p.m.

She also said the college is determining its eligibility to apply for a Title III grant which would most likely focus on the Workforce Training Center.

Ms. Frazier said bookstore revenues are good, but student account receivables have increased 10% from this time last year. Currently, the college has \$800,000 in receivables.

Ms. Frazier reported that the UACCB Golf Tournament on Wednesday, October 3, 2018 was a success with 12 teams competing. She praised Ms. Kim Whitten, director of development, for a job well done.

With no further business, the meeting adjourned at 11:25 a.m.

Submitted by: Jodie Hightower