

University of Arkansas Community College
Administrative Cabinet Minutes
October 17, 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, Dr. Anne Austin and Dr. Brian Shonk. Also in attendance was Cabinet Recorder, Ms. Jodie Hightower.

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

Project One update – Ms. Lea Ramsey provided the following update via written report:

- Next week (October 22 -26) we will begin the mapping sessions for Cohort 1.
- We plan to attend the Banner mappings since they will be most like ours.
- We have all been attending discovery sessions and working through the workbooks as they are being released.

New Student Orientation – Mr. Thornburg recommended the Retention Planning Committee work with the Orientation Review Committee to address some concerns that have been identified. For example, if a student comes to the general on-site New Student Orientation or takes the online orientation, they receive information on the legislative mandated areas of Title IX and suicide prevention. However, nursing, EMT and a few other program areas do not participate in those orientations and hold their own which do not include that information. He said the college used new student orientation as a way to reach the largest number of students at one time. He noted the national trend is moving toward more online training for these items. There was discussion live presentations serve as a connection point for students and administration. Ms. Frazier said she supports alternative methods of delivery but would not support putting everything online. Ms. Frazier also asked how many students in nursing and EMT who have never gone through new student orientation. Those numbers are not available yet. It was noted that students who have obtained 45 or more transferrable hours, are currently concurrent or dually-enrolled high school students, Lyon COPS students or visiting students are not required to attend orientation or take the one-hour course.

Legislative update – Dr. Austin briefed the committee on the meeting she attended for UA System legislative liaisons last week. She said there was a panel of legislators who discussed many topics that affect higher education. She said the system office probably will not publish a legislative agenda, but that the system needs to act as one so that lawmakers see the system as a major driver of economic growth and impact in the state. Dr. Shonk asked if social media is being utilized for this effort as he's noticed more frequent posts from UA Extension Service counties. She said the system wants to make sure that legislators see the impact that agriculture has and also note that the UA Extension Service has an office in all 75 counties in Arkansas. She said there was discussion about road improvements and where that money would come from. She said Senator English is expected to introduce a bill to repeal or remove service areas to allow colleges to market outside their traditional areas. Ms. Frazier said UACCB currently has a defined service area of Independence, Cleburne, Stone and Sharp counties, but

only Independence County is not shared with other colleges. Dr. Shonk said the state of Florida removed service areas in 2010 and the effects are still being felt. It was noted that con-current students are the target with this change as it allows other colleges to approach and negotiate courses with schools in other counties outside of the traditional service area. Dr. Austin said other topics covered in the meeting were Information Technology personnel, local food sources, digital textbooks, the potential state agency re-organization, and sovereign immunity. She said they expect for multiple bills to be filed regarding free speech which could affect how much protection or authority the college has in limiting free speech. She said college campuses have traditionally been deemed a “limited public forum” and it remains unknown how these bills would differentiate between students who spontaneously express free speech versus third parties who come onto campus. She also said there could be bills introduced that would center on protecting the rights of the accused which could affect Title IX requirements. She said there was also discussion within that group about preventing unnecessary reports due to legislators’ requests and holding funds when requests are not met.

Safety Committee Update – Ms. Jodie Hightower provided the following update:

- The campus alert system test was largely successful with the speakers in room MCB 217, 222, 223, and 224 not working. Mr. Cheston Cooper is responsible for correcting this issue, however, is on leave this week.
- The committee will discuss and determine a recommendation for a testing schedule of the alert system.
- The fire alarms in Independence Hall have been tripped twice and while there was no fire in either case, it was discovered that the fryer in the grill had been left on, which could have led to a fire. Dr. Shonk said he suspects that the cart used in the grill may have been bumped into the knob.
- There was a break-in at the Cushman location last night. While nothing is obviously missing, the instructor would determine more at tonight’s class.
- Ms. Hightower said she and Dr. Shonk had reviewed the WENs alert system and there are 6,464 phone numbers in the system. Ms. Hightower requested approval of the text for the alert that will be sent via the WENS system. She also requested permission to schedule a time to send the text. Dr. Austin moved to approve the text of “UACCB Alert – This is a test of the UACCB Alert system. If you no longer wish to receive alerts, please respond “stop” to this message” and to schedule its launch. Dr. Shonk seconded the motion and it carried.

Area Updates –

Finance and Administration – Mr. Cooper reported the following:

- He said that he and Ms. Gunther have been attending webinars near daily regarding the Project One conversion. He said the new system will require all résumés be loaded and the computer will rank the top candidates.
- Flu shots will be available at the benefits fair on October 25, 2018.
- The legislative budget hearing will be October 30, 2018 and his office is preparing for possible questions.

- He will be providing a financial update to the Board of Visitors at tomorrow's meeting. He said there was more carryover than expected particularly in the Maintenance and Operations category. His office is researching the source of the savings.

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

- Mr. Dustin McAnally, the new administrative specialist, is quickly learning the system for student files and items to check.
- Ms. Trish Yue, Colleague consultant, and Ms. Tracey Thomas, registrar, have made progress on conversion issues and electronic student files.
- Dr. Austin will be off campus most of next week attending an evaluation for the Higher Learning Commission.

Student Affairs – Mr. Thornburg reported the following:

- He will be off campus tomorrow attending the Cave City schools preview day.
- There are over 600 registered for Career Day on Friday, October 19, 2018.
- "Boo @ the U" will take place from 4:00 p.m. to 5:00 p.m. on Wednesday, October 31, 2018 and is sponsored as a joint project between SGA, Faculty Senate and Staff Senate.
- The next free movie night is Thursday, November 1, 2018 with showings at 4:00 p.m. and 7 p.m. in the Independence Hall auditorium; the movie is *Christopher Robin*.

Academics – Dr. Shonk reported the following:

- The advising center has had approximately 100 students pre-registered for advising appointments.
- Ms. Louise Hughes is spearheading the Next Generation Accuplacer project. Faculty are assisting in this effort by taking the tests themselves and providing feedback on the scoring ranges. Dr. Shonk said ADHE has score ranges in place, which is new information and will be incorporated in our program.
- There are two open staff positions – Administrative Specialist III – Academic Advising Center; Administrative Specialist III – Academic Affairs.
- He said the college can request access to the Triand system which is an electronic transcript system utilized by k-12 schools in Arkansas.

Ms. Frazier provided the following updates:

- On tomorrow's Board of Visitors meeting agenda are academic updates from Dr. Shonk, financial updates from Mr. Cooper, mission statement affirmation by Dr. Austin and Ms. Frazier will provide an enrollment update.
- On Wednesday, October 24, 2018, Chancellor Kelly Damphousse will be on campus for a certificate signing commemorating the many 2 + 2 transfer agreements the two institutions share.
- Dr. Austin and Ms. Hightower have proposed a timeline for committees to report to the Chancellor's Advisory Committee that will be shared soon.

- Ms. Ashlyn Candler will be recognized as the Academic Allstar at the November 12, 2018 Ceremonial Bond Burning since she was unable to participate in the luncheon at the Arkansas Community Colleges Association annual conference earlier this month.
- She congratulated Dr. Shonk on the faculty's 100% use of the Blackboard gradebook and attendance modules.
- She provided information from the 2018 Economic Security Report published by the Arkansas Department of Workforce Services. 2015 -2016 UACCB graduates with an associate degree who reported working full-time had an average annual income of \$39,968. UACCB Registered Nursing graduates of the same year averaged \$49,307 annual salary with an 84% employment rate. She pointed out that UACCB graduates with an associate degree were averaging more income than graduates with a bachelor's degree from several four-year universities.

Follow-up Items:

- Ms. Frazier and Dr. Austin will be responsible for the review of Procedure 440.3, Use of Professional Education Funds.
- Ms. Hightower will work with Dr. Shonk on any additional safety register items and in drafting information for faculty to share with students.
- Mr. Cooper is still reviewing the Background Check policy.
- The college is eligible to apply for a Title III grant and Ms. Frazier is responsible for this item.

With no further business, the meeting adjourned at 4:43 p.m.

Submitted by: Jodie Hightower