

University of Arkansas Community College
Administrative Cabinet Minutes
November 8, 2018 / 9:00 a.m.
IH 104

Ms. Frazier called the meeting to order at 9:07 a.m. with the following members present: Mr. Greg Thornburg, Ms. Debbie Frazier and Dr. Brian Shonk. Dr. Anne Austin joined the meeting later. Also in attendance was Cabinet Recorder, Ms. Jodie Hightower. Guests in attendance for presentations were Ms. Lea Ramsey and Mr. Nate Pyle.

Dr. Shonk moved to approve the minutes from the October 17, 2018 meeting. Mr. Thornburg seconded and the motion carried.

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

- The Project One Virtual Kickoff Meeting was October 23, 2018 where all subject matter experts (SMEs) and project leaders were in attendance.
- UACCB is scheduled for launch with Cohort 2, with a fiscal live date of July 2021.
- SMEs for Project One Fiscal Team have completed the Virtual Discovery Sessions. Workbook sessions held are providing more specific detail on field data and allowing SMEs to ask pointed data questions.
- UACCB has submitted the first round of Data Gathering Workbooks. There were ten workbooks due on November 2, 2018. UACCB submitted a complete set of workbooks by Sunday evening, November 4, 2018. There are six more workbooks due Friday, November 9, 2018, and another 13 due on November 16, 2018. Our team is working diligently to complete these for an 'on time' upload. We have learned there are several institutions who are struggling to get their workbooks completed. We will continue uploading as the workbooks are completed.
- Mapping Workbooks have also been released with sessions meeting daily since October 25, 2018 to cover the maps required for data extract. Both IT and SMEs have been attending these sessions which will conclude on Friday, November 16, 2018. SMEs on each campus will be responsible for the mapping but will work closely with their IT departments in order to pull the correct data. The UACCB Project One Fiscal team will meet after all sessions end to outline our game plan.
- A virtual session was held on Thursday afternoon, November 8, 2018 with Mr. Nathan Nolen for a 1:1 Touch-base Meeting. He is setting up virtual sessions with each Project Coordinator to take a closer look at the project schedule, phases and stages, talk through planning for each institution and answer any questions specific to the organization.
- Project Coordinator meetings are set to begin November 9, 2018 occurring monthly.
- All correspondence on each campus should flow through their Project One Coordinator. If the coordinator does not have the requested information, they will get with the system team and report back to their campus.

Guided Pathways – Mr. Nate Pyle provided the following update:

- One item the consultants stressed during their October 26, 2018 campus visit was the need for meetings that included the steering committee members as well as the workgroup members.

- The program maps for the first version are ready (except for one program) to be reviewed and implemented by advisors.
- The Industrial Tech and the Ag Tech programs are using maps to design their course structure.
- All advisors on campus will be attending training on December 13 and 14, 2018. This is intended to provide advisors with broad institutional knowledge to enhance the experience of all students.
- The online application is getting an overhaul so that it is not as complicated or overwhelming to incoming students. Questions remain as to when implementation of the career interest assessment should be done.
- Integrating developmental education and college classes has been very successful with the co-requisites of Math Skills and College Algebra. College Algebra class averages after test two was 76.53% for a 5-class average. The class averages for those enrolled in Math Skills is 75.47%. Thirty-five of the original 42 Math Skills students are still enrolled for an 83.33% retention rate.
- Dr. Jo Stephens recently attended a Quality Matters conference and believes implementing portions of the program which pertain to assessment would be very beneficial to the college.
- The Financial Stability workgroup have identified a significant need. Students primarily worry about two recurring expenses – money for gas and money for food. This workgroup is exploring ways or options to use financial aid at the Grill.
- The Financial Stability workgroup is also developing a one credit hour course on financial literacy skills which would include financial aid staff and community partners to present information on real world scenarios.
- The external marketing workgroup has been assisting the other workgroups because at this point they don't have a completely formed product to market to students or to the community.
- Mr. Pyle said he believes they are on track to meet all the established deadlines.

Mini-Grant Financial Update – Ms. Jodie Hightower provided a spreadsheet outlining the FY 2019 expenditures of the mini-grant. A total of \$7,732.45 with an additional \$975.00 encumbered for a grand total of \$8,707.45 has been allocated. The remaining balance for the fiscal year is \$1,292.55.

Safety Committee Update – Ms. Jodie Hightower provided the following update as well as an updated Faculty Senate Safety Item Register:

- The speakers in room MCB 217, 222, 223, and 224 have not been repaired yet. Mr. Cheston Cooper will be inspecting and isolating the problem by the end of November.
- Later today, the text alert system will be tested. An email was sent to faculty, staff, current students and UACCB employees groups on Monday, November 7, 2018 informing them of the test today.
- The signs for the bridge were delivered and installed on October 23, 2018.
- The fume hoods have been recalibrated to government specifications. The company will be returning for annual inspections.
- The external cameras have been set to “record always” and Mr. Cooper and Mr. Steve Collins are monitoring the storage space this is requiring. Another camera which will cover the crosswalk between MCB and Independence Hall is on order.

- Ms. Hightower will be at the Faculty Senate meeting on Monday, November 19 at 3:30 p.m. to field any questions or new concerns from faculty members. She will also remind faculty to utilize the work order system that can be accessed from the my.UACCB.edu “myForms” page.

UACCB Student Organization Event Proposal Form – Mr. Thornburg presented a form that is occasionally used by the sponsors of Student Government for proposed events. The form was created in response to groups who wanted to do organize large events but did not have a formal plan. This is a way to help students understand the time and effort involved in organizing an event. There was a discussion regarding when and to whom the form applies as well as which policy governs this form. Ms. Frazier asked Mr. Thornburg to provide an update at the next Cabinet meeting.

UACCB SkillsUSA Constitution – Mr. Greg Thornburg provided the members with a proposed Constitution for a UACCB SkillsUSA Chapter. After review, Mr. Thornburg moved to approve the constitution and Dr. Shonk seconded. The motion carried.

Title III grant – Ms. Frazier said Ms. Ramona Munsell of Munsell and Associates will work with us on grant writing. She said that some of the programs that could be a focus in the grant are Quality Matters, Blackboard analytics, technology integration into classrooms, faculty development, and predictive analytics. This project will be given high priority after the Thanksgiving break.

Perkins V application – Dr. Austin reported the next cycle for the Perkins V grant will have a focus on the skills gap and connecting education to the workforce, specifically the efficiency and effectiveness of education. There will be an emphasis on early college credit and credentials. All workforce programs can be counted for Perkins purposes. The grant program is moving to a multi-year federal grant model and the college will have to write a transition plan as well as complete a comprehensive assessment that includes all of the institution’s constituencies. Dr. Austin said there will also be a new portal for reporting.

Area Updates –

Student Affairs – Mr. Thornburg reported the following:

- The First Generation Celebration will be held today, November 8, from 11:00 a.m. to 1:00 p.m.
- The Arkansas Art Center Children’s Theatre on Tour will perform *Snow White* on November 29 and 30, 2018 in the IH Auditorium.
- First Community Bank and UACCB will present m-pact, a Los Angeles, California-based pop-jazz A Capella vocal group, on Friday, December 14, 2018 at 7:00 p.m.

Academics – Dr. Shonk reported the following:

- College Algebra class averages after test two was 76.53% for a 5-class average. The class averages for those enrolled in Math Skills is 75.47%. Thirty-five of the original 42 Math Skills students are still enrolled for an 83.33% retention rate.
- The eligible LPN students have all competed state testing. The first student failed, but the next seven passed for an 87.5% pass rate. If one more student had failed, the rate would have dropped to 75%.

- Vacant Positions –
 - Academic Advising Center – interviewing five on November 19th and 20th
 - Academics – narrowing down list, plan to interview on November 19th and/or 20th
 - EMS Program Director – interviewing three on November 19th and 20th
 - Industrial Technology faculty – one applicant to date
- Approximately 400 students are registered for spring 2019. Retention Alerts were created on approximately 300 students who are currently registered, but not registered for spring yet and are not graduating this semester.
- The transfer trip to UA Fayetteville was a success with six students attending who all greatly benefited from the overnight trip as it allowed exposure to more campus opportunities.
- The A-State Tailgate Party had five student attendees.
- The upcoming A-State transfer trip has 21 advising center students and eight TRIO students signed up to attend. Jason Smith, Associate Director at A-State commended us for having the most transfer trip students. He learned of our Lunch Basket project on his last visit to campus, consulted with his Transfer Central team, and will be making a donation to the Lunch Basket on his next visit.
- Andrea Lee, director of adult education, is doing very well in her new role and has been working hard building partnerships. She is planning on submitting an intent to hire for a full-time, 9-month faculty position at Highland. She is also exploring hiring a full-time ESL instructor. The college has the opportunity to make the most gains with ESL students if we have resources in place to reach them.
- Dr. Shonk visited North Arkansas College to observe their advisory committee process. They are following the Business and Industry Leadership Team (BILT) model. For more information, please visit: http://www.connectedtech.org/about_us/business_and_industry_leadership_team.html.
- Dr. Jo Stephens and Ms. Karla Wilson recently attended a Quality Matters conference. The conference was very beneficial and both Dr. Stephens and Ms. Wilson will explore this further for possible implementation.

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

- Through Perkins funds, there is a Microsoft certification program that students can participate. This is paid for through the ADHE.
- Staff professional development webinars are available through the state via Perkins Administrative funds. The college could provide these and internally recognize the staff and faculty who participate in these.
- Ms. Anne Clemmer, senior associate director for government relations/special projects, recognized UACCB for its work on the Passport Initiative.

Ms. Frazier provided the following updates:

- The total budgeted amount for travel is \$66,000 for the fiscal year 2019. Currently, expenditures and encumbered dollars exceed this budget. Ms. Frazier stressed the importance of staying within budget.
- At the ACC meeting for presidents and chancellors yesterday, November 7, 2018 in Little Rock, Dr. Ed Franklin, interim executive director of ACC, briefed the group on legislative matters noting that service areas are likely going away.

- Other potential legislative agenda items include repurposing money that is unspent currently in the Office of Skills Development, accessing lottery dollars for scholarships for concurrent enrollment, developing ways to access the \$3.5 million dollars for Career Pathways, moving secondary career centers to Department of Commerce, changing the ACT of 19 for concurrent enrollment to match the multiple methods measures language, and setting common course syllabi for selected career and technical courses so they become part of the ACTS system.

With no further business, the meeting adjourned at 12:45 p.m.

Submitted by: Jodie Hightower