

University of Arkansas Community College
Administrative Cabinet Minutes
November 20, 2018 / 9:00 a.m.
IH 104

Ms. Frazier called the meeting to order at 9:08 a.m. with the following members present: Mr. Greg Thornburg, Ms. Debbie Frazier, Mr. Gayle Cooper, Dr. Anne Austin and Dr. Brian Shonk. Also in attendance was Cabinet Recorder, Ms. Jodie Hightower. Ms. Louise Hughes was in attendance for a presentation.

Dr. Austin moved to approve the minutes from the November 8, 2018 meeting. Dr. Shonk seconded and the motion carried.

Great Lakes Completion Grant (now Completion Recovery Program Ascendium Grant) – Ms. Louise Hughes presented an overview of the grant program and a written summary of our students' progress in the program. Ms. Hughes said to be eligible for the program, the student must have a financial need and have completed 75% of the courses required for graduation in either nursing or Industrial Technology. There are 45 grant eligible students in nursing and 5 grant eligible students in Industrial Technology. She said tracking contacts with the students is a challenge since most of the resources available are posted on Blackboard. She said the college only has the grant funding for one more semester. There was discussion how to fund the program once the grant terminates. Dr. Austin noted that students within a cohort have been more successful at completing than those not within a cohort. Dr. Shonk said he and Mr. Zach Harber are interested in moving the Industrial Technology program to a cohort system. Ms. Frazier noted the Life Coaching portion of the grant has been successful and the college should search for funding opportunities for this aspect of the grant in particular.

Facts for Factbook - Mr. Greg Thornburg requested the committee review how the data for the factbook is counted as he believes it may not be presenting an accurate description of the students we serve, specifically in regards to race/ethnicity. One example of this is the percentage of Hispanic or Latino students. In 2017, the percentage was reported as 6.62, however, in 2018, the number is around 1%. This seems to be a large shift in calculations. Dr. Austin said that race/ethnicity is self-reported on the admissions application and it is then reported to the Arkansas Department of Higher Education. She suggested researching exactly how the application captures the data. Ms. Frazier agreed the numbers need to be reviewed and will instruct Ms. Hannah Flanery, marketing and communications coordinator, to delay printing of the factbook until the issue can be resolved. Ms. Frazier said the need to be consistent year-to-year is important as it can affect productivity funding among other things.

Area Updates –

Student Affairs – Mr. Thornburg reported the following:

- The Success Center will provide healthy snacks for students during finals, from December 12 -17, 2018.
- M-pact, a Los Angeles based a cappella pop-jazz group, will perform on Friday, December 14, 2018.
- Student Activities will host a holiday celebration in the Commons on December 5, 2018.

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

- Ms. Casey Bromley and Ms. Tracey Thomas attended an Arkansas Institutional Research Organization (ARIO) meeting where they learned in early 2019 there will be a training on Finance Server 7, which will include a new reporting structure.
- Additionally, there was a mention of the University of Arkansas common course numbering system at this meeting. Dr. Shonk noted at the Chief Academic Officers meeting the requirement for a common course numbering system for the Project One - WorkDay program was stressed. He said input on the system was requested by the UA system office by December 15, 2018.
- In December 2018, there will be a Productivity Funding Formula meeting where Dr. James Shemwell will encourage ADHE to remove the diseconomies of scale from the formula as well as other changes to the funding formula.
- In 2020, an update to the Classification of Instructional Programs (CIP) code will occur. Dr. Austin said the college needs to be aware of these potential changes and adjust our courses accordingly. There may be a need for a crosswalk in order to report IPEDs data correctly.
- Dr. Austin attended a transfer meeting where the discussion focused on the 4 year colleges requirement for college algebra and how this is an obstacle for many transfer students whose chosen degree really only needs a quantitative math literacy course. Successfully completing college algebra is a challenge for many students and 2 year colleges will continue to recommend students take this class until 4 year colleges allow a quantitative math literacy course to transfer for degree credit.
- Ms. Ronda McLelland, director of TRIO, came to the Research, Planning and Assessment office with a request for student survey data. The data is needed for reporting and demonstrates the college is eligible for TRIO federal funds. The request was a short-notice one from the federal level and Dr. Austin noted that these faculty and staff – Dr. Brian Shonk, Ms. Holly Goslin, Mr. Andrew Muse, Ms. Susan Tripp, Mr. Jim Johnson, Mr. Doug Muse, Ms. Mindy Shaw and Ms. Karla Wilson – were gracious and allowed a survey to be given at the beginning of their classes this week so that the data could be reported on time.
- Other areas that Research, Planning and Assessment are working on include: applications for graduation and Project One conversion preparation.

Finance and Administration – Mr. Cooper reported the following:

- The college met with the architect last week and the building is progressing. The advertisement will run in the newspaper on November 25, 2018 and December 2, 2018. The pre-bid conference will be held on December 4, 2018 and bids will be opened December 18, 2018.
- During the Chief Finance Officer meeting last week, it was noted that many of the UA system colleges are behind on their Project One workbooks.
- It was also noted that colleges need to be vigilant about checking the college checking accounts to ensure all transactions are legitimate ones, as some colleges have discovered fraudulent charges recently.
- During the Personnel Management committee meeting, there was discussion regarding the upcoming legislative session where adjusting classified salaries will be considered.

- The passage of the increase to minimum wage will only affect one of our regular employees, but will affect our student workers. While their hourly rate will increase, the number of hours they will be allowed to work per week will be reduced.
- Going forward provisional positions will take longer to gain approval as the legislature increases their oversight of the process.

Academics – Dr. Shonk reported the following from the UA System Chief Academic Officers Meeting on November 14, 2018 in Fort Smith:

- Mr. Steven Fulkerson provided an overview of WorkDay, the system that Project One is bringing to the UA System.
- They also viewed an interactive demonstration of the WorkDay program, which based on what was viewed will be very user friendly and helpful.
- The UA System has the opportunity to recommend the numbers for the statewide common course numbering system and input is requested by December 15, 2018.
- The Office of General Counsel is requesting information on those colleges who have a relationship with the National Student Clearinghouse, with the information due by December 15, 2018. Mr. Cooper will gather more information for Dr. Shonk.
- Mr. Fulkerson is now the lead over Blackboard for the system.
- Mr. Ben Beaumont provided legislative updates including the push to remove unnecessary reporting such as the Faculty Performance Report. He is seeking recommendations for other reports that could be removed. Other legislative items to watch are concurrent enrollment, digital textbooks, Community College service areas, and free speech on campus.

Dr. Shonk reported the following items pertaining to vacant positions at UACCB:

- Academic Advising Center Administrative Specialist – Interviews are scheduled for the week of November 26 – 30, 2018.
- Academics Administrative Specialist – The committee recommendation was delivered to Ms. Frazier.
- EMS Program Director – The first interview was yesterday, November 19, 2018 with two more interviews scheduled for this afternoon, November 20, 2018.
- Industrial Technology faculty – There are two applicants to date and the search committee meeting is scheduled for November 30, 2018.
- Adult Education – The Highland Center is looking for a full-time instructor.

Dr. Shonk reported one other item to note, which is the arrival of the lathe and mill machining equipment for the workforce training center. It is scheduled to be delivered on Thursday, November 29, 2018.

Ms. Frazier provided the following updates:

- She requested input from the committee regarding inclement weather and the protocol for faculty, staff and students if the campus is delayed by one or two hours. There are additional concerns for the concurrent students.

- A handout regarding the travel budget expenditures for the six fiscal years was reviewed. Ms. Frazier noted the importance of professional development and attendance at conferences or trainings, however, the division heads and vice chancellors need to keep in mind how the amount of time away from campus affects day-to-day operations. Dr. Austin and Dr. Shonk will explore how travel relating to student reviews, specifically nursing, is charged to the budget.
- Ms. Frazier also requested faculty and staff think about not using the UACCB Foundation to fund special projects that could be funded through other community sources.
- The Year End meeting will be held Monday, December 10, 2018 in the Banquet Hall. Soups and sandwiches will be served.
- The Batesville Guard will install a newspaper rack in the Commons area, however, no date of delivery has been finalized.

With no further business, the meeting adjourned at 11:08 a.m.

Submitted by: Jodie Hightower