

University of Arkansas Community College
Administrative Cabinet Minutes
December 19, 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, Mr. Gayle Cooper, Dr. Anne Austin and Dr. Brian Shonk. Also in attendance was Cabinet Recorder, Ms. Jodie Hightower. Ms. Marietta Candler was in attendance for a presentation.

Mr. Thornburg moved to approve the minutes from the December 5, 2018 meeting. Dr. Austin seconded and the motion carried.

Nursing Update – Ms. Candler expressed her appreciation for the approval of the mini-grant request for Practical Nursing students to take the NCLEX – PN Practice Exam prior to sitting for the NCLEX-PN exam. She said 7 of the 8 PN students took the exam. All 7 of those students passed the NCLEX exam on the first try having answered the minimum number of questions (85) correctly. This is a pass rate of 87%.

Ms. Candler also expressed appreciation for the mini-grant request for Registered Nursing students to attend a pharmacology seminar hosted on UACCB's campus in November 2018. All of the traditional RN students attended the conference and most of the online RN students attended as well. Students were required to journal about their experience after attending the conference. The feedback was overwhelmingly positive and Ms. Candler read several of the student's comments to the Cabinet.

Ms. Candler said the division has plans to bring Ms. Barb Bancroft, the presenter of the conference, back to the College in October 2019.

Ms. Candler also noted that retention rates are greatly improved in both the PN and RN programs which she attributes in part to faculty and staff sending cards of encouragement to students throughout the semester.

Professional Education Funds request – Ms. Hightower presented the requests for professional education for college credit reimbursement applicants. There were ten applicants with reimbursement requests totaling \$7,392.00. Only \$5,000.00 per semester is available which means reimbursements will be pro-rated to 67.6% of an employee's eligible funding. These figures may be adjusted due to two late applications whose actual expected tuition costs will be adjusted for employee tuition discounts.

Dr. Austin moved to approve the request and pro-ration amounts with Dr. Shonk seconding and the motion passed.

Recipients from the fall 2018 applications should be sending their grade reports to their supervising vice chancellor. Ms. Frazier asked if those reports are then forwarded to human resources for the employee's file. There is inconsistency in how the grade reports are handled. Dr. Austin and Ms. Frazier will review the policy and make recommendations regarding changes.

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

- There were five additional security cameras purchased with 3 of them having been installed already bringing the total number of cameras on campus to 59.
- The locations for the remaining two cameras is still under consideration.
- The external cameras were set to record “always” and Mr. Cheston Cooper and Mr. Steve Collins have monitored the data storage usage with no issues reported.
- The question of the whether or not space heaters are allowed is under investigation by Ms. Hightower and Mr. Gayle Cooper. Cabinet members were asked to inventory what is currently on campus.
- Ms. Hightower asked members to be sure coffee pot warmers or other heat sources are unplugged or turned off prior to leaving for the holiday break.

Search Committee formation – Ms. Frazier requested that when search committees are formed a list of alternates should also be selected. This would be helpful in a case where a search committee member is a reference for an applicant. The committee member could recuse him or herself from the committee eliminating any appearance of bias.

She also said going forward all applicants, not just those truly new to the College, will be vetted through Human Resources. All applicants need to have background checks.

Additionally, the search committee chair is responsible for notifying human resources of decisions and should utilize human resources to notify those applicants not selected. Internal candidates not selected should be notified before other candidates not selected.

Secondary Career Center construction bids – Mr. Cooper said 14 bidders were present at the bid opening yesterday, Tuesday, December 18, 2018. The apparent low bidder is Provence Construction Company from Cave City, Arkansas was \$2,452,387. This bid does include a parking lot for the East side of campus. The College has already spent \$308,200 on this project.

Area Updates –

Academics – Dr. Shonk reported the following:

- Final exams are finished with over 75% of exams given during the specified final exam time period.
- Feedback from faculty has indicated the semester felt too long, however, compared to the recommendation for number of days, this semester was only one day longer than recommended.
- The online Cave City High School College Algebra class had a 100% retention rate and a 100% success rate with nine students receiving As, five receiving Bs, and one C.
- The search for an Academic Advising Center administrative specialist was unsuccessful.
- The interviews for the Industrial Technology Faculty were completed yesterday, December 18, 2018 and a recommendation to Ms. Frazier is forthcoming.

Finance and Administration – Mr. Cooper reported the following:

- As of yesterday, the Bookstore still had around 1,300 books out. By utilizing the Campus Cast system, the outstanding books decreased significantly today, December 19, 2018.
- The business office is working with a few students who have outstanding bills.
- The \$500,000 CD held by Southern Bank will be moved to the Bank of Cave City which is offering a rate of 2.91%

Student Affairs – Mr. Thornburg reported the following:

- The m-pact concert went very well with 185 in attendance and much positive feedback.
- An informal survey noted that radio, newspaper and social media were the top three avenues for hearing information regarding the concert.
- There is a strong opportunity to host the Willis Clan in the spring of 2019.

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

- With the departure of Ms. Jennifer Blaylock, the data required for submission to the Integrated Postsecondary Education Data System (IPEDS) has been prioritized. The Financial, Human Resources and Library reports are outstanding, but will be submitted soon.
- The department is supporting the TRIO grant application process with data and reporting requirements.
- Data needed for the Title III application is being gathered as well as information for the Great Lakes Completion grant.
- All data requests should go directly to Dr. Austin.
- The registrar sent a reminder to faculty that grades are due. There are still around 60 classes whose grades are not submitted.
- Dr. Austin has conducted a number of meetings with faculty and staff regarding technology needs or concerns is working on a plan to address those needs or concerns.
- The Request for Proposal (RFP) for the Title III grant should be posted tomorrow, December 20 or Friday, December 21, 2018.

Ms. Frazier provided the following updates:

- The fall enrollment numbers reported to IPEDS showed that the first time/full time retention rate was up from 61% to 63%. The first time/part time retention rate went from 19% to 32%, however, the cohort size is a major determinant of this percentage. The cohort size in fall 2016 was 32 with six returning in fall 2017 and the fall 2017 cohort size was 25 with eight returning in fall 2018.
- The graduation rate of first time/full time degree seeking students was 46%, as compared with the previous year's rate of 39%.

With no further business, the meeting adjourned at 10:29 a.m.

Submitted by: Jodie Hightower