

University of Arkansas Community College
Administrative Cabinet Minutes
January 2, 2019 / 3:30 p.m.
IH 104

Ms. Frazier called the meeting to order at 3:38 p.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.

Dr. Austin moved to approve the minutes from the December 19, 2018 meeting. Dr. Shonk seconded and the motion carried.

Area Updates – As this was the first day back to campus after the winter break, this meeting served as a time for committee members to update the group on upcoming events this week and next.

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

- The department has had a good number of requests for transcripts and are processing as quickly as possible.
- An intent to hire packet is in process to fill the vacant director of institutional research position.

Finance and Administration – Mr. Cooper reported the following:

- The contractor for the Workforce Training Center is ready to proceed whenever the weather and the College allows.
- The committee decided the groundbreaking will be January 17, 2019 at 3:00 p.m. prior to the 4:00 p.m. Board of Visitors meeting. Ms. Frazier will confirm with Ms. Stacy Gunderman, Board of Visitors chair that this date and time will work with her schedule.
- An electronic travel reimbursement (TR-1) form has been developed. Employees will still submit a travel request form and the college will continue to utilize the Department of Finance and Administration's Trip Optimizer. Receipts will be turned in along with the approved travel request form and the completed TR-1 in order for reimbursement to be issued. Mr. Cooper plans to host a short training session for faculty and staff.

Mr. Thornburg moved to institute the proposed electronic TR-1 form as soon as the Business Office is ready. Dr. Austin seconded the motion and the motion carried.

Student Affairs – Mr. Thornburg reported the following:

- Mr. Thornburg confirmed that Title IX information is not provided at RN orientation, however, some of the information may be provided in the nursing student handbook.
- He provided the RN Orientation program agenda. He noted there may be an opportunity to move some orientation items to an online delivery format.
- Data for the spring 2019 semester enrollment was shared. Based on the data presented, it is likely that enrollment for spring 2019 will show an increase from spring 2018.
- Mr. Thornburg recently heard from the booking agent regarding the College's offer to host the Willis Clan. At this time, the group is not accepting new offers and they have recently parted ways with both their booking agent and manager.

- There is a request to partner with Lyon College for a Martin Luther King, Jr. Day event. Ms. Frazier and Mr. Thornburg will discuss plans for either an MLK Day or Black History Month event.
- Mr. Thornburg presented the members with a copy of the December 2019 calendar. Members discussed the 2019-2020 academic calendar including a discussion regarding the 2019 winter break.
- Finally, Mr. Thornburg announced that the Sunday Study Stop will resume on Sunday, January 27, 2019. The weekly time will be from 2:00 p.m. to 6:00 p.m.

Safety Committee and Chancellor's Office – Ms. Hightower reported the following:

- She reminded members to submit their report regarding the number and type of space heaters located on campus.
- The fire alarm sounded in Independence Hall today around 11:15 a.m. One of the sensors in the Grill was activated by a crockpot located beneath the sensor. Mr. Cooper is working with Grill staff to mitigate further issues.
- Ms. Frazier will host a New Employee Onboarding session Friday, January 4, 2019 from 9:00 a.m. to 11:30 a.m. in room 104. There are five new employees who will be attending this session. Everyone presenting during the session is asked to limit their comments to five to eight minutes.

Academics – Dr. Shonk reported the following:

- He reported that the Math Skills/College Algebra Fall 2018 class produced very promising results. Of the 35 students who began the class, 28 completed the course. Twenty-five students earned a "C" or higher with two other students earning a "D" and one failing the course. Most of the students who left the course, withdrew after the first exam.
- Ms. Tiffany Guinnip, assistant to the vice chancellor for academic affairs, performed an analysis and found that ACT reading scores were the best predictor of success for the course.
- Dr. Shonk presented the Secondary Career Center CNA licensure pass rate for fall 2018. There were a total of 22 students of which 20 took both the written and skills portions of the exam. One took only the skills portion and two did not test. The breakdown for pass rates is as follows:
 - 15 of 19 passed on the written portion – 78%
 - 16 of 20 passed on the skills portion – 80%
 - 12 of 22 passed on both sections – 55%
- Letters of notification were sent to the Arkansas Department of Higher Education regarding the following two degree plans:
 - A.A.S., Computer Technology
 - Updates to the A.A.S., Computer Information Systems degree
 - A.A., General Education
 - Remove Physical Education course requirement
 - Add Strategies for College Success course requirement
 - Add Foundations of Personal Finance course requirement (one credit hour)
 - Changes required electives from "13 – 15" hours to "12" hours

- Dr. Shonk said his division currently has two vacant positions which are the administrative specialist for the Academic Advising Center and an Industrial Technology faculty position.
- At tomorrow's in-service professional development workshop, Cabinet Members will be hosting a panel discussion where faculty and staff are free to pose questions to the members. The members reviewed the questions that were submitted to the In-Service Professional Development committee.

Ms. Frazier provided the following updates:

- The Arkansas Community Colleges Association will meet during the week of January 7 – 11, 2019 to discuss several proposed dues increase scenarios. Ms. Frazier expects the dues increase to be at least \$5,000 per year.
- The Arkansas Legislative session begins January 14, 2019. One of the bills proposed is a concurrent scholarship proposal that would utilize lottery holdover dollars and would provide \$800 per semester to concurrent students.
- She said that we will begin the budgeting process soon after the start of the semester.

Mr. Thornburg asked the members to save the date for the Spring Student Symposium on Friday, March 8, 2019. Dr. Robin Bowen, president of Arkansas Tech University, will be the closing keynote speaker.

With no further business, the meeting adjourned at 4:45 p.m.

Submitted by: Jodie Hightower