

University of Arkansas Community College
Administrative Cabinet Minutes
January 16, 2019 / 9:00 a.m.
IH 104

Ms. Frazier called the meeting to order at 9:00 a.m. with the following members present: Ms. Debbie Frazier, Mr. Gayle Cooper, Dr. Anne Austin and Dr. Brian Shonk. Also in attendance was Cabinet Recorder, Ms. Jodie Hightower. Mr. Greg Thornburg was absent.

Dr. Shonk moved to approve the minutes from the January 2, 2019 meeting. Dr. Austin seconded and the motion carried.

Server Outage update – Dr. Austin provided the following report regarding the computer server outage experienced on January 13 and 14, 2019. A software driver for one of the server boxes failed and that driver ran the myUACCB site. Information Services performed a hard re-boot of the servers on Monday, January 14, 2019 evening. Part of the re-boot process is an integrity scan which in this case took ten and half hours to complete. The scan finished at 10:00 p.m. Dr. Austin said she and Information Services are working on a plan for the future regarding how and when to notify faculty, staff, and students of server outages. Another consideration is notifying the business office and bookstore that the system is down. Dr. Shonk requested notification as soon as possible so that Cabinet can discuss and divisions can make informed decisions on how to proceed. He also mentioned that much of the Project One software is cloud-based.

Athletic Program – Topic tabled due to Mr. Thornburg's absence.

Safety Committee Update – Ms. Hightower reported the following:

- She attended the Independence County Local Emergency Planning Committee meeting yesterday, January 15, 2019. During the meeting the following items were highlighted:
 - The Office of Emergency Management is updating the county emergency response plan and are seeking updates/corrections to the plan.
 - White River Medical Center will host an Amateur Radio class on Saturday, May 4 and Sunday, May 5, 2019. The class is free, but the testing fee is \$15.
 - Fire Chief Brent Gleghorn announced that the city fire and police departments are participating updated training for active shooter response. He said the new protocol is very different from the previous way the departments have trained and responded. Additional information will be provided once additional personnel are trained.
- The College has not heard back from the insurance regarding whether a loss due to a space heater would be covered. However, the UA System does not have a policy, but they strongly discourage the use of them.
- The Safety committee plans to update the emergency procedures manual and create some additional resources for faculty and students this semester.

Area Updates**Finance and Administration** – Mr. Cooper reported the following:

- The UA Board of Trustees will consider the recommendation to approve policy 420.3 – Sick Leave at the January 30, 2019 meeting. This policy will replace policy 420.1 and 420.2. The new policy eliminates a payout of up to \$7,500 for unused sick leave upon retirement for academic and non-classified employees. This practice will be phased out by June 30, 2019 at the two-year colleges who currently offer this incentive.
- He is still waiting on guidance from the UA System office regarding the background check policy.
- The Highland Center campus has several maintenance issues of concern:
 - The roof has been leaking and will need to be replaced entirely.
 - The HVAC system is not working properly.
 - Signage for the center has been ordered.
- A final drop list is not available at this time, however, there were 24 on the list Monday, January 14, 2019. The advisors are in the process of contacting those students.
- He and Ms. Sherrie Gunther are still working on the electronic TR-1. They are adjusting a few columns and hope to have it ready to rollout for campus use very soon.

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

- The Registrar's office is compiling 11th day data and Ms. Casey Bromley, the registrar, will be sending an email to faculty outlining the reporting process.
- Intent to graduate forms are due the first week of February.
- The latest update for self-service/Colleague will allow for ordering transcripts, applying for graduation, and verifying enrollment.

Academics – Dr. Shonk reported the following:

- The Fall 2019 Course Schedule Planning Timeline is below:
 - January 15 – meet to discuss timeline
 - January 15 to 31 – collect and review data
 - February 1 – first schedule planning meeting (9:00 a.m. Room IH-102)
 - February 8 – second schedule planning meeting (9:00 a.m. Room IH-102)
 - February 13 – enter into Colleague
 - February 20 to 27 – review schedule in Colleague
 - February 27 – pre-registration advising begins
 - March 6 – registration opens
- Wait list management worked very well this semester. The process changed from previous semesters having moved from the registrar's office to the Academics office.
- Dr. Rob Johnstone, consultant for the Guided Pathways program, will be on campus Thursday, January 17, 2019.
- Ms. Marietta Candler, R.N., was chosen as an American Association of Community Colleges Dale P. Parnell Distinguished Faculty for 2019. This a tremendous honor and only one recipient per state is selected.

- Previously, the College looked into using the land behind the Adult Education building for Agriculture Technology and Industrial Technology. To utilize the land, it needs to be cleared. Mr. Cooper and Dr. Shonk will work on this project.
- Dr. Karen Wheeler and Dr. Jill Simon will be on campus Friday, January 25, 2019 at 2:00 p.m. in Room IH-102, to discuss A-State Transfer initiatives.
- A Statewide Common Course Numbering meeting will be held Thursday, January 31, 2019 in Conjunction with UA Board of Trustees meeting. The ADHE has stated it will accept what the UA System develops, if the UA System adopts a common numbering system which it plans to with the implementation of Project One.
- The Academic Advising Center Administrative Specialist position will be re-advertised and the search for an Industrial Technology Faculty is ongoing.

Ms. Frazier provided the following updates:

- Marketing is working on course catalog updates.
- At the Board of Visitors meeting, the agenda includes a presentation from Dr. Shonk about the embedded science faculty in nursing courses and one from Dr. Rob Johnstone about Guided Pathways.
- The groundbreaking for the Workforce Technology Center will take place at 3:00 p.m. before the board meeting at 4:00 p.m. with a small reception between the two events.

With no further business, the meeting adjourned at 10:20 a.m.

Submitted by: Jodie Hightower