

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**February 20, 2019 / 9 a.m.**  
**IH 104**

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Dr. Brian Shonk, Mr. Gayle Cooper and Mr. Greg Thornburg.

Mr. Cooper moved to approve the minutes from the February 6, 2019 meeting. Mr. Thornburg seconded the motion, and the motion carried.

In regard to UACCB Operating Procedure 585.0-Course Census, Ms. Frazier said a committee had been selected to provide policy recommendations. Committee members include Dr. Austin, Ms. Casey Bromley, Mr. Steve Collins, Dr. Shonk, Ms. Debbie Wyatt, Dr. Andrew Seely, Mr. Thornburg, Ms. Kristin Cross, Mr. Cooper, Ms. Wanda Garnett, and Mr. Adrian Walker. Ms. Frazier said she would like for the committee to have its first meeting by mid-March.

Regarding UACCB Operating Procedure 420.0 II.5-Sick Leave, Ms. Frazier said Ms. Joann Maxey with the University of Arkansas System legal counsel said not make any changes to the policy yet because the system office plans to review and revise the sick leave policy at the system level.

Cabinet members discussed UACCB Operating Procedure 405.5-Years of Service Awards. Dr. Austin moved to revise the policy to read that employees who reach their employment anniversary date prior to September 1 will be recognized during the years of service award ceremony at the annual May meeting. Dr. Shonk seconded the motion, and the motion carried.

Mr. Cooper reported that about 30 employees had expressed interest in the CPR/AED training. He noted that some employees had expressed interest in attending the training but could not afford the proposed cost to employees for the course. Mr. Cooper said the total cost of training per person would be \$56. He said it may be possible to pay the full cost for employees to attend the training from professional development funds. Mr. Cooper moved for the college to pay the full of the CPR/AED training for employees who wish to attend. Dr. Austin seconded the motion, and the motion carried.

### **Area Updates**

Mr. Thornburg reported the following:

- Dates are being review for Dr. Christine Darden's visit to campus. Dr. Darden is a mathematician, data analyst, and aeronautical engineer who was featured in the movie Hidden Figures.
- Twelve students and three sponsors are signed up to attend the spring break trip to Nashville, Tenn. Students were required to complete an application and pay a \$30 deposit to go on the trip.

- Lee Greenwood is scheduled to perform in September as part of the Performing Arts Series. Mr. Thornburg said he was waiting for the contract to confirm Mr. Greenwood's performance.
- Eighty-five students benefited from the Gear for Your Career event. Employees donated gently used business attire for the event, and students were able to receive two complete outfits for free.
- The college would be showing the movie Green Book February 21, 2019 as part of Black History Celebration events. Black History Celebrations will also be held on February 24 at 6 p.m. and February 26, 2019 from 11 a.m. to 1 p.m. Mr. Thornburg noted that minutes from the UACCB Multicultural Student Association's last meeting reflected that Lyon College would host the Black History Celebration in 2020.

Dr. Shonk reported the following:

- The 2019 fall schedule planning was underway and Ms. Tiffany Guinnip would have the schedule ready for review by February 22, 2019. He added that Ms. C'aira Stewart was working on the final exam schedule.
- The RN pass rate to date is 82%. Forty two of the 51 students who have taken the NCLEX exam have passed.
- Mr. Zach Harber and others have been visiting local high schools to recruit for the UACCB Career Center programs.
- Mr. Nate Pyle and Ms. Meagan Akins are visiting Project: College Bound Schools in preparation for PCB advising. They will visit Hillcrest today.
- Adult Education applied for two special project grants and received both. Adult Education Director Andrea Lee is looking to hire a part-time administrative assistant for the English as a Second Language program.
- Five applicants have been selected for interviews for the Administrative Specialist position in Academic Advising.

Dr. Austin reported the following:

- Big strides forward have been made with Interstate Passport reporting. The Interstate Passport designation can now be made on transcripts
- There will be an upcoming Perkins meeting March 27-28. Dr. Austin noted there will be big changes in Perkins V and recommended sending a team from campus to the meeting.
- Applications are being reviewed for the Director of Institutional Research position.

Mr. Cooper reported the following:

- Project One sessions are continuing.
- Mr. Cooper had the first construction meeting with the contractors and architects concerning the workforce training center. Rain has delayed the construction since the groundbreaking in January. Mr. Cooper said the next step in the construction would be to

improve drainage for the location of the center. He added the new parking lot should be completed this summer.

Ms. Frazier reported the following:

- Ms. Frazier offered feedback about the State Chamber and Workforce 2000 funding.
- Ms. Frazier offered feedback on the University of Arkansas System meeting she recently attended. She said that Dr. Bobbitt discussed current legislation at the meeting and that the University of Arkansas Pulaski Technical College discussed working with the Arkansas Food Bank.
- Reminded members of the Friends in Great Places concert scheduled for March 2.
- Reminded members of the Project One Subject Matter Expert Appreciation Luncheon schedule for March 7, 2019.