

University of Arkansas Community College
Administrative Cabinet Minutes
March 6, 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. Also present were Ms. Jennifer Emery and Cabinet recorder, Jodie Hightower.

Dr. Austin moved to approve the minutes from the February 20, 2019 meeting. Mr. Cooper seconded the motion, and the motion carried.

Lunch Basket/Arkansas Food Bank – Ms. Jennifer Emery gave a brief history of the lunch basket program which began in September 2016. She said current usage is averaging 10 to 12 students a day. She said one addition to the program is that Ms. Melissa Foster, Grill Supervisor, gives leftover food that does not require silverware to the Lunch Basket around 3:00 p.m. daily. She said currently Staff Senate is running a contest to stock the Lunch Basket which has been very successful. She said this is very appreciated by her and students. Ms. Emery said the addition of an account in the UACCB Foundation gives the program non-profit status which then allows for the Lunch Basket to become affiliated with the Arkansas Food Bank. There will be a training on March 25, 2019 at 10:30 a.m. for our staff to learn about the Arkansas Food Bank and their requirements for participation. Mr. Cooper asked Ms. Emery about the hours of operation of the current Lunch Basket. She said 8:00 a.m., Noon, and 3:00 p.m. are the busiest times. She said the vision for the future includes a food sack distribution weekly where a person can get a sack once a month. She said the Arkansas Food Bank has a multi-faceted approach to facing hunger that includes education through a program called, Cooking Matters. This educational program teaches participants how to choose food and prepare it; and ends with a field trip to a local grocery store where participants pick out food to prepare for their families. There are concerns regarding the location for storing the food items as well as staffing concerns. These are being addressed by the Cabinet. Dr. Shonk noted that the Lunch Basket is truly a Food Basket since students are utilizing it all day. Dr. Austin noted that there are many opportunities to add curriculum into this program.

Safety Committee – Ms. Hightower said that 26 employees registered for the four sessions of CPR/AED training. There are an additional 11 people who expressed interested in the training but did not sign up for the trainings. She said there may be a need to schedule additional trainings in the summer.

Construction update – Mr. Cooper said he met with the contractor yesterday, March 5, 2019, and work is progressing as much as can be with the rain delays. The inspector will be here later in the week to check the dirt work. He said they hope to pour the concrete pad this week after the inspection. He noted that most of the sub-contractors on this project are local companies. He also said that the architect's project manager, Christian, and the contractor are working well

together and Mr. Heath Wooldridge, director of the physical plant, has not had any issues with the workers who have been on campus.

Area Updates

Mr. Cooper reported the following:

- During the CFO meeting, they learned that health insurance premiums will increase by 3% per employee in July. The UA System will absorb 2% of the cost and the other 1% would be divided between the schools and the employee.
- He reviewed the financial expenditures for the federal work-study program, noting that 20 students were employed during the fall 2018 semester and 14 students are employed for the spring 2019 semester.
- Identity theft continues to be an issue that the business office constantly guards against.
- There is a proposal by the UA Foundation to push the funds back to the local colleges.
- He asked everyone to review their budgets and turn in their projections to him as soon as possible.
- The committee for the Title III grant met yesterday and work is progressing on the grant application.

Dr. Austin reported the following:

- Interviews for the Director of Institutional Research are being conducted this week.
- Discovery sessions for Project One are ending today.
- She will continue sending Legislative updates via email as she has them.

Dr. Shonk reported the following:

- Presentations by EAST students from Batesville, Calico Rock, Cave City, Cedar Ridge, Midland, and Southside School are taking place this morning in the IH Banquet Hall.
- During the ADHE Spring Meeting they discussed the Next Generation Accuplacer exams, the Carl Perkins V grant, and the Strong Start to Finish (co-requisite remediation) program. There will be training for the Strong Start to Finish program in April for both English and Math faculty.
- He said that going forward new programs presented at board meetings must have a person present at the meeting or the proposal would be tabled. Also, schools will need to submit economic information to support the proposed program. Labor market information can be obtained from the Arkansas Development Finance Authority's Division of Economic Policy.
- 2019 Fall registration opens today, March 6, 2019.
- Interviews are in process for the Academic Advising Center position.
- 2019 Spring student evaluation of instructor surveys open March 15, 2019 at 11:59 p.m.
- He provided a handout with the dates for the PCB academic advising sessions at the schools beginning March 11, 2019 through April 3, 2019.

Mr. Thornburg reported the following:

- The TRIO Student Symposium is Friday, March 8, 2019. The lunch for keynote speaker, Dr. Robin Bowen, will begin at 11:00 a.m. at the restaurant formerly known as Josie's.
- SGA will host Spirit Week next week, March 11 through March 14, 2019.

Ms. Frazier reported the following:

- She reminded the group that Project One subject matter experts would be honored at a luncheon on Thursday, March 7, 2019 at 11:30 a.m. in room 102 where they will receive a t-shirt with the Project One logo.

With no further business, the meeting adjourned at 9:59 a.m.