

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**April 3, 2019 / 9 a.m.**  
**IH 104**

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Mr. Gayle Cooper and Mr. Greg Thornburg. Dr. Brian Shonk joined later. Cabinet recorder, Ms. Jodie Hightower, was also present.

Dr. Austin moved to approve the minutes from the March 3, 2019 meeting. Mr. Cooper seconded the motion, and the motion carried.

**Safety Committee Report** – Ms. Jodie Hightower presented two recommendations to the Cabinet members. The Safety Committee recommended a space heater protocol that would be reviewed and signed by those who have a space heater on campus on an annual basis. The need for this protocol came from a request by the Faculty Senate. There was discussion regarding how the protocol would be disseminated to faculty and staff. Dr. Austin made a motion to accept the protocol as presented except for a minor addition of “or their designee” in the last paragraph of the first page. Mr. Thornburg seconded the motion and the motion carried.

The second recommendation presented concerned the purchase of additional AEDs. The Safety Committee recommends, as the budget allows, to purchase additional AEDs for the Annex, Adult Ed, Highland Adult Ed and second floor of the Nursing and Allied Health buildings. Dr. Austin moved to accept the recommendation with a second from Mr. Thornburg. The motion carried.

Mr. Thornburg requested the Safety Committee review and recommend a protocol for when to call 9-1-1. Ms. Hightower will take this request to the Safety Committee.

**Scholarship/tuition Flyer** – Mr. Thornburg reported that the scholarship side of the flyer is complete, but the tuition side cannot be finished until pricing is confirmed.

**End of the Year Report** – Ms. Frazier said the end of the year reports are due Friday, June 14, 2019. She requested that each Vice Chancellor’s report reflect on the work of that division for the entire academic year. She will send an email with further directions.

**HLC Conference** – Ms. Frazier said she would like the college to be more prescriptive in attending sessions at the conference. She and Dr. Austin will be making assignments for conference attendees.

## Area Updates -

Mr. Thornburg reported the following:

- The Career Coach application is due Friday, April 5, 2019 by 4:00 p.m. He said the narrative portion is complete and he plans to submit the application tomorrow, April 4, 2019.
- The Student Awards reception and ceremony will be Tuesday, April 16, 2019 at 6 p.m. in the Banquet Hall of Independence Hall.
- The Lee Greenwood concert is set for September 7, 2019 and although he does not have a signed rider, the concert is listed on Mr. Greenwood's tour website.

Dr. Austin reported the following:

- Ms. Lea Ramsey rolled out the sign-up for direct deposit for reimbursements (such as travel) this week. When a reimbursement processes, the recipient will receive an email with that information.
- The Discovery Phase of Project One is complete and now a review of all information submitted will begin. Now the group will get into how the program software actually works, however, there is still little information about the student side of the software package.
- The HLC Institutional update report was submitted.
- IPEDs data entry portal closes on April 10, 2019 with our reporting nearly complete.
- She attended a Perkins coordinator meeting that provided more information on Perkins V and the requirements for application. She noted that a major part of the application is a needs assessment that will require data on employability and underserved constituency.
- The needs assessment will require the participation of many community partners who are shared with other institutions; therefore, it is likely UACCB will collaborate with those institutions for data gathering.
- She said a topic for consideration at the next In-Service Professional Development day should be training or information regarding gender issues, such as gender neutral restrooms, not assuming gender based on names, and breast feeding room designation.

Mr. Cooper reported the following:

- The budgeting process continues with a meeting scheduled for Friday, April 5, 2019. They are still waiting on some legislation that could impact the budget including career service payments.
- He met with the architect and contractor yesterday, April 2, 2019. The concrete pads should be poured in the next couple of weeks barring rain delays. The colors for the building are almond and slate gray.
- The 2.3 acres behind the gravel lot will be cleared soon, hopefully beginning next week.
- The UACCB Grill is increasing business by providing more on-campus catering.

Ms. Frazier reported the following:

- The Legislative Session is set to adjourn on Friday, April 12, 2019.
- A bill introduced yesterday by Senator Breanne Davis would separate the 2 year and 4 year colleges coordinating boards. She will be watching the progress of this bill closely.

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

Submitted by Jodie Hightower