

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**April 17, 2019 / 9 a.m.**  
**IH 104**

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

Dr. Shonk moved to approve the minutes from the April 3, 2019 meeting with one correction by Mr. Thornburg. Dr. Austin seconded the motion, and the motion carried.

**Planning Document from Information Services** – Ms. Frazier reviewed a planning document provided to her by Mr. Steve Collins, director of information services. She also said she requested notification from Information Services when planned outages would occur. Mr. Thornburg asked if #5 on the list which states, “Shoretel to Mitel upgrade – Vendor will assist with this and will affect our phone system. I would like to schedule this on a Friday sometime between July 1 and the start of the fall semester,” could be moved to a Saturday in order to keep the inconvenience to our students and potential students to a minimum. Dr. Austin said she would look into this matter.

Dr. Shonk asked about the Mitel upgrade and the increased capabilities that come with the system. Dr. Austin said she would find out more information.

**Off-campus Organizations** – Mr. Thornburg reported that the Gideons have been on campus this week. The group followed campus procedures for requesting access to the campus and they know they are not allowed in the buildings. He has had one student and one faculty member express concern about this group’s presence on campus, however, all policies indicate that the group may be allowed on campus.

**Budget discussion** – Mr. Cooper and Ms. Waynna Dockins, controller, reviewed the proposed budget changes. Changes proposed include:

- Increase to out-of-state and online courses from \$107 to \$112, a \$5 per credit hour increase, to keep in line with the Consortium colleges fees.
- Increase to insurance costs for the college per an email from the UA System office.
- Mandated increase to classified salary schedules for C101 –C110 as required by Act 763.
- Mandated increase to career service awards as required by Act 914.
- Increase of 1% to base salaries of full-time employees.

Dr. Shonk made motion to accept the recommendation to increase the out-of-state and online per credit hour fee from \$107 to \$112. Dr. Austin seconded the motion and the motion carried.

Mr. Cooper said there is a shortfall of around \$75,000. The group discussed ways to shrink the deficit with changes to marketing and adjunct/overload salaries as part of the solution. There was also discussion regarding current vacant positions and the need of those positions. The Cabinet agreed to maintain those positions in the budget due to expected increases in workload for those areas.

The group also discussed the challenges of billing due to the various enrollment categories of students, such as concurrent, Secondary Career Center, dual enrollment, and now the concurrent scholarship. Dr. Austin recommended a workgroup be selected to review this issue and devise a solution to reduce the manual billing burden.

Other items Mr. Cooper reported concerning budget:

- The SSCHs were lowered to more closely align with actual numbers.
- The college's reserves will decrease because of the expense in paving the lot across from the Nursing and Allied Health building.
- Sales tax revenues have increased above projections.
- The travel budget is overextended and there may be a need to transfer available funds from M & O, mini-grant, and professional development GLs to the travel GL accounts.
- In the budget, he and Ms. Dockins have treated the category B funds of roughly \$64,000 from productivity funding as a one-time event and have not utilized those funds for salaries.

### **Area Updates -**

Mr. Cooper reported the following from finance and administration:

- He met with the architect and contractor yesterday, April 16, 2019. Both seem to be ahead of schedule. The steel for the building will arrive sometime between May 6, 2019 and May 10, 2019 and by the end of May, we should be able to see steel beams up.
- The architect has asked the contractor to work on the sidewalks and drainage work is occurring. Dr. Shonk said he appreciated the construction crew and electricians' efforts in getting the building accomplished.
- The college will be phasing security services to one shift for the summer.
- A committee has been appointed to review the two proposals from vendors for pouring rights on campus. A decision should be made soon.

Mr. Thornburg reported the following for student affairs:

- The Student Award Ceremony went well on Tuesday, April 16, 2019. Ms. Frazier congratulated Mr. Thornburg and his division for planning and hosting a great event.
- The next free movie night will feature "Aquaman" on April 18<sup>th</sup> at 4:00 p.m. and 7:00 p.m. in the Auditorium.

- The Success Center will host a display about climate change on Monday, April 22, 2019 to celebrate Earth Day and students will be able to make and take home a DIY seed starter.
- SGA elections for president and vice-president will be held April 24 – 30, 2019.
- Admissions announced the dates for New Student Orientation as:
  - May 28, 2019 – 8:00 a.m. – 12:00 p.m.
  - August 1, 2019 – 8:00 a.m. – 12:00 p.m.
  - August 7, 2019 – 1:00 p.m. – 4:00 p.m.
  - August 20, 2019 – 8:00 a.m. – 12:00 p.m.

Dr. Austin reported the following for research, planning, and assessment:

- Her office has received the first shipment of regalia for commencement and they are in the process of sorting and organizing the items.
- They are working through many transcript requests and Mr. Dustin McAnally has nearly completed printing the transcripts from Gateway Technical College that were stored on micro-fiche.

Dr. Shonk reported the following for academics:

- His office is working on space utilization and is working with faculty to better use the current space available. With this project, many faculty will be moving offices to different buildings.
- The English and math faculty have been attending Strong Start to Finish workshops in Central Arkansas this month. Strong Start to Finish concerns co-requisite remediation courses in English and math.
- He, Dr. Austin, and Dr. Diane Tebbetts with Ramona Munsell and Associates met yesterday, April 16, 2019 regarding the Title III grant proposal.
- Enrollment in the Secondary Career Center is very strong for the next academic year.
- Black River Technical College Board of Trustees announced the appointment of Dr. Martin Eggensperger as president of the college yesterday, April 16, 2019.
- The ADHE Coordinating Board meeting will be Friday, April 19<sup>th</sup> in Little Rock. He, Ms. Frazier and faculty members, Ms. Holly Goslin and Ms. Angie Strickland will be attending.
- He presented remediation reports to the cabinet and overall UACCB is successful in moving students through gateway courses.

Mr. Thornburg requested Dr. Austin look into running the enrollment reports that the previous director of institutional research had been compiling for them last year. Dr. Austin agreed to look into the reports.

Ms. Frazier reported the following:

- The HLC Conference in Chicago was very good with seven people from the college attending. That group will hold a debriefing meeting on April 24, 2019 at 2:30 p.m.
- She and Dr. Austin will make application to the Assessment Academy and if accepted, the college's participation in the academy will assist with HLC accreditation.
- She expressed appreciation for the work done to make the visit by Dr. Christine Darden a success. She said Harding University personnel were very pleased with how the day went.

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

Submitted by Jodie Hightower