

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**May 1, 2019 / 9 a.m.**  
**IH 104**

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

Ms. Frazier called the meeting to order at 9:02 a.m. Dr. Shonk moved to approve the minutes from the April 17, 2019 meeting. Dr. Austin seconded the motion, and the motion carried.

**Mini-grant Request** - Dr. Shonk presented a mini-grant request from Ms. Marietta Candler, division chair of Nursing and Allied Health, to provide funding for an EMT national training NREMT exam preparation course for 18 students. Dr. Austin said she would check to see if Perkins funds could be used to pay for this, however, she moved to approve the mini-grant request. Dr. Shonk seconded the motion and the motion carried.

**Common Course Numbering** – Dr. Shonk provided an update regarding the common course numbering project. This is one of the efforts that the Project One program is undertaking. There have been two face-to-face meetings and one virtual meeting. The five-person committee looked at Florida's system and are working to convert that to work in Arkansas. They are also reviewing the UA – Fayetteville system because they have 50,000 course numbers in their database as well as course number crosswalks for the various schools in the state where students transfer from in their system. Sonia Hazelwood from ADHE will be attending the committee meetings going forward as ADHE has said if the UA system moves to a common course numbering system, then ADHE will adopt that system.

**Safety Committee update** – Ms. Hightower provided a brief update on the safety committee activities. At their meeting last week, the committee discussed solutions for locking the classroom doors in the NAH building. Some faculty are concerned about their inability to lock the doors because of the push or panic bars. They require an Allen wrench or hex key to lock or unlock the door. Mr. Heath Wooldridge, director of the physical plant, said he can issue Allen wrenches to faculty and staff at NAH, which would provide some peace of mind until other solutions are found. The committee discussed purchasing a metal device to slip over the cross bars at the top of the door. The device essentially locks the door so that it cannot be opened when in place.

**Perkins V Stakeholder meeting** – Dr. Austin and Ms. Frazier will be attending a meeting on Monday, May 6, 2019, at Ozarka College from 1:00 p.m. to 3:00 p.m. Dr. Austin said that Perkins V guidelines require input from groups or organizations that the college normally does not consider direct partners.

**FMLA (419.1) and Sick Leave (420.0) policy** – Ms. Frazier said Mr. Cooper would like the Cabinet members to review the policies. The policies will need to be updated to remove references to catastrophic leave.

**UA System Chancellors' meeting** – Ms. Frazier provided the following update from the meeting on April 25, 2019:

- An article was published by the Arkansas Democrat Gazette on Tuesday, April 23, 2019 regarding a budget shortfall of \$12 million at the UA – Little Rock. She provided a copy of the article for the committee members. She said if they were to default on loans, it would affect the bond rating for all UA system schools.
- UACCB reserves are at \$3.5 million, which is where the UA System office considers sufficient.
- She said that there may be another adjustment to insurance premiums in December 2019.
- Merit pay increases for classified employees will partially offset the insurance increase.
- Dr. Bobbitt requests that a peer review process is developed.
- Dr. Bobbitt named Dr. Terisa Riley as Chancellor of the UA – Fort Smith.
- The chancellor position for the UA Community College at Morrilton will likely not be filled until late 2019.
- Dr. Bobbitt said if your school has sports, they must be gender equal.
- He is requesting a one to two page summary of accomplishments from each system school by June 1, 2019. Ms. Frazier will begin work on this soon and requests feedback.
- The Board of Trustees conducted a real estate survey of property owned by the system and they plan to sell unused property.
- One of the items that Project One will address is payroll synchronization. Currently, there are three frequencies to when payroll is delivered: monthly, bi-weekly or bi-monthly.
- Also related to payroll is how the system will pay either arrears or current.
- Ms. Frazier expects payroll and purchasing to become centralized services under Project One.

## **Area Updates -**

Mr. Thornburg reported the following for student affairs:

- Snacks for students are being provided in the Student Success Center during finals.
- Student Government Association election results were distributed via email this morning. Mr. Ryan Moxley was elected SGA president for 2019-2020 and Ms. Kayllen Cox was elected SGA vice-president for the 2019-2020 school year.
- The Lee Greenwood concert planning is going well. There will not be any free tickets unless the person volunteers to help at the Saturday, September 7, 2019 concert.
- Career Pathways is facing a 28% budget cut for 2019-2020.

Dr. Shonk reported the following for academics:

- He thanked maintenance and custodial staff for their swift and efficient work in moving faculty offices.
- He held a division chair / director meeting yesterday, April 30, 2019 and the topic discussed was technology. Mr. Steve Collins, director of information services, attended the meeting. This is an effort to develop a partnership between Information Services and Academics.
- He and Mr. Collins are looking at purchasing four convertible laptops that can be used as either a laptop or tablet to test for faculty use.
- The Lyon College / UACCB face-to-face dinner was a success.
- The site visit for nursing accreditation will be October 2020.
- He gave an update on the December 2018 RN graduating class:
  - 63 of 65 graduates have tested
  - 51 of 63 passed the licensure exam (80.9% pass rate)
  - There are two people left to test. One may not test due to personal reasons and the other one is scheduled to test next week.
- Mr. Nate Pyle sent an email out regarding the number of students registered for the summer I term. There are 467, which is more than other summer sessions since 2012.
- The number of students the college is retaining from fall to spring is increasing.
- He shared a press release from the National Alliance of Concurrent Enrollment Partnerships announcing the re-accreditation of UACCB's program.
- One hundred seventy-seven students will be participating in commencement this year which is a significant increase from last year.

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

- Project One is keeping people in her office busy as well as people in the business office and human resources office.
- ADHE is re-organizing their files, which will basically be a re-boot of their database.
- Commencement plans are progressing and her office is fielding many questions from students.

Ms. Frazier also reported the appointment of Ms. Andrea Henderson as Arkansas Community Colleges Association executive director. Ms. Henderson is from Wilsonville, Oregon and will begin her new role on July 1, 2019.

With no further business, the meeting adjourned at 11:03 a.m.

Submitted by Ms. Jodie Hightower