

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**May 15, 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, Mr. Heath Wooldridge, and Mr. Cheston Cooper were also present.

Ms. Frazier called the meeting to order at 9:05 a.m. Dr. Austin moved to approve the minutes from the May 1, 2019 meeting. Dr. Shonk seconded the motion, and the motion carried.

**Time Capsule** – Mr. Heath Wooldridge brought in a time capsule that was purchased in 2000 or 2001 with the intent of burying it near or in the flag court. It was never buried and has been kept in the maintenance warehouse since its purchase. Mr. Wooldridge asked for permission to bury it or to sell it. He said since the Workforce Training Center is in the building stage, this might be a good time to use the time capsule. Cabinet members requested time to consider the options and Ms. Frazier said Cabinet would let Mr. Wooldridge know how to proceed.

**Wireless System update** – Mr. Cheston Cooper provided Cabinet members with an update on the efforts to improve the wireless system on campus. On May 11, 2019, Mr. Cheston Cooper blocked the day to perform maintenance on the virtual machine software. Some of the actions took longer than expected and he was unable to complete the project. Another maintenance window will need to be scheduled. In the meantime, Mr. Cheston Cooper is utilizing the older, but more stable system. He has been working with the company, Extreme Engineers, who hosts the equipment on campus.

Mr. Cheston Cooper also asked the Cabinet to consider reconfiguring the available wireless networks. Mr. Cheston Cooper said he would like to bring back the sign-in page for users to join the wireless network because older phones and equipment were not compatible with the system when the sign-in page was removed. He said he would like to set the time-out period for seven days. This would mean that a person would need to sign-in on a weekly basis. He requested permission from Cabinet to change the UACCB\_Student connection to UACCB\_Wireless and remove the UACCB\_Secured connection. The guest network would remain the same with the three hour time-out window. Dr. Austin moved to accept the reconfiguration as presented. Dr. Shonk seconded the motion and the motion carried. Mr. Cheston Cooper can make the changes this weekend, however, he will need to send an email to campus regarding the changes.

Finally, Mr. Cheston Cooper presented maps of the proposed locations for access points in all campus buildings. Currently, campus has 24 access points. Under the proposed plan, an additional 40 access points will be installed bringing the total to 64. The largest increase to access points will be in the Nursing and Allied Health building. Currently, there are five access points. This plan would bring the number of access points to 21. The Fine Arts building will not

receive additional access points but they will be moved to better locations in the building. New access points installed will be on the ceiling and they look very similar to a smoke detector and snap into the ceiling panel grid. Maintenance staff will help with the installation of the access points, however, they have limited time during the summer. Mr. Cheston Cooper is hoping to hire someone part-time with experience in running cable to assist with this project. While a firm timeline is not set, Mr. Cheston Cooper has a tentative start date of June 1, 2019 and plans to complete installation by August 15, 2019. Installation will begin in NAH, then move to RJB, ASB and MCB. He estimates the need for an additional \$20,000 - 25,000 to purchase the remaining equipment needed to complete the project.

He said there should be a huge boost to the Wi-Fi system across campus. It may also help signal outside of the buildings as well. In the future, access points may need to be added to the larger parking lots. If this is done, then security cameras will need to be aimed so that the viewing area captures the access points.

There was discussion regarding hiring a company who specializes in installation to do the work. Mr. Gayle Cooper asked Mr. Cheston Cooper to contact the company for an estimated cost on completing the work. Also discussed was the need to know as soon as possible when the network is down. Dr. Austin said she would look into available technologies.

**FMLA (419.1) and Sick Leave (420.0) policy update** – Mr. Gayle Cooper reminded the Cabinet members of the changes to the policies which include removing references to Catastrophic Leave as well as updating language to reflect the new UA Board of Trustees sick leave policy 420.3. Ms. Frazier requested Cabinet members review the updated policies and changes with employees. Mr. Gayle Cooper will send out the updated policies via email.

**Academic Calendar 2019 -2020** – Dr. Shonk asked the Cabinet to approve the proposed Academic Calendar for 2019 – 2020. He said the most significant change is that final grades are due December 18, 2019 instead of the 19<sup>th</sup>. Faculty report back to campus on August 15, 2019, which will be the In-Service Day. Dr. Shonk made a motion to accept the calendar as presented and Mr. Thornburg seconded. The motion carried.

Dr. Austin said she would research adding the Academic Calendar dates to Outlook so that they would automatically populate on all calendars of users who are signed-in to Outlook.

**Professional Education Funds applications** – Ms. Jodie Hightower presented the requests for college credit reimbursement. There were 11 requests totaling \$7,148.79. Each semester, \$5,000 is allocated. Using the pro-ration formula outlined in policy 440.3, applicants are eligible for 69.9% of the amount of tuition they are allowed up to \$750.00. Eight are eligible for a reimbursement of \$524.56. The other three applicants are eligible for \$250.39, \$112.26 and \$440.84 based on their tuition expenses.

Dr. Austin moved to accept the proposed reimbursement grid based on the usual allocation of \$5,000.00. Dr. Shonk seconded the motion and the motion carried.

**Summer schedule** – Ms. Frazier asked Cabinet members to provide information to her regarding office coverage during the summer months. The summer timeframe will be from May 20, 2019 to August 2, 2019. She also requested that members email her with their vacation schedule.

### **Area Updates -**

Mr. Gayle Cooper reported the following for finance and administration:

- This Friday, May 17, 2019, Mr. Patrick Hollingsworth, associate general counsel for the UA System office, will be on campus to provide a program on contracts and constructions projects.
- The first Saturday in August will be the sales tax free weekend in the state of Arkansas and the UACCB Bookstore will participate. This will be limited to students who have already completed financial aid paperwork.
- Progress continues on the Workforce Training Center. Bricklayers are working and the steel is here. Sidewalk work is scheduled for next week by the NAH gravel parking lot.
- Purchase of the paint booth for the building was approved.
- Project One training continues and both the controller and the human resources specialist are off campus for that training.

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

- Project One is keeping people in her office busy.
- Commencement went well and her office stayed open until commencement began at 7:30 p.m. to handle last minute requests.
- ADHE is hosting a technology meeting next week where they plan to outline their plan to re-configure their reporting system.
- She and Dr. Shonk are working with Dr. Diane Tebbetts on a Title III grant.
- Work on the Perkins grant for next year is in progress.

Dr. Shonk reported the following for academics:

- Regarding space utilization efforts, the college is ordering round tables for the early childhood education classroom as well as rolling chairs. Computer lab chairs are also needed.
- Nursing update – One more student took the NCLEX exam and failed, bringing the pass rate below 80%. One final student will be testing on May 28, 2019. If that student passes, the pass rate will be 80% exactly.
- The college purchased a total of seven Microsoft Surface Book IIs. Six units will be tested by faculty and one unit will be tested by the assistant to the vice chancellor for academics. This is an effort to update the teaching technology utilized by faculty.
- He provided an update regarding vacant positions:

- Ms. Michelle Bishop was hired as an RN faculty member.
- Mr. Danny Ramsey, welding instructor, resigned effective June 15, 2019.
- Intents to hire for a CNA Instructor and an Industrial Technology/welding instructor are in process.
- The UACCB Adult Education program has been selected to be one of five colleges in the state to pilot a program designed to help those students who pass the GED test with higher scores. He provided a handout to Cabinet members. Essentially, the GED test will serve as the college placement test. Those with a score of 165 to 174 have the skills needed to start college-level courses. Those with scores of 175 to 200 would be eligible to earn college credit. The actual number of students who would qualify is very low.

Mr. Thornburg asked if the college needs to change the GED score cut-off from 163 to 165 for the scholarship offered to students. Discussion concluded that the score should be changed. Mr. Thornburg made the motion to change the cut-off score from 163 to 165 and Dr. Shonk seconded. The motion carried.

Ms. Frazier reported the following and issued reminders for:

- Commencement was a success with several people commenting on how well it went.
- She provided a flyer on a free program to help people be aware of stress related symptoms and practical tips of how to help others.
- She will be attending a meeting regarding UAMS' telemedicine efforts in mental health and the possibly of UACCB utilizing this service.
- If an employee is out sick five consecutive days, a doctor's note is required. Leave requests should be put into the system in a timely manner just as travel reimbursement requests should also be handled in a timely manner (30 days or less).
- In appointment letters for faculty, the appointment time will outline the appointment timeframe to include participation in commencement. Also, when meetings are called, they are mandatory. If an employee is absent, then leave must be taken.

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

Submitted by Ms. Jodie Hightower