

University of Arkansas Community College
Administrative Cabinet Minutes
June 19, 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 June 5, 2019 meeting. Dr. Austin seconded the motion, and the motion carried.

UACCB Staff Handbook – The members discussed the handbook as presented, with Ms. Frazier noting that the need for a handbook exists to satisfy Higher Learning Commission requirements. She recognized the significant work that Mr. Jonathan Farrar, Staff Senate President, as well as others contributed to the formation of the handbook. The group discussed the need for consistent language and a reiteration that UA System and UA Board of Trustees policies override local policies. There was further discussion regarding the need of administration to review and update policies for wording or other statements inconsistent with common practice.

Dr. Shonk moved to approve the document in principle as a great guiding document and to recognize the dedication and hard work that went into its creation with the understanding that UA System policies, UA Board of Trustees policies, state law, and federal law supersede local policies. Dr. Austin seconded the motion. After further discussion, the motion carried with a request from Cabinet members that Ms. Frazier appoint a three to five person taskforce to review and align the handbook with all board of trustees and system policies.

Policies 419.1; 420.0; 421.0 – Ms. Jodie Hightower reviewed the proposed changes to the referenced UACCB policies in Mr. Gayle Cooper's absence.

Dr. Austin moved to approve Policy 419.1 – Family Medical Leave Act as amended. Dr. Shonk seconded the motion and the motion carried.

Dr. Shonk moved to approve Policy 420.0 – Sick Leave as amended. Dr. Austin seconded the motion and the motion carried.

Mr. Thornburg moved to approve Policy 421.0 – Leave use for Influenza-like Symptoms or Illnesses as amended. Dr. Shonk seconded the motion and the motion carried.

CashCourse – Mr. Thornburg provided an FAQ regarding the CashCourse program. Mr. Thornburg said he had applied for an account on behalf of the college. While not technically a course, the program does have curriculum that can be utilized by faculty. Only the administrators of the school's account can access student grades. He said there is some ability to customize the student access portal with the UACCB logo and the college can link to the website from the UACCB website. He noted that the program is ADA compliant with Section 508 of the Americans with Disabilities Act. Dr. Austin said the program could be incorporated into program maps and Dr. Shonk said the foundations of financial literacy course could use it extensively.

Video – Drone Flyover Footage – Ms. Hannah Flanery presented a video and photos that Mr. Kyle Christopher shot yesterday, June 18, 2019. Mr. Christopher made a sweep of campus with his drone and also took several photos from all sides of the Workforce Training Center currently under construction.

Area Updates -

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

- Mr. Robert Montgomery, director of institutional research, who began Monday, June 3, 2019, is working with Ms. Lea Ramsey and training on our systems.
- The Computer Lab Manager position is posted and a selection committee is being appointed. Mr. Thornburg asked if current open positions could be sent to faculty and staff. Ms. Frazier said she would ask Marketing and Communications to do so.
- There are several current projects including updating gainful employment reports. Mr. Thornburg mentioned the deadline for posting information is July 1 and a physical signature is required before a student can be registered.
- Other reports due are for ADHE and Perkins.
- Updates to the online application are in process to align the application with Guided Pathways.
- Several from her office will be out next Tuesday to attend a UA System meeting.

Mr. Greg Thornburg reported the following for student affairs:

- He said the HESI testing for nursing is in process although it is a long test.
- He, Ms. Amy Foree, and Ms. Heather Hoggard visited the Arkansas Sheriffs' Youth Ranch.
- A representative from UA Fayetteville will be on campus tomorrow to talk to students and employees about the transfer scholarship opportunity for UA system community colleges. The representative will also be at the Board of Visitors meeting tomorrow.
- The Student Affairs annual report was compiled and submitted to Ms. Frazier.

Dr. Shonk reported the following for academics:

- Three faculty members are utilizing the Microsoft Surface Book 2 for the Summer I session.
- Monitors with 4K resolution are mounted in MCB 242 and ASB 304.
- Posted vacant positions are Certified Nursing Instructor for Secondary Career Center, ESL Instructor for Adult Education, and welding instructor (interviews June 28, 2019).
- The ILP Building Block is installed in Blackboard Learn and is mostly working. Although not creating issues for courses, the Ultra courses still do not properly redirect back to the attendance and grade submission page. He and Ms. Lea Ramsey have been working with Ellucian and Blackboard on the issue. He praised Ms. Ramsey's dedication to resolving the issue as she has spent hours on the issue.
- The Title III grant request for proposals was released today with a submission deadline of July 19, 2019. He has provided additional information regarding online courses based on the Quality Matters criteria to Dr. Diane Tebbetts, who is working on the grant proposal.
- Dr. Katia Leland has resigned from UA – Little Rock and Dr. Burgin is the point of contact for the Teacher Education Program.
- The college is using EMSI to provide career assessment for in-coming students. The Career Coach program narrows the career fields down to feasible careers within a 100 mile radius of Batesville and pulls in economic data to show the viability of those career fields.
- Mr. Austin Muse began part-time in June and will be full-time in July. He is off to a strong start.
- Mr. Zach Harber met with Dr. Shawnee Clark, a local veterinarian, interested in assisting in the agriculture program. She is qualified to teach soil science and animal science courses.
- The college is partnering with Survival Flight for dispatcher training through Community Education.
- The first EMT-Basic student has taken the National Registry course and passed.
- The RN Pre-Licensure and LPN classes are both full for the fall and have waitlists.
- The video equipment purchased with Perkins funds has arrived and is ready for installation in the Simulation Lab. This equipment is a step toward certification to Simulation Center vs. Simulation Lab.
- Beginning in the fall, NAH programs will begin using a bio-metric time clocking system to track and monitor student attendance, which although there is a cost, instruction time is gained by using the system.
- The math division is revising the Fundamentals of Math course from a computer-based course to a face-to-face course that will teach the topics from pre-Algebra, beginning, and intermediate Algebra that are needed to be successful in college-level math. This will provide an opportunity for students scoring a 16 or less on the ACT math to get their math remediation in one semester. Then they can take College Algebra with Math Skills effectively reducing their math sequence from three to four semesters to one or two, based on placement testing.
- There is a really high demand for science classes in the fall. Additional sections, labs, and increasing the cap on the number of students per lecture are ways they are meeting the demands.

- The Entergy Foundation provided a \$2,500 grant for Kids' College for the purchase of additional Cubelets which are programmable robot blocks.

Ms. Frazier reported the following:

- The College submitted an application to HLC's Assessment Academy and should hear if accepted mid-July.
- Mr. Jacob Flournoy, chief audit executive for the UA System, announced his retirement at the end of June.
- Ms. Hannah Flanery will be on medical leave beginning June 22, 2019. She has done an extensive amount of work preparing for her leave.
- She offered appreciation for those who have turned in their annual reports.
- She has appointment letters prepared for distribution by Human Resources. Faculty letters have specific requirements to attend commencement and professional development days.

Ms. Frazier reported the following on behalf of Mr. Gayle Cooper:

- The last day to make purchases in June 21, 2019.
- The carryover amount is projected to be \$350,000 to \$400,000, however, there are some outstanding bills (utilities, travel) as well as payroll for extra help. Final carryover is projected to be between \$200,000 and \$250, 000.

Ms. Frazier presented a motion from Mr. Cooper to provide a 2% stipend for FY 2019 to faculty and non-classified employees and to provide a 2% - 3% stipend for FY 2019 to classified employees based on their annual performance evaluations. Dr. Austin seconded the motion and the motion carried.

With no further business, the meeting adjourned at 11:42 a.m.

Submitted by Ms. Jodie Hightower