

University of Arkansas Community College
Administrative Cabinet Minutes
July 15, 2019 / 2 p.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 director of institutional research, Rob Montgomery, were also present.

Ms. Frazier called the meeting to order at 2:05 p.m. Dr. Shonk moved to approve the minutes from the June 19, 2019 meeting. Dr. Austin seconded the motion, and the motion carried.

Enrollment Reporting - Mr. Rob Montgomery, director of institutional research, reviewed a proposed enrollment report with the cabinet members. Items highlighted were trends in FTEs, comparison of applications to registrations, and breakdown by program. There is also a need to discover the rate of conversion of concurrent or PCB students to enrolled students. With the changes encouraged by Guided Pathways, students will be grouped by the six areas of interest rather than the individual degree or certificate programs. Members discussed the ways their divisions utilize the data. Ms. Frazier requested that Mr. Montgomery begin reporting on July 19, 2019.

LED lights Auditorium and Banquet Hall – Mr. Cooper provided an update regarding the updating of lighting in Independence Hall. He said the quote to change out stage lighting was \$75,000 and work should be complete by September 7, 2019.

Comprehensive list of resources available to students – Mr. Thornburg reported that he and Ms. Becky Warren completed the list of resources in October 2018. He provided the resource list for cabinet members to review.

***Governance document for Campus Cast system** – The Campus Cast system was introduced to cabinet members September 5, 2018 by marketing coordinator, Hannah Flanery. The system is primarily utilized by Admissions to notify groups of students when they have been accepted into the college and to remind students to provide needed documentation to complete the admissions process. The need for a document to govern the system's use was discussed and both Student Affairs and Academics expressed interest in utilizing the system for important needs such as advising, waitlist status, or other important messages. Ms. Frazier said that when the marketing coordinator returns from extended leave, further discussions to determine the system's use will be conducted.

Program Maps – Dr. Shonk provided program maps for 21 programs. He said this is version 1.0 and future updates will occur as programs evolve and develop. For now, these maps are really helpful for advisors and internal audiences, but not necessarily for public view at this time.

***Faculty evaluation peer review process by July 1, 2019 per Dr. Bobbitt, UA System**

president – Dr. Shonk provided the dates and minutes from Faculty Senate meetings where the evaluation peer review process was discussed. Although the topic was discussed at seven meetings, movement forward on the development was tabled until the August 2019 Faculty Senate meeting. Ms. Frazier said she had asked a colleague at a sister institution to share their process. When Ms. Frazier receives that documents, she will forward to Dr. Shonk to share with Faculty Senate.

Feasibility of satellite campus in north area of footprint – Dr. Shonk provided an email from the Office of Skills Development associate director, Stephanie Isaacs, regarding the pending application by Ozarka College to be a secondary career center beginning in fall 2020 serving students in the Northern Sharp, Fulton, Stone, and Izard counties. With their application and eventual designation, there is no feasibility of a UACCB satellite campus in North Sharp County.

Retention Alert system – Dr. Shonk provided the minutes from the January 7, 2019 Faculty Senate meeting where the faculty and advising agreed on a process and format to email retention alerts to retentionalert@uaccb.edu which is then distributed or handled by Mr. Nate Plye, director of academic advising. Dr. Shonk said there have been no complaints using this process.

Inclement weather protocol for faculty, staff and students (particularly concurrent) if classes are cancelled or delayed – Ms. Frazier provided the inclement weather statement from the Secondary Career Center student handbook. She said this statement is already in place and will be utilized in the event classes are cancelled or delayed. Concurrent students, especially those in our more rural footprint, may attend a partnering district who cancels or delays classes when UACCB does not. This statement allows for the student to not be counted absent but requires them to make-up all assignments or time missed.

***Manual billing burden** – Dr. Austin spoke to Ms. Waynna Dockins, controller; Ms. Wanda Garnett, accountant; and Ms. Lea Ramsey, database administrator regarding the process for billing. Students now funnel through the secondary career center and it is hard to tell the classification of the student (concurrent, secondary career center, etc.) Dr. Shonk said when the concurrent scholarship is awarded to help with the manual billing process. Dr. Austin said our current accounting system is not set up to accommodate the variety of high school students attending classes. Dr. Shonk asked if Ms. Rana Dowdy's spreadsheet of concurrent students would assist with the billing process. Dr. Austin said she would discuss with Ms. Dockins and Ms. Dowdy.

***Review of Procedure 440.3, Use of Professional Education Funds** – Dr. Austin said there is a need to review the policy due to the evolution of higher education's class scheduling. Ms. Frazier provided an email outlining a clarifying statement that would allow for those on rolling schedules to apply for professional education funds with a maximum reimbursement annually of \$2,250, based on funding availability. The purpose of the application dates was discussed and

the process for reimbursement was discussed. Mr. Cooper noted that auditors want to have proof the person is completing the classes. He also said there have been times where applicants have had to return funds. Ms. Frazier said she and Dr. Austin will have a recommendation for an updated policy at the next cabinet meeting.

Student Organization Event Proposal Form – Mr. Thornburg presented a student organizations activity expense approval request form explaining there is a need to track student organization expenses more closely. He also said this process will allow more involvement from Student Government Association officers.

After a brief discussion, Mr. Thornburg moved to recommend the adoption of the presented form. Dr. Austin seconded and the motion carried.

***Review of Procedure 585.0, Course Census Date** – Dr. Shonk provided a draft copy of the proposed changes to the policy. He said instead of waiting until the 11th day, the registrar will email faculty on the third or fourth day asking for a list of students who have never attended. He said the main question is how long the registrar has to review and check the data. Dr. Austin suggested adding wording to item 6 stating faculty should call the vice chancellor for academics immediately for case-by-case review on students who may have been dropped erroneously. Dr. Shonk and Dr. Austin will bring an amended draft policy to cabinet at its next meeting. Ms. Frazier asked Dr. Shonk to review the policy with academic division chairs once approved.

***Review of Faculty and Staff grievance process by 2 Yr College Policy and Procedures Committee** – Mr. Cooper said the a policy has been drafted by the system level committee and is under review by UA System legal counsel. Once approved, Mr. Cooper will bring to cabinet.

***Information on Mitel upgrade** – Dr. Austin said she will meet with network administrator, Mr. Cheston Cooper, regarding the increased capabilities. Dr. Shonk asked for a small group meeting to review the upgrades and determine how the college can utilize them.

Workgroup for challenges of billing due to enrollment categories – This item is addressed in the “manual billing burden” paragraph above.

***Technology available to know when the network is down** – Dr. Austin will meet with network administrator, Mr. Cheston Cooper, and report at the next cabinet meeting.

***Sick Leave and FMLA policies** – Ms. Frazier asked cabinet to review the revised sick leave policies with the employee in their divisions. Dr. Shonk provided Faculty Senate meeting minutes showing that the sick leave policy regarding payout for faculty and non-classified staff ending as of June 30, 2019 was reviewed. They also discussed short-term disability and the changes that occurred when the catastrophic leave program ended. Mr. Cooper agreed to provide cabinet members talking points regarding the differences between short term disability and catastrophic leave.

Discussion regarding the food pantry will occur at a separate meeting. The members agreed to meet again on July 24, 2019 at 9:00 a.m.

With no further business, the meeting adjourned at 3:27 p.m.

Submitted by Ms. Jodie Hightower