

University of Arkansas Community College
Administrative Cabinet Minutes
July 24, 2019 / 9 a.m.
IH 102

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 9:03 a.m. Dr. Shonk moved to approve the minutes from the July 15, 2019 meeting. Dr. Austin seconded the motion, and the motion carried.

***ACT 184 – Proposed policy 712.0 Free Speech and Expressive Activities in Outdoors**

Areas - Ms. Frazier provided a copy of the proposed policy which was prompted by the passing of ACT 184 in 2019 by the Arkansas State Legislature. Ms. Frazier said the draft policy was created by UA System Legal Counsel and she had incorporated UACCB language in the policy. Ms. Frazier asked the members to review the policy.

Mr. Thornburg made a motion that unless UA System Legal Counsel notifies us that our proposed policy needs to be changed, the policy is accepted as presented. Dr. Austin seconded the motion and the motion carries. Ms. Frazier said that in the event changes are made, she would send the revised policy out and she asked members to vote by the end of the day relaying their vote to Ms. Hightower.

ACT 844 – Mr. Thornburg provided a copy of ACT 844 and the draft procedure that UA Cossatot created. ACT 844 allows state-supported institutions of higher education to classify certain students as in-state for the purposes of tuition and fees. The policy will affect those students who hold nontraditional documented immigration status. Mr. Thornburg said he had polled fourteen other colleges and only Cossatot provided their information. The group discussed the outlined acceptable documentation, the ways in which the college is notified of a student in these categories, and current UACCB practices in processing students with this status. Dr. Shonk said that UA System policy 520.8, which goes into effect today, July 24, 2019, governs the process. The group tabled any action on this item until further research and discussions with appropriate college personnel occur. The College will follow UA System policy 520.8 until such time that ADHE develops a governing policy and procedure.

ACT 1026 – Dr. Shonk provided the group with ACT 1026, passed in the 2019 Arkansas state legislative session, which created the Academic Support Scholarship. This scholarship provides students a benefit of \$250 for coursework taken during the time between high school graduation and entering college in the fall. Dr. Shonk would like the college to develop a bridge program for summer 2020 that would assist students by providing students in this category coursework to utilize the scholarship. Mr. Thornburg said ADHE confirmed the funds will go to the college directly and not to the student. Dr. Shonk said he spoke to Dr. Walker at ADHE who indicated ADHE will most likely use the universal scholarship application to award this scholarship.

Manual Billing Burden – Dr. Austin did not have anything additional to report on this item.

***Procedure 440.3, Use of Professional Education Funds for College Credit Course Work** – Dr. Austin said the need for an update to the policy became evident when rolling start dates for higher education programs began. She provided the group with an updated policy highlighting the proposed changes.

After discussion, Dr. Austin moved to accept the policy as presented with an update to section II. 4, moving the definition of fall semester class to July instead of August. Mr. Thornburg seconded the motion and the motion carried.

***Procedure 585.0, Course Census Date** – Dr. Shonk provided a draft of the revised policy noting the changes to the policy. He said inclusion of 5th day reporting will allow the registrar and faculty to review situations and eliminate some confusion on the 11th day. Dr. Shonk said the policy now includes guidance for faculty in determining the status of student attendance. The group discussed the need for case-by-case review to be handled solely by the vice chancellor for academics.

Dr. Shonk made a motion to accept the policy as presented except striking reference to “the registrar” on items III. 1. and III. 6. Dr. Austin seconded the motion and the motion carried.

Information on Mitel upgrade – Dr. Austin provided a brief update stating the college will have to purchase two new voice switches. She said information services is also trying to determine if our phones will work on the new system and the type of training that may be needed. Dr. Shonk said he was told by information services that the conversion would take place over the course of two days. He asked Dr. Austin if we know what additional features will be gained in the conversion. Ms. Frazier asked who would be providing training to staff. Dr. Austin will continue gather information and report to the Cabinet.

Technology available to know when the network is down – Dr. Austin said information services receives alerts when Wi-Fi access points go down and when the internet site loses contact with the switch. She said they are looking at current systems and determining if there are technologies currently available to us that are not being utilized. Dr. Austin also said the discussion within information services has focused on getting that information out to users and how to best meet that need.

Area Updates:

Student Affairs – Mr. Thornburg provided an enrollment report noting that on July 24, 2019 headcount was 1,300, a 12.17% increase from July 24, 2018. Total SSCHs were 13,140 as of July 24, 2019, which is a 6.7% increase over same time last year. Mr. Thornburg said that all applications for concurrent students have been entered in the system. Dr. Shonk said

Cosmetology is revising its process for admitting students and instead of working directly with the program director, students will work through Advising.

Mr. Thornburg provided an application for the Food Pantry on campus. He said several of the questions on the application are required by the Arkansas Food Bank. He said that members of the Baptist Collegiate Ministry will handle the food distribution. The group discussed data collection and it uses as well as notification of clients in the event of a recall.

Mr. Thornburg announced that Ms. Chenoa Summers will resign her position as director of the student success center effective August 13. He also announced an introduction to college courses session for concurrent students and secondary career center students that will be held August 16 from 8:15 a.m. to 11:30 a.m.

Academics – Dr. Shonk provided the following updates:

- Ms. Tiffany Guinnip, utilizing technology the college currently has, created an electronic curriculum proposal submission form.
- The required program reviews have been submitted to ADHE. He said we received good feedback, noting the need to hire additional faculty and provide adjunct faculty more feedback. There was discussion on the legislative requirement to conduct the reviews.
- He shared a document showing the enrollment trends of business courses over the last five years. The group discussed ways to improve the program and increase enrollment.
- The EMSI career coach assessment website is currently in use. He encouraged members to visit the website and provided the link.
- He provided a draft schedule for professional development on August 15 and 16. He also provided information on Dr. José Bowen and topics that he is able to present. He also said that Mr. Blayne Stewart will build an app for the day so that people can access the schedule. He said during the area meetings on Friday, goals and plans for the upcoming year will be highlighted. One question the committee has is regarding tablecloths and the feasibility of purchasing them rather than renting.
- Dr. Shonk provided an update on the Ellucian ILP and Blackboard Ultra interface. He said that Ms. Lea Ramsey has spent a lot of time working on the issue. He said another issue has surfaced with course numbering as there is a custom script written for our system which does not interface with Blackboard. They are working on a solution.
- The following items were purchased using Perkins funds:
 - Business, Technology, and Public Service
 - New Laminator for Early Childhood
 - Digital Media for Computer Technology
 - Nursing and Allied Health
 - Virtual Reality Trainer
 - Industrial Technology
 - Shop Press
 - CNC Wood Router
 - Vertical Mill (manual)
 - Lathe (manual)

- There is one vacant position, a CNA instructor for the Secondary Career Center. Interviews will be held Friday, July 26, 2019.
- New hires include: Ms. Elizabeth Taylor, ESL instructor for Adult Education (9 – month), will begin August 15, 2019 and Mr. Daniel Winston, welding instructor (12 – month), began work on July 1, 2019.
- The paramedic coining ceremony (6 graduates) will be Thursday, July 25, 2019 and the PN pinning (19 graduates) will be held Friday, July 26, 2019.
- Dr. Shonk provided an update on the teaching technology pilot program utilizing the Microsoft Book II devices. Five of them were issued to faculty and one to Ms. Guinnip. The five devices issued to faculty kept shutting down and installing updates at random times, usually when faculty were trying to teach. He said Ms. Crystal Blue worked and researched the issue and was able to isolate and correct the problem. So far the devices are working properly.
- Dr. Shonk will be attending an UAWA governance meeting tomorrow, July 25, where the search for a program coordinator will be the main topic.
- He attended the play Mary Poppins at Murray's Dinner Playhouse in Little Rock with the early childhood education class. He said the play was good and the students enjoyed the experience.

Research, Planning and Assessment – Dr. Austin provided the following update:

- The Title III grant was submitted and she expects an answer in late September.
- She and Ms. Holly Goslin, Faculty Senate President, will be attending the HLC Assessment Academy orientation in Chicago next week.
- They are finishing up the hiring of a computer lab manager and hope to announce next week.

Ms. Frazier reminded the group that Ms. Hannah Flanery, marketing coordinator, will return from medical leave Monday, August 5, 2019.

With no further business, the meeting adjourned at 12:22 p.m.

Submitted by Ms. Jodie Hightower