

University of Arkansas Community College
Administrative Cabinet Minutes
August 7, 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 was also present.

Ms. Frazier called the meeting to order at 9:01 a.m. Dr. Shonk moved to approve the minutes from the July 24, 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 revised copy of the proposed policy which was emailed to the cabinet members last week.

Dr. Austin moved to approved the policy as revised by the UA System Legal Counsel. Dr. Shonk seconded the motion and the motion carried.

****Mini-Grant Request for One Student / One Staff events** – After discussion regarding concerns over the time involved in organizing these events, Dr. Austin moved to approve the request as presented with the requirement that One Student / One Staff committee members track the time involved in organizing, setting up and taking down of these events. Mr. Cooper seconded the motion and the motion carried.*

Review of proposed revision to Policy 220.1 Hiring Process – Ms. Frazier provided a draft of Policy 220.1 Hiring Process to members and reviewed the proposed changes, which were in blue ink. The red copy will be removed from the policy. The cabinet will vote on the policy at the next cabinet meeting.

ACT 456, Arkansas Concurrent Challenge Scholarship – Dr. Shonk provided an FAQ with questions and answers from ADHE regarding the implementation of the Concurrent Challenge Scholarship. Dr. Shonk noted that from the information provided, much of the work will be placed on high schools and ADE (Arkansas Department of Education). High schools will send a roster of concurrent students to the college and the college will bill ADHE for the number of student multiplied by the \$125 scholarship amount. Dr. Shonk said they were told that colleges could enroll in fall 2019 and bill for it noting payment for fall 2019 will be in the spring. He said concurrent enrollment has increased this fall. He asked cabinet members to submit additional questions to him prior to the next CAO/CSAO meeting on September 26.

Manual Billing Burden – Dr. Austin did not have anything additional to report on this item. She will contact Rana Dowdy, high school liaison, and Waynna Dockins, controller, to discuss.

Information on Mitel upgrade – Dr. Shonk said he had discussed dates with Mr. Steve Collins, director of information services, for the conversion and upgrade.

Technology available to know when the network is down – Dr. Austin reported that all Wi-Fi access points have been installed and are working properly.

She also noted that the laptops did not work properly at New Student Orientation due to problems connecting to the user's profile in Active Directory when logging in for the first time. This portion of NSO will be moved to the computer labs, where connecting to the user's profile is not an issue for students.

Dr. Shonk described his frustration with the log-in process in room 233, which took about 15 minutes and in addition to a replacement monitor, as it has gone out. He said the NSO class that was supposed to begin at 10:30 a.m. started at 10:35 a.m.

Follow-up Items:

- A. Development of Governance Document for Campus Cast– Now that marketing coordinator, Hannah Flanery, has returned from extended leave, Dr. Austin will meet with her.
- B. Faculty Evaluation Peer Review Process – Dr. Shonk met with Ms. Holly Goslin, Faculty Senate President, about the need to get a policy in place quickly. Ms. Frazier said she shared information with Dr. Shonk that a colleague from another college provided.
- C. Review of Faculty and Staff grievance process – UA System Legal Counsel has reviewed and responded. Mr. Cooper is gathering the responses from 2 year colleges and will have more information to share soon.
- D. Sick Leave and FMLA policies – Mr. Cooper provided cabinet members with a list of bullet points regarding short term disability, filing and qualifications. He asked cabinet members to wait until he clarifies one point before they discuss with their employees.
- E. (New) UA System Policy 520.7, Fees for Veterans and Military Personnel – Ms. Frazier asked Mr. Cooper to work with the business office and Ms. Tracey Thomas, assistant registrar, to develop a process for the College.

Area Updates:

Student Affairs – Mr. Thornburg provided the following update:

- There are 90 students registered for New Student Orientation today, August 7, and the next and final NSO for the fall will be August 20, 2019.
- Open houses for high schools begins tomorrow and admissions staff will be attending all PCB schools.
- Three internal applicants have applied for the director of the student success center position and interviews will begin soon. Tutors will need to be hired soon.
- Sales for the Lee Greenwood concert on September 7, 2019 have hit the \$500 mark and sales continue to be steady.

- First day of classes will be August 21 and 22 and all student service areas will be open from 7:30 a.m. to 6 p.m.
- Enrollment numbers were reviewed and are trending higher this fall over last fall.
- Dr. Shonk said that class limits in several courses have been increased and sections of English Composition I and II have been added. Mr. Thornburg reviewed the process of removing a student and the wait list was discussed. Ms. Frazier asked Mr. Cooper for the number of non-paying students.
- The group discussed the need to provide accommodations for a student who is temporarily bound to a wheelchair. Several options were discussed such as providing a note-taker or having a student in the class provide his/her notes.

Finance and Administration – Mr. Cooper provided the following updates:

- The Bookstore served 159 student and generated \$83,000 in revenues on its debut Saturday opening on August 3, 2019. The Bookstore was open for students to take advantage of the Arkansas State Sales Tax Holiday.
- The retirement reception for Mr. Roy Gonyer, skilled tradesman, will be today from 2 p.m. to 3 p.m. in room 104.
- The construction on the Workforce Training Center is going well and asphalt will be laid soon, hopefully Monday, on the parking lot across from the Nursing and Allied Health building. The expectation is to be able to enter the building in late December.
- There are three internal candidates for the fiscal support specialist position in the business office.

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

- She announced that Mr. Dustin McAnally has accepted the computer lab manager position. A search for his replacement as administrative assistant for RPA will begin soon.
- She and Ms. Holly Goslin attended the HLC Assessment Academy orientation last week and it was very informative, lining out the responsibilities and activities for the four-year program.
- There will be a roundtable event for the Academy October 30 – November 1 for a select group of faculty who will be the local champions for the program.
- Her office is working on the Perkins grant and there are two upcoming events: fall coordinators' workshop and a meeting in which a four-person team will attend.
- Her office is also gathering data for reports regarding the TRIO grant.

Academics – Dr. Shonk provided the following updates:

- Dr. Shonk gave a report on the final numbers of attendees at Kids' College.
 - Enrollment Numbers
 - Grades 1 – 3 = 88
 - Grades 4 – 6 = 71
 - 37 students received a scholarship for a total of \$4,765.00.
 - Three Engineering Camps

- First Lego Junior = 22
- Inside Engineering = 19
- SHE (Soaring High in Engineering) = 8
- Kids' College and Engineering Camps = 208
- He said there is a box of tee-shirts left over from the camp and asked the group how to disburse. Most of the shirts are children sizes with a few adult sizes left. They will distribute through student services.
- The local fire department is utilizing the first responder class offered through Community Education. He said the instructor has increased the hours from 44 to 48 so they can earn a BLS certification during the course.
- The EMSI career coach assessment website is currently in use. Employers are receiving training on the site and seven employers have signed up for an account already.
- Ms. Dawn Smith has accepted the position as Certified Nursing Assistant (CNA) instructor for the Secondary Career Center.
- He asked Mr. Cooper if a check could be ready to give to Dr. José Bowen at the professional development event on Thursday, August 15, 2019. Mr. Cooper said yes.
- He shared the app that the Professional Development Committee had created for August 15 which will have the complete schedule of events for the day.
- The search for a program coordinator for the UA Workforce Alliance continues. Five people were interviewed and one was offered the job, but declined as she had already accepted another position. The group decided to open the search state-wide and Alliance members agreed to office the program coordinator at one the local campuses in the event the person wanted to office somewhere other than Morrilton. The position will be paid from the grant funds through UACCM.

Ms. Frazier provided the following updates from the Chancellor's Office:

- The College received its first shipment of food and toiletries for the Food Pantry.
- There was a meeting yesterday between Lyon College and ROTC and she posed the opportunity for a COPS course.
- Fellowship Bible Church provides a welcome back dinner for Lyon College students and they would like to something similar for UACCB students. She will give information to Mr. Thornburg so that he can follow-up.
- The UACCB Foundation now has an online giving form.
- She reminded members to elect or appoint members to the Chancellor's Advisory Committee.

The Cabinet will meet again on Friday, August 23, 2019 at 9 a.m. in room 104.

With no further business, the meeting adjourned at 10:52 a.m.

Submitted by Ms. Jodie Hightower