

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**August 23, 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 9:00 a.m. Mr. Thornburg noted one change to the minutes from the August 7, 2019 meeting. Mr. Cooper moved to accept the minutes as amended. Dr. Austin seconded the motion and the motion carried.

**Policy 220.1 Hiring Process** – The cabinet members agreed to table this item.

**Mini-Grant Request for Student Ambassadors to attend NCMPR conference** – Ms. Frazier reviewed the request with the cabinet members and discussed the three options listed in the request. The purpose of the proposal is to have three student ambassadors attend and present a session at the District 4 NCMPR conference in late October in Albuquerque, New Mexico. Dr. Austin moved to accept Option B in the request which would fly the ambassadors and chaperons to the conference and have a two night stay. Mr. Cooper seconded the motion. After additional discussion regarding the proposed chaperons, questions about if both would be able or willing to attend, and how transportation to and from the airport would be accomplished, the cabinet members tabled the request until further information is supplied by the grant applicant, Ms. Hannah Flanery, communications and marketing coordinator.

**Wireless Update** – Mr. Cheston Cooper provided an update regarding the installation of wireless access points on campus. He said the project was completed on July 26, 2019. The initial count was 23 and the plan was to install up to 72, however, additional points were added, bringing the total to 78 wireless access points. He said download and upload speeds average 50 Megs. He also said that all but 4 classrooms have an access point. Those classrooms are in close proximity to access points and adding one would not increase the coverage. Dr. Shonk said he has not had any complaints from faculty, staff or students.

**Review of Staff Handbook** – Ms. Hightower provided each member a draft copy of the Staff Handbook for their review. Ms. Hightower said revisions were made based on the comments provided by cabinet and the notes from a meeting with human resources, Staff Senate past-president, a faculty representative, Ms. Frazier and Ms. Hightower. Ms. Hightower asked cabinet members to review the handbook and provided comments, suggestions or corrections to her.

**\*Professional Education Funds for College Credit Applications** – Ms. Hightower provided the cabinet members with a spreadsheet with the requests. A total of 12 people applied for funds. The cost if fully funded would be \$8,225.94. Using the formula outlined in Policy 440.3, the prorated amount is 60.78% of the amount the applicant is eligible to receive. For someone eligible for \$750 in reimbursement, their prorated amount is \$455.87.

*Dr. Austin moved to accept the request as presented and Dr. Shonk seconded the motion. The motion carried.*

**Welcome Week** – Mr. Thornburg provided a handout outlining the activities for the week of August 26 – 29 which will include food trucks on Monday, mini-golf and wax hands on Tuesday, a doughnut and water stop on Wednesday and finally a student organization fair on Thursday. The doughnuts will be provided by Fellowship Bible Church and the Baptist Collegiate Ministry will provide treats on Thursday. Mr. Thornburg asked cabinet members to help with doughnut distribution and will send a calendar invite.

**\*New Student Organization** – Mr. Thornburg said a group of students has come forward with a request to form a new student organization that would focus on e-sports. He has met with the group and the group is working to develop a constitution. Mr. Dustin McAnally and Mr. Cheston Cooper will be the sponsors for the organization.

*Mr. Thornburg made a motion to allow the approval of the Constitution for the e-sports group via email once the document is vetted. Dr. Austin seconded the motion and the motion carried. Mr. Thornburg will send the document out and request the vote when it is ready.*

**Follow-up Items:**

- ☐ **Manual billing burden** – Dr. Austin
  - **Update:** Dr. Austin has talked to Ms. Waynna Dockins, controller, who has discussed the situation with Ms. Rana Dowdy, high school liaison. The group has determined that there is no way to automate the process, but Ms. Dowdy's spreadsheet is very helpful in eliminating some of the burden with the manual process. **(Completed)**
- ☐ **Information on Mitel upgrade** – Dr. Austin
  - **Status:** Dr. Shonk reported at 8/7/19 Cabinet meeting that he and Mr. Steve Collins had discussed dates for the conversion and upgrade.
- ☐ **Technology available to know when the network is down** – Dr. Austin
  - **Status:** Dr. Austin is working with Information Services on this item.
- ☐ **Development of governance document for Campus Cast system** – Dr. Austin
  - **Status:** Dr. Austin to convene committee to develop document.
- ☐ **Faculty evaluation peer review process by July 1, 2019** – Dr. Shonk and Ms. Frazier
  - **Update:** Dr. Shonk provided a form and policy that Faculty Senate developed. He asked Faculty Senate President Ms. Holly Goslin and Ms. Katie Camden, Peer Review Committee chair, to write instructions for the form. Dr. Shonk will incorporate their policy and current UACCB policy. He will request Faculty Senate then review and vote to approve the policy.
- ☐ **Review of Faculty and Staff grievance process by 2 Yr College Policy and Proc Com** – Mr. Cooper
  - **Update:** Mr. Cooper said Legal Counsel is reviewing the process and he expects to have a decision soon on this item.
- ☐ **Sick Leave and FMLA policies need to be reviewed with employees** – Mr. Cooper
  - **Update:** All Vice Chancellors and the Chancellor have reviewed the policies with their employees. **(Completed)**

- **UA System Policy 520.7 – Fees for Veterans and Military Personnel** – Mr. Cooper
  - **Update:** Mr. Cooper reported that Ms. Wanda Garnett, accountant, has access to a computer program to aide in the billing for veterans and military personnel. A policy will need to be developed to support the process.
- **Fellowship Bible Church – Welcome Back meal** – Mr. Thornburg
  - **Update:** The church is providing the doughnuts for the Welcome Week doughnut stops. (Completed)

**Area Updates:**

**Student Affairs** – Mr. Thornburg provided the following update:

- Information regarding FORUM ACT 184 of 2019 was presented to students during the New Student Orientation sessions leading up to the fall 2019 semester. He provided a copy of the slide that was included in the presentation.
- Staff members from Student Affairs, Information Services, Advising, Chancellor's Office and Academics assisted with nearly 300 high school students on campus August 16 for their "Introduction to College Courses" session before the start of fall semester classes.
- A total of 390 students attended the four sessions of New Student Orientation as compared to 332 last fall.
- The search for the director of the student success center should wrap up by August 26, 2019 and an announcement will be made.
- His division has identified three students who may be classified as in-state for the purposes of tuition and fees under ACT 844. He is working with UA General Counsel Joann Maxey on how to proceed.
- An enrollment report was provided and showed 2019 Headcount as 1,519 on the first day of classes (August 21) vs. 1,431 in 2018 (August 22 – first day of classes).
- As of August 23, enrollment headcount was 1,545, which is an 8.5% increase over 2018.
- Ms. Frazier noted the number of SSCHs equates to 1,035 FTEs.
- Sales for the Lee Greenwood concert on September 7, 2019 continue to be steady.

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

- The list of students who have not paid yet is dwindling. There were over 400 on the list at the beginning of the period and now there are only 51 as of this morning.
- The Grill has had steady revenues averaging around \$700 per day. He said Ms. Foster, Grill supervisor, has noted the need to extend the hours of operation which may include the addition of a work-study student.
- The Bookstore rented a total of 1,960 books with revenues of \$102,330 and had \$169,316.80 in other sales.
- Eight additional security cameras have been added to the major parking areas.
- The parking lot across from NAH and RJB on the east side of campus has been paved and striped.
- His office is reviewing proposals for the copier contract. The three vendors on the state contract have been interviewed.

- An employee report showing the sick and annual leave balances will be given to vice chancellors on a regular basis which will allow vice chancellors to see balances of all division employees, not just direct reports.
- He reported that human resources and business office personnel continue to participate in Project One webinars and meetings. He noted that the new system may not be online at the time originally projected. Ms. Frazier said an RFP for the student services side has been issued.
- An RFP for the UACCB website will be developed and issued this year.

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

- Her office is working with Academics on the process for 5<sup>th</sup> day class census reporting. This will be the first time a 5<sup>th</sup> day census will be taken. Dr. Shonk said his office is working on a spreadsheet in One Drive that can be accessed and updated by everyone in real time. This should help to reduce the number of people on the non-payment list as well.
- Ms. Casey Bromley, registrar, is the search committee chair for the administrative assistant position in RPA. She is still receiving applications for that position, which was vacated by Mr. Dustin McAnally when he moved to Information Services.
- Her office continues to assist veterans with the financial aid process, however, there are a number of people within RPA and the Financial Aid office working together.
- Perkins state leadership is providing training from the National Alliance for Partnership in Equity. UACCB's team consisting of Dr. Austin, Mr. Blayne Stewart, Mr. Zach Harber, and Mr. Andrew Muse will attend the training to learn how to do an equity gap analysis.
- UACCB's Assessment Academy team consisting of Dr. Austin, Ms. Holly Goslin, Ms. Becky Warren, Mr. Zach Harber, Dr. Andrew Seely, and Ms. Katie Camden will attend a kick-off meeting in late October. Dr. Austin will provide the PowerPoint presentation that she and Holly received during the Assessment Academy orientation.

**Academics** – Dr. Shonk provided the following updates:

- He provided a financial statement for Kids' College 2019 showing a total income of \$29,025.00, total expenses of \$25,162.01 and a net profit of \$3,862.99.
- J.C. Penney is hosting a special event for UACCB and Lyon students on Sunday, September 8, 2019. The "Suit-up" event, a closed event, will have professional fitters on-site and large discounts will be offered.
- The EMSI career coach site has had 616 site visits. He reported that Ms. Becky Warren, director of workforce and career services, has already reviewed 34 résumés since the site launched. All last spring she reviewed 19.
- The advisors have been very busy and it has been helpful for them to be able to change a student's program of study. For the month of August, the advisors each rotated a day to see "walk-in" students without appointments. This worked very well and those advisors seeing "walk-in" students were very busy.
- Two of the six graduates of the paramedic program have taken and passed the National Registry exam.
- The changes to the cosmetology admissions process is working out very well. Mr. Nate Pyle, director of advising, is working with all cosmetology students. Current enrollment is around 19 students.
- Enrollment highlights:

- Math Skills – two sections, 61 students
- College Algebra – seven sections, 206 students (average 29)
- Statistics – 36 students (biggest class Doug recalls having)
- English Composition I – eleven sections, 284 students
- EMT – Basic = ten students, Paramedic = eleven students
- Welding I – 24 College Students, 44 high school students
- Practical Nursing – 29 students
- He said the waitlist has less than 15 students. Most of those students need science labs or English composition classes.

Ms. Frazier said she will send her notes from the August 20<sup>th</sup> UA Board of Trustees retreat.

With no further business, the meeting adjourned at 10:22 a.m.

Submitted by Ms. Jodie Hightower