

University of Arkansas Community College
Administrative Cabinet Minutes
September 4, 2019 / 10:30 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 and Ms. Hannah Flanery were also present.

Ms. Frazier called the meeting to order at 10:32 a.m. Mr. Thornburg noted one change to the minutes from the August 23, 2019 meeting. Dr. Shonk moved to accept the minutes as presented. Dr. Austin seconded the motion and the motion carried.

***Mini-Grant Request for Student Ambassadors to attend NCMPR conference** – Ms. Frazier asked Ms. Hannah Flanery to review the request and provide additional information regarding the conference. Ms. Flanery shared a statement from conference organizers supporting the student attendance at the conference. She said their presentation is scheduled for 10:30 a.m. on Monday, October 28. Ms. Flanery said flight costs have gone up slightly to \$1,350 from \$1,266 since the proposal was first submitted. Ms. Flanery confirmed that if the students were flown and allowed to stay to the end of the conference, she would be with the group from the beginning to the conclusion of the trip. She stated Ms. Tilley had confirmed her willingness to chaperone the group and present at the conference with the students. The group discussed the students missing classes those two days and asked if they had discussed this with their instructors. Ms. Flanery confirmed that the students have been in contact with instructors.

The motion set forth by Dr. Austin at the August 23, 2019 Cabinet meeting was still open and Dr. Austin reaffirmed the motion 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's second to the motion still stood. The motion carried.

Policy 220.1 Hiring Process – Ms. Frazier reviewed the changes to the policy with the cabinet members. Cabinet members discussed the policy and made the following recommendations:

- II. A. 1. – Change “for example” to “examples include”
- II. A. 1. a. – Strike the sentence “Position must then be filled through an open search” as it does not follow current practice.
- II. B. 2. – Clarify the time frame with the “5 business days”
- II. B. 6. b. – Remove “or” from “by the chancellor and or the appropriate vice chancellor”
- II. B. 6. c. – Change “seek approval” to “seek fiscal authorization”
- II. B. 7. – With regards to reference checks, clarify that not all applicants need reference checks, only those to be interviewed.
- Create a checklist for the search committee chair to follow to ensure all the proper steps are completed.
- II. B. 9. – Clarify the need for the search committee chair to notify internal applicants promptly before the announcement to the campus.
- III. 4. – Correct spelling in “positons” to “positions.”

The group also discussed the various modes that applicants could be interviewed through (phone, video, in-person) and if the policy allowed for those various methods. Ms. Frazier will work with Ms. Julie Johnson, human resource specialist, to incorporate the recommendations and bring back to the Cabinet. She will send it out prior to the next meeting on September 18, 2019 and the policy will be put to a vote.

Discussion of non-payment status – The group discussed how the process went this semester. Dr. Shonk said the process included comparing the “never attended” list to the “non-payment” list and each of the advisors called those students on both lists. The list went from over 400 to just 3 or 4. Ms. Frazier commended everyone for their work.

Discussion of Policy 585.0 Census Data Reporting – Dr. Shonk said some work needs to be done on the timing of emails and data collection. Some additional training is needed. He also noted that comparing the 5th day rosters to the non-payment list helped reduce the number of people on the non-payment list too. Ms. Frazier asked how so many people came to be on the non-payment list. Mr. Cooper said that the list was generated prior to financial aid and scholarships being applied to accounts.

Foundations – Ms. Frazier said that she is working on the committee structure and noted the need to have some committees and workgroups as shared governance is required for accreditation. She provided the members with a handout of each of the divisions successes, challenges and goals as reported by the vice chancellors. She said she plans to bring someone to campus to complete strategic planning for the college. She asked the members to provide her with their thoughts on the “big deals” at the college. She provided a list of things that she considers “big deals” which are:

- Perkins V re-authorization
- Guided Pathways
- Assessment Academy
- Secondary Career Center
- Technology infrastructure
- Capacity building
- Nursing curriculum revision
- Workforce Training Center
- Succession planning
- Employee recruitment, retention and planning
- Business program revision

Ms. Frazier said that she intends to have the Chancellor’s Advisory Committee assist in developing ideas for strategic planning. The CAC will be divided into 4 groups and a vice chancellor will be on a group, but not act as a leader of the group. Ms. Frazier will bring Dr. Barbara Jones to campus to assist with strategic plan development. The community will also be surveyed during the strategic planning process.

Old Business:

***New Student Organization** – Mr. Thornburg reviewed the email vote regarding the constitution for a new student organization. Per the agreement at the August 23, 2019 Cabinet meeting, Mr. Thornburg emailed the vetted constitution to the cabinet members and members responded to the emailed vote

request. *The motion passed approving the constitution for the new student organization, UACCB E-Sports and More.*

Follow-up Items:

- ☐ **Information on Mitel upgrade – Dr. Austin**
 - **Update:** Dr. Austin said the rollover to the new system is scheduled for Friday, November 22. Dr. Austin will ask about the compatibility of our current phones with the new system.
- ☐ **Technology available to know when the network is down – Dr. Austin**
 - **Update:** Dr. Austin reported that Mr. Cheston Cooper has changed the system notification settings so that he and other Information Services personnel will receive all system notifications rather than a select few. They will test this to see if this assists personnel with identifying and correcting issues more quickly.
- ☐ **Development of governance document for Campus Cast system – Dr. Austin**
 - **Update:** Dr. Austin spoke to Ms. Flanery regarding the system's use including those currently utilizing the system and those whose offices would benefit from its use. The members submitted the names of people who would be good candidates to serve on a governance committee including: Ms. C'aira Stewart, Ms. Shelbi Gibson, Ms. Luanne Barber, Ms. Robin Britt, and Ms. Erica Tilley.
- ☐ **Faculty evaluation peer review process by July 1, 2019 – Dr. Shonk and Ms. Frazier**
 - **Status:** Dr. Shonk has asked the Faculty Senate to write instructions for the form the committee developed. Once those instructions are provided, Dr. Shonk will incorporate their policy with 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**
 - **Status:** The committee is waiting on a response from UA System Legal Counsel.
- ☐ **UA System Policy 520.7 – Fees for Veterans and Military Personnel – Mr. Cooper**
 - **Update:** Mr. Cooper reported some additional work has been done including providing information to the VA. A local policy will need to be developed.
- ☐ **Lights for the NAH parking lot – Mr. Cooper**
 - **Update:** Mr. Cooper reported that the transformer is not hooked up yet, but the lights are expected to be up around the end of October.

Area Updates:

Academics – Dr. Shonk provided the following updates:

- He provided a preliminary spring schedule for the members to review. This schedule pushes the start of classes to 8:30 a.m. and provides a 45 minute break from 11:15 a.m. to noon to allow for campus events or student organization meetings. The last class period would run from 3:00 p.m. to 4:15 p.m. The group offered suggestions and asked questions about the schedule.

- Dr. Shonk said he would present the schedule to the Division Chairs at their next meeting, which is scheduled for Monday, September 9, 2019.

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

- Financial Aid disbursement is on September 19 and the Business Office is encouraging students to sign up for direct deposit.
- The search committee for the student accounts specialist is meeting today.

Student Affairs – Mr. Thornburg provided the following update:

- Student Affairs is working with Maintenance to finalize plans for the Lee Greenwood concert.
- Ms. Ronda McLelland and Ms. Dorianne Dias, TRIO staff members, attended a lecture featuring the Honorable Ruth Bader Ginsburg, in Little Rock September 3, 2019.
- Ms. Sharon Bratcher's last day on campus will be October 9, 2019. Ms. Bratcher, financial aid specialist, is retiring.
- The first Sunday Study Stop of the semester will be on September 8, 2019 from 2:00 p.m. to 6:00 p.m. in the library.
- Also on September 8, from 6:00 p.m. to 9:00 p.m., J.C. Penney will host a "Suit Up" event for students to obtain highly discounted professional wear.

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

- Mr. Dustin McAnally is learning his new role as computer lab manager.
- Dr. Austin has received referrals for accommodations for several pregnant students. She is working with the students and their instructors.
- She utilizes a form that Disability Services also uses to assist her in aiding pregnant students. She discovered a few items that will need to be updated in the wording on the form and will bring that to Cabinet soon.

Ms. Frazier provided the agendas from the UA Board of Trustees Board Retreat held at the Winthrop Rockefeller Institute at Petit Jean Mountain in Morrilton on August 21, 2019 and from the Arkansas Community Colleges Association Presidents and Chancellors Board Meeting on August 22, 2019 held in Little Rock.

She said she had received early numbers for productivity funding and when additional information is received she will pass it along to members.

Reminders:

September 10, 2019 – Community Picnic – 4:30 p.m. to 6 p.m.

October 4, 2019 – UACCB Foundation Golf Tournament – 11 a.m.

October 9, 2019 – Superintendent's Luncheon – 10 a.m. to 12:30 p.m.

With no further business, the meeting adjourned at 12:28 p.m.

Submitted by Ms. Jodie Hightower