

University of Arkansas Community College
Administrative Cabinet Minutes
September 20, 2019 / 9:00 a.m.
Library Conference Room

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 9:06 a.m. Dr. Austin moved to accept the minutes as presented and Mr. Cooper seconded. The motion passed.

TRIO Renewal Application - Mr. Thornburg said Ms. Ronda McLelland is concerned because although they know there is a great need for TRIO services the data is not demonstrating the need. The GPA of the TRIO group as compared to a control group is lower than the control. So far most of the data shows that those students not receiving services are doing better than those in the TRIO program. Ramona Munsell and Associates is working on the grant and have offered suggestions on data to highlight. Ms. Frazier asked if Ms. Lucy Jones with Ramona Munsell and Associates had been asked to assist. She suggested the group ask Ms. Jones to visit campus and assist with data interpretation. Dr. Austin noted much of what TRIO provides to students is face to face encouragement which does not easily translate to data. Additionally, she said the College has worked to address and improve many of the areas where students struggle the most, such as developmental courses. Dr. Austin also said that the federal grant program application for TRIO has not opened yet and it may be November before it does.

Enrollment Analysis - Mr. Thornburg asked if the College could do an in depth analysis of the enrollment data. Specifically, he asked to continue to receive the regular Friday report from Mr. Rob Montgomery, director of institutional research, and to determine the retention rate.

Dr. Austin said IPEDS data will be submitted in November. She asked the group determine what numbers they would like to see because IPEDS as well as ADHE ask for very specific data (first time full time only). Dr. Shonk reviewed the key performance indicators as defined by the Guided Pathways program and noted that many of those indicators are also numbers Mr. Thornburg requested.

Mr. Cooper said the UA System office has asked for total headcount, 11th day census, and Full Time Equivalents (FTEs). Ms. Frazier asked Mr. Thornburg and Dr. Shonk provide specific data requests to Dr. Austin.

Budget Analysis - Mr. Thornburg asked to see the data the budget is built upon. Mr. Cooper said the data is held in several different documents and that the College must submit the budget before state appropriations is known, but yes, he can provide that data. Mr. Thornburg said the increase in enrollment should be celebrated by all on campus. It was stated that Project College Bound has helped to attract students and scholarship awards have increased tremendously, as noted by \$212,513 of the \$230,000 budgeted for scholarships was spent in fall 2019. The group discussed the need to review the Accuplacer score ranges needed to achieve scholarships.

***Mini-grant Requests from NAH** - Ms. Marietta Candler submitted two requests for all RN and PN students to attend a nursing conference by Barb Bancroft, RN, MSN, PNP entitled Lab Tests: Shaken and Stirred. The total amount requested for RN students is \$4,800 and the total for PN students is \$1,380

for a grand total of \$6,180. Ms. Hightower reported that the current available balance in the mini grant budget is \$6,154.

Dr. Shonk reviewed the nursing program budget to see if there is room to accommodate this request within their current budget. He said the nursing program charges a \$400 fee per semester and of that amount, \$395.65 is spent on items required for the program during the student's first semester. The next three semesters the fee is also charged and combined, \$1,114 of the \$1,200 collected is spent on items the student needs for the program. Dr. Shonk said NAH consistently uses all their budget.

The group discussed the possibility of requiring students to pay a portion of the \$60 conference fee. Dr. Austin said with some pre-planning this type of event could be something that Perkins funding could provide. Dr. Shonk phoned Ms. Candler to ask her thoughts on requiring students to pay half of the conference fee. Ms. Candler noted that many in the program would not be able to afford to cover half of the conference fee.

Dr. Austin moved to pay the full amount of the conference fee of \$60 from the mini grant fund. Dr. Shonk seconded the motion and the motion carried.

***Faculty Peer Review** - Dr. Shonk reviewed the form and procedure that Faculty Senate approved. The group discussed the provided form and the concerns that faculty had voiced. The group tabled the approval of the Faculty Peer Review process.

In an effort to alleviate some of the concerns of faculty, Dr. Shonk moved to strike the reference to merit pay from policy 406.9, Full Time Faculty Performance evaluation, paragraph IV, number 2. Dr. Austin seconded the motion and the motion carried.

Ms. Frazier will arrange a meeting with Dr. Bobbitt, UA System president, and members of Faculty Senate including the president and the faculty affairs committee.

Follow up items:

- **Information on Mitel upgrade** – Dr. Austin
 - **Update:** Dr. Austin said some phones will have to be replaced with the switch to Mitel from Shortel, however, most of those are due to the age of the phone.
- **Technology available to know when the network is down** – Dr. Austin
 - **Status:** 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 said she had spoken to Ms. Flanery, marketing coordinator, who will look for documents from the system or the vendor that could be used to model a governance document for the College. This will occur after the NCMPR conference at the end of October.

- **Faculty evaluation peer review process by July 1, 2019** – Dr. Shonk and Ms. Frazier
 - **Update:** Ms. Frazier will ask Dr. Bobbitt to meet with selected Faculty Senate leadership regarding 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 said a policy for the campus is in development.
- Lights for the NAH parking lot – Mr. Cooper
 - Status: 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:

- Ms. Shelbi Gibson, administrative assistant for the advising center, resigned and her last day is today.
- The spring semester schedule is under development with about 60% of the schedule developed. He has asked division chairs for the number of sections needed. Later today, he will meet with the division chairs to review and finalize the schedule.

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

- Approximately \$900,000 in financial aid was disbursed to students on September 19.
- He provided leave reports to members for each division. He will supply these reports at the end of each month.
- The contractors are making good progress on the Workforce Training Center. The colors are up and the building has been bricked.

Ms. Frazier provided an update from the Arkansas Community Colleges Association (ACC) meeting held yesterday. She said there are four committees - professional development, legislative, master plan, and workforce development. There are currently around 320 people registered for the ACC Conference to be held October 13 -15, 2019 in Little Rock and the association budgeted for 500. She encouraged members to attend the pre-conference workshop on safety. She will scan items from the meeting and send to the group.

She will be speaking to Ms. Casey Bromley, registrar, regarding her committee's selection of an administrative assistant for the Research, Planning and Assessment office.

She is working to submit information for a renewal of the DOD MOU, however, the account became locked.

She told Dr. Shonk she will talk to Mr. Nate Pyle, director of the advising center, regarding a search committee for a replacement for administrative assistant.

She said Ms. Tiffany Guinnip, administrative assistant for academics, will represent UACCB at the ACC Leadership Institute this year.

She said that College of the Ouachitas officially joined the Arkansas State University system and will be called Arkansas State University Three Rivers.

Finally, she thanked everyone for attending the scholarship reception last night.

Reminders:

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 11:14 a.m.

Submitted by Ms. Jodie Hightower