

University of Arkansas Community College
Administrative Cabinet Minutes
October 2, 2019 / 9:00 a.m.
Room 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 9:03 a.m. Dr. Shonk moved to accept the minutes as presented and Mr. Cooper seconded. The motion passed.

Board of Visitors meeting agenda – Ms. Frazier reminded the group of the Board of Visitors meeting on October 17, 2019 at 4:00 p.m. The group discussed the agenda for the meeting. Dr. Austin said at the October meeting the board reaffirms the college's mission. Dr. Austin will also report on the reauthorization of Perkins funding. Mr. Cooper will provide a construction update. Dr. Shonk will present a proposed certificate of proficiency and technical certificate program in construction technology.

Ms. Frazier said enrollment will be highlighted and asked Mr. Thornburg to present the information to the board. The group discussed enrollment and Ms. Frazier said several of her peers had called to congratulate the college on its success. She said she told those who called about Guided Pathways and what the college has done to increase student success. She also noted that while diversity is lower than ideal, it is higher than the community at large. She said she expects an increase in Hispanic students in the next three to five years. Dr. Shonk agreed stating that he has seen in his presentations at local high schools an increasing Hispanic presence.

Equipment and Workforce Training - Dr. Shonk said that Ms. Stephanie Isaacs, associate director of the Arkansas Department of Career Education, was on campus last week and met with him, Ms. Becky Warren and Mr. Zach Harber regarding grant funding for Secondary Career Center equipment. Ms. Isaacs said her agency would sign an MOU with UACCB to purchase various equipment to support the currently under construction Workforce Training Center.

Enrollment – Ms. Frazier said enrollment is up by 11% from last year and up 12% over a five year period. She said college personnel are doing all the little things right - admissions, financial aid, advising, marketing and relationships with schools.

UACCB DACA procedure – Mr. Thornburg said he contacted about 12 other colleges in Arkansas regarding their procedures for undocumented students with regards to satisfying Act 844 of 2019. He said only four colleges responded and only one had drafted any procedures. He provided members a draft procedure for UACCB personnel to follow. He asked the group to review the procedure and requested the document be forwarded to UA System legal counsel for review. Ms. Frazier asked if our current application asked about citizenship status. Mr. Thornburg was unsure, but will find out and report back to Cabinet.

Follow up items:

- **Information on Mitel upgrade – Dr. Austin –**
 - **Update:** Per email from Mr. Cheston Cooper: 10, “We have replaced about 10 phones on campus. A mass upgrade to all the phones is not required for the new software. However, we will continue to replace the older phones. We are just not planning a massive rollout.” – email dated 10/1/19 He also told Ms. Frazier that seven more phones were ordered to replace phones as needed.
- **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. Last update: 9/4/19
- **Development of governance document for Campus Cast system – Dr. Austin**
 - **Status:** 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. Last update: 9/20/19
- **Faculty evaluation peer review process by July 1, 2019 – Dr. Shonk and Ms. Frazier**
 - **Update:** Dr. Bobbitt visited campus Monday, September 30, 2019 to meet with Faculty Senate officers and the Faculty Affairs committee regarding the policy. Dr. Shonk said the meeting went very well and Dr. Bobbitt was very open about the need for the policy based on the requests from both the UA Board of Trustees and the Legislature. Dr. Shonk said Dr. Bobbitt described for the group a policy that would work that would be a combination of student evaluations, self-evaluations, division chair evaluation and a peer evaluation consisting of 3 to 4 members to ensure no bias. Both Dr. Shonk and Ms. Frazier said the meeting was productive and that Dr. Bobbitt stressed that the policy should be a redemptive process rather than a punitive one.
- **Review of Faculty / 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. Last update: 7/15/19
- **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. Last update: 9/4/19
- **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. Last update: 9/4/19

□ DOD MOU Renewal – Ms. Frazier

- Ms. Frazier said the MOU was submitted for approval a second time as the first attempt failed due to a lock-out of the account. She said that Ms. Jennifer Sinele and Ms. Kristen Cross will both become certifying officials for the college.

Area Updates

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

- She attended a conference sponsored by Perkins on September 30 and October 1. The college sent four people – Mr. Blayne Stewart, Mr. Zach Harber, Mr. Andrew Muse and Dr. Austin. The trainers were from the National Alliance for Partnerships in Equity (NAPE) and took attendees through a program improvement process.
- ADHE is behind on reports. They will call for data as they need it and are ready to process it. ADHE changed their reporting system.

Student Affairs – Mr. Thornburg provided the following updates:

- There is a financial aid position open with the retirement of a long time employee. He and Ms. Kristen Cross, director of financial aid, will review job duties for each position to determine the need to replace.
- The One Student One Staff event in September was very successful and a second event is planned for later today.
- TRIO transfer trips are planned to visit schools around the state and student response has been very good. Currently, 30 students are registered to visit UA - Fayetteville.
- The Hispanic Culture celebration will be held Tuesday, October 8, 2019.
- PCB Fridays are coming up and Career Day will be October 25, 2019.
- The first Children's Theater performance for the semester will be Friday, October 18, 2019.
- His office has been doing advanced planning on the MLK and Black History Month events. Lyon College will host the Black History Month event this time.

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

- Friday, September 27, nine employees from ASU Mountain Home visited the Bookstore to see our process.
- The benefits fair on October 1, 2019 was a success. He expressed appreciation to human resources for organizing the event. He also said the vendors were pleased with the turn out.
- He attended a construction meeting yesterday. The metal is up around the building, but he contractor is concerned about the timeline.
- The business office has had to make adjustments to our financial reports due to an error on the part of ATRS reports.
- The state auditor will be on campus next week to review student accounts.
- He and Ms. Wayna Dockins, controller, will be attending an Association of College and University Business Officers (ACUBO) meeting next week.
- Review of on-call architects will begin next week.
- Project One continues. Ms. Frazier said she had an online meeting with UA System Project One coordinators to discuss the results of a survey of SMEs.
- His office is working on a local foods survey.

Academics – Dr. Shonk provided the following updates:

- Mr. Zach Harber, director of the Secondary Career Center, has submitted to the Faculty Senate a program proposal for a Technical Certificate in Construction Technology, Certificate of Proficiency in carpentry, Certificate of Proficiency in masonry, and a Certificate of Proficiency in drywall installation and finishing. Dr. Shonk said in order to add programs to the Secondary Career Center extensive pre-planning is required.
- Ms. Comfort Winston will start October 7, 2019 as administrative assistant for the advising center.
- The spring semester schedule is nearly complete and loaded into Colleague. Faculty have not been assigned yet.
- Faculty have asked about how UACCB faculty salary compares to other college campuses. Ms. Frazier and Dr. Shonk are working to provide this information. Ms. Frazier has requested information from two other UA system community colleges.

Safety Committee Report – Ms. Hightower reported the following:

- The committee would like to plan a fire drill for this semester. Dr. Shonk and Mr. Thornburg provided guidance regarding dates and times.
- The committee would also like to send a campus email regarding the inclement weather policy.

Ms. Frazier said the college will have a risk management audit. She and Mr. Steve Collins, director of information services, will be included in the audit.

Ms. Frazier asked Mr. Cooper about a solution for the cosmetology building. There is some concern that the lighting or paint colors are affecting the way a person sees the color of their hair after a color service. Mr. Cooper said he will reach out to Mr. Heath Wooldridge, director of the physical plant, to review options.

Ms. Frazier said the 2019 Economic Security Report is still not available as the agency responsible for compiling it is struggling to get information from ADHE. Dr. Austin told the group that the ADHE Perkins website has some county data that may be helpful. That website is www.adheperkins.com. Economic reports can be found under the “resources” tab at “accountability”, then click “Download a Labor Market Report”.

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.

October 11, 2019 – Chancellor’s Advisory Committee – 9 .am.

October 17, 2019 – Board of Visitors meeting – 4 p.m.

October 18, 2019 – Strategic Planning Session – 8 a.m. to 3:30 p.m.

With no further business, the meeting adjourned at 10:59 a.m.

Submitted by Ms. Jodie Hightower