

University of Arkansas Community College
Administrative Cabinet Minutes
October 23, 2019 / 9:00 a.m.
Room 104

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Mr. Gayle Cooper and Mr. Greg Thornburg. Dr. Brian Shonk was absent. 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. Thornburg seconded. The motion passed.

Hiring policy 220.1 and checklist – Ms. Frazier provided a draft of the proposed policy. The group reviewed the policy and made two corrections or changes.

In section II. B. 13., the statement “the formal offer and acceptance should be attached to the PAF” should be added. Additionally, Ms. Frazier will review policy 405.7 – Personnel Action Form to see if clarifying statements should be added to it as well.

In section II. A. 1., the words “the chancellor’s authority permits an exception to the open search process”, will replace the words, “the chancellor has the right to exemption from”.

Dr. Austin moved to accept the policy with the corrections noted above. Mr. Cooper seconded and the motion carried.

Director of Institutional Research – Dr. Austin said that Mr. Rob Montgomery has resigned effective October 31, 2019. She said she and Ms. Frazier are discussing how to fill the position, which might not include an open search.

UACCB DACA procedure – Mr. Thornburg provided a revised procedure and also a copy of a test application that he completed. In Step 2, “other demographic information”, the question of citizenship status and immigration status is addressed. In the procedure, Mr. Thornburg reviewed the language changes (noted in red). The group discussed the changes and the agreed with the wording changes. Mr. Thornburg will continue to work with UA System legal counsel and ask them to review and approve. Once UA System legal counsel has approved, Mr. Thornburg will bring the procedure back to Cabinet for approval.

The group also discussed the other questions on Step 2 of the application. The application asks if the person is of Hispanic or Latino origin, then asks for race. Under race, Hispanic or Latino is not an option. Dr. Austin noted this information is based on federal census data collected, as Hispanic is not a race. She also noted that “displaced homemaker” is no longer used by Perkins funding criteria. She will review the other questions of primary caregiver and parents holding a bachelor’s degree to see if that wording should be updated as well. She will work with the other parties who pull data from the application to see if other changes need to be made.

College Success Specialist Pilot Program – Mr. Thornburg shared an FAQ regarding the pilot program. He said North Arkansas College initially piloted the program and he attended a session at the ACC conference last week. Grant funds would pay for the new position. He said the process for now is to let Sonya McMurray, associate director for career readiness and special programs, know of our interest in the program. Then a conference call will be scheduled for all interested schools. He asked for approval to

submit UACCB as an interested school. The group agreed to this action. Dr. Austin asked to be included in the conference call once it is scheduled.

Strategic Planning – Ms. Frazier expressed her appreciation to the Cabinet for their participation in Friday’s strategic planning session. She said Dr. Barbara Jones will have a rough draft for us by the end of the week and hopefully, will have some key performance indicator suggestions as well. Ms. Frazier said the two things she wanted to accomplish this year is a boost to the assessment process and a strategic plan with measurable goals. She is pleased with the progress being made on both endeavors.

The next step will be a conference call on November 7, 2019 with cabinet members, Ms. Hightower and one other person. The group will meet in the Chancellor’s office.

Follow up items:

- Information on Mitel upgrade – Dr. Austin –
 - Status: 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. Last update: 10/2/19
- 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
 - Status: 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 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 an encouraging process rather than a punitive one.
- **Review of Faculty / Staff grievance process** – Mr. Cooper
 - **Update:** Mr. Cooper spoke to Mr. Patrick Hollingsworth, UA System associate general counsel, regarding the status. Mr. Hollingsworth said his office is working

with Project One leadership to determine how Work Day will interact with this policy.

- **UA System Policy 520.7 – Fees for Veterans and Military Personnel** – Mr. Cooper
 - **Update:** Mr. Cooper said he and Ms. Tracy Thomas, assistant registrar, will meet to develop a policy for the campus, however, current practice follows the UA System policy.
- **Lights for the NAH parking lot** – Mr. Cooper
 - **Update:** Mr. Cooper said wiring for the transformer is in process. Once that is completed, the lights can be hooked up.
- **Lighting for Cosmetology** – Mr. Cooper
 - **Update:** Mr. Heath Wooldridge is obtaining quotes to replace the lighting. Mr. Cooper expects the costs to be around \$1,000 and estimated completion is no later than the end of the fall semester.
- **DOD MOU Renewal** – Ms. Frazier
 - **Update:** Ms. Frazier said she spoke to Ms. Thomas regarding the status of the MOU. Ms. Thomas is working with Ms. Jennifer Sinele and Ms. Kristen Cross, in the financial aid office. Both Ms. Sinele and Ms. Cross will have to take online training before they can become certifying officials for the college. Until they have taken that training, Ms. Thomas will continue to enter data for the college.

Area Updates

Student Affairs – Mr. Thornburg provided the following updates:

- Next week on Thursday, October 31, 2019, there will be a costume contest, door decoration contest and an office decoration contest. TRIO will host a wizard-themed tea party.
- He has contacted A-State regarding their new Project 870 which reduces barriers to college attendance.
- The Children's Theater performance held last Friday went very well.

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

- Act 914, signed in 2019, regarding career service payments went into effect in July. The college is following the law and he will bring an updated policy 405.6 for Cabinet review at the next meeting.
- He will also bring an updated travel policy 265.0 as some of those items have changed.
- On Friday, the applications for an on-call architect will be reviewed.
- An intent to hire for two maintenance positions will be submitted this week.
- He and Ms. Wayna Dockins, controller, are in the process to completing multiple reports due at this time.
- The business office continues to disburse Pell and student loan proceeds as they receive them.
- Privacy fencing along the property line on the east side of campus is complete.
- The audit is completed. There were no financial findings, however, there were a couple issues involving student records. These may or may not be findings depending on how the UA System office interprets them. The issue is that two students were dropped before the 11th day of classes, but were not dropped from reports that were submitted to ADHE. The group discussed the need to gather those involved in the process to identify potential conflicting practices that led to this

situation. Ms. Frazier suggested bringing a subject matter expert to campus to meet with this group. She will make contact and schedule a campus visit.

Safety Committee Report – Ms. Hightower reported the following:

- The Safety Committee will host two safety sessions on Friday, November 15, 2019 at 9:30 a.m. and 1:30 p.m. The Cabinet has decided these sessions will be a required meeting for all faculty and staff.
- Topics to be covered at the sessions: fire evacuation, tornadoes and inclement weather.
- There was discussion regarding the security cameras on campus and need to adjust the angle of some of them to capture more of a person's head rather than the tops of heads or feet. Also, it was noted that one camera needs to be replaced as the stand attaching it to the wall is broken. The members suggested the safety committee contact an outside consultant to review the placement of the cameras.

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

- Fall census report has not gone into ADHE because ADHE has not asked for the information yet.
- She has four or five people interested in attending the Arkansas Association for the Assessment of Collegiate Learning conference at Harding University on November 7, 2019.

Ms. Frazier told the group she will be on leave Thursday, October 31, and Friday, November 1, 2019.

She also said that Mr. Jim Johnson has notified the college of his intent to retire at the end of the year.

With no further business, the meeting adjourned at 10:30 a.m.

Submitted by Ms. Jodie Hightower