

**University of Arkansas Community College**  
**Administrative Cabinet Minutes**  
**November 20, 2019 / 9:33 a.m.**  
**Room 104**

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Dr. Brian Shonk, Mr. Gayle Cooper and Mr. Greg Thornburg. Cabinet recorder Ms. Jodie Hightower was also present.

Ms. Frazier called the meeting to order at 9:33 a.m. Mr. Thornburg moved to accept the minutes as presented and Mr. Cooper seconded. The motion passed.

**Strategic Planning update** – Ms. Frazier reminded everyone about the wrap up to phase 1 of strategic planning that will be held Friday, November 22, 2019 from 8 a.m. to noon in NAH 910. The last workgroup response has been sent to Dr. Barbara Jones. The group will be able to tour the new Workforce Training Center at the conclusion of Friday's session.

**Assessment Academy update** – Dr. Austin said the kick-off event for the college's participation in HLC's Assessment Academy was a huge success. During the event, the group of five from UACCB had the opportunity to meet other people from colleges further along in the process. They held breakout sessions and the college is assigned a scholar and a mentor. She noted our college had more faculty in attendance than other schools. She said the event helped the group form a strategic approach to start changing the language from "assessment" to focusing on teaching, which is a priority interest for faculty. Each of the team members will lead a faculty learning team. Each faculty learning team will consist of 3 to 4 faculty members. Dr. Austin said Faculty Senate will assist with the process by showcasing impactful teaching. The group discussed Blackboard Ultra and various tools available through the software to capture data not already collected through other systems.

**Aspen Institute update** – Dr. Austin said she and Dr. Deltha Sharp are gathering data for the application. She said this piece is nearly complete, however, the employment status of students will be the most challenging to collect. Dr. Austin is working on the seven-part narrative that is required. She plans to have a draft ready next week. The group discussed the need for a sustainable way to collect data and analyze it.

**Workforce Training Center update** – Mr. Cooper said a construction meeting was held yesterday and the inside should be ready by the first of January to host classes. The challenge now is the road behind the building. An engineer will have to examine it and recommend ways to strengthen it. He will provide a tour of the building after the strategic planning session and will provide floor plans to those on the tour. Dr. Shonk asked when room numbers could be added to the system to schedule classes. The building will be number 11 on our campus.

**Spring 2020 Enrollment update** – Mr. Thornburg will provide an email to the group after this meeting with information regarding current spring 2020 enrollment.

**Benefits discussion** – Ms. Frazier told the group that the UA System Board of Trustees is reviewing the possibility of reducing the percent match to the retirement system for new employees. Currently, employees receive an 11% match of their salary into their retirement accounts. The proposed change would cap the match to 5%. Current employees would be grandfathered in at 11%. The Board of Trustees will consider this proposal at its next meeting November 21 and 22, 2019.

Mr. Cooper said that his office was notified that insurance premiums would go up by 5% in July 2020. The college has not been told how that increase will be split between the college and the employee. He also said the system has issued an RFP for student health insurance.

**Preliminary Budget Discussion** – Ms. Frazier and Mr. Cooper are conducting a salary review and will recommend adjustments as needed. She said that the NAH building will be paid off in November and some of the money set aside for that payment can be utilized for salary adjustments. She said there are three specific positions that need adjustments based on role, education and time in the position. She said that she was pleased with faculty salaries when comparing them for education attainment and length of service. She does anticipate a challenge to recruiting new employees with the reduction of the retirement match. Mr. Cooper said that since FY 2011, the college has been able to award a stipend annually and every other year a 1% adjustment to the base salary.

Ms. Frazier asked the Cabinet to review Policy 440.3, tuition reimbursement for college credit course work. Faculty Senate and Staff Senate passed a joint senate proposal requesting increased funding to this budget. Dr. Shonk shared the proposal from Faculty and Staff Senates. Ms. Frazier said the Cabinet needs to discuss how to assess satisfactory progress in doctoral programs, applicants who receive PELL funding and those whose degree programs indicate they may eventually seek employment away from the college. Ms. Hightower will schedule a time for the group to have a conversation about this policy and she will provide additional data for the group to consider.

**Policy 405.6, Career Service Payments** – Mr. Cooper presented an updated policy with the increased amount for years of service annual payments as approved by the Arkansas State Legislature in spring 2019 through Act 914. Dr. Austin moved to approve the policy as presented. Dr. Shonk seconded the motion and the motion carried.

**Policy 405.7, Personnel Action Form** - Mr. Cooper presented an amended policy which adds the sentence, “For full time employment, the PAF must have the offer and acceptance attached.” This statement will be added to the final paragraph of section II. Practice. Dr. Shonk moved to approve the policy as presented and Dr. Austin seconded. The motion carried.

**Policy 265.0, Travel Policy and Procedure** - Mr. Cooper presented an updated meal chart reference guide that will replace the current meal chart reference guide (Attachment C). This change will bring the policy in line with the state policy. Mr. Cooper made motion to accept this change. Mr. Thornburg seconded and the motion carried.

**One Student One Staff report** – Ms. Hightower presented a report prepared by Ms. Lynn Bray regarding the activities conducted by the One Student One Staff committee this fall using mini-grant funds. The Cabinet discussed the balance of the mini-grant budget. Ms. Hightower has requested and is waiting on a final tally of funds spent on the trip for the student ambassadors to attend the District 4 NCMPR conference in Albuquerque, New Mexico. She will send out information as soon as she receives the tally.

**Safety Committee Update** – Ms. Hightower reported that 95 people attended the Safety Sessions held Friday, November 15, 2019. She noted that most of the evaluations were positive. The Safety Committee will meet on November 26, 2019 to have an in-depth review of them as well as debrief regarding the fire

drill scheduled for Monday, November 25, 2019. The Committee will meet this afternoon to plan the details of the fire drill. Ms. Frazier asked about the cameras and space heater forms. Ms. Hightower said the internal cameras have been switched to “record always” rather than motion activated. She will get a report from Mr. Heath Wooldridge, director of the physical plant, regarding the number and location of space heaters.

**Common Hour discussion** – Mr. Thornburg said the Student Affairs division is excited about the possibilities that the spring common hour will provide. He said he is looking at planning short activities in celebration of MLK day. He asked Mr. Cooper about additional support for the Grill staff during that hour (11 a.m.). Mr. Cooper said they have tried to hire a part time person and get additional work study students but have been unsuccessful thus far. The Grill will be open until 5 p.m. beginning the spring semester. The group discussed ways to assist the Grill during the time from 11 a.m. to 12:00 p.m., as it is the most active part of the day for them.

**Follow up items:**

- ☐ 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. Shonk provided an updated policy 406.9, Full-Time Faculty Performance Evaluation. The changes have been approved by Faculty Senate. He said the major change is the formation of a peer review committee to review the evaluations for bias. Dr. Shonk made a motion to accept the changes provided in yellow highlighting. Dr. Austin seconded the motion and the motion carried. This item is now complete.
- ☐ Review of Faculty / Staff grievance process – Mr. Cooper
  - Status: 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. Last update: 10/23/19
- ☐ **UA System Policy 520.7 – Fees for Veterans and Military Personnel** – Mr. Cooper
  - **Update:** Mr. Cooper said financial aid personnel have been trained and the transition is going smoothly. A policy will need to be developed.
- ☐ **Lights for the NAH parking lot** – Mr. Cooper
  - **Update:** The lights are hooked up and come on at night. The timers are being adjusted. This item is now complete.

- **Lighting for Cosmetology** – Mr. Cooper
  - **Update:** The lights are installed and the faculty are pleased with them. This item is now complete.
- **DOD MOU Renewal** – Ms. Frazier
  - **Update:** Ms. Frazier provided an email confirming that DOD has accepted UACCB's application for participation the program. This item is now complete.
- **DACA procedure** – Mr. Thornburg
  - **Update:** Mr. Thornburg sent Cabinet members an email on October 24, 2019 with an approval from UA System General Counsel, Ms. JoAnn Maxey. In his email, he made a motion to accept the procedure as presented. Dr. Shonk seconded the motion and the motion carried via email. This item is now complete.
- **UACCB Application review for Perkins compliance** – Dr. Austin
  - Status: Dr. Austin to review application for questions with language no longer used by Perkins such as “displaced homemaker”. Last update: 10/23/19
- **College Success Specialist Pilot Program** – Mr. Thornburg and Dr. Austin
  - **Update:** Mr. Thornburg has indicated to Arkansas Career Education that UACCB would like to participate. This item is complete until Arkansas Career Education moves forward.

## Area Updates

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

- Appropriations requests are due soon and Ms. Waynna Dockins, controller, is working on projections. He asked Mr. Thornburg to provide student tuition projections.
- There is an audit finding on student records. Mr. Cooper provided a written response and explanation of the finding for Cabinet to review. He is scheduled to go before the state legislature committee on December 12, 2019 at 1:30 p.m. He said this is a procedural issue and his response to the committee will include why it happened and how the college plans to prevent it in the future.
- His division is still advertising for a cashier.
- Maintenance is in the process of hiring two maintenance assistants.

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

- Ms. Lea Ramsey has been on leave for two weeks.
- Dr. Deltha Sharp was hired and started her new role as director of institutional research on November 4, 2019.
- Ms. Beverly Moss was hired in October and has been a valuable asset to the division in reviewing processes.
- The division continues to submit information to ADHE as requested.
- ADHE has requested to meet with Cabinet, institutional research and others regarding productivity funding. This will probably occur in January.
- Project One continues to hold Workday Wednesdays.

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

- His division is planning New Student Orientation for the spring and summer. They will host multiple sessions during the summer.
- He asked the Cabinet if a push for a three-day tax-free weekend is needed. He said he researched other states and some hold weeklong tax free holidays, while others hold none. The group decided that was not a priority area for the college.
- He expects a decision to be made regarding the vacant financial aid specialist position. He said Ms. Kristen Cross, director of financial aid, indicated that the checklist for hiring was helpful in the process since she had not hired in a long time.
- The next Children's Theater performance will be Scrooge held on December 10 and 11, 2019.
- He has invited Dr. Rick Stripling from Arkansas State University to visit campus to facilitate a Student Affairs Division review on January 23 and 24, 2020.

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

- Ms. Tiffany Guinnip is working on the schedule for professional development in January. He asked for feedback on holding two "big" events in a year. In fall 2019, the committee hosted a nationally known speaker. In spring 2020, the committee is considering hosting Dr. Yoi Tibbetts, co-principal investigator at the Motivate Lab and an assistant professor at the Curry School of Education at the University of Virginia. The group agreed that bringing a speaker from out of school would feed into the strategic planning process and participation in the Assessment Academy.
- He shared the proposed schedule for professional development on January 3 and January 6, 2020.
- His office is reviewing the UACCB/Lyon College Transfer and Exchange Collaboration (TEC Agreement) due to the number of students at UACCB who are utilizing the program. He said very few (2-3) of our students take courses offered at Lyon, while 20 – 30 Lyon students attend UACCB offered courses. The agreement states that "the number of courses taken by UACCB students at Lyon College will be roughly equal (averaged over a three-year period) to the number taken by Lyon College students at UACCB."
- Dr. Rob Johnstone and Ms. Priya Chaplot visited UACCB yesterday Tuesday, November 19, 2019 to review next steps in the Guided Pathways process. He said workgroups will evolve into Design Teams and while the student experience will be a focus, employee experience should also be a priority.
- Despite not receiving funding through a Title III grant, the college has ordered smart TVs for some classrooms to replace the smart boards in those rooms.
- The UA System chief academic officers meeting will be held in conjunction with the UA Board of Trustees meeting tomorrow, November 21, 2019.
- He asked for feedback from the group regarding the academic calendar for the 2020 -2021 year. The anticipated fall start date is August 19; however, the spring start date is uncertain. UACCB starts when the other consortium schools start but the other two schools in the consortium want different start dates.

Ms. Frazier told the group she will be on leave Wednesday, November 27, 2019. Dr. Shonk and Dr. Austin will also be on leave that day.

With no further business, the meeting adjourned at 12:15 p.m.

Submitted by Ms. Jodie Hightower