

University of Arkansas Community College
Administrative Cabinet Minutes
December 11, 2019 / 2:30 p.m.
IH 104

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Dr. Brian Shonk, Mr. Gayle Cooper and Mr. Greg Thornburg.

Dr. Austin moved to approve the minutes from the November 20, 2019 meeting. Dr. Shonk seconded the motion, and the motion carried.

Professional Development Discussion — Dr. Shonk reported that Ms. Jodie Hightower would like to do a fire extinguisher training demonstration during the January 3, 2019 professional development. He added that guest speaker Yoi Tibbetts was confirmed. Ms. Frazier said she planned to discuss the launch of UACCB's five-year strategic plan during her presentation at professional development, which would include a panel discussion. She added that the institution may want to consider inviting Andrea Henderson, new executive director of Arkansas Community Colleges, to campus as a guest speaker in the spring. Ms. Henderson was executive director of the Oregon Community College Association when the Umpqua Community College shooting occurred. Dr. Shonk said he would send a draft of the professional development schedule to cabinet members by the end of the week.

UA System Chancellor's meeting update — Ms. Frazier reported on the UA System Chancellor's meeting held December 3, 2019. She said insurance will increase in July 2020 and that those on the premium package would see the largest increase. She reported that short-term disability would be going from 12 weeks to 26 weeks and that only four vendors would be available to choose from for those needing cancer medications. Additionally, regarding retirement benefits Ms. Frazier said the system would begin to move away from immediate vesting. All new employees hired after July 1, 2020 will be required to contribute 5% to retirement and the institution will match that with a 5% contribution. Current employees will continue to receive the 11% contribution from the institution to their retirement funds. Ms. Frazier reported that in the future, sick and annual leave may no longer carry over from year to year.

Ms. Frazier reported that regarding the free speech policy, system institutions must develop their own versions of a free speech policy within the confines of the system policy. System institutions will not be allowed to adopt the system policy verbatim. Dr. Austin said she believed that UACCB had already made modifications to the system policy to fit the needs of the college. Mr. Thornburg volunteered to review the policy to determine what modifications had been made and would report the information to Ms. Frazier so that this information could be relayed to the system office.

Ms. Frazier reported that the cosmetology program review was submitted today and that a review of the progress on the workforce training center was being developed to send to the UA System Board of Trustees. Additionally, the Arkansas Department of Higher Education will review the HVAC program in the spring.

Website privacy policy — Ms. Hannah Keller Flanery presented a draft of a website privacy policy for the cabinet's consideration. She said VisionAmp, the organization hired to develop a landing page for fall and spring enrollment digital marketing campaigns, had requested a privacy policy to link to the landing page. At the direction of Mr. Ben Beaumont, UA System senior director of policy and public relations, Ms. Keller Flanery used the University of Arkansas – Fayetteville website privacy policy as a model along with the UA System website privacy policy and an example of a privacy statement developed by

VisionAmp for another client. Ms. Keller Flanery said that she had worked on the policy with UA System associate general counsel member Mr. Patrick Hollingsworth to develop the draft. She requested the cabinet review and consider the policy for adoption. Members will vote on adopting the policy at the next cabinet meeting schedule for December 18, 2019.

Student Ambassadors invitation to National NCMPR Conference — Ms. Keller Flanery said she along with student ambassadors Ryan Moxley, Kayllen Cox and Jessica Bunch, and Ms. Erica Tilley, admissions administrative assistant, presented at the District 4 National Council for Marketing and Public Relations conference on UACCB’s involvement of the student ambassadors in its social media efforts. Following their district presentation, Ms. Keller Flanery said NCMPR has invited the ambassadors to be involved in the organization’s social media posting during the national conference March 22-24 in Orlando, as well as provide a 30-minute presentation as part of the conference sessions. Ms. Keller Flanery said that due to Ms. Bunch graduating from the registered nursing program on December 6, 2019, only Ms. Cox and Mr. Moxley along with herself and Ms. Tilley would be able to attend the national conference if approved. NCMPR offered to pay for the student ambassadors’ hotel room accommodations as well as waive their conference registration fee. Ms. Keller Flanery, Ms. Tilley, and the ambassadors would work with NCMPR’s marketing director during the conference to provide social media coverage of conference sessions and activities. UACCB would be asked to fund the students’ flight and meal expenses for the trip.

Dr. Austin made a motion to approve to send Ms. Keller Flanery, Ms. Tilley and both ambassadors to the conference. Dr. Shonk seconded the motion. The motion carried.

Sidewalk Chalk discussion — Mr. Thornburg reported that there had been student requests to use sidewalk chalk to advertise student activities such as club bake sales. Cabinet members agreed students could use the chalk provided they agreed to clean up the chalk after the event was over.

JAG Early College Success Program — Mr. Thornburg reported that UACCB had the opportunity to participate in the Jobs for Arkansas Graduates (JAG) Early College Success Program. Arkansas Career Education would provide funding to hire a representative who would recruit students specifically for UACCB, giving priority to JAG students followed by special population students. Mr. Thornburg said all program expenses would be covered by ACE. The college would only need to provide an office space on campus for the JAG recruiter. This would be a 12-month position with a salary comparable to the career coaches.

Mr. Thornburg moved to express UACCB’s interest in participating in the program to ACE. Dr. Austin seconded the motion. The motion carried.

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.
 - Update 12/11/19: Ms. Keller Flanery said Ms. Jodie Hightower had shared the myUACCB portal governance charter with her and that she felt it would be an appropriate model to create a governance document for Campus Cast. Ms. Keller Flanery said she would provide a draft of the document for the cabinet to review at their next meeting scheduled for December 18, 2019.
- Review of Faculty/Staff grievance process by 2 Yr College Policy & Proc Com – 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: 11/20/19
- UA System Policy 520.7 – Fees for Veterans and Military Personnel – Mr. Cooper
 - Status: 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. Last update: 11/20/19
- 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
- Aspen Institute application – Dr. Austin
 - Update 12/11/19: Dr. Austin reported the Aspen Institute application had been completed and submitted.
- Strategic Plan – Ms. Frazier
 - Update 12/11/19: Ms. Frazier said that Ms. Barbara Jones had sent a draft of the strategic planning document and that Dr. Deltha Sharp and Ms. Keller Flanery were working on some formatting revisions within the document.
- Construction update – Mr. Cooper
 - Update 12/11/19: Mr. Cooper reported that construction on the workforce training center was progressing well. He said that furniture had been ordered, the parking lot lights were functional and that lighting along the sidewalk was being installed.

Area Updates

Mr. Cooper reported the following:

- He provided a handout of leave requests from personnel in each cabinet member’s department. Mr. Cooper said he would try to provide a similar report at the end of each month for members.
- He said he would be attending the legislative session reviewing the institution’s legislative audit December 12, 2019.
- He said recommendations had been submitted to Ms. Frazier for the cashier’s position.

- He said Dakota West and Elliott Brown had been hired for the two maintenance positions available. He added a new security guard would be replacing Jessica Hess, who has accepted a position with the state highway department, at the end of the year.

Dr. Austin reported the following:

- Dr. Deltha Sharp joined research, planning, and development as the new director of institutional research and did an excellent job compiling data for the Aspen Institute application. She added that the end-of-year reports were extremely helpful in completing the application.
- She congratulated Mr. Cheston Cooper and Mr. Dustin McAnally on getting the new copiers installed across campus.
- Ms. Frazier asked if the institution needed to do anything with regards to Perkins funding. Dr. Austin said the college needed to continue to be strategic about requests made for the use of Perkins funds.

Dr. Shonk reported the following:

- Ms. Andrea Lee is receiving recognition statewide for her innovative efforts in adult education. He shared data from the adult education site visit provided by Ms. Lee. He said that adult education held an information session for integrated education and training in welding on December 9, 2019. He said last semester, adult education attempted to do IET involving certified nursing assistant training. He discussed the GED College Ready and GED College Ready Plus and provided a copy of a letter from the Department of Career Education regarding credit recipients of the GED College Ready and College Ready Plus are eligible to receive. He said should a student take advantage of the program, UACCB would waive the transcript fee for these students.
- He reported the Secondary Career Center Tiered Funding Model had been approved and would begin in the fall 2020.
- He discussed the following classroom location changes:
 - Move early childhood education courses from MCB 243 (old ESL room) to MCB 244 (laptop computer lab). Remove laptop computer lab (move to old ESL room or do away with); computers are nearing end of life.
 - Move writing lab to library
 - Allocate Annex 402 to career and technical education as a classroom space when the new workforce training center is complete.
- Dr. Yoi Tibbetts is confirmed as the guest speaker for professional development for spring 2020. He said approximately \$800 will be needed to cover the cost of refreshments for professional development.
- CIP Code Update – when reviewed, UACCB only had one program CIP code that needed to be changed.
- Final exams are December 11-17, and final grades are due by noon December 18, 2019.
- Vacant positions – director of educational technology and director of the Secondary Career Center

Mr. Thornburg reported the following:

- This week is stress free week and a variety of activities are available for students including massages and a free meal at the Grill.
- The admissions team will be doing some recruiting/enrollment work over the holidays.
- Financial Aid has an administrative specialist III position open.

- New Student Orientation will be January 7, 2020.
- The Arkansas Children's Theatre presented "A Christmas Carol" December 10-11, 2019. There were 1,300 attendees.

With no further business, the meeting adjourned at 5:01 p.m.

Respectfully submitted by Ms. Hannah Keller Flanery