

University of Arkansas Community College
Board of Visitors Minutes
June 18, 2020 / 4 p.m.
NAH Room 902

Members present on-site were Dr. Maggie Williams, Dr. Michael Hester, and Ms. Jenifer Floyd. Those attending via Zoom were Ms. Stacy Gunderman, Ms. Karen Ryan, Mr. Mike Arnold, Mr. Phil Baldwin, Ms. Jesse Friert, Mr. Ted Hall, and Dr. Jody Smotherman. Absent from the meeting was Mr. Stan Fretwell and Mr. Casey Castleberry.

Also, in attendance were Ms. Deborah Frazier, Dr. Brian Shonk, Dr. Anne Austin, Mr. Gayle Cooper, Ms. Kim Whitten, Ms. Jodie Hightower, Ms. Hannah Keller Flanery, Dr. Deltha Sharp, Ms. Susan Tripp, Ms. Amy Bullard, Ms. Meagan Akins, Mr. Cheyenne Diaz, Ms. Deanna Tillery, Ms. Kristen Cross, Mr. Zach Perrine, Ms. Cheyenne Manual, Ms. Robin Milligan, and Ms. Mandy Walker.

Chairman Williams called the meeting to order at 4:06 p.m.

The group observed a moment of silence for Dr. Tamara Griffin, division chair of business, technology and public service department, who passed away on June 3, 2020.

Ms. Stacy Gunderman moved to approve the minutes from the January 16, 2020 meeting. Mr. Ted Hall seconded the motion and the motion carried.

Ms. Frazier introduced new employees, Ms. Cheyenne Manual, cashier/fiscal support specialist; Ms. Mandy Walker, controller; Ms. Tiffany English, admin assist II for financial aid; Ms. Robin Milligan, payroll services specialist; and Mr. Zach Perrine, vice chancellor for student affairs.

Mr. Perrine will officially join campus on June 29, 2020. Ms. Frazier commended the search committee, chaired by Ms. Kristen Cross, director of financial aid, for Mr. Perrine's hire. He comes to UACCB from UA-Pulaski Technical College.

Ms. Frazier read a letter from Mr. Donald Bellcock, internal auditor with the Office of Skills Development, commending Ms. Mandy Walker, controller, and Mr. Zach Harber, director of career and technical education, for their work on a recent audit of the Secondary Area Career Center. There were no audit findings.

Ms. Frazier reported the internal transfers of two employees. Mr. Dustin McAnally transferred from computer lab technician to computer lab manager and Mr. Chuck Martin transferred from maintenance assistant to shipping/maintenance coordinator.

Old/Continuing Business

Dr. Williams reviewed the resolution that the Board of Visitors presented to the REACH team leaders: Dr. Deltha Sharp, Ms. Amy Bullard, Ms. Susan Tripp, Ms. Meagan Akins, Mr. Cheyenne Diaz, and Ms. Deanna Tillery.

RESOLUTION

WHEREAS, the Strategic Planning Committee, commonly referred to as the REACH Committee, led by Dr. Deltha Sharp, with Ms. Amy Bullard (Respond Team), Ms. Susan Tripp (Engage Team), Ms. Meagan Akins (Access Team), Mr. Cheyenne Diaz (Communicate Team) and Ms. Deanna Tillery (Help/Support Team) facilitated and developed a five-year strategic plan to guide UACCB; and

WHEREAS, the REACH Committee led a campus-wide discussion based on foundational elements and concepts taken from a series of meetings with campus constituency and brought together standards of measure to assess the performance of campus services not only to students, but to faculty and staff; and

WHEREAS, the REACH Committee demonstrated servant leadership and a collaborative collegiate attitude, respecting all input provided to develop the guiding principles that allow UACCB to demonstrate the quality educational opportunities the institution provides within a supportive learning environment while developing community partnerships, responsive programs and a commitment to improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF THE UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT BATESVILLE THAT the Board acknowledges the commitment of the Strategic Planning Committee identified as the REACH Committee on June 18, 2020 and expresses to the Committee its sincere appreciation for its accomplishment.

BE IT FURTHER RESOLVED THAT THE BOARD OF VISITORS hereby directs the Secretary of the Board to spread this resolution on the minutes of this meeting and to transmit a copy of this resolution to each member of the Strategic Planning Committee.

Adopted this 18th day of June, 2020.

Dr. Williams presented the framed resolutions to each of the members of the strategic planning committee.

Ms. Frazier reviewed the currently vacant positions which are JAG College Career Coach, RN Instructor, and Substitute Grill Cook.

The Board considered the reappointment of the following members to an additional 3-year term: Mr. Casey Castleberry, Ms. Jesse Freiart, and Ms. Karen Ryan. All three members have agreed to serve an additional term. The reappointment was confirmed.

Dr. Williams said there would be one vacancy on the board beginning July 1. Mr. Richard Wright was nominated for the vacant position on the Board of Visitors. He has not been approached to serve on the board. Upon acceptance of the nomination, Dr. Williams will ask for a vote by the board via email.

The vacancy is created due to Ms. Stacy Gunderman’s term ending. Per UACCB Procedure 105.1, members may serve three 3-year terms. Ms. Gunderman joined the UACCB Board of Visitors in 2011 when she was asked to fill a term vacated by Mr. Woody Castleberry. She was instrumental in the creation of the Arkansas Concurrent Challenge Scholarship codified in Act 456. Ms. Gunderman said it has been an honor and pleasure to serve on the UACCB Board of Visitors.

The Board considered a recommendation to affirm the slate of officers who were elected in 2019 including Dr. Maggie Williams, chair, Mr. Casey Castleberry, vice chair, and Mr. Ted Hall, secretary. *Ms. Jenifer Floyd made a motion to affirm the officers listed above per UACCB Procedure 105.1. Dr. Mike Hester seconded the motion and the motion carried.*

New Business:

FOUNDATION: Ms. Kim Whitten, director of advancement, announced the creation and endowment of The Tenacious Tamara Scholarship in honor of Dr. Tamara Griffin, who worked for UACCB for over 29 years. Ms. Whitten said Ms. Frazier was able to visit with Dr. Griffin prior to her passing on June 3, 2020 regarding the criteria of this scholarship. The scholarship will be awarded to a non-traditional student, with a grade point average of at least 2.5, who has chosen to pursue a degree in the Division of Business, Technology, and Public Service; with first preference to a business or technology student because that was her passion and those are the classes that Dr. Griffin loved to teach.

Ms. Whitten said online gifts can be made to the UACCB Foundation through its website – uaccbfoundation.org/give-now/ or gifts can be mailed to the Office of Advancement at PO Box 3350 in Batesville. She said the Foundation would also like to add a memorial stone in her honor in the flag court and will be raising funds for that as well. Ms. Whitten said the Foundation is honored and grateful for this scholarship. Ms. Frazier said she was so glad she was able to establish this scholarship for her friend and be able to discuss it with Dr. Griffin.

FOOD PANTRY: Ms. Jodie Hightower, assistant to the chancellor, reported on the Food Pantry distributions since the declaration of the COVID-19 pandemic. The distribution has been conducted as a drive thru since March 16. The food pantry partnered with Student Activities on April 30 and June 4 when a hot lunch was served to students via drive thru. On May 7, the Food Pantry partnered with the Bookstore’s drive thru book return. The Arkansas Food Bank granted the UACCB Food Pantry two \$500 credits. One in the month of April and one in May. One of the credits was a gift to the Arkansas Food Bank from Arkansas Farm Bureau which was then passed to participating organizations who continued to provide food during the pandemic. Those who have been responsible for the ordering, organizing, and distributing of food are Ms. Kim Whitten, Ms. Kristen Cross, Ms. Jodie Hightower, Ms. Lynn Bray, Ms. Tammy Smith, and Ms. Maddie Verser.

Families Served:

March 16	11 families
April 2	17
April 16	17
April 30	22
May 7	28
May 21	15
June 4	17
June 18	20

COVID-19 CHANGES: Ms. Frazier said the College was better prepared because it had already been utilizing Blackboard for all courses and requiring instructors to put certain materials in the shells. She said everyone was involved as a team to develop a plan and process to serve our students. She said the student success center and library remained open all throughout the semester and all CDC/Department of Health guidelines on social distancing and capacity were enforced. TRIO utilized its net tutoring program and provided students with technology aids. All departments answered phone calls daily either because they were on campus or available through an app on their cell phone. She said Financial Aid personnel have been on campus the last two months processing forms. Career Pathways continued to serve students and Admissions, Ms. Meagan Akins carrying much of the work, has also been open. She noted the “can do” spirit of UACCB personnel.

Ms. Frazier invited the vice chancellors to report on the changes to campus and instruction since the COVID-19 pandemic. Dr. Shonk reported on the move from face to face classrooms to online remote learning. He discussed the successes and opportunities that the College learned from that transition. He said one advantage of being part of the University of Arkansas system, is the availability additional modules to assist with online learning through Blackboard. He reported that students received a full semester of learning and assessments were made. He said there was strong push to move to pass/fail system but ultimately the College decided not to do that, but students were able to withdraw from a class up to the final grade. They also had the option to take an incomplete on a course and then finish when conditions allowed. He said students performed as good or better than last spring.

Dr. Shonk provided examples of things that occurred within the first 24 - 72 hours of changing to remote learning including pairing up faculty who were more experienced with using Blackboard with those faculty who were not as experienced. He said this pairing of faculty worked very well. He said information services assisted with securing additional laptops, cameras, document readers and microphones. Dr. Shonk expressed appreciation to the faculty who stepped up and met the challenge that COVID brought.

Ms. Frazier said the testing center served students by facilitating Accuplacer tests online and two additional people became certified to proctor on-site. She said Adult Ed continued to test students for the GED.

Dr. Anne Austin, vice chancellor for research, planning, and assessment, expressed appreciation to information services personnel who spent many hours assisting faculty, staff and students with technology equipment and training. She said all departments within the division remained active even if they worked remote. She also noted that the College is accredited to offer all courses online.

Mr. Gayle Cooper, vice chancellor for finance and administration, said most of his division have had to report to campus as some functions cannot be accomplished off-site such accounts payable, payroll, and campus facility maintenance. He said he has attended many online meetings with CFOs across the state. He said the Bookstore stayed open and had good results with the book return. He said maintenance has installed plexiglass in several locations including the Grill, Bookstore and cashier’s window.

Dr. Maggie Williams expressed her thanks and appreciation to everyone at UACCB for the work they have done during this time of transition.

BUDGET REPORT: Mr. Cooper said the College had a state funding reduction of \$227,000 in the current fiscal year, which was mostly covered by not filling four open positions. On the positive side, tuition and fees collected were over projections. He said sales tax revenue has been better than projected. Additionally, income from interest on CDs was over \$81,000. Mr. Cooper said during the budget process, the UA Board of Trustees voted to hold tuition and fees for the academic year 2020 – 2021.

As of today, the College only has one payment a month which is for the Workforce Training Center. The loan for the Workforce Training Center was \$2 million borrowed from the state revolving loan fund. Currently, the College owes \$1.5 million.

Dr. Hester asked Mr. Cooper which bank hold the College's funds. Mr. Cooper said the College must bid out banking services and CDs. Currently, the College uses First Community Bank.

CARES ACT DISTRIBUTION: Mr. Cooper reviewed the amount of funds granted to UACCB through the CARES Act. The institution received \$514,963 to be distributed to students. To date, \$351,450 has been distributed to 499 students. Ms. Kristen Cross, financial aid director, said this is an interesting time to be in financial aid and determining how best to distribute funds to students has been challenging. Ms. Cross said the College sent emails and texts to students who might be eligible to receive funding on several occasions with a link to an eight-question certification form for students to complete. The awards were based on a couple of conditions including if they had completed a FASFA, enrollment in the Spring 2020 semester as of March 13 and the number of hours they were enrolled in. For students enrolled in 3 – 6 hours, \$350 was given; 7 – 9 hours, \$550; and 10 or more hours, \$750. Remaining funds of \$163,513 can be distributed to students. She noted that one of the main guidelines of the CARES Act funding is that funds must go directly to students and not be applied to balances owed. Her office has made phone calls to nearly 200 students who may still be eligible to receive funds. The College will have to set a cut-off date and divide the remaining funds between those who applied. Initially, they identified about 700 student who might be eligible for funding.

The College also received \$514,963 too. The College can only spend the same amount that is distributed to the students. Mr. Cooper said determining eligible expenses has been a challenge and not clearly defined. He also said the College have not spent any of these funds yet, however, there are plans to purchase furniture for several buildings in order to facilitate social distancing.

Additionally, the College received Title III funds of \$49,934 and the guidelines are more flexible on eligible purchases.

ENROLLMENT PROJECTIONS – Dr. Shonk reported that the UA Board of Trustees met yesterday and heard from four chancellors regarding fall 2020 plans. They specifically asked about enrollment projections. He said normally he would work with the Vice Chancellor of Student Affairs, however, this year he worked with Mr. Cooper on this directly this year. He said his office developed a spreadsheet to calculate enrollment projections. Based on the data, he said the College expects a 7.5% decline in students. Therefore, the budget was built on the enrollment projection of 1,296 students. He explained there are different tuition rates based on student's residence or program. Dr. Mike Hester asked what area is considered "in-district". Ms. Frazier said that one of the promises the College made to the county when the Independence County sales tax issue passed was to provide a discount on tuition to Independence County residents. Dr. Shonk said that out of state and online tuition rates are the same. Dr. Shonk provided a graph of projections and enrollment trends. He said headcount is usually reported but the budget is determined by student semester credit hours. He noted the chart on the bottom of page 12 explaining that it showed the registration cycle. The dark blue line is 2019, the gray line is 2018, and the light blue is current year.

LYON EXCHANGE – Dr. Shonk provided a report on the Lyon Exchange program also known as the Transfer and Exchange Collaboration (TEC) agreement. This agreement allows a UACCB student to take courses at Lyon College at the UACCB tuition rate. It also allows for UACCB students who transfer to Lyon College to receive a 50% discount on tuition. Since spring 2018, 27 UACCB students went to Lyon and 96 Lyon students attended courses at UACCB. Page 14 outlined the courses taken and number of students enrolled in UACCB and Lyon courses as well as the tuition cost for UACCB. Dr. Shonk said the

investment is large on the part of UACCB, but it pays off for the students and the community. He said this is an agreement that dates back several decades and was updated a few years ago to ensure the agreement benefitted both institutions.

With no further business, Dr. Mike Hester moved to adjourn, and Mr. Hall seconded. The motion carried and the meeting adjourned at 5:52 p.m.

Submitted by Ms. Jodie Hightower