

University of Arkansas Community College at Batesville
Board of Visitors Meeting
Independence Hall 103
January 21, 2021
4:00 p.m.

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

Also, in attendance were Ms. Deborah Frazier, Dr. Brian Shonk, Dr. Anne Austin, Mr. Zach Perrine, Ms. Mandy Walker, Ms. Valerie Bennett, Ms. Jodie Hightower, Ms. Hannah Keller Flanery, Mr. Blayne Stewart, Dr. Andrew Seely and Ms. Tiffany Guinn. Ms. Kim Whitten attended via Zoom.

Chairman Williams called the meeting to order at 4:00 p.m.

Dr. Jody Smotherman moved to approve the minutes from the October 15, 2020 meeting. Mr. Ted Hall seconded the motion and the motion passed.

New Employees – Ms. Frazier introduced the new employee, Ms. Valerie Bennett, administrative assistant for academic affairs. She joined the College on December 1, 2020.

Internal Transfers – Ms. Frazier introduced Ms. Mandy Walker as the vice chancellor for finance and administration who replaced Mr. Gayle Cooper upon his retirement from the College on December 31, 2020. Ms. Walker transitioned to the position on January 1, 2021, after joining the College in May 2020 as the controller.

Restructuring of the Organization – Ms. Frazier provided information regarding the recent restructuring of the organization due to the College receiving a federal grant.

Dr. Anne Austin, Vice Chancellor for Research Planning and Assessment, assumed the duties and responsibilities of the *Better Teaching for Better Learning* Title III grant Project Director. In assuming the Project Director role, Dr. Austin per federal regulation, stepped down from the Vice Chancellor's role. In addition, Ms. Mandy Walker was selected to serve as the Vice Chancellor for Finance and Administration.

These two changes allowed the cabinet and chancellor to review the organizational structure and contemplate a variety of scenarios. The following organizational changes were announced Friday, January 15, 2021 at the Chancellor's Advisory Committee meeting:

- The Research Planning Assessment division has been removed from the organizational structure.
- In Dr. Anne Austin's new role, she will serve the institution as the Executive Director of Special Projects. Her service to the institution will include Project Director (.5FTE) as well as additional duties including Higher Learning Commission Liaison, Perkins Coordinator, Assessment Coordinator, Legislative Liaison and other duties as assigned. The Director of Institutional Research will continue to report to Dr. Austin. The position of Executive Director of Special Projects will be an ex-officio member of the cabinet.
- Information Services has been transitioned to the leadership of the Vice Chancellor for Finance and Administration, Ms. Mandy Walker. The transition to finance and administration will reflect the more common organizational alignment of the department with operations.

- The registrar department will transition the leadership of the Vice Chancellor for Student Affairs, Mr. Zach Perrine. Mr. Perrine's experience at his former institution managing the registrar department will provide an uninterrupted delivery of service by the registrar department to the College.

As the new Vice Chancellor for Finance and Administration, Ms. Walker also took the opportunity to review the function of the business office, drawing on her previous experience as the controller. Leaning on these experiences the following transition will occur:

- The Human Resource department will assume the Payroll Specialist position (moved from the Business Office). As the Institutional Coordinator of Human Resources, Ms. Julie Johnson will assume the supervisory role for the Payroll Specialist.
- Ms. Walker in assuming the responsibilities in her role of the Vice Chancellor for Finance and Administration, as she will prepare the College's financial statements and applicable notes, the SEFA for the Single Audit, all Department of Finance and Administration required reports pertaining to the CAFR, and the financial elements of ADHE reports. These tasks were previously prepared by the controller.
- A reassessment of the controller's position was made and with the above action and the transfer of the Payroll Specialist, it was determined that the College needed a business office manager as opposed to a controller. Additionally, the recommendation was made to adjust the salary.

Ms. Frazier said currently there are two applicants for the business office manager position.

Mr. Ted Hall moved to support the reorganization as proposed. Dr. Smotherman seconded and the motion carried.

Enrollment Report – Mr. Perrine presented preliminary enrollment data for spring 2021. Headcount is 985, which is 85% of projected numbers. Projections were determined in spring 2020, which did project a decline, but the decline was greater than originally projected. Student Semester Credit Hours (SSCHs) are a little over 10 hours per student, which is on target. The Full Time Equivalent (FTE) is 683 students. The reduction due to the loss in concurrent high school students affects the College's enrollments as well. The demographics remain similar to previous years with a majority (67%) of students being female. Students between the ages of 18-24 represented 53% of the student body. The College did have an increase in traditional students. An observation made by faculty and staff alike is that those students who had issues prior to COVID, had continued issues and were more likely to struggle during the pandemic.

Dr. Williams asked if there is a projection on the long-term effects of the pandemic. Mr. Perrine said that is a big unknown at this time. Mr. Fretwell asked if there has been an increase in online course registrations. Dr. Shonk said enrollment in online courses has remained consistent with pre-pandemic numbers with 70% in-person and 30% online.

Dr. Brian Shonk reviewed program development and total course section offerings for the previous five academic years. There was a large drop in course offering in 2018-2019, due to the implementation of Guided Pathways. With that implementation, the College gained efficiencies, such as reducing the number of sections offered of a particular class, which allowed the College to handle the same number of students with fewer sections. In 2019-2020, there was an increase in enrollment and the College had to add a few sections to absorb those students. The College aims to have an average of 15 in each section.

Dr. Shonk said there is a need for some larger spaces for classes that are well populated. There are four spaces that have larger capacity – banquet halls (2), auditorium, and the NAH lecture hall. He said the

faculty are very pleased with the banquet hall rooms as the sound quality is good and projectors are larger.

Ms. Frazier expressed appreciation to Mr. Blayne Stewart for his recommendations and insight into needed equipment for faculty. Mr. Perrine expressed appreciation to Dr. Sharp for the data for the enrollment projections.

Better Teaching for Better Learning Title III project launch – Dr. Anne Austin said this is a grant from the federal Department of Education. Originally written in 2019, funding was not granted until October 2020. The grant pays \$450,000 annually for the next five years. Dr. Austin explained that the grant is an opportunity for the College to put a consistent and prolonged effort into the faculty to teach them how to teach, pedagogy, which in turn leads to student success and student retention. Dr. Austin said pedagogy is not taught to higher education faculty, which is one way that higher education differs from k-12 secondary education. The training will be offered to both full-time and adjunct faculty. The two programs the grant will utilize to accomplish this are ACUE's Certificate in Effective College Instruction and Quality Matters' programs for online teaching.

The grant also establishes the Center for Teaching and Learning Excellence (CTLE), which will be a place for faculty to come together to collaborate and develop effective courses. Personnel supported by the grant are the following:

- Dr. Austin (.5 FTE) Project Director.
- Dr. Andrew Seely as Director of the CTLE (.5 FTE). He will continue as a faculty member with a reduced load and will be moving to a 12-month term.
- Mr. Blayne Stewart as Teaching Technology Support (.5 FTE). He will continue as a computer science instructor with a reduced load and will be moving to a 12-month term.
- Ms. Tiffany Guinnip as Blackboard Analytics Coordinator (.25 FTE). She will remain the special projects coordinator for academics.
- Title III grant administrative coordinator (to be hired).

January 8, 2021 was the kick-off for the project by starting the ACUE class. This is an online class where materials are posted on a week-to-week module basis with video demonstrations, discussions, and other resources. There are 25 faculty in the first cohort of ACUE. Dr. Austin and Dr. Andrew Seely are facilitating the ACUE course. The intent is that the faculty member will utilize techniques learned and implement them into their classes. The first cohort will finish in September with a certification.

Ms. Frazier invited each member of the Title III grant team to speak. Dr. Seely said the faculty have been very enthusiastic to participate in this program. Mr. Stewart said he likes that he gets to impact far more students in this capacity vs only the 20-30 students in his courses. He is thankful for the opportunity to share his technology knowledge and for the colleague to colleague interaction. Ms. Guinnip, who has been employed at UACCB for almost five years, said she loves data and it is interesting to help faculty with data and to see how what they do impacts data.

COVID-19 update – Ms. Jodie Hightower, assistant to the chancellor, provided an update on the COVID-19 cases associated with the college. At the time of the meeting, there were 8 active positive cases associated with the College, all in the student population. She is tracking a total of 26 individuals on quarantine or isolation. The cumulative number of positive cases for the semester is 17.

The College is partnering with Econo-Mart Pharmacy in Batesville to provide COVID-19 vaccinations to faculty, staff, adjunct faculty and student workers. The clinic will be held tomorrow, Friday, January 22, 2021. There are 85 people signed up to receive the vaccine. A follow-up clinic will be held on Friday, February 19, 2021 to provide the second dose.

Ready for Life Grant – Dr. Shonk provided an overview of a grant provided by the Governor’s office. The goal of the grant is to develop short-term programs in a field of high demand. The College proposes to train Patient Care Technicians (PCT). Dr. Shonk said this program will build upon courses already provided by the College. The College would only add one course (phlebotomy) not already offered at the College. Initially the grant was listed as \$180,000 but has been reduced to \$160,000. Dr. Shonk said this a great opportunity to fund a start-up program. Chairman Williams asked when this program will be available. Dr. Shonk said a tentative start date is fall 2021. The funding has not arrived. The proposal is due to ADHE by February 1, 2021 for approval. The PCT program can be completed in one semester.

Financial Update – Ms. Walker provided an overview of the College’s financial position. She reported that sales tax revenue is up \$34,000 over budgeted amount for FY 2021. The budgeted amount for FY 2020 was \$1.4 million with actual tax revenues received of \$1.6 million. She attributes that to increased online sales. In 2020, CARES Act funding was received in the amount of \$514,963 for students and the same amount for the institution. An additional \$50,515 from Title III of CARES was also received. In 2021, through the CRRSSA Act, the College will receive \$514,963 for students and \$1,500,000 for the institution. She said this funding is available now. She said her office is anticipating the announcement of the rules for spending. She said that the second-round pf funds seems to have less restrictions. She also reported that the College received \$107,000 through ADHE for the purchase of personal protective equipment (PPE). The first order was received in July and the funds had to be spent by end of year 2020. She reported a remaining balance of \$6.30.

She said Cabinet members will meet with the on-call architect during the first part of February to review options to improve campus for students. They plan to conduct ong-term planning with the funding available.

On July 1, 2021, the Business Office and Human Resources functions will be moving to Workday software. This is part of the system-wide effort to increase efficiencies. This process has required hours of training and many additional man-hours to gather the data needed for the transition. She said within the Workday software, a component called Adaptive, will be used to develop the 2021-2022 budget. She said historical financial statements are used to help plan the budget. She is hopeful that the new software will help make decisions.

Other Business:

Mr. Ted Hall expressed his appreciation to Ms. Tammy Smith, receptionist, and Ms. Frazier for their assistance with the “Christmas Brings Hope” food distribution. Ms. Frazier expressed her thanks to Dr. Sharp for creating the database.

With no further business, Dr. Michael Hester moved to adjourn, and Mr. Ted Hall seconded. The motion carried and the meeting adjourned at 5:34 p.m.

Submitted by Ms. Jodie Hightower, assistant to the chancellor.