

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
December 18, 2019 / 9:00 a.m.
Room 104
Agenda

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 9:01 a.m. *Dr. Austin moved to approve the minutes from the December 11, 2019 meeting. Dr. Shonk seconded the motion, and the motion carried.*

Governance Document CampusCast system – Dr. Austin presented a document created by Ms. Hannah Flanery, marketing and communications coordinator, regarding the purpose and use of the CampusCast system. Dr. Austin said this document is modeled from the myUACCB Governance Charter. The document addresses how the system is to be used and sets forth limits on its use. Mr. Thornburg noted the document will protect the system from overuse as well as misuse. It was suggested that Ms. Hightower be added to the document as having access and authority if the marketing and communications coordinator was unavailable. Dr. Austin will bring the document to Cabinet for a vote at the next meeting to be held on January 15, 2020.

Title III application update – Ms. Frazier said the college received notification that based on our application score, the college could apply to receive funding, if additional funding is available at the federal level. Dr. Austin has reviewed the college's eligibility and has submitted our name as interested in funding. Ms. Frazier said she and Dr. Austin reviewed the college's score and it was an average of 100. The top available score was 106.

Website Privacy Policy – The group reviewed the Website Privacy Policy submitted by Ms. Flanery at the last Cabinet meeting on December 11, 2019.

Dr. Austin moved to approve the policy as presented. Mr. Thornburg seconded the motion and the motion passed. A policy number will be assigned to it and the policy will be posted to my.UACCB website.

Tuition Reimbursement applications review – Ms. Hightower provided two versions of allocations of funds. One included all applicants and the second included only those who did not receive PELL funding. The group had previously reviewed the policy and discussed making changes to go into effect July 2020. At that time, applications might be grouped into different categories based on how closely the person's field of study relates to their current position. Additionally, funding from this policy 440.3 would be a "last dollar" scholarship that would apply after all other discounts or funding was posted to the student's account. The policy might also limit the number of hours reimbursed for a doctoral program. The group discussed addressing the proposed policy changes with personnel in division meetings in the spring.

Dr. Austin moved to approve Version 1 of the allocation request. Dr. Shonk seconded the motion and the motion carried.

Mini Grant mid-year update – Ms. Hightower presented Cabinet members with a spreadsheet outlining the expenditures from the Mini Grant fund to date. The remaining balance of funds is \$603.36. She also provided a copy of the Mini Grant application noting the requirement for recipients to present a report to the Chancellor's Advisory Committee (CAC). Three of the five recipients presented to CAC at the December 13, 2019 meeting. The remaining recipients will present at the January CAC meeting.

Safety Committee update – Ms. Hightower provided a report from the November 15, 2019 Safety Session. Many of the responses were positive in rating the usefulness of the training. She also provided a listing of the written responses to the questions regarding most helpful, least helpful and requested future topics. One of the top requested topics was fire extinguisher training. At the January 3, 2020 Professional Development In-Service workshop, Mr. Robert Beel will provide a short training and bring water cannons for people to use to extinguish a simulated fire. Ms. Hightower said 10 to 15 people, at least one per building, will be asked to demonstrate the fire extinguisher. Related to that the safety committee would like to conduct a fire evacuation drill in MCB during the spring semester.

Another top requested topic suggested was active shooter training. Ms. Frazier has asked Ms. Andrea Henderson, executive director of Arkansas Community Colleges, to present to the campus on February 7, 2019. Ms. Henderson was the executive director of the Oregon community colleges association when Umpqua Community College experienced a shooting event. Ms. Frazier, Ms. Hightower, Mr. Thornburg and Mr. Heath Wooldridge, director of the physical plant, heard Ms. Henderson speak about the event at a safety workshop in October. The session at UACCB would be structured similarly to the November 15, 2019 sessions. Additional information will be provided in the spring.

For those unable to attend the November 15, 2019 safety session, an email was sent to them with the link to the presentation and request to answer three questions in order to receive credit for the training.

Finally, Ms. Hightower provided a summary report about the fire drill conducted on November 25, 2019 at RJB. Some of the observations include:

- Everyone needs to evacuate further away from the building.
- Work study students need to be trained on using the two-way radios.
- A determination on the responsibilities a work study student has in evacuating fellow students should be made. Locations where this is a potential issue is the library, student success center and TRIO lobby.

She provided a copy of the evaluation form utilized by the safety committee.

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
- 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 WorkDay will interact with this policy. Last update: 11/20/19
- **UA System Policy 520.7** – Fees for Veterans and Military Personnel – Mr. Cooper
 - **Update:** Mr. Cooper said he will work with Kristen Cross, financial aid director, to develop a policy for the campus, however, current practice follows the UA System policy.

- 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
- **Strategic Plan** – Ms. Frazier
 - **Update:** Ms. Frazier said the draft plan has been sent to vice chancellors and strategic plan team leaders. She asked that corrections or formatting suggestions be sent to Dr. Austin. A launch of the five-year strategic plan will occur at the January 3, 2020 Professional Development In-Service workshop. Team leaders will present information about each initiative. Key performance indicators will be revealed on January 3, 2020.
- **Construction update** – Mr. Cooper
 - **Update:** Mr. Cooper reported the actual completion date for the Workforce Training Center is the end of January, however, the front part of the building will be completed earlier. The furniture for that part of the building is ordered and should be on location about the second week of classes. Other furniture is scheduled to arrive when we return on January 2, 2020. Asphalt work was completed yesterday. HVAC is nearly complete. Dr. Bobbitt requested total costs of the building. At this point, construction costs are over budget by \$295,000, however, there are credits not yet posted which will bring the costs more in line with the projected budget. The priority for college administration is determining information for the building plaque and the lettering for the outside of the building. A formal open house will be held with a ribbon cutting. Mr. Thornburg said he has asked Batesville Mayor Rick Elumbaugh if one of his monthly mayor’s meetings could be held at the Workforce Training Center.

Area Updates:

Mr. Thornburg reported the following for Student Affairs:

- Financial Aid is working to determine satisfactory progress of students.
- One person from Admissions will be working over the holiday break to process transcripts as well as prepare for New Student Orientation.
- The division will conduct a review of its processes utilizing facilitator, Dr. Rick Stripling, from Arkansas State University. He said there may be an opportunity to conduct a holistic student services review.
- The TRIO grant application will be submitted in January.
- There is an open position for an administrative specialist III in Financial Aid.
- He submitted UACCB as an interested partner for the Jobs of Arkansas Graduates (JAG) Early College Success Program. The college will have to house the person and prepare an MOU with Arkansas Career Education. He expects to hear in late January or February if the college is accepted into the program.
- The Children’s Theater production went well with over 1,300 attendees. He stopped by First Community Bank to thank them for their support. There will be a spring show in February.

Mr. Cooper reported the following for Finance and Administration:

- Cashier interviews are today, and the committee hopes to decide before the end of the week.
- Books are due today. As of this morning, 659 books were still outstanding.
- He said he received positive comments about yesterday's end of the year meeting.

Dr. Austin reported the following for Research, Planning and Assessment:

- Her office is preparing for the TRIO grant application that will be due in January.
- The CCSSE survey will be conducted in mid-March. She will ask leadership to participate in conducting the survey.
- The registrar is working on final grades so that transcripts can be sent, and the dean's and chancellor's list can be created.
- College representatives were present at a meeting of the audit findings committee at the state legislature on December 12, 2019. UACCB had one finding. The committee reviewed seven findings and most of those involved theft of payroll checks due to compromised computer system. The UACCB finding involved student records and due to the severity of the other findings and the time limit of the committee, representatives for UACCB were not asked to speak.
- Related to the audit finding, the college is taking steps to prevent the situation from occurring in the future and has enlisted the help of an off-site expert to assist.

Dr. Shonk reported the following for Academics:

- He provided a draft schedule for professional development activities January 3 – 7, 2019.
- Dr. Yoi Tibbetts will speak from 8:30 a.m. to 12:00 p.m.
- His office is working to reduce the number of people on the waitlist.
- He said several faculty members are moving to open stack books or considering a move to open stack books.
- Spring 2020 enrollment numbers are strong. Advising is seeing a lot of new students.

Ms. Frazier said she appreciates everyone's hard work this semester and she feels it has been a very productive semester. She noted that attitudes seem positive and the campus as a whole feels like the college is moving forward.

She said the 2019 Factbook has not gone to print yet due to issues with data.

With no further business, the meeting adjourned at 10 :50 a.m.

Respectfully submitted by Ms. Jodie Hightower