

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**January 15, 2020 / 9:00 a.m.**  
**Room 104**  
**Minutes**

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 9:04 a.m. *Dr. Shonk moved to approve the minutes from the December 18, 2019 meeting. Dr. Austin seconded the motion, and the motion carried.*

**Governance Document CampusCast system** – Dr. Austin reviewed the proposed policy. The group discussed removing the names and adding “assistant to the chancellor” in IV section.

*Mr. Thornburg moved to accept the document as policy with the changes of removing the paragraph of named personnel and adding “assistant to the chancellor” to the first sentence of section IV. Dr. Austin seconded the motion and the motion carried.*

The Chancellor’s office will assign a policy number in the 900 range, post to the internal website and send an email to campus with the new policy.

**Employees working on holidays** – Mr. Thornburg provided the December 2020 calendar. He asked the cabinet to think about the academic calendar and holiday break. Mr. Thornburg asked the cabinet to consider closing campus on December 21 and 22 but allowing staff who need to work for end of year processing or those without leave, to work those days. This would allow those with leave available to take two extra days to have a full two weeks off during the holidays.

There was discussion on fully closing campus and requiring use of leave time or closing campus to the public and allowing people to take leave or work. If the college is officially open then someone must be in every office, which means some offices have to be staffed even though the personnel have leave available.

There was also discussion about when to hold professional development day in spring 2021. Dr. Shonk said faculty must have 172 workdays.

Ms. Frazier asked members to think about who the key people are who really need to be on campus December 21 and 22, 2020, such as people who have time sensitive reporting such as financial aid and the registrar.

**Census Bureau assistance requested by the Mayor’s office** – Mr. Thornburg said the mayor’s office has contacted the college to ask for assistance with the city census. The census is conducted on the city level versus county level. Mr. Thornburg explained that if a student is living on campus then they are counted in that city where the dorm is located. The members discussed the request and asked Mr. Thornburg to decline to participate as none of our students live on campus. They did say the City of Batesville could post flyers or signs reminding people to fill out the online census form.

**Discussion of current refund procedures** – Ms. Frazier provided information on the refund policies of the other six U of A Community Colleges. She said she was prompted to review these policies when Ms. Carlia Smith mentioned that at one time all U of A schools’ refund policies were the same. She said she anticipates Ms. Smith will make a recommendation for a policy once she concludes her review.

The members reviewed the various school policies. There was also discussion regarding those individuals who follow proper procedures and only get 50% of paid money back versus those who do not show up for classes and are administratively withdrawn and get 100% back.

The group discussed how it would affect the college if the college did away with the 50% refund level and pushed back 100% refund until 11<sup>th</sup> day. Dr. Austin said historical reports could be produced. She noted that often those that withdraw come back in a few years.

Ms. Frazier asked Dr. Austin to gather all our procedures regarding withdrawing students for an in-depth review. Mr. Thornburg offered to assist with this effort. Mr. Cooper will provide data on the changing the refund policy including what the cost would be of moving 100% refunds to 10<sup>th</sup> day and how many students are affected by 50% refunds (withdraws from 6<sup>th</sup> to the 11<sup>th</sup> day). Ms. Frazier said she will get Ms. Andrea Henderson, executive director of the Arkansas Community Colleges Association, to ask for refund policy information at the ACC Presidents and Chancellors meeting next week.

Dr. Austin said that ACC is organizing a Chief Information Officers group meeting on March 6, 2020.

**Safety Committee update** – Ms. Hightower said the fire extinguisher training seemed to be well received and several employees were able to get hands on training on the use of fire extinguishers. Next month the committee will host Ms. Andrea Henderson, executive director of Arkansas Community Colleges, to present to the campus on February 7, 2020. Ms. Henderson was the executive director of the Oregon community colleges association when Umpqua Community College experienced a shooting event. There are four people who have not completed the November 15, 2019 training. Ms. Frazier will email them today and ask them to respond by end of the week.

**Follow-up items:**

- **Technology available to know when the network is down** – Dr. Austin
  - **Update:** Dr. Austin previously 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 notifications. She reported she will ask Mr. Cooper if the changed helped and what the status of this technology is.
- **Review of Faculty/Staff grievance process by 2 Yr College Policy & Proc Com** – Mr. Cooper
  - **Update:** Mr. Cooper previously reported he spoke to Mr. Patrick Hollingsworth, UA System associate general counsel, who said his office is working with Project One leadership to determine how WorkDay will interact with this policy. Mr. Cooper received an email from Mr. Hollingsworth yesterday that stated he would out on extended leave.
- **UA System Policy 520.7** – Fees for Veterans and Military Personnel – Mr. Cooper
  - **Update:** Mr. Cooper said he has requested a meeting 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
  - **Update:** Dr. Austin reported that a survey of students might need to be completed.
- **Construction update** – Mr. Cooper
  - **Update:** Mr. Cooper reported that Tuesday, January 21, 2020 should be the punch list day. Sub-contractors are finishing up work now. Furniture is also expected to

arrive January 21. If final approval is granted on the 21<sup>st</sup>, the final payment to the contractor will be made on January 22, 2020. Dr. Shonk said there may be some concerns regarding the ventilation system. Mr. Cooper will investigate.

□ **Website policy** – Ms. Frazier

- **Update:** Ms. Frazier will work with Ms. Hightower to assign a policy number and determine location on the website. The group discussed the number being in the 900 range under University Relations.

□ **Strategic Plan** – Ms. Frazier

- **Update:** Ms. Frazier said she will update the board of visitors at tomorrow's board meeting. She said she is pleased with how it has come together and Dr. Deltha Sharp along with initiative team chairpersons will present.

**Budget Initiative Request** – Related to the strategic plan, a budget initiative request form was created by Ms. Frazier to assist with budget planning. She said in 2012-2013, the college utilized a similar document. She wants the Cabinet to be able to look at new initiatives in relation to how it supports the strategic plan. Cabinet will approve budget, but she would like the strategic plan committee to review the forms and proposed plans.

She asked members to review the document and send suggestions to her. She said likely a vice chancellor would be a co-sponsor of the initiative. The group also discussed other groups or committees that might utilize the form, such as the strategic planning initiative workgroups. She said she had asked Dr. Shonk to use the form as a trial run for the EMT program presented at last week's Chancellor's Advisory Committee meeting on January 10, 2020. Dr. Shonk outlined the process he used to fill out the form, from receiving a quote for software costs, to the fee to be added to a student's account. He noted that the software costs are cheaper than code for A&P course. Dr. Austin said the form dovetails well with HLC's Institutional Actions Council, which is coming up.

The group also discussed out how to operationalize the projects once they are approved. For instance, adding the budget manager and the GL number to the form may be needed.

The group discussed number five, impact areas, on the form. Currently, the form general areas such as business office, student services, use of facilities, community relations and hours of operation. The group discussed changing the areas listed to enrollment, retention and graduation or to respond, engage, access, communicate and help, the five strategic plan initiative categories.

Ms. Frazier said the form might need to be two pages so that the initiatives could be evaluated once the program or project concluded. She said she wants everyone to be in the habit of tying expenses for initiatives to the strategic plan.

Dr. Austin suggested at the end of year, the strategic planning committee would come back together and review the initiatives and Cabinet would evaluate if the initiative should continue. Dr. Shonk suggest another form to close out and evaluate the initiative. The group cautioned each other about adding additional duties to the strategic planning committees their regular job duties are priority.

## Area Updates:

Mr. Thornburg reported the following for Student Affairs:

- The MLK celebrations will be held on January 21 and 22 during the common hour in the Student Commons. Mr. Calvin Wright, manager at The Home Depot, will speak on Tuesday and Ms. Sonja Rucker, branch manager at First Community Bank, will speak on Wednesday. There will be free desserts.
- Ms. Kristen Cross, financial aid director, will meet with her committee tomorrow to review applicants for the financial aid administrative specialist position.
- TRIO is taking a group of students to see a performance of “Wicked” on Saturday, January 18, 2020.
- He reported that student clubs and organizations are beginning to utilize the common hour.
- A Black History celebration will be held on February 12, 2020 during the common hour. The event will feature the acrobat troop, Zuzu African Acrobats. High school students will also be in attendance.
- The make-up New Student Orientation will be held Friday, January 17.
- Mr. Thornburg will be in Washington, D.C. next week for a meeting with members of the National Association of Student Financial Aid Administrators (NASFAA).
- Dr. Rick Stripling, from A-State, will be on campus February 5 and 6 to facilitate a student services area review. Advising and Career Services will also attend.

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

- Next week Ms. Beth Stewart will visit campus on January 22, 2020. She will meet with various groups that handle data reported to ADHE.
- The reporting portal on IPEDs is open. Data is being gathered and entered.
- Dr. Austin will be on leave the last week of January.
- Next week the Q Team will have a follow up meeting to review the kick-off event at professional development on January 6.

Dr. Shonk reported the following for Academics:

- Yesterday, he and Ms. Frazier met with Ms. Holly Goslin. Ms. Frazier provided a book to faculty and it has generated enthusiasm. The three of them met to brainstorm ideas to keep the momentum and enthusiasm going. Between now and spring break, one of the outstanding faculty members and another faculty member will present on a chapter of the book. Tomorrow, he and Ms. Frazier will meet with current and past recipients of the outstanding faculty award during the common hour to work out details.
- His office will be working on the 2021 academic schedule next week. He noted that new class times instituted this semester seem to be working well. Dr. Austin asked if there is a calendar that lets people know what is going on during common hour. The group discussed including those things in the school newsletter, The Bandit Buzz.
- He will notify members when the new software for A & P will be demonstrated.
- The college has gained a few new EMT Basic students due to ASU – Newport cancelling their program last Friday.

- Ms. Andrea Lee, director of adult education, has had 14 ESL students complete a pre- and post-test and all of them have made gains. Ms. Hannah Flanery, marketing and communications coordinator, has been asked to write a story about the successes the college's ESL programs in Batesville and Highland are experiencing.
- The Academics division has two vacant positions – director of the secondary area career center and director of teaching technology.
- The 5<sup>th</sup> day census reporting process email was delivered to faculty. Attendance reports are to be entered into a spreadsheet available on One Drive.
- The college is developing a procedure for its faculty qualification procedure. The creation of a procedure was prompted by an email sent from ADHE.

Mr. Cooper reported the following for Finance and Administration:

- There are 87 students on the drop list, however, the number should decrease tomorrow.
- Tile work should be completed in the Adult Education building this week.
- Entergy will notify the college if there will be a planned power outage this weekend.
- Self Service has added a procurement piece that allows a user to enter a requisition and see when a purchase order has been created without having to go into and out of multiple screens in Colleague.
- Leave requests will also be added to Self Service soon.
- Today is Mr. Josh Foss's last day.
- Ms. Leann Collins' last day is Friday, January 17.
- Ms. Cheyenne Manual will start on January 27 as the cashier.
- He provided monthly leave reports to the group members.

Ms. Frazier reported the following for the Chancellor's office:

- The open house for the Workforce Training Center will be April 2, 2020 from 3 p.m. to 4:30 p.m. She provided a mockup of the invitation.
- The Board of Visitors meeting will be tomorrow, Thursday, January 16 at 4 p.m. in the banquet hall.
- Ms. Flanery and her committee are reviewing the RFPs now. She said likely three vendors will be selected to present to the committee. Cabinet will be invited to sit in on those presentations as well.
- The selection committee for the on-call architect has been formed and will meet soon.

With no further business, the meeting adjourned at 11:35 a.m.

Respectfully submitted by Ms. Jodie Hightower