

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
February 5, 2020 / 9:00 a.m.
Room 104
Minutes

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Dr. Brian Shonk, and Mr. Gayle Cooper. Cabinet recorder, Ms. Jodie Hightower, was also present.

Ms. Frazier called the meeting to order at 9:02 a.m. *Dr. Austin moved to approve the minutes from the January 15, 2020 meeting. Dr. Shonk seconded the motion, and the motion carried.*

JAG discussion – Ms. Frazier said the program requires the college to sign an MOU, which she will sign and submit. There is a \$15,000 start-up grant. The timeframe for hiring a JAG College Success Career Coach is between April to June. This will allow development of the job description, advertising, selecting and hiring a person to oversee the schools assigned to UACCB. Ms. Frazier said she spoke to Ms. Sherrie Bennett at Arkansas Northeastern College (ANC). ANC's program runs concurrent with the Career Coach program and was a success last year. Ms. Bennett said that ANC worked with 19 students and 18 of them enrolled in college. Ms. Frazier said UACCB has a potential to work with 251 students (10th – 12th grades) from nine local public schools, including Batesville, Southside, Cedar Ridge, Midland, Tuckerman, Newport, Bald Knob, Bald Knob HUB, and Heber Springs. She said the salary for this position would be similar to a career coach.

Safety Committee update – Ms. Hightower reported that 70 people attended the morning session of Friday's active shooter presentation by Ms. Andrea Henderson, Arkansas Community Colleges Association executive director. The afternoon session had 40 people. A total of 18 community members attended the sessions as well.

She reached out to a colleague from Arkansas State University regarding a tabletop exercise for active shooter at a college/university campus. Her colleague did share an exercise created by FEMA. She will review to see if this exercise could be utilized at UACCB.

She said Mr. Cheston Cooper will be scheduling a test of the all-call paging system potentially for Friday, February 21, 2020.

Ms. Hightower said one training that had come up several times in evaluations and in discussions regarding active shooter was Stop the Bleed. She asked the members if the safety committee could investigate providing that training to campus faculty and staff. She has confirmed that Jesse McKenzie, adjunct instructor for the EMS program, is a certified trainer of the program. She said the safety committee would also recommend the purchase of Stop the Bleed kits (or something similar) for each building as the training specifically teaches how to use a tourniquet. She will provide a cost estimate to Mr. Cooper.

Finally, on January 28, 2020, Ms. Stephanie Baker, director of the cosmetology program, notified security and maintenance that a light bulb in the main salon area had caught on fire. The fire department was dispatched to campus. Students and clients were evacuated to RJB. The LED light bulb near the ballast had burned through the plastic tubing. Based on the events and actions taken by staff and faculty, the emergency procedures were effective in limiting damage and there were no injuries. Dr. Shonk said that he did notice the security guard's motorized cart needs replacement. Mr. Cooper said he would discuss with the security company as they provide that resource.

Follow-up items:

- Technology available to know when the network is down – Dr. Austin
 - **Update:** All the different alerts seem to be working. Information Services personnel receive emails directly on their cellphones when issues arise. She said the Firewall services for Datatel run a daily report. In addition to those notifications, end user notifications are helpful because Information Services personnel do not make rounds daily. An example of this type of notification is when beeping occurs that is traced to back-up batteries located in building closets. She noted that since last August, the Information Services personnel have changed many processes. **Completed**
- Review of Faculty/Staff grievance process by 2 Yr College Policy & Proc Com – Mr. Cooper
 - **Update:** Mr. Cooper has not heard from Mr. Patrick Hollingsworth, UA System association general counsel, and it appears that this item is on hold until July when cohort one institutes Project One, WorkDay.
- UA System Policy 520.7 – Fees for Veterans and Military Personnel – Mr. Cooper
 - **Update:** Mr. Cooper said he and Ms. Kristen Cross, financial aid director, have met and have drafted a policy that he will bring to the next Cabinet meeting. He said he will provide a draft prior to the meeting so a vote can take place at the next meeting.
- UACCB Application review for Perkins compliance – Dr. Austin
 - **Update:** Dr. Austin said the UACCB application is a custom document. It feeds to certain fields and there is only one person on campus who can change it. She said the Guided Pathways team previously made several recommendations and it cleared up several issues. Regarding Perkins compliance, the information needed for tracking seems to be on the FASFA, which the College does not control. Perkins specifically tracks data on low income, first generation college student, and underprepared students and that data can be obtained from the FASFA forms. **Completed**
- Construction update – Mr. Cooper
 - **Update:** Mr. Cooper reported they held the last formal construction meeting yesterday. The architect project manager completed the punch list yesterday. The delay was due to the rainy weather. As of yesterday, February 4, 2020, the building is covered under the UA System insurance policy. He expects to be able to move welding machinery on Friday, February 7, 2020. The last payment to the contractor will be made this week. They will need to work on signage and plaque for the building. Ms. Frazier asked about the drainage between the Cosmetology building and the Workforce Training Center. Mr. Cooper said the plan is to build a berm to direct water to the ditch line rather than the road where it is going now. He also said fill dirt will be placed in low spots. Dr. Austin said the fire alarm box in the building is Internet based and Information Services is going to use it as a pilot to see if that type of box works better for our campus. She said once the building is officially UACCB's, Information Services will install Wi-Fi access points.
- Strategic Plan – Ms. Frazier
 - **Update:** Ms. Frazier said the Strategic Plan was presented at the Board of Visitors meeting and there was much excitement about it. Dr. Donald Bobbitt, UA System president, reviewed the plan and said it is appropriate for UACCB. Dr. Austin said there is good momentum and the teams are currently determining the data points that will be used to measure progress. She noted that people are very eager to fix things and implement changes.

- Withdrawal procedure review – Dr. Austin
 - **Update:** Dr. Austin said all procedures have not been reviewed, however, she is gathering data from Ms. Casey Bromley, registrar. Dr. Austin said there were only three complete exits this semester and questions or concerns come up when a student leaves between the 50 percent and 100 percent refunds dates. Ms. Lea Ramsey, database administrator and Ms. Bromley are investigating the various categories in the system and trying to determine if a using a different code will help. She said Ms. Bromley has tried to use the system as an automated one, but it pulled people it should not have, which why in past reports were done by hand. Mr. Cooper and Dr. Austin talked about removing the 50 percent and just having the 100 percent refund up until the 11th day. Mr. Cooper said it would clear up some of the account receivables issues as well and it would be a net benefit to the college. Dr. Austin said she will bring a recommendation to Cabinet soon. Dr. Shonk said the Academics division is fully supportive of removing 50 percent and moving to 100 percent on the 11th day.

Area Updates:

Dr. Shonk reported the following for Academics:

- A & P – Visible Body/ augmented reality
 - He requested demo from the company and both A & P and NAH faculty attended. They were given trial accounts, which are real accounts, however, until students are using it, faculty cannot access all the features.
 - He is in the process of negotiating the best price for the College. Currently, the quote is \$35 per student. This is a not firm quote and they are still working with the company. The includes four apps, two years of free updates, and one-year access to the courseware. This is a very affordable option for students and could be added as a course fee.
- The third meeting for developing the class master schedule is this afternoon at 1:00 p.m. in room 814. The focus for today's meeting is arts and humanities. His office is planning to input into colleague on February 17, 2020.
- There are two posted vacant positions in Academics:
 - Director of Teaching Technology – The committee met on Monday and will be meeting again tomorrow. There are five applicants.
 - Director of Secondary Career Center – The committee met on Tuesday, but he is unsure when they will meet next.
 - He said he, Ms. Frazier and Dr. Griffin would be meeting to discuss a replacement for the business faculty member who retired in December. Dr. Griffin provided him the intent to hire this week.
- He provided a draft policy for faculty minimum qualifications. He said this policy is modeled after UA Pulaski Technical College. The policy includes an instructor qualification form. Every instructor would have this form completed on them at hire. Then if needed, a justification for tested experience form is also part of the policy and it would be completed at the time of hire. He showed members a chart of minimum instructor qualifications by course prefix, which lays out exactly what an instructor needs to be able to teach a course. He will email out and the Cabinet will vote at the next meeting.
- He said the first use of the new Peer Review Process is in progress and Ms. Marietta Candler, division chair of NAH, is the first to use it.

- At the joint high school meeting yesterday, a group toured the Workforce Training Center.
- UACCB has been given a grant from the Dana Center. The College will receive \$10,000 over three years (\$4,000; \$3,000; \$3,000). The Dana Center received a grant to work with Arkansas schools on their math remediation program/courses.
- As of January 31, 2020, 43 of 59 students have passed the RN NCLEX exam, which is a 72.8 percent pass rate. The program needs a 75 percent pass rate for the Arkansas State Board of Nursing and an 80 percent for the Accreditation Commission for Education in Nursing. Ms. Katie Camden and Ms. Karla Wilson, nursing faculty members, have been reaching out to students to encourage them to use the Kaplan review course.
- He provided a letter from the Office of Skills Development approving the request for equipment purchases up to a maximum amount of \$234,542.17. Dr. Shonk said this will be used to purchase machining equipment for the Workforce Training Center. He also said they have verbal approval for about half of the request they submitted to the Office of Skills Development for the purchase of Robotics equipment.
- He provided a master document with questions and answers regarding ACT 456, the Arkansas Concurrent Challenge, from ADHE for the concurrent scholarship. He said the document does not answer all the questions thoroughly, but it does well enough to clear up some ambiguity.
- He said he and Ms. Tiffany Guinnip, assistant to the vice chancellor for academics, have made recommended changes to the budget initiative request form. He provided a copy of the form to the members of the group. He said Ms. Guinnip would convert the document to a fillable form once all changes are finalized.

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

- She is working through the last of the Perkins funding with requests for the Workforce Training Center and Secondary Career Center.
- Local applications for Perkins V funding are due between March 31, 2020 and May 1, 2020. Annual plans for Perkins are due in May 2020. She anticipates \$70-80,000 from Perkins. She is working on the five-year plan and there will not be as much flexibility as in past cycles.
- Her office is cleaning up on 11th day reporting data getting it ready for submission.
- Her office is working on the winter data due for IPEDS.
- Dr. Deltha Sharp, director of institutional research, is helping groups identify measures for the Strategic Plan.

Mr. Cooper reported the following for Finance and Administration:

- Ms. Cheyenne Manuel, cashier, started in the business office about two weeks ago.
- A total of 478 students will receive refunds in the amount of \$636,965.26 tomorrow, Thursday, February 6, 2020. Of those 257 are checks and 221 are direct deposits.
- Shipping and Receiving are looking for a lost envelope from FedEx. The envelope is for Marcis, custodial workers. There W2s are in the envelope.
- He anticipates that Pepsi will sign the contract tomorrow.
- Due to a Chess tournament on campus, The Grill had over \$900 in sales yesterday and they expect the same today.

- He said federal funds for student workers is about to run out. He asked people not to promise work study positions during the summer. Once federal funding is expended, the College will transfer Workstudy payroll to a different funding source. PAFs will have to be revised at that time.
- A request for reimbursement of federal funds cannot be processed until the roster of students submitted matches with the list from the US Department of Education's Common Origination and Disbursement (COD) system. The business office and financial aid are working on this issue today.

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

- She met with directors of the student affairs departments on Monday.
- She asked everyone to review the following policies:
 - 335.1 – UA Board of Trustees policy on the University Code of Ethical Conduct
 - 405.4 – UA Board of Trustees policy on Termination of Employment
 - 405.6 – UA Board of Trustees policy on Termination of Employment and Eligibility for Rehire.
 - 810.0 – UACCB Policy on Use of Technology Resources
- She will invite Mr. Mark Hagemeyer, managing associate general counsel with the UA System, to present a training on social media use. Faculty and staff will be required to attend.
- She is working on an intent to hire form for the vice chancellor of student affairs position and she hopes to have someone hired by July 1, 2020.
- She said Ms. Kim Whitten, director of advancement, will be on medical leave for four to six weeks beginning February 11, 2020.
- Dr. Austin will be in Nebraska next week, Monday through Wednesday for an HLC review.
- SGA sponsors, Mr. Mickey Freeze and Ms. Debbie Wyatt, and six students will be attending an SGA conference in New Orleans February 14 – 16, 2020.
- In celebration of Black History month, the ZuZu African Acrobats, will perform next Wednesday, February 12, 2020.
- The Lyon College and UACCB Face to Face dinner will be Monday, March 16, 2020. An invitation will be sent soon.
- She said Ms. Louise Hughes, director of student development, said a second local math test is needed for Accuplacer. Dr. Shonk said he will work with Mr. Doug Muse, division chair of math and science on this issue. Ms. Hughes also has a question regarding students paying to re-test. One of the instructors has it built into the course syllabus that if a student tests at a certain grade or above, they can re-test through the Testing Center. Dr. Shonk will work on this issue as well.

Ms. Hightower presented a request from the One Student One Staff committee regarding hosting a chili cookoff with the Baptist Collegiate Ministry on March 5, 2020. Another review of the proposal and a brief discussion, Dr. Austin moved to approve the request. Dr. Shonk seconded the motion and the motion carried.

With no further business, the meeting adjourned at 11:09 a.m.

Respectfully submitted by Ms. Jodie Hightower