

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
February 19, 2020 / 9:00 a.m.
Room 104
Minutes

Members present were Ms. Debbie Frazier, Dr. Anne Austin, and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower, was also present. Dr. Deltha Sharp, director of institutional research, was also present.

Ms. Frazier called the meeting to order at 8:58 a.m. *Dr. Austin moved to approve the minutes from the February 5, 2020 meeting. Dr. Shonk seconded the motion, and the motion carried.*

Strategic Planning Update – Dr. Deltha Sharp reported that the teams are setting measures, definitions, and getting comfortable with setting up key performance indicators (KPI). The Respond team is a bit behind the other groups and the Access team is a bit ahead. The challenge will be measuring wholistic services. She said many teams are depending on the CCSE survey and Great Colleges to Work For survey, for many of the measures. She is working to determine the technology survey and collaborating with Mr. Steve Fulkerson at the UA System office on that. Ms. Frazier said Mr. Fulkerson is waiting on the College to complete a technology survey before the UA System schedules technology audit.

Dr. Sharp said the teams have been informally brain-storming action items and she working to temper their excitement, so that measures can be defined and determined prior to establishing action items. She anticipates being able to have something to present at the April Chancellor's Advisory Committee (CAC) meeting. She said that the professional growth of this group has been exceptional, and they have bonded more than she expected. She is seeing a lot of cross collaboration between team members and with those who are not on the strategic planning teams. She is encouraging the teams to work on the action items that relate to budget first, however, she does not anticipate many budget requests this year, except for surveys. She expects KPIs to be decided by the end of February, action items to be determined by the end of March and to present to CAC in April. Ms. Frazier said she appreciated all the hard work that Dr. Sharp has done on this project.

Q-Team Update – Dr. Austin said the next monthly meeting is next Friday, February 28, 2020. Ms. Holly Goslin's group is meeting this week. She said some of the initial pieces need additional work, however, she expects rubrics to be identified by April. Once those are determined, data can be gathered, and assessment work can begin. She noted a broad revitalization of interest in teaching, saying that faculty have become more engaged in the assessment process. Dr. Shonk said the Q- Team has used that renewed interest to assist in their work.

Ms. Frazier asked Dr. Austin to attend today's Outstanding Insights presentation at 11:20 a.m. Ms. Frazier said she has talked to Ms. Dorianne Dias, staff senate president, about doing something similar for staff. Ms. Frazier asked Cabinet members to think of a book that staff could review.

IRB Request – Dr. Austin provided an email from a doctoral student at UA Little Rock who is asking to survey faculty regarding student suicidal behavior and the role of faculty in intervention. Dr. Austin brought this to Cabinet although the student has not turned in an official request form.

Dr. Austin made a motion to accept this request. Dr. Shonk seconded the motion and the motion carried.

Faculty Minimum Qualifications form – Dr. Shonk presented a revised Faculty Minimum Qualifications procedure. The group discussed the use of the term “concurrent enrollment” and whether to use it in the policy. After reviewing ADHE policy, the decision to leave the term in the document was made.

They discussed other minor wording changes and punctuation. Ms. Frazier asked if the form would be fillable. Dr. Shonk said yes, the Instructor Qualification Form is a fillable excel file and the Tested Experience form is a fillable .pdf. The group discussed the procedure number and decided the number should place the document before the Personnel Action Form.

Dr. Austin made a motion to approve as presented with the corrections noted today. Dr. Shonk seconded and the motion carried.

Safety Committee update – Ms. Hightower reported that she had spoken to Stacy Wright at White River Medical Center regarding the possibility of providing faculty and staff with Stop the Bleed training. He said the hospital has all the training materials and they do not charge a fee for the training. Ms. Hightower will work with him to set some training dates.

She received a tabletop exercise for an active shooter at a college or university setting from a colleague at another university. She will review with the Safety Committee to determine if it could be a good fit for our campus.

For the 11 people who were unable to attend the presentation by Ms. Andrea Henderson on February 7, 2020 regarding the aftermath of the Umpqua Community College shooting, a link to the video, the PowerPoint Ms. Henderson used and a link to a new article from CNN posted a few days after the event were sent. They were asked to view those items and to ask a colleague who had attended what their biggest take-away was and to report it to Ms. Hightower. The deadline is February 28, 2020.

2020 Census update – Ms. Hightower attended a meeting held February 5, 2020 hosted by the Batesville Mayor’s Office regarding the city’s efforts to get an accurate count of population for the next census scheduled to begin April 1, 2020. Staff from the mayor’s office have attended and participated in federally sponsored training and they reported on the methods that will be used to take the census. Ms. Hightower said she told the group at this meeting that UACCB would allow the community to use the computers in the library to complete the census questionnaire and would allow the city to post flyers on campus.

Ms. Hightower presented the information she received to the Student Government Association at their meeting held February 13 as this may be an opportunity for one of the student organizations to use as a service project.

Professional Education Funds historical review – Ms. Frazier presented a historical review of past recipients. There have been 25 recipients since the fall 2014 semester. She said the following points need to be considered when the Cabinet meets to determine any procedural changes:

- Abiding by the guidelines set forth in the procedure regarding the course of study the employee chooses.
- Clarifying how dissertation hours will be handled as often a letter grade is not associated with them.
- Consider a limit to the number of times that an employee can apply, which could be number of semesters, limit on amount of money reimbursed, or some other limit.
- Instituting the College’s reimbursement as one obtained after other funding sources have paid.

Dr. Austin asked what the goal for these changes are. She recalled the joint Staff and Faculty Senate resolution asking for additional money to be added to the fund. Ms. Frazier said the goal is to be more equitable in the awarding of reimbursement. She said the College wants to invest in its employees and reimbursement is promoted as an employment benefit. Ms. Frazier said no decision is expected today, however, she would like action by the end of March.

UACCB Fees for Veterans and Military Personnel – Ms. Frazier presented a draft procedure regarding fees for veterans and military personnel that Ms. Jennifer Sinele, Ms. Kristen Cross, and Mr. Cooper, developed. She asked everyone to review so that action can be taken at the next meeting.

Procedure 535.1 – Off-Campus Student Travel – Ms. Frazier asked everyone to review Procedure 535.1 as several questions had come up recently, such as in the first sentence under section II which states “and occur outside Independence County”. She described several situations where this could be an issue. She noted the procedure has not been updated since 2010. This procedure will need to be updated this fiscal year.

Follow-up items:

- ☐ Review of Faculty/Staff grievance process by 2 Yr College Policy & Proc Com – Mr. Cooper
 - **Status:** Mr. Cooper has not heard from Mr. Patrick Hollingsworth, UA System associate general counsel, and it appears that this item is on hold until July when cohort one institutes Project One, WorkDay. Last update: 2/5/2020
 - **Updated:** No further updates received.
- ☐ UA System Policy 520.7 – Fees for Veterans and Military Personnel – Mr. Cooper
 - **Status:** 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.
 - **Update:** Draft policy presented.
- ☐ Construction update – Mr. Cooper
 - **Status:** 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.
 - **Update:** Ms. Frazier said equipment is in the building and classes are in session in the building now.
- ☐ Strategic Plan – Ms. Frazier
 - **Status:** 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.
- **Update:** Dr. Sharp provided an update earlier in the meeting.
- Withdrawal procedure review – Dr. Austin
- **Status:** 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 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.
 - **Update:** Dr. Austin reported that she spoke to Ms. Casey Bromley, registrar, who said she believes removing the 50% refund bracket will accomplish the needed changes. Dr. Austin said she visited with Ms. Kristen Cross, director of financial aid, about the procedure change as well. Dr. Austin said there is a consensus regarding a procedural change, but she and others are investigating the potential unintended consequences. Ms. Cross is going to check with some of her colleagues in the state to find out what they do. Dr. Shonk asked with regards to the academic calendar if the reference to the 50% refund could be removed.
- Budget Initiative Request Form – Dr. Shonk
- **Status:** He said he and Ms. Tiffany Guinnip, administrative 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.
 - **Update:** Dr. Shonk said Ms. Tiffany Guinnip has not received any adjustments since the last meeting. The group discussed adding boxes at bottom for REACH, and Enrollment, Retention, and Graduation. The consensus of group was to add boxes for those items. The group agreed that no other changes should be made.

Area Updates:

Dr. Shonk reported the following for Academics:

- The pass rates for the RN program continue to be reported and results are disappointing with 68% passing as the best-case scenario.
- Mr. Zach Harber, director of career and technical education, and his search committee has narrowed down the applicant pool to three candidates to interview for the director of the secondary area career center.
- Two candidates were selected for the director of teaching technology position, but both declined. The position has been re-advertised.

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

- The institutional update portal for HLC will open next week for data input.
- Information Services personnel are printing 1095 tax forms.
- Project One continues to progress.
- She expects the UA System office to conduct a security audit which is an internal system review in March.
- Institutional Research personnel are working on IPEDS data gathering and the Strategic Plan.
- The Registrar's office is preparing 11th day data for reporting to ADHE.

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

- The committee to select an on-call architect met earlier this week. They will make recommendations and bring architects to campus to present. She reminded the group that the on-call architect will help the College determine what opportunities exist for buildings on campus.
- The intent to award has been posted for the UACCB website.
- Signage for the Workforce Training Center is still needed.
- The Workforce Training Center Open House will be April 2, 2020. If there are specific people who should be invited, please send those names and addresses to Ms. Hightower.

With no further business, the meeting adjourned at 10:32 a.m.

Respectfully submitted by Ms. Jodie Hightower