

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**March 4, 2020 / 8:30 a.m.**  
**Room 104**  
**Minutes**

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

Ms. Frazier called the meeting to order at 8:44 a.m. *Dr. Austin moved to approve the minutes from the February 19, 2020 meeting. Dr. Shonk seconded the motion, and the motion carried.*

**Accounts Receivable report** – Ms. Frazier asked Ms. Dockins to provide an update to the Cabinet regarding the College's accounts receivable due to the recent audit findings related to Henderson State's financial shortfall. Ms. Frazier said as part of the UA System, UACCB undergoes an internal audit that is designed to find issues before they become problems. Those findings are reported to the UA Board of Trustees.

Ms. Dockins reported that if a student owes \$200 or less, UACCB practice allows that student to make a payment plan while also allowing them to register for the next semester. The group discussed creating a written procedure for this practice. Mr. Cooper provided a report to Ms. Frazier regarding all current accounts receivable. He said the College has not written off any accounts since 2012. The group discussed creating a written procedure for this practice as well. Mr. Cooper said the College has been participating in the set-off program through the Arkansas Department of Finance and Administration and there is state procedure in place.

Ms. Dockins reported as of June 30, 2019, total accounts receivable is \$893,695 of which \$495,223 is student accounts and \$244,928 is sales tax receivable. Ms. Dockins said student accounts receivable fluctuates. Also, if students drop in middle of the semester, financial aid must fill out a Return to Title 4 form and often those students are unable to repay the money. In the fall, anybody who has a balance who has withdrawn in fall, a letter is sent in December stating they owe a balance should pay otherwise the College will turn their file over to state set-off in January. Only state tax refunds are part of set-off, not federal. The letter in December covers both spring and fall semesters. Normally, if they owe, the business office places a hold on the student record.

Ms. Dockins said abatement is one way to remove old accounts. That process includes writing a letter to DFA explaining the due diligence completed and asks to write off the balance. The write off is recorded as an expense on financial statements. If someone is abated, we put an abatement hold on them. In the event the student re-enrolls, they are required to repay. If a student dies or files bankruptcy, she writes a letter to abate their account then as well. In 2012, the College abated about \$250,000.

She provided an aged account listing as well. Accounts less than 120 days old is about \$46,000; Up to a year is about \$50,000 and up to two years old is about \$60,000. She said most of the accounts less than 120 days old are students who just registered for summer term. The Bookstore usually has \$12-15,000 in non-returns on book rentals. A list of those students is developed, and a bookstore hold is placed on the student record.

Ms. Frazier said the College's draft default rate is up from 9.3% to 11.3%. She said the number of students who borrow money is decreasing which increases the percentage of default if a student does default.

They reviewed the list of accounts receivable reported by colleges in Arkansas. Ms. Frazier said the College should receive guidance from system regarding accounts receivable soon.

**Affirm Professional Development request for Mr. Chris Middleton** – Mr. Cooper reviewed the professional development training request for Mr. Chris Middleton to attend boiler training. The group verbally affirmed the email vote to approve the request for Mr. Chris Middleton to attend boiler training.

Ms. Frazier also asked Mr. Cooper to communicate changes in maintenance personnel to the campus.

**Budget Initiative Request Form** – Dr. Shonk provided the updated form which is a fillable .pdf. The group reviewed the form. *Dr. Shonk moved to accept form as submitted. Dr. Austin seconded and motion carried. The group decided the form will posted under the budget tab in the Finance and Administration section on my.UACCB.*

**\*UACCB Fees for Veterans and Military Personnel** – Mr. Cooper provided a formatted draft procedure that follows both the UACCB catalog and UA System policies. *Dr. Austin moved to accept the procedure as presented, which was seconded by Mr. Cooper. The motion carried.* The Chancellor's office will determine a procedure number and post to my.UACCB.

**Safety Committee update** – Ms. Hightower reported that the test of all-call paging system on Friday, February 21, 2020 was an overall failure. Since that test, the firmware was updated, and a system test would be repeated today. She asked the Cabinet if the system could be tested monthly and the group suggested the first Friday of the month at 9:00 a.m.

She received a quote for the purchase of four AEDs. She and Dr. Sharp along with Safety Committee members will put together a grant proposal for the Blue and You Grant application. The application is due July 15, 2020.

She and others on campus, including the Cabinet, are watching the news and spread of the novel coronavirus, COVID-19, as well as the spread of the influenza virus, if the College needs to adapt its schedule.

**ACC Conference Board update** – Ms. Hightower reported the following regarding the ACC Conference to be held October 10 – 13, 2020 in Hot Springs.

- The theme for the conference is 2020 Vision for the Future.
- There will be a price increase to the registration fee of \$25, however, there are no costs to park at the convention center.
- There are plans for three pre-conferences workshops on the 10<sup>th</sup> including technology in the classroom, leadership development and accreditation topics.
- The Call for Proposals for the breakout sessions will be sent soon and she will send to the campus when she receives it.
- There are plans for additional “birds of a feather” sessions, including support staff, online instruction, foundation/athletics and splitting previously paired groups like CAO/CSAO.
- The industry tour will be of Oaklawn and there will be a small cost for the tour.

- Ms. Ellen Sullivan, ACC operations manager, is recruiting additional vendors and is seeking input from the conference board. Ms. Hightower has sent her several vendors who may be interested in sponsoring the conference.

**Workforce Training Center Open House discussion** – Ms. Frazier said she wants the group to be thinking about the upcoming open house on April 2, 2020 from 3:00 p.m. to 4:30 p.m. She would like everyone to think about how tours should be conducted and whether students leading the groups would be appropriate. She has appointed a committee consisting of Ms. Tiffany Guinnip, Ms. Vicky Bowren, Ms. Jodie Hightower, Ms. Melissa Foster and herself to determine the decorations and food. Mr. Cooper said he needs to get the information for the plaque and get it ordered.

The group discussed possibly setting up the refreshments in the foyer and giving the welcome and thank yous in the shop area. Ms. Frazier said she expects around 100 people. They also discussed having the speakers stand under the overhang at the front entrance if the weather cooperates.

#### **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
- UA System Policy 520.7 – Fees for Veterans and Military Personnel – Mr. Cooper
  - **Status:** Ms. Frazier presented a draft procedure for review at Cabinet meeting held February 19, 2020. **DONE**
- Construction update – Mr. Cooper
  - **Status:** Ms. Frazier reported that equipment is in the building and classes are in session in the building now. Last update: 2/19/2020. **DONE**
- Strategic Plan – Ms. Frazier
  - **Status:** Dr. Sharp provided an update at the February 19, 2020 meeting and will present on key performance indicators at the April Chancellor's Advisory Committee meeting.
  - **Update:** Ms. Frazier said there will be some personnel changes on committees due to departure of some employees. The teams are preparing action items now.
- Withdrawal procedure review – Dr. Austin
  - **Status:** 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. Last update: 2/19/2020
  - **Update:** Dr. Austin said she spoke to Ms. Kristen Cross, financial aid director. Ms. Cross has not heard from any of her colleagues. Dr. Austin said she also spoke to Ms. Lea Ramsey, database administrator, and Ms. Casey Bromley, registrar, about the possibility of using a different code in Colleague to denote the affected students. The group discussed the need for the catalog, website, calendar, and Colleague to be updated. The business office will also need to be notified.

□ Budget Initiative Request Form – Dr. Shonk

- **Status:** 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. Last update: 2/19/2020. **DONE**

Mr. Cooper said he was contacted by Ms. Lea Ramsey regarding a holiday noted on the UA System calendar for March 27, 2020. He said he was unaware of what holiday this is referencing and will report back.

Dr. Shonk reported the 2020-2021 academic calendar has been developed. The changes include tuition deadlines adjusted to earlier in the fall for the spring and removing the reference to the 50% refund. The group also discussed other dates relating to staff and faculty professional development.

*Dr. Shonk moved to accept the 2020-2021 academic calendar with the removal of 50% refund reference. Dr. Austin seconded and the motion carried.*

Dr. Shonk reported the following for Academics:

- He provided a handout with the results of Accuplacer Next Generation Reading Scores and ADHE Reading Gateway Courses at UACCB.
- He reported the results to date of students taking the RN NCLEX. He said 60 of 97 have passed with 13 left to test. This is a 60% pass rate. He talked about the things they are doing to remediate the failing students. He said Ms. Marietta Candler, nursing and allied health division chair, is working with about 40 students and directly helping 20 students. The College has hired Ms. Elizabeth Ivy, RN, on a part-time basis to manage those students and encourage them to use the Kaplan review course. There will be site visits from the Accreditation Commission for Education in Nursing and the Arkansas State Board of Nursing in the fall of 2020.
- The Director of Teaching Technology position was re-posted. There is one applicant the committee wants to interview.
- The Director of the Secondary Career Center search is nearing completion and he should make an announcement soon.
- The Intent to Hire for an Academic Advisor was submitted, and the position should post soon.
- There is also an opening for an instructor in Business, Technology and Public Service.
- A meeting for the Strong Start to Finish program for co-requisite English and Math courses will be held next Friday and at ASU Mid-South in West Memphis. Mr. Mike Leach, ACC director of the center for student success, said that in addition to the Dana Center MOU for the math courses, there is also a grant program for the English courses that provides \$10,000 a year for 3 years.
- The issue with the ILP for Blackboard has returned for entering grades in Blackboard classic. Information Services is working on the issue in-house, but if it cannot be corrected, a ticket will be submitted to Blackboard.
- He showed Excel worksheets outlining plans for a bachelor's degree from Lyon College in eight semesters that was developed by Academic Advisor, Jonathan Farrar. This worksheet shows a student exactly what their schedule will look like. The document outlines a course plan for all programs offered at Lyon College. He has spoken to Dr. Melissa Taverner, provost at Lyon College, regarding this layout,

however the plans in draft form. Dr. Shonk will send it to Cabinet members after meeting today. He noted this is similar to 2 + 2 programming but combines both Lyon and UACCB course offerings.

The meeting was recessed at 10:29 a.m. will resume tomorrow at 1:30 p.m. in room 102.

Ms. Frazier reconvened the meeting at 1:35 p.m. Thursday, March 5, 2020 in room 102.

Mr. Cooper reported the following for Finance and Administration:

- The state legislature approved cash appropriations for state supported colleges and universities this morning except for the Arkansas State University system.
- He reported on the joint budget committee hearing yesterday in Little Rock. He said Henderson State's debt was the subject that received the most attention. Legislators had many questions regarding the \$6 million loan to Henderson State in 2019. He said that Amendment 33 and zero-based budgeting came up.
- He is developing an email regarding maintenance personnel changes. He will send to Ms. Frazier to review and send to the campus.
- His office is working on updating the catalog.
- There will be a 10% increase in insurance premiums on July 1, 2020. At the UA System meeting for CFOs, it was reported that 162 patients reached over \$1 million in claims last year and there are over 200 patients who have met that threshold this year. Health Saving Accounts are not proving successful.
- The insurance deductible on campus buildings is \$50,000 now; on July 1, 2020 the deductible will be \$1 million. The College can do a buy-down however that will only bring the deductible to \$500,000.
- Ms. JoAnn Maxey wants to meet with facilities employees soon.
- The subject of leave without pay is still a topic of concern.
- Live testing of WorkDay continues for the next two weeks.
- Budgets are due April 24, 2020 in the UA System office. This does not have to be the entire breakdown, but the larger categories. Increases to tuition and fees may not exceed 3%.
- To date, there is one applicant for the controller position and several for the payroll specialist position. There is one vacant maintenance assistant position.
- Budgeting for the next year is a priority especially considering strategic planning and the requests that may be submitted to support strategic plan action items.

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

- The HLC portal for updating information opened and Ms. Dockins completed the business office requirements. Dr. Austin said the portal is open for the month of March.
- Dr. Deltha Sharp, director of institutional research, is gathering data for IPEDs.
- The application for Perkins Reserve Funds is due Monday, March 9, 2020. The College is submitting a plan for a greenhouse for the agriculture program.
- She reported that although the equity project envisioned during training from the Private Investment in Public Equity group never gained momentum, the training was useful.
- The Perkins V funding application will be open soon.
- The Arkansas Association for the Assessment of Collegiate Learning's spring workshop is April 9, 2020 at Harding University in Searcy. The focus of that workshop is equity in assessment. Student services personnel might need to be included in those attending this workshop.

- Dr. Sharp will be coordinating meetings with strategic plan team leads as there is a lot of overlap with goals in different groups.

Ms. Frazier reported that UA System Office is outlining and preparing for the spread of COVID-19. The UA Board of Trustees hosted a conference call this morning to hear how the system and its flagship schools plans to continue service delivery and they have tasked all campuses with planning for this type of event. The College is looking at how payroll processing is conducted and how to ensure that people are doing their work if they are not in the office, as well as how to continue to educational curriculum including clinicals, labs, or other courses where hands on practice is necessary. Ms. Frazier said at today's conference call meeting an announcement was made that there will no cost to employees if they need to be tested for COVID-19 and they are on the UMR insurance plans. She will send an email to students and copy faculty and staff about the steps the College is taking to ensure the health and safety of everyone as well as plan for continued educational services.

Ms. Frazier said there are currently 12 applications for the Vice Chancellor of Student Affairs position. She noted that several candidates are promising, and Ms. Kristen Cross is chairing the search committee. Review of applications will begin March 13, 2020.

With no further business the meeting adjourned at 2:21 p.m.

Respectfully submitted by Ms. Jodie Hightower