

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
March 18, 2020 / 9:00 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. Frazier called the meeting to order at 8:44 a.m. *Dr. Shonk moved to approve the minutes from the March 4, 2020 meeting. Mr. Cooper seconded the motion, and the motion carried.*

Dr. Shonk moved to approve the minutes from the March 11, 2020 special called meeting. Mr. Cooper seconded the motion, and the motion carried.

Budget Initiative Requests – Ms. Frazier asked Dr. Shonk to present the three budget initiative requests all from Ms. Becky Warren, director of workforce and career services. She said she does not anticipate a decision on these items today as the budget has not been developed.

The first request is to hire a part-time extra help person to assist with the Community and Technical Education program and the events this area hosts because Ms. Vicky Bowren, administrative assistant, has moved to the Workforce Training Center. The on-going cost for this position is \$16,147.50.

The second request is to pay for the EMSI, Inc. Career Coach system annual contract of \$5,000. Ms. Warren has requested an additional \$2,500 to be added to the GL in which there is \$2,500 already allocated for the software system, for a total of \$5,000.

The third request is from Ms. Becky Warren to have \$4,000 added to the instructional expenses budget for Community and Technical Education next fiscal year. They have found it more efficient to include the cost of the teaching materials in the cost of the class and this request would allow the department to have the money to purchase the materials needed. CTE typically operates at a margin of 30% above expenses. Any instructional supplies provided as part of the course fee would also have the +30%. Ms. Frazier asked for a projected budget from Ms. Warren.

COVID-19 Response update – Ms. Frazier sent email to Cabinet members from Ms. Andrea Henderson, executive director of Arkansas Community Colleges, asking what federal funding would be needed in the event campuses were unable to provide normal operations through the end of the semester. This is for a bill that is sponsored by Senator Tom Cotton.

Members discussed the possibility for a loan program to faculty, staff and students for equipment. Additional Windows Surface Pro notebooks would be helpful. The group also discussed offering classes to affected students again next semester which would need to be paid via a scholarship.

Dr. Austin asked if the date for the end of semester is set. Ms. Frazier said there are discussions regarding extending the semester.

Since March 10th, the day prior to the announcement of the first presumptive positive case in Arkansas, six students have unenrolled from all courses at UACCB. Mr. Cooper said Mr. Mark Cartwright is concerned about

requests he is receiving from schools and other groups. The Cabinet members decided that events can be scheduled, but groups should realize that the situation is fluid and based on the current circumstances, those events may not occur at the time reserved.

Dr. Austin said IPEDS have pushed back their due date, however, the Annual Institutional Update for HLC has not and it requires data submitted to IPEDS.

Dr. Shonk said faculty are doing well with the transition to remote learning and online delivery.

Ms. Frazier asked if they had seen the video that nursing instructor, Ms. Amy Bullard, and Ms. Jennifer Davidek, EMS program director, made about social distancing and how they ended with “we miss you students”.

Ms. Frazier reported that Mr. Steve Collins, director of information services, has met with student services, except testing/disability services, about what access they would need, such as network drives, in the event personnel were required to work remotely from home. She said there are laptops that could be issued to personnel. Mr. Cheston Cooper, network administrator, is working on two-factor authentication for those laptops. The group discussed Net Tutoring and how that would work. Currently, it is in Blackboard as an organization. TRIO students are enrolled in the Blackboard organization.

Dr. Austin advised staff change their outgoing phone message to include an email address to reach the person. She said there may a way to use our desk phones off site and Mr. Collins and Mr. Cooper are exploring options. She said Mr. Collins would like to distribute laptops by groups so that he can do some training and talk through specific issues for those groups of users.

Follow-up items:

- Review of Faculty/Staff grievance process by 2 Yr College Policy & Proc Com – Mr. Cooper
 - **Status: ON HOLD.** 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
- 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. Ms. Frazier said there will be some personnel changes on committees due to departure of some employees. The teams are preparing action items now. Last update: 3/4/2020
 - **Update:** Ms. Frazier said that Dr. Sharp has reported the key performance indicators are in development and Dr. Sharp will present to the Cabinet and to the Chancellor’s Advisory Committee next month.
- 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. 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. Last update: 2/19/2020

- **Update:** Dr. Austin said the reference to a 50% refund is out of the catalog and the academic calendar. She asked the Cabinet members to encourage staff to review content of the website, catalog, and handbooks as well as update procedure manuals for each office.

Area Updates:

Dr. Shonk reported the following for Academics:

- The pass rate for nursing stands at 62% with 62 of 100 students passing the test.
- The search committee is considering requesting a failed search for the Director of Teaching Technology position.
- He has extended an offer to someone for the Director of the Secondary Area Career Center.
- The search committee met yesterday for the Academic Advisor position.
- Remote learning operations seem to be going well.

Mr. Cooper reported the following for Finance and Administration:

- Ms. Mandy Walker has been offered and accepted the position of Controller.
- Interviews for on-call architects are scheduled for Friday but may be rescheduled.

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

- The Registrar's office is moving ahead with ordering regalia for students so that when commencement occurs, UACCB will be ready.

With no further business the meeting adjourned at 9:38 a.m.

Respectfully submitted by Ms. Jodie Hightower