

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 1, 2020 / 9:30 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. Frazier called the meeting to order at 9:35 a.m. *Dr. Shonk moved to approve the minutes from the March 18, 2020 meeting. Dr. Austin seconded the motion, and the motion carried.*

Special Topics – Ms. Frazier said the group would have a general discussion on how things are going during the declared public health pandemic. Dr. Austin said Information Services has been very busy and the system itself has been stable. The department has been training many people as well. She noted an update from Microsoft that is impacting some VPN users, but it has not been a major issue for most of our users. She said Mr. Cheston Cooper has been very busy working with users of the phone app, Mitel Connect. Ms. Frazier said that Ms. Tammy Smith, receptionist, has been successful in using her cell phone to receive calls to the main campus phone number of 870-612-2000.

Dr. Shonk said for academics the technology seems to be working well. One resource needed by several faculty were web cameras, which he was able to supply. He said he will be highlighting some faculty in his next meeting being held in Blackboard Collaborate. He is sharing information with faculty as often as he receives it. He also said that he is looking at creating a standardized set-up for course shells but would not do that in the middle of the semester. The Student Success Center had 17 students on Monday and the library had 19 students. Both areas were able to follow social distancing guidelines as the students were not all there at the same time. They discussed the use of the parking lot access to Wi-Fi. Most of the students who come to campus need a device, not just Wi-Fi access.

Mr. Cooper said the initial start-up was a challenge for Finance and Administration, but everything seems to be going well. Some people are taking leave this week or working from home.

Dr. Austin said that Ms. Casey Bromley, registrar, is drafting a letter to those students who have signed up for commencement that the College would not be holding one on May 11, 2020. She said admissions is alternating days in the office to work on incoming mail.

Ms. Frazier said she is looking at a campus-wide remote workday on April 10, 2020.

Ms. Frazier said Dr. Bobbitt had a meeting with chancellors yesterday. The BOT is meeting every 3 weeks on Zoom. She announced that Kids College is cancelled for the summer 2020. We will have summer I classes through remote learning only and summer II course delivery has not been decided.

Ms. Frazier said how it is not certain how funds from the stimulus package will be used, nor how this affects student loans. The group discussed strategies for reducing the budget due to the reduction in state appropriations that was announced late last week. She encouraged everyone to review their budget and identify line items that could be reduced. She said she anticipates that productivity funding will be suspended. Ms. Frazier said the College was required to cut \$234,000 from the 2019-2020 budget last week. Of that \$234,000, \$64,000 was

category B productivity funding and the balance came from freezing hiring on currently vacant positions. With the reduction of projections for state revenues, the expectation is that sales tax revenue will be reduced.

Ms. Frazier said that because ACT/ SAT testing have not occurred as they regularly do, this may mean colleges and universities alter admissions criteria due to unavailability of those tests.

The Arkansas State Nursing Board has issued that for all nursing programs, if the program can prove the student met all Learning Objectives that the student could get a license. The closest place NCLEX is being given is Memphis.

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:** 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. Last update: 3/18/2020
- Withdrawal procedure review – Dr. Austin
 - **Status:** 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. Last update: 3/18/2020

Area Updates:

Dr. Shonk reported the following for Academics:

- Faculty were off last week because of Spring Break.
- He is hosting daily meetings via Teams with his direct reports. That method is working well.
- He said all high school students were contacted because although public schools may be out, colleges are not. Ms. Hannah Flanery, communications and marketing coordinator, sent Campus Cast message to those concurrent students as well.

Mr. Cooper reported the following for Finance and Administration:

- Budgets will be due to the UA System office in May. His office will send current budgets to the vice chancellors to review and begin work on 2020-2021 budgeting.
- He said under the CARES Act, some employees will qualify for two weeks of paid sick leave in addition to leave they currently have. He does not know of anyone who would qualify for emergency FMLA under the CARES Act.
- Mandy Walker will be here on May 1, 2020 to take the position of controller.

- Ms. Beverly Moss is learning the procedures in payroll quickly.

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

- She said one of the unintended positive consequences of moving to remote learning and thus increasing the usage of Blackboard is that there will be more data available in Blackboard for use in assessment purposes.
- She is working on the Perkins V application. She reported that several weeks ago at a meeting they learned the application portal was not completed.
- She is going to have some money from current Perkins funds that could be used to buy EKG machines for NAH and an embroidery machine for the Secondary Area Career Center. She is confirming with Perkins that those expenditures will be reimbursed.

Ms. Frazier commended Ms. Tiffany Guinnip, assistant to the vice chancellor for academics, for creating an online form for employees to accept the remote work guidelines. Employees can click a button to accept and the form fills the information into a spreadsheet. Dr. Shonk said Ms. Guinnip recently assisted an adjunct EMS instructor in getting a 100-question test uploaded to Blackboard.

Ms. Frazier said the College plans to hold food pantry drive-thru distribution tomorrow, April 2, 2020 from 10 a.m. to 2 p.m. in front of the Main Classroom Building.

With no further business the meeting adjourned at 10:26 a.m.

Respectfully submitted by Ms. Jodie Hightower