

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 15, 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 9:03 a.m. *Dr. Austin moved to approve the minutes from the April 1, 2020 meeting. Mr. Cooper seconded the motion and the motion passed.*

Ms. Frazier said that both she and Dr. Shonk have meetings at 10 a.m. so the Cabinet would recess and reconvene later this afternoon, if needed.

CARES criteria – Ms. Frazier invited Ms. Kristen Cross, director of financial aid, to present to the group regarding her involvement in representing the College on a committee for Arkansas Community Colleges (ACC) on the distribution of funds received through the CARES Act to students.

ACC tasked the group with developing guidelines for disbursement of CARES funds for emergency aid grants. Ms. Cross provided a memo from Ms. Andrea Henderson, executive director of ACC, regarding the breakdown of the criteria and how to structure the grants. She explained that she is leaning toward the distributing funds utilizing the second option. She said they are awaiting guidance regarding DACA students as it is unclear if the College will be reimbursed on the Federal level if DACA students receive funds.

Ms. Frazier asked how many PELL eligible students are at the College. Ms. Cross said approximately 68% of students are PELL eligible, meaning around 670 students could be eligible for funds. Ms. Cross also noted the College has about 20 DACA students. Students do not have to apply for funding, although the College will be required to certify students are eligible for funds. She prefers utilizing a simple online form or Google doc so that data can be collected on a spreadsheet. The form would ask for name and address as well as a checkbox for allowable expenses.

Ms. Frazier said colleges have been cautioned not to make the application and certification process unnecessarily difficult. The group discussed the certification form and decided in addition to name, address and checkbox, it should also include phone number and email address. Dr. Shonk said his assistant, Ms. Tiffany Guinnip, could assist with the development of the form.

Mr. Cooper asked about communication to students. Ms. Frazier said the College will broadcast this opportunity widely through all our communication channels. She said the College will use the funds until they run out. Dr. Austin said this is an opportunity to tell students about other services available such as TRIO and Career Pathways.

The group discussed the need to answer the following questions:

1. Can students who apply after funds are totally expended be awarded funds?
2. What is the deadline for application by students?
3. Are transfer students in the fall eligible?

Ms. Cross and Mr. Cooper discussed how direct deposit could be supported without negatively impacting PELL eligible students who still owe a balance. Ms. Cross said the Act specifies that students cannot be made to use funds to pay on account balances owed to the College.

Dr. Shonk asked when CARES Act money would be in hands of students. Ms. Cross said if the College completes its required paperwork for the federal government and funds are received by the College, distribution could begin at that point, which she estimates to be 7 to 10 days from today.

Enrollment update – Ms. Frazier provided a report regarding enrollment for Spring 2020, Summer I and II, and Fall 2020. She said she has reviewed data from last year at this time and the College does not appear to be losing more students than is typical in the spring semester.

Student Success Center usage report – Ms. Frazier provided a report on the Student Success Center usage during the last two weeks. She said she is pleased with the number of students utilizing the resource and plans to continue opening the center from 8 a.m. to 5 p.m. Monday – Friday.

Library usage report – Dr. Shonk provided the numbers of students using the Library. He said library staff are counting students on the hour, every hour. He said that higher usage is during the 10 a.m. to 2 p.m. timeframe. He reported only one time that the number of people in the library reached 10. He said library staff are following all guidelines for social distancing and limiting the number of people in the library at one time. He said library staff report that all the students present are using the computers to access Blackboard or other computer programs and are not bringing books and studying. He said based on the number of students and the way the students are using the resources, it is clear both the Student Success Center and the library are needed resources.

Update from meeting with area Counselors – Ms. Frazier reported College staff conducted a Blackboard Collaborate meeting yesterday with area high school counselors regarding what the College can do to help students transition to college next fall. During that meeting, high school personnel expressed concern about online teaching and remote learning. Dr. Shonk will present a demonstration for those high school personnel today at 10:30 a.m. Ms. Frazier said they discussed a summer bridge program as well as refresher courses because students have been out of school essentially since March 16, 2020. She has spoken to Superintendents Dr. Michael Hester (Batesville), Mr. Roger Rich (Southside) and Mr. Steven Green (Cave City) regarding these ideas and they are supportive of these initiatives.

Dr. Shonk said counselors expressed concern about the students in the secondary area career center as those students are generally not the highest academic performers. He said students in this area have several options as they can withdraw, but he suggests students take an incomplete and make it up later. He noted that each would be considered on a case by case basis. He said counselors asked for information for advising, admissions, and financial aid. Ms. Frazier said counselors asked for an FAQ document. Ms. Frazier asked the attendees on the call to submit questions to the College and an FAQ would be put together.

Ms. Frazier reported that Mr. Roger Reid was selected as the director of the secondary area career center. He will start July 1, 2020. Until then, Mr. Zach Harber, director of career and technical education, will handle the administrative duties of the position.

Temporary adjustment to the Admissions process – Dr. Austin said that per UA Board of Trustees board resolution recently passed, adjustments to the admissions process can be made. She and Ms. Amy Foree have discussed what adjustments need to be made. Dr. Austin noted three areas of concern including certifying shot records, unofficial transcripts vs. official transcripts, and test scores. She said the process will look the same to the student. The College is not waiving any requirement for admission; the College is allowing extra time to provide information or to provide alternative information.

RECESSED at 9:55 a.m. RESUMED at 2:15 a.m.

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
 - **Update:** Dr. Sharp has scheduled a meeting via Teams with the CAC on April 21, 2020 to present the Strategic Plan.
- ☐ 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
 - **Update:** Dr. Austin said the College should review the entire process as a review is in-line with the goals of the Strategic Plan.

Area Updates:

Mr. Cooper reported the following for Finance and Administration:

- Summary budgets are due to the system office by May 1, 2020 and quarterly reports are due April 24, 2020.
- It is difficult to project budgets when funding from the state is undetermined. There are some knowns such as tuition and fees will remain the same for the fall semester. The group discussed if the fees freeze applied to all fees (general and departmental) or just general fees. Dr. Shonk said he knows of two departments requesting an increase to fees including EMT and Welding. Ms. Frazier said Dr. Bobbitt has requested an enrollment projection to present at the UA Board of Trustees at its May 4 meeting.
- The group discussed furloughing some employees as well as the paid sick leave provided under the CARES Act. The College is required to pay for this leave with no expectation of federal reimbursement. Mr. Cooper suggested that for some employees it may be a good idea to provide that time off and then furlough some. If an employee is furloughed, they would receive no pay from the College, but they would be eligible to apply for unemployment. The employee would pay for their portion of health

insurance. Shonk asked how many on campus would benefit from furlough. The extra \$600 for COVID 19 is good only through July 25. There may be several on campus who would be candidates for furlough. And it may be beneficial for them.

- Most of Finance and Administration employees are working on campus.

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

- Mr. Steve Collins, director of information services, has been monitoring email with a software tracker that looks for patterns of numbers so that it flags certain information. There have been a few instances of people who may have sent information in the format of a social security number. He is contacting those people on a case by case basis. He reminds them that although our system is secure, it is a security risk to send information such as social security numbers or other identifying/account numbers.
- Ms. Tracey Thomas, assistant registrar, sent letters to those students who registered to be in commencement. They will get their diplomas, but the actual commencement ceremony is postponed.
- The April 22, 2020 deadline to turn in IPEDS will be met.
- She received a reminder from HLC to update UACCB's information in their system. She will update them that the College will be remote for the rest of the semester as well as the summer.
- She listened to a podcast last week and the speaker suggested documenting what colleges are doing during this time to document how the College accomplished the things it did.
- The College was able to purchase a greenhouse; however, the bid did not include pouring the concrete pad, water hook up, and installation. She and Mr. Zach Harber, director of career and technical education, are working on getting these things set up.
- She reported that over the weekend there was a power outage that affected the generator. Information Services personnel were very active Monday returning network services to normal operating levels.

Dr. Shonk reported the following for Academics:

- He asked the group for guidance regarding a Serve Safe class that was first scheduled in March. This class cannot be conducted virtually, and the instructor is Ms. Melissa Foster, grill supervisor. Participants have already paid for the class and book. There are 12 people signed up to take the class. Ms. Frazier suggested splitting the class into four classes of three participants. This would allow the class to occur and social distancing and gathering limits to be observed.
- Mr. Harber, Mr. Austin Muse, Mr. Andrew Muse, and Mr. Daniel Winston, all instructors, have been practicing with the wood carving and metal cutting machines housed in the Workforce Training Center. When the College can host an open house, they have created many items to show the machines' capabilities. Mr. Harber is also looking at ways to sell created items to generate revenue to cover the cost of materials as they are expensive.
- The Strong Start to Finish Initiative for co-requisite math and English has gained momentum. This initiative was originally in partnership with the Arkansas Community Colleges association and the Dana Center and just for the math courses. The ACC and ADHE have contracted with the Dana Center to pursue the English co-req program. Dr. Shonk said the Dana Center has been very good to work with and they produce quality programs. He also said these groups are working with ACUE and every math and English faculty can go through the introductory ACUE class at no cost, which is \$1,200 value. He will be

attending an upcoming webinar to learn more. Mr. Cooper said he received a contract from the Dana Center for \$10,000 for math courses. This is paid out over three years to the College.

- Enrollment for the nursing program is good, but he thinks the College needs to promote the program heavily this week and next to boost enrollment further.
- He spoke to Ms. Marietta Candler, division chair of nursing and allied health regarding some students who are ready to start the RN program but do not have their CNA completed. She is determining the exact number of students.
- He said that microphones built into webcams are not very good for instructors providing remote learning. However, Mr. Blayne Stewart, computer science instructor, provided several recommendations. Dr. Shonk plans to purchase a few and try those with various faculty. This could be something that the College could spend CARES Act money on, but for now he has funding in the distance learning budget to support the purchase.

Ms. Frazier reported the following for Student Affairs and the Chancellor's Office:

- Mr. Mickey Freeze, TRIO project advisor, has requested to provide lunch to students by working with Ms. Foster at the Grill to have a drive through set up. The lunch would consist of hot dogs, hamburgers, chips, and a drink, and would be set up like the distribution of gas cards by Career Pathways. The Food Pantry will also be conducting a drive through distribution on the same day, Thursday, April 30, 2020.
- End of the Year reports are due to her on July 15, 2020.
- She and Dr. Austin are working on the Career Coach application for next year.
- Ms. Andrea Lee, director of adult education, will be receiving a mobile testing site. Currently, Adult Education is testing one at a time, but the department would like to set up MCB 222 as a testing location. There would be enough space to test multiple people and still maintain social distancing parameters.
- Ms. Frazier has emailed Ms. Louise Hughes, director of student development, as to when the Testing Center could resume some limited testing for Accuplacer and other tests on-site.
- She watched a Grad Cast webinar. The system is an alumni tracker and can give information on employment of those people. She said that ASU - Newport uses the program and endorses it. The system is FERPA compliant, however, it is unclear how it would work with the Career Coach system.
- The group discussed mental health and the effects of the pandemic on the College's personnel, particularly those who have been house bound.

With no further business the meeting adjourned at 3:30 p.m.

Respectfully submitted by Ms. Jodie Hightower