

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
May 6, 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 9:06 a.m. *Dr. Austin moved to approve the minutes from the April 15, 2020 meeting. Dr. Shonk seconded the motion and the motion passed.*

Strategic Plan Review and Adoption – Ms. Frazier said the REACH team presented to the Chancellor’s Advisory Committee on April 21, 2020. She praised the team for all their work. The CAC voted to recommend that the Cabinet approve the Strategic Plan.

Dr. Shonk made a motion to accept the Strategic Plan as presented and acknowledge with appreciation the work of the REACH teams. Dr. Austin seconded and the motion passed.

Payroll Position – Mr. Cooper said Ms. Beverly Moss has requested to return to the administrative assistant position in Research, Planning and Assessment. That position is still vacant. The Cabinet agreed with that request and the College will move forward to hire a person for the now vacant Payroll Specialist position.

Secondary Career Center – Mr. Cooper reported that the controller, Ms. Mandy Walker and Mr. Zach Harber are working together to gather information for the audit to be conducted on the Secondary Career Center. The College received notice last week that an audit will be conducted.

Re-opening Campus – Ms. Frazier sent the language from the resolution the UA Board of Trustees passed at their May 4, 2020 meeting to Cabinet members. She said several colleges have announced they will have face-to-face classes in the fall. Ms. Frazier said the board of trustees appointed a committee to evaluate the viability of fall face to face classes for UA system schools. She anticipates guidance from many levels regarding fall classes. She plans to convene a campus committee together to make recommendations on how to provide face to face classes, if that option is available to the campus.

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 has scheduled a meeting via Teams with the CAC on April 21, 2020 to present the Strategic Plan. Last update: 4/15/2020 **DONE**
- ☐ Withdrawal procedure review – Dr. Austin
 - **Status:** Dr. Austin said the College should review the entire process as a review is in-line with the goals of the Strategic Plan. Last update: 4/15/2020 **ON HOLD**

Area Updates:

Mr. Cooper reported the following for Finance and Administration:

- He said a generator needs to be replaced in order to keep campus operations running normally. This will cost about \$10,000.
- Book return is on-going, and the bookstore manager is out for the week due to a family member's hospitalization. Personnel from the Business Office as well as a part-time worker have been assisting Bookstore Clerk, Ms. Lisa Watts, with the drive-through book return.
- He submitted the FY21 budget to the system office on Monday, May 4. He is waiting on a clarification from the system office regarding the ability to increase program fees. One other change that he was instructed to make is to change the word from "depreciation" to "deferred maintenance."
- He said he appreciated everyone's help on developing the budget. He said Ms. Lea Ramsey has been very helpful in providing data and Ms. Tiffany Guinnip's development of a spreadsheet for enrollment projections was an asset.
- The Business Office continues to function with Ms. Julie Johnson acting as payroll specialist for now. The new controller is fitting in with the group. He anticipates there will be cross-training moving forward that has not been done in the past.
- The division of Finance and Administration is moving to be more in line with Workday to ease the transition from Colleague to Workday in FY 22.
- The College has one employee on furlough from the Grill.
- Ms. Frazier reported there are two employees who are currently out of state. Both will have to quarantine for 14 days upon their return.
- Ms. Frazier also reminded the group to approve leave time promptly, so as not to put an employee in a leave without pay status.
- The Business Office is preparing for the CARES act funding distribution.

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

- Ms. Casey Bromley, registrar, is preparing end of term grade reports. Grades from faculty are due tomorrow at 5 p.m.
- Ms. Tracey Thomas, assistant registrar, is working remotely part of the time. Ms. Lisa Watts who usually works in the bookstore has been assisting with filing and that has been great help to the department.
- She forwarded the approval of the certification form for the admissions application to Ms. Amy Foree, director of admissions. This form is temporarily changed due to the COVID-19 pandemic. Admissions requirement are the same, however, the College is allowing additional time to provide certain documentation.
- Dr. Deltha Sharp, director of institutional research, is reviewing Microsoft BI software to assist with dashboards for data.
- Mr. Cheston Cooper, network administrator, is working on a monthly report for Information Services, which was a recommendation from the results of the security audit.
- Dr. Austin will be attending webinars provided by the Higher Learning Commission regarding the new criteria.

- UA Cossatot and UA Pulaski Technical College had virtual HLC visits last week. Colleagues said they felt it went well and there will be an on-site visit by HLC in the fall to those colleges.
- Mr. Dustin McAnally, computer lab manager, has been assisting the testing center by proctoring exams.
- Ms. Thomas worked with the Financial Aid office to prepare for a Veterans Administration audit that was recently conducted.

Dr. Shonk reported the following for Academics:

- He said that faculty have done a great job this semester. He is hosting a virtual meeting tomorrow at 1 p.m. with the focus of thanking them for their hard work. This will also allow faculty the opportunity to share what worked and what did not work as well. They will also discuss the CARES Act and the potential for professional development to be provided by CARES Act funding.
- Every other Monday, the Arkansas Community Colleges association is hosting a virtual CAO meeting.
- The SIP codes have been updated and a group is looking at all of them in the state and working on which ones can be consolidated.
- He reported that Mr. Nate Pyle, director of advising, is getting questions about summer classes. Most students are understanding about remote learning for the summer courses. Ms. Frazier said at the next Cabinet meeting she will provide the report on drops/withdrawals that Ms. Ramsey is producing each week.
- The group discussed the possible structure of classes in the fall as well as the shifting demographics of students. Dr. Shonk noted that what faculty misses is the interaction with students. He said from his own experience, although students are not opening the microphone and talking, they are participating in the chat. He suggested the need for a moderator during the classes.
- He told the group about other opportunities for professional development through ACUE, Quality Matters, Blackboard, etc.
- He said the company, Ally, was bought out by Blackboard, and Ally has a product that evaluates the accessibility of websites. He and Mr. Steve Collins have a meeting scheduled to review the product next week. They are looking at it for pairing with Blackboard, but it can cover the College's website well. Dr. Shonk spoke to Ms. Hannah Flanery, marketing and communications coordinator, regarding the feature. Currently, the College pays nearly \$8,000 a year for an accessibility program, however, the Ally program is already paid for through Blackboard fees. Ms. Frazier asked if Ms. Louise Hughes, director of student development, should be involved. Dr. Shonk agreed she should.
- Dr. Shonk announced that Ms. Tiffany Guinnip will be moving to the position of special projects manager which will change her job duties to include preparation of specific reports for ADHE and other boards. She will also be organizing and overseeing other special projects to assist division chairs. Additionally, she will be helping students and faculty with Blackboard.

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

- She reviewed the daily enrollment and SSCH report as well as the Student Success Center usage report.
- She asked the group to have those workers who are working remotely to report on what they are doing.
- She received the monthly report from Student Affairs about what each area has accomplished during the month.

- She said she will compile the reports together to have them available in the event legislators request.
- She thanked Ms. Kristen Cross, Ms. Lynn Bray, Ms. Tammy Smith, Ms. Kim Whitten and Ms. Jodie Hightower for their work at the food pantry distribution.
 - Ms. Hightower reported there were three distributions in April. On April 2, 17 families were helped and another 17 were assisted on April 16. At the April 22 distribution, 22 families were assisted.
 - The one held on the 22nd was in conjunction with a drive-through lunch provided by Student Activities. There were well over 200 meals provided to students that day. Mr. Adrian Walker, accounts payable specialist, grilled hamburgers and hotdogs.
 - There will be food pantry distributions again on May 7 and May 21, 2020. The UACCB Foundation's Food Pantry fund received a \$500 credit from the Arkansas Food Bank for the month of April as well.
- Ms. Frazier said when allowed to meet to face to face again, she would like to show off the Workforce Training Center.
- She reported that Governor Asa Hutchinson said although state revenues are down, the revenue income beat the projections, which means losses were not as great as predicted.
- At the end of April, the College received February sales tax revenue. It was almost \$20,000 more than last year February receipts.
- She reminded the group to review the nominations for Outstanding Faculty, Adjunct, and Staff that were sent to them.
- She plans to organize a Zoom call for May 11, 2020 to review the year and announce the Outstanding awards.
- Future Fuel gave the College 10 gallons of hand sanitizer. Mr. Heath Wooldridge, director of the physical plant, is storing them in the warehouse. Ms. Frazier said she expects the College will be using a large amount of hand sanitizer this fall in the classrooms. She will work with Ms. Peggy Jackson, procurement specialist, to order spray bottles for the hand sanitizer.
- She reported that Ms. Robin Britt, student accounts specialist, provided the outstanding student account balances from the spring of \$35,535.08.
- Outstanding balances from the Bookstore is \$8,054.
- She said in an email from Ms. Andrea Henderson, executive director of ACC, the reporting requirements for faculty evaluations have been postponed by ADHE's Dr. Jessie Walker.
- She expressed her appreciation to Dr. Shonk for presenting at Rotary. Dr. Shonk showed video clips of faculty remote learning sessions.
- She asked the group to think about a December commencement for May and summer graduates. She also said that PNs may not have their pinning in July, depending on the pandemic status.
- She expressed appreciation to Dr. Austin for her assistance with the career coach application. Ms. Frazier met with the two career coaches on Monday and asked them to provide requested data to the Office of Skills Development. They were unaware that the data collected is used to justify and defend the budget allocation.
- She expressed appreciation to Dr. Austin for getting the HEERF certification submitted. She asked Dr. Austin to submit the other certification money could be drawn down for the CARES act distribution. Ms. Frazier said 806 students who were enrolled on March 13, 2020 were sent an email on Tuesday regarding the process to receive payments.

- Mr. Cooper said they have negotiated the contract for Marcis janitorial service down for the summer but may have to increase services in the fall.
- Ms. Frazier asked if Faculty Senate has met since March. Dr. Shonk reported they have met several times online via Collaborate. He said there has been more participation and faculty like the online format.
- Ms. Frazier reviewed a report from EMSI regarding the COVID 19 pandemic. The Regional Impact Report covers the time period between March 1 and April 25. She read off the companies who had increased and decreased job postings during that time period. She will send the report to the cabinet members.

Reminder: CAC will meet Friday, May 8 at 9:30 a.m. via Teams.

With no further business the meeting adjourned at 11:10 a.m.

Respectfully submitted by Ms. Jodie Hightower