

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**May 20, 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 9:01 a.m. – The meeting began with the Cyber Security Audit report by Mr. Steve Collins and Dr. Anne Austin prior to the reading and approval of the minutes.

**Cyber Security Audit** – Dr. Austin and Mr. Steve Collins presented the report from Bakertilly's Cyber Security Audit. The company, contracted by the UA System office, conducted audits on all Project One Cohort 2 schools. The system security audit is on the agenda for the UA Board of Trustees agenda today. Mr. Collins said this is the first time the College has had a cyber security audit in the 24 years he's been here.

According to the audit, UACCB has reached an overall maturity of 1.1 using the CMMI rating scale (0-5). The maturity rating was developed from Bakertilly's interview with Mr. Collins and Mr. Cheston Cooper, network administrator. Bakertilly noted that a 3 on the scale is very good. The highest score for any of the Cohort 2 schools was 1.7.

Findings identified in the audit include:

- The lack of documentation regarding the College's process or procedures for completing tasks related to network administration. Mr. Collins noted many of the pieces are in place, but the process is not written down in a process manual.
- The need for a more robust system to track non-capitalizing inventory.
- The need to capture documents related to the ticketing system used to track reported network issues.
- A tabletop exercise regarding the College's business continuity plan has not been conducted.
- The ability to use jump or flash drives on College computers has not been disabled. The College has resources available that would lessen the impact of this change, including using One Drive.
- The need to conduct a penetration test. Mr. Collins said he has asked the system office regarding this item, as it may need to be conducted at the system level.
- Annual reviews of plans and documents are not completed.
- Security training should be conducted at least annually and should be conducted during the employee on-boarding process.
- Multi-factor authentication should be in use. Mr. Collins said MFA is used in certain areas, but not as widely as needed.
- Paper shred boxes are not locked.
- Information Services needs to use a software program to track and formalize the response to incidents. An Incident Response Plan needs to be developed and a formal review of incidents needs to occur in order to learn from the incident.
- The disaster recovery plan should include timelines for recovery and training for all involved in the plan should occur.
- Local administration rights need to be limited.

Ms. Frazier asked Mr. Collins if a plan to address the issues identified in audit has been developed. He stated his department is in the process of developing plans and there are some things that could be implemented quickly to address some of the issues. He noted that much of the infrastructure needed to make these updates and changes is already in place. Documentation of the processes and procedures is needed and would resolve some of the issues identified in the audit.

Dr. Austin said she is interested in learning what or how the UA System plans to address some of the issues identified as there may be solutions implemented at the system level.

Frazier asked Dr. Austin if there a committee would be convened to work through the findings. Dr. Austin said she is unsure, because many of the findings are very technical. However, it might be good to have workgroup to develop plans on moving people from reliance on jump drives to One Drive.

Dr. Austin noted that many of the findings in the audit were concerns that were identified in the formulation of the strategic plan. Mr. Cooper said that HEERF money could be used to address some of the findings. Mr. Collins said he believes that the System office may coordinate sharing of resources between campuses.

The group discussed whether the College should invest in a work partner to accomplish these items as the College has limited personnel. Again, these expenses may be allowed under HEERF funding. Ms. Frazer said this is big project with many facets and she wants assurance from both Dr. Austin and Mr. Collins that plans are in place to address the identified issues. Mr. Collins said he may need to return to Cabinet to implement some changes that would require higher level decision making.

The group discussed the possibility of bringing someone on to assist with these issues. It was noted that a multi-level response is needed not only to assure the System the College is working on it, but also to develop a timeline to implement short, medium and long-term goals. The group noted that cyber security is a quickly changing field and the College may need outside support as well as need to support personnel in upgrading skills.

*Mr. Cooper moved to approve the minutes from the May 6, 2020 meeting. Dr. Austin seconded the motion and the motion passed.*

**Guided Pathways Key Performance Indicators** – Dr. Shonk presented information regarding GP KPIs. He said the College has been working with Guided Pathways for several years now. However, one of the things the College should have established first was KPIs. Dr. Deltha Sharp, director of institutional research, has worked to collect the needed data. She used KPI framework from the American Association of Community Colleges. When the first report was developed, some of the data did not look right. She found some data that was loaded in the wrong semester. That data was corrected, but she is still missing Fall 2018 data. Mr. Collins is working on loading this data.

**Library Management System** – Dr. Shonk presented a report and recommendation from Mr. Jay Strickland, library director, regarding the purchase and implementation of a different library management system. Mr. Strickland narrowed his selection down to three programs and made a recommendation for the Cabinet to consider.

Dr. Shonk said that his choice and recommendation is TLC (Mr. Strickland's second recommendation) as it is more robust than the first and is already used by several schools in state. It is cloud based and the switch and conversion would be easy. Dr. Shonk said other schools he has spoken to regarding the system have high praise for TLC. There is a consortium in the state for this system as well. Dr. Shonk noted the College needs to move on this quickly as the College is up for renewal of the current system in July. Per contract, the College needs to provide a 30-day notice of its intent to renew or discontinue.

*Mr. Cooper made a motion to accept the recommendation for a different library management system and proceed with engaging TLC for the Library Management System. Dr. Austin seconded the motion and the motion passed.*

Mr. Cooper will contact the current system and facilitate the transition to the new system.

Dr. Shonk said that the White River Literacy Council will present Mr. Jay Strickland an award for his support to the literacy cause. Mr. Strickland was given the "Community Person in Literacy" award and it will be presented on Thursday, May 21, 2020.

**Family Medical Leave Act** – Mr. Cooper said the UA System will be changing the way all colleges calculate FMLA leave beginning July 1, 2020. As allowed by law, some have been measuring leave by calculating leave measured backward from the first use of FMLA leave; others, have been using a fixed 12-month period. The UA System will use a look forward method to calculate FMLA. This is UA System policy 425.2.

**Summer Facilities Usage** – Ms. Frazier said she will consider closing some buildings on campus completely during the summer in order to save on utility costs. The janitorial service, Marcis, is contracted at a reduced rate until the end of the fiscal year. Mr. Cooper said that from July 1 to mid-August there could be additional savings, but that will be determined closer to July 1. He is trying to make sure all necessary cleaning is taking place. The group discussed the need for signage signifying those rooms that are not used. Ms. Frazier asked Dr. Shonk and Mr. Cooper to meet with Mr. Heath Woolridge, director of the physical plant, about those rooms.

**UACCB Operating Procedure 715.1, Fitness Center** – Dr. Shonk asked for clarification. The procedure was provided in the agenda packet. He has an adjunct faculty member who wants to use the fitness center; however, Human Resources personnel have stated that only full-time employees may use the center, despite the procedure reading differently. Human Resources indicated that Cabinet had decided that only full-time employees could use the center. Cabinet members agreed to follow the policy and the discussed cleaning of the facility. Mr. Cooper said he will inform Human Resources of the decision to follow procedure which allows both full and part-time employees to have access to the fitness center.

**UACCB Operating Procedure 510.2, Concurrent Scholarship** – Dr. Shonk presented a proposed procedure for concurrent scholarships. This is an effort to document the process for providing scholarships for concurrent scholarships and is in line with the Arkansas Concurrent Challenge Scholarship program. This is the first review by Cabinet. Dr. Shonk said the document outlines what the College has been doing. He said he would appreciate review by other people on campus involved with this process.

**UACCB Operating Procedure 440.3, Professional Education Funds App Review** – Ms. Hightower presented the applications for professional education funds for college credit reimbursement. There are four applicants with requests totaling \$3,000. Currently, there is \$4,300 available in the account to support these requests.

*Dr. Shonk moved to accept the applications and Dr. Austin seconded. Motion passed.*

The group discussed Mr. Cooper sending an email to campus stating that funds for professional education funds for college credit under procedure 440.3 will be unavailable next fiscal year as well as other issues for the next fiscal year.

**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
- Withdrawal procedure review – Dr. Austin
  - **Status: ON HOLD** 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

**Area Updates:**

Mr. Cooper reported the following for Finance and Administration:

- There will be a 10% increase in insurance premium costs for the College. He and his team are trying to determine what the subsidy percentage paid by the college will be. It may be 5% paid by college and 5% paid by employee, but he needs to look at this closely.
- The Business Office is busy preparing required reports.
- On Friday, May 15, 2020, the College issued a total of 302 aid disbursements associated with the CARES Act. There was a total of 158 direct deposits and 144 checks for a total of \$214,700. Another 96 disbursements are ready to be issued today (May 20, 2020) or tomorrow.
- The FY 2021 budget was submitted, and the College should know tomorrow if it is approved by the UA Board of Trustees. Ms. Gunther, administrative assistant to the Vice Chancellor for Finance and Administration, is nearly finished with the budget books and will provide one to Ms. Frazier.
- There are two applications for the payroll position. If they receive a well-qualified candidate, then the search committee can meet to discuss candidates prior to the cut-off date for applications.
- Both Marcis (janitorial services) and Securitas (security) are on reduced schedules right now. The Securitas contract is up next year. Mr. Cooper said he can renew now. The security guards will receive a \$1.00/hour raise in January 2021.
- The lease on the building used by Adult Education in Sharp county is up for renewal in January. He recommends extending for one year and that would allow the College time to search for a new place. He said he would renew if everyone agreed. The Cabinet members agreed with the recommendation to renew for one year. Dr. Shonk recommended meeting with Ms. Andrea Lee, director of adult education, to discuss what the department needs and wants in a building. Mr. Cooper will contact Building Services.

- He reported issues with several of the copiers on campus. The coin-op feature is not working in the library and he is negotiating a reduction in cost with Canon due to the lack of usability.
- The North Arkansas Dance Theatre has requested use of the Auditorium. They have a proposed plan to conduct the recitals in small group settings that would have no more than 50-75 people per group. Mr. Cooper said cleaning would have to be conducted between sessions. He will talk to Mr. Mark Cartwright, director of events, regarding possible dates.
- He expressed appreciation for the help each Cabinet member provided on the budget for FY 2021.
- The guidelines for working remote have been updated to reflect a date change due to the extension of the pandemic. Mr. Cooper will get that document to everyone.

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

- New Title IX guidance was issued, and she has attended several webinars regarding the changes. She received an email from Ms. Joann Maxey at the UA System office notifying us, that the System is reviewing the changes to Title IX and the System's policies. Dr. Austin said the changes mainly affect the hearing portion of the process. It doesn't change the obligation to train faculty, staff and students.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) extended their reporting deadline to match IPEDS deadline.
- Mr. Michael Moore's office at the UA System requested a list of all our programs that lead to licensure, such as nursing, and whether those programs are offered online.
- Blackboard is hosting its BbWorld 2020 global conference online July 21-22, 2020 and there is no cost to attend.
- Dr. Deltha Sharp, director of institutional research, is reviewing and learning about Microsoft Business Intelligence software.
- The College will receive \$83,000 in Perkins funding FY 21 which is down slightly.
- She provided an update on the purchase of a greenhouse for the Agriculture program. The College is still on track to acquire one, but details are undetermined. She said it may be purchased with next year funds. If so, then she has money from this year that needs to be spent.

Dr. Shonk reported the following for Academics:

- There are four new programs on the agenda for approval at the UA Board of Trustees meeting tomorrow.
  - Construction Technology
  - Health Professions
  - Management and Supervision
  - Agriculture Business
- He is serving on a committee for ACC and ADHE to update the CIP codes. He said they are making good progress on that project.
- He, Mr. Steve Collins, and Ms. Hannah Flanery, communications and marketing coordinator, will be attending a training call tomorrow for Ally, the accessibility component of Blackboard.
- Mobile testing for the GED through Adult Education is going well. Ms. Lee is confident she can take it to the two-county area and test. Ms. Frazier said our program is getting calls from students from Craighead

and White counties because they are not able to test in those counties. Ms. Frazier said this is a shining example of the can-do attitude our faculty and staff display. Dr. Shonk said people are seeing the value of the GED and the program is experiencing increased enrollment in the GED program for the summer. He said they are getting WIOA referrals, because people want to obtain a commercial driver license (CDL), but they must have a GED to test for the CDL.

- There is increased enrollment for upper level math courses. Section caps for summer science lectures have been increased.
- In Arts and Humanities, Writing Studio was added to the fall schedule.
- There are two vacant positions in NAH and Ms. Marietta Candler, division chair, plans refill only one due to the reduction in the number of students.
- EMT and PN students are moving forward with remote learning.
- CNA students will have to return to finish their hours in long term care facilities.
- His division has created a CARES Act wish list of items that would be helpful for continued remote learning opportunities.
- Enrollment for both summer and fall semesters is doing well.
  - Summer I            Head Count: 493            SSCH: 2,668
  - Summer II        Head Count: 31            SSCH: 126
  - Fall                Head Count: 730           SSCH: 7,948
- The following are the division's vacant positions and their status:
  - Director of Teaching Technology – Failed Search
  - Director of Secondary Career Center – Announcement Soon
  - Academic Advisor – Postponed
  - Nursing Faculty – Intent to Hire Submitted

**The Cabinet recessed at 11:26 a.m. and reconvened at 12:08 p.m. to attend and present at the Student Award Celebration held in the Banquet Hall.**

The group discussed funding for Secondary Area Career Center. Ms. Frazier said she continues to receive information that the center will not be funded as well as they have in the past. She has heard estimates between 10 to 15% decrease. Dr. Shonk said that Mr. Zach Harber, director of career and technical education, has been assured funding is moving to a tiered system, which will benefit UACCB. The College provides programming that is on the higher tiers of the funding system. The Office of Skills Development is currently conducting an audit on our center. All Secondary Area Career Centers in the state are being audited.

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

- She said the ADHE Career Pathways director, Ms. Willie Murdock, has resigned. Mr. Kevin Lewis and Ms. Lisa Fuller, both employees in the Career Pathways section of ADHE will have authority over the program. Ms. Debbie Wyatt, UACCB director of Career Pathways, has submitted a budget to ADHE, but has not received word on its approval.
- The search for Vice Chancellor of Student Affairs is going well. The committee has interviewed five candidates to date and there are two more to interview later this week. The committee will put forth three names for on-campus interviews. Logistics of how that will look and who will be involved are still being determined.

- She announced that Ms. Amy Foree, director of admissions, resigned yesterday and her last day will be Tuesday, June 2, 2020.
- She asked Cabinet members to have people in their divisions documenting what they are doing for remote work. She would like this done on a weekly basis. Supervisors do need to sign off on the reports so that they are aware of what work is being accomplished and what progress the employee has made.
- Appointment letters for 2020-2021 will include a provision for reduction in workforce if conditions warrant. She does not anticipate a RIF but wants to be transparent with employees.
- Enrollment seems to be stable, but with Ms. Foree's departure, this leaves only one recruiter and one administrative specialist in Admissions. Recruiting needs to be a focus for the Fall.
- Regarding bringing students to campus in the fall, the UA System has formed a committee that includes two chancellors from community colleges. She would like our campus to be thinking about ways that UACCB could support a return of students to the classroom, including face covering costs, reducing class size, or paying faculty overload. Other questions to consider are will the College require testing for staff or faculty when they return to campus or what happens if the College has a student who tests positive.

She praised Mr. Vernon Hoffman, science faculty, who was thanked by a former EMT student for the strong foundation he received at UACCB. The student has entered military service and because of his EMT credential is entering at a higher rank.

She said she received an email from Mr. Blayne Stewart, computer science faculty, praising Ms. Becky Warren, director of workforce and career services, for her work this spring. She was instrumental in several projects that occurred with the transition to remote learning.

With no further business the meeting adjourned at 12:46 p.m.

Respectfully submitted by Ms. Jodie Hightower