

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 3, 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 9:04 a.m.

Dr. Shonk moved to approve the minutes from the May 20, 2020 meeting. Mr. Cooper seconded the motion and the motion passed.

UACCB Operating Procedure 510.2, Concurrent Scholarship – There was a brief discussion about the procedure and no additional changes were made. *Dr. Shonk made a motion to approve Procedure 510.2 for Concurrent Scholarships. Dr. Austin seconded the motion and the motion carried.*

Discussion of UACCB Operating Procedure 421.0, Leave Use for Influenza-like Symptoms or Illness – The group discussed the procedure and potential changes. Ms. Frazier asked the group to send comments or changes to Ms. Hightower by Friday, June 5, 2020.

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
- Security Audit plan to address findings – Dr. Austin
 - **STATUS:** Dr. Austin said that Mr. Cheston Cooper, network administrator, has drafted a plan. He and Mr. Steve Collins, director of information services, have gone through it thoroughly and the plan will be ready to present soon. She also said there may be costs associated with the implementation of the plan. Bakertilly, the auditor, is also reviewing Cohort 1 schools and will complete their reviews by the end of September. Dr. Austin said she expects to have guidance from the System office when that is wrapped up. Mr. Cooper said there will be some coverage for this under the new risk management group. He is on the System committee to select the company.
- Implementing new Library Management System – Mr. Cooper and Dr. Shonk
 - **STATUS:** Dr. Shonk talked to the current system, Innovative Interfaces. They really want to keep us. Mr. Cooper said his office sent the letter giving them 30 days' notice of our intent to cancel. Dr. Shonk said that there are two services Mr. Jay Strickland, library director, would like to add to the quote from The Library Corporation (TLC). This would increase cost about \$900 a year, however, the cost will still be under the budgeted amount of \$10,000. Mr. Strickland has requested an updated quote from TLC. The contract runs out on June 30, 2020 with Innovative

- Interfaces. Dr. Austin asked about IT support for the changeover. Dr. Shonk said he is not sure but thinks it should be a straightforward data transfer. He will confirm and get back to her.
- Email to campus regarding budget for Professional Education Funds – Mr. Cooper
 - **STATUS:** Mr. Cooper is preparing an email.
 - Adult Education building lease – Mr. Cooper
 - **STATUS:** Mr. Cooper is working on this. He is waiting for budget information and will provide it to Ms. Andrea Lee, director of adult education, by June 15, 2020. Dr. Shonk said Ms. Lee asked about paying for cleaning services. She knows a person that could provide cleaning at a reasonable cost. Currently, faculty and staff are responsible for cleaning.
 - Updated remote work guidelines – Mr. Cooper
 - **STATUS:** Mr. Cooper said he updated the remote work guidelines document by extending the date to June 19, 2020, which follows the Governor’s executive order. No other changes were made. He provided the guidelines and the executive order.
 - Document for reporting remote work progress – Ms. Frazier
 - **STATUS:** Ms. Frazier sent Student Affairs directors who have people working remote the document asking them to keep track of what their remote work employees are doing. She will send a form to the Cabinet to document the work accomplished by remote work employees. She said beginning June 8, 2020 all remote working employee should utilize this document and report to their supervisor.

Other Updates – Ms. Frazier said she received an update from the System office regarding masks and face coverings. She will send that out to Cabinet members. She intends to prepare a thorough plan for reacclimating staff and faculty to campus. She anticipates that phase II reopening of businesses and activities will be delayed due to the increase of COVID-19 cases, particularly in Northwest Arkansas. She also said she expects the College will be required to provide/purchase masks. Currently, Ms. Marietta Candler, division chair of nursing, through the nursing program is providing some masks to people upon request. NAH will also need to supply the students with masks for clinicals.

Ms. Frazier said she noticed there are two or three screening/liability forms for students and visitors to campus. She and Ms. Hightower has reviewed the forms to provide a more streamlined process using one form. Mr. Cooper said that Legal Counsel at the System has looked at several of our forms, however, he noted that the EMT program requires a more detailed one due to program requirements. He will send that form it to Ms. Frazier.

Dr. Shonk asked about purchasing new desks and/or chairs for the classrooms in MCB and ASB using CARES Act funds. He said based on the social distancing guidelines, the current furniture in the classrooms will make face-to-face instruction in the fall very limited. He said many classrooms have older clunky style tables and chairs that are too small to social distance and removing them would reduce the class size considerably. Replacing current furniture with furniture that lends itself to allowing for social distancing would be very helpful. Mr. Cooper said he received a list of items that can be purchased under the CARES Act from the Association of College and University Business Officers recently and he will review it and let Dr. Shonk know.

Area Updates:

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

- She received an email from ADHE Director Dr. Maria Markham has appointed Ms. Monieca West as the Interim Director of Career Pathways Initiative. Ms. Frazier reported the College lost 4% from CPI this year. She said Ms. Debbie Wyatt, director of CPI at UACCB, believes the travel and supplies budgets can be reduced to cover the loss.
- Dr. Austin asked about the Cosmetology department and when that might be available again. Dr. Shonk said the department is not ready to bring students or clients back on campus yet because many of the students need instructor time as well as client time. He said they are working on a plan to accomplish this.

Dr. Shonk reported the following for Academics:

- Nabholz Construction delivered and set up the CNC machines and the manual mill and lathe yesterday. The sewing machine was also delivered yesterday. It is a 10-needle machine that is CNC operated. Dr. Shonk is not sure when that will be set up, but it has been delivered.
- He reported that Ed2Go offered through the department of Community and Technical Education is free through end of June. He said while it is nice that the courses are tuition free, it is unfortunate that the College is not getting a percentage of the tuition. He said that Ms. Katrina Stevens, director of community and technical education has set up 51 accounts already and another 200 that have signed up for it. He said those hours can be counted as Workforce hours.
- He said for yesterday's Vice Chancellor's search open forum meeting he set up one of the better cameras, but noticed that on the video the wall color and lighting is off and didn't look very good. He had Mr. Blayne Stewart, computer science faculty, come over to provide tips. Mr. Stewart indicated that flesh toned wall coloring is not good for video recording and the overhead lighting in the room is also not ideal. Dr. Shonk and Mr. Stewart discussed setting up a dedicated room for video so that instructors could record sessions for courses there. Previously, they have discussed setting up a sound booth for podcasting.
- He reported that the summer semester seems to be going well and students are showing up for remote learning.
- He said that Ms. Candler has reported that the RN students who started this summer are doing well and logging in at the lecture time for their courses.
- He said that more faculty are moving to Blackboard Ultra.

Mr. Cooper reported the following for Finance and Administration:

- A new payroll specialist has been hired. Ms. Robin Milligan, who previously worked at Eagle Mountain Assisted Living, will start on June 16, 2020.
- Mr. Jamie Valencia, security guard with Securitas, is leaving. A new guard will begin July 1, 2020, although he may be on campus for training prior to that date.
- His office and the Business Office are busy preparing reports that are due at the end of June and the first part of July.

- He said that with Workday, the College has the option to pay 9-month employees on a 12-month schedule. He asked if that was something the College should consider doing when that option was available. The group discussed the idea but agreed to leave the pay schedule as is for the time being.
- As of today, \$317,300 has been disbursed to students through the CARES Act. This leaves a little under \$200,000 available for students. The institutional funds can be accessed in the amount equal to the disbursed amount to students.
- The College received just under \$50,000 from the Title III Strengthening Institutions grant through the CARES Act. He is researching what purchases can be made with it. Dr. Austin said she thinks she knows where to find the guidelines on spending. They discussed using the funds to replace furniture in some classrooms to accommodate social distancing.
- The group discussed how to use the institutional funds. They discussed purchasing foggers for the buildings in order to sanitize them. The group agreed that purchasing furniture to facilitate social distancing would be an allowable expense.

Dr. Shonk asked about other stimulus bills in the works and additional money for higher education. Ms. Frazier said Ms. Andrea Henderson, executive director of ACC, is working with the delegation in Washington, D. C., to secure Workforce funding. Ms. Frazier also talked about article she read about millennials being greatly affected by this recession more so than other generations. She will send the article to the Cabinet members.

With no further business the meeting adjourned at 10:29 a.m.

Respectfully submitted by Ms. Jodie Hightower