

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 17, 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, and presenter, Ms. Lynn Bray, was also present.

Ms. Frazier called the meeting to order at 9:04 a.m.

Dr. Shonk moved to approve the minutes from the June 3, 2020 meeting. Mr. Cooper seconded the motion and the motion passed.

UACCB Student Organization Review and Proposal – Ms. Lynn Bray provided handouts on her findings during a review of student organizations. Ms. Bray said the purpose of the review was to provide consistency in record keeping, provide documentation for HLC co-curricular activities, and to increase the visibility of student organizations. She said that she was able to determine the most current constitution for most of the student organizations. She noted that minute taking by the student organizations is not consistent and it has been a challenge to gather those minutes. According to the student handbook, each organization must have one qualified advisor, however, several organizations have two advisors.

She provided a list of the documents and procedures that discuss the governance of student organizations. She said Student Affairs directors are reviewing the student handbook currently to identify needed updates. She reviewed the student activity fee fund guidelines document, the student organization registration form and the student organization activity expense approval request.

There was discussion regarding which of the reviewed documents are still valid and which have been reviewed by Cabinet. The activity expense approval request form was reviewed by Cabinet and implemented in fall 2019 and has been used by only one organization in the last academic year. Each student organization receives \$500 through the Student Government Association to spend during the academic year but must utilize the form to gain access to the funds.

Ms. Bray presented the following proposals:

- Place the constitutions and the minutes on my.uaccb under myCampus, Student Organizations
- Revise the Student Handbook (this handbook is being reviewed as a whole by several individuals)
- Ask Cabinet to reaffirm each student organization's constitution, with the exception of FFA Alumni and eSports & More since these were approved less than three years ago
- Suggest Microsoft Teams as a means for student organizations to work together for the purpose of the organization and a way to develop rapport of similar interests between students on campus and students off campus. This is also a means for accessible document storage between students, faculty and staff.
- Suggest Teams or Collaborate as a means of conducting student organization meetings – this is an opportunity to not only include students on campus but a way to include students enrolled in all on-line classes.
- Suggest conducting training for the Student Organization Advisors
 - Review the Student Activities and Organization section from the Student Handbook

- Review the UACCB Operating Procedure 240.0 “On and off Campus Solicitation Procedure”, which includes the Fund-Raising form (ask Kim Whitten to discuss this procedure)
- Review the Student Organization Registration form
- Review the Student Organization Activity Expense Approval Request form
- Talk about potential ways to involve students in student organizations through the possible use of Microsoft Teams and/or Collaborate
- Discuss how to kick off the 2021 academic year by showcasing student organizations – August 29, 2019 there was a Student Organization Fair along with the BCM Birthday Bash

Dr. Austin said that student organizations will need to review constitutions and then forward to SGA for affirmation. Ms. Frazier said SGA would then affirm the constitution and bring to the Vice Chancellor of Student Affairs, who would then affirm those documents through Cabinet. Dr. Austin suggested that SGA bring forward a slate of student organizations to Cabinet in October.

The group discussed the various recommendations and Ms. Frazier thanked Ms. Bray for her hard work on this project.

PN and EMT pinning ceremonies – Dr. Shonk said the EMT coining will be held July 23 and the PN pinning will be July 24. There are eight paramedics and 18 PN students. He asked the group for their thoughts on how to accommodate these two events. Ms. Frazier said based on current Arkansas Department of Health guidelines, the EMT ceremony would not need an ADH approved plan, however the PN ceremony was likely to have a larger crowd and therefore needed a plan. Mr. Cooper said neither event should have a reception. Dr. Shonk said they had already decided not to hold a reception.

Kids’ College 2021 – Dr. Shonk provided a document outlining the proposed changes to Kids’ College 2021 and beyond. He noted the challenges of Kids’ College including short attention span, expense of hired staff, coordination of volunteers, and many hours of preparation. The proposal includes providing half-day camps instead of full day camps. This would bring the cost per student down. Camps are held Monday through Friday. This proposal also includes adding a third week of camps for 7th – 9th grades. After discussion, the group came to consensus to move forward with this proposal.

Progress Report for UAWA Grant – Dr. Shonk will email the full 20 + page report to the Cabinet after this meeting. He said the grant cycle is ending, but the group wants to continue with the concept of the grant despite lack of funding. There is a website up and running and is paid for through another year. Ms. Dawn Fitch, coordinator of institutional effectiveness at UACCM, assumed financial management responsibilities of the grant. Within the last week, she notified the seven colleges who are participants that they each have \$12,500 to spend from grant proceeds. Mr. Zach Harber purchased a cargo container to hold materials like wood and metal with those funds. UACCB has received over \$500,000 from this grant.

UACCB Operating Procedure 421.0 Leave Use for Influenza like Illness – Ms. Hightower reviewed the changes made to the procedure. The group discussed the changes and other questions such as who has authority to send employees home and guidelines regarding students. Dr. Austin noted that this policy is specific to employees and allows supervisors to send employees home who are sick or exhibiting symptoms regardless of the leave balance available.

Ms. Frazier reviewed the two UA BOT resolutions that are on the agenda at today's meeting. Mr. Cooper said ADHE has indicated there is money from the Arkansas Department of Health available to purchase PPE as well as sanitizing supplies. Ms. Frazier said the College will probably use CARES act money for that. She said Dr. Bobbitt will purchase supplies on system level and distribute.

The group discussed procedures regarding students as Dr. Shonk said faculty have been asking similar questions, such as what to do when a student shows up sick; what to do if a student does not show up and say they are sick. He will hold a faculty meeting next week to discuss concerns and try to develop minimum standards of operations. Ms. Frazier said he should research what our peers are doing as there are lots of resources.

Dr. Austin moved to approve the revised procedure 421.0, leave use for influenza-like symptoms or illness. Dr. Shonk seconded the motion and the motion carried.

Review of Board of Visitors agenda – Ms. Frazier reviewed the agenda for tomorrow's Board of Visitors meeting. She said she would like the team to present the COVID-19 changes that occurred. Everyone will be speaking on what happened in their areas. She discussed some of the items she plans to share at the meeting. The group decided to remove "plans for fall 2020" and roll that discussion into the COVID-19 discussion. Ms. Frazier asked Dr. Shonk to provide enrollment projections and Mr. Cooper to review the budget and the CARES Act distribution. Ms. Frazier reported that since Monday, Financial Aid has contacted 208 students that qualified but have not applied yet. She said many of them have said they do not check their UACCB email. Of those 208, 54 have applied for funds. Mr. Cooper said to date, \$322,700 has been distributed. Finally, Ms. Frazier said she expects at least one nomination for a person to fill the vacancy created by Ms. Stacy Gunderman's departure.

Other updates: Ms. Frazier reviewed a second resolution that the UA BOT will consider today regarding academic calendars.

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
 - **Update:** Dr. Austin said the College should review the entire process as a review is in-line with the goals of the Strategic Plan. Dr. Austin said at least two places in Strategic Plan where the withdrawal process is included. Additionally, when the new Vice Chancellor for Student Affairs comes onboard, he will have input into that discussion. Ms. Frazier said that Dr. Austin should work with Mr. Zach Perrine, the new VC for Student Affairs, on this project.
- 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.

- **Update:** Dr. Austin said Mr. Steve Collins, director of information services, met with other UA campus information services directors and the group is awaiting guidance from system.

Area Updates:

Mr. Cooper reported the following for Finance and Administration:

- CARES Act money totaling \$322,700 has been distributed to students.
- The budget is complete for 2020-2021 and reports are complete. The business office is ready to complete closing the books for the year.
- Purchasing is reviewing pricing for new chairs and tables for classrooms.
- He received information from the State of Arkansas Marketing and Redistribution office about selling the College's current chairs and tables. He will wait until timelines for the purchase and delivery of replacement chairs and tables is established to start the process for disposal of current chairs and tables. Dr. Shonk said he had spoken to Mr. Heath Wooldridge, physical plant director, regarding where to store items.
- He reported that there were no audit findings during the Secondary Area Career Center audit.

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

- The census for Summer I needs to be uploaded.
- All the Perkins funds have been spent.
- She completed a survey for Melissa Rust, UA System vice president for government relations, regarding travel to China.
- Information Services secured additional licenses for users for the Mitel app.
- Ms. Hightower reported that Mr. Cheston Cooper, network administrator, had worked on the security cameras and all of them are working properly. There had been a few that had lost connection or lost focus.
- Dr. Austin said Mr. Collins and Mr. Wooldridge are working on generator issues. They've had an electrician in to consult on the matter.
- Dr. Deltha Sharp, director of institutional research, is learning to use Business BI to create a dashboard for the College's critical data. She is looking at training from Lynda.com. Ms. Frazier asked Dr. Austin to research training options and report back.

Dr. Shonk reported the following for Academics:

- The Secondary Area Career Center is switching to tiered funding. After revising the budget to reflect the tiered funding, Mr. Zach Harber, director of career and technical education, removed a part-time position and reduced budgets for materials and supplies. Ms. Frazier asked if he thought high school enrollment will be down. Dr. Shonk said he thinks the programs will be down a few students in the individual programs although the number of programs has increased.

- Ms. C'aira Stewart, administrative specialist, is helping in admissions due to a vacancy of the administrative assistant for the department. Dr. Shonk said yesterday was her first day in admissions. Ms. Frazier said Ms. Meagan Akins, admissions counselor, was very appreciative of her assistance.
- Meetings with Southside Public Schools resumed this week.
- There are three RN faculty vacancies but only two will be filled. Interviews start today to fill those positions.
- He said in addition to furniture, there are other equipment items that faculty will need for the fall. One of the items is a Windows Surface device for the 23 full-time faculty currently do not have access to one. Other equipment needed is for recording voice. Lapel microphones can be purchased for about \$200 each. Ms. Frazier asked for a proposal of what the division needs and a list of items they would like to have. It was noted that the challenge is getting them fast enough and in hands of faculty to learn it and get it set up the way they want. Ms. Frazier said Title III money which is about \$50,000 to purchase these items.
- He said that two division chairs are adapting to new technology and moving to Blackboard Ultra for their courses.
- On the UA BOT agenda today is a report by Dr. Michael Moore, vice president for academic affairs, on lessons learned from the COVID-19 pivot. Dr. Shonk said that Dr. Moore asked all schools for five bullet points about the "pivot" to remote learning. Dr. Moore also asked Dr. Shonk to be on the call, in case BOT members had questions.
- Dr. Shonk asked for input into a student behavior matter.
- He provided a handout on the Lyon Exchange program which will be provided to the Board of Visitors on Thursday. They discussed the imbalance in the exchange noting that Lyon Students essentially take up a whole section of A&P II Lab. They discussed ongoing discussions and partnerships with Lyon. Ms. Frazier asked if Dr. Shonk could quantify the student enrollment with dollars lost. He said he would gather that data.
- He provided a handout on enrollment noting today's headcount of 859 and SSCH 8953. He said this is down now as compared to last year, but he expects it to increase.

Ms. Frazier said Ms. Lea Ramsey, database administrator, sent an email about the procedure to request access for new employees. Ms. Frazier asked Dr. Austin if she would put that process into a procedure and bring it to cabinet.

Mr. Cooper said that Ms. Maddie Cooper will be coming back to assist at Grill while Ms. Melissa Foster is on leave. Also, he said Ms. Robin Britt did a good job on getting the non-payment list down to between \$7,000 to \$8,000.

Ms. Frazier gave appreciation to Ms. Kristen Cross, director of financial aid, for her leadership on the vice chancellor for student affairs selection process.

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

Respectfully submitted by Ms. Jodie Hightower