

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 1, 2020 / 1:00 p.m.
Room 104
Minutes

Members present were Ms. Debbie Frazier, Mr. Gayle Cooper, Dr. Anne Austin, Mr. Zach Perrine and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower, was also present.

Ms. Frazier called the meeting to order at 1:06 p.m.

Dr. Shonk moved to approve the minutes from the June 17, 2020 meeting. Mr. Cooper seconded the motion and the motion passed.

Welcome to Mr. Zach Perrine – Ms. Frazier welcomed Mr. Zach Perrine to campus.

Disposal of Tables and Chairs through M & R – Mr. Cooper said that tables and chairs are being replaced and August 10, 2020 is the estimated date of delivery for 462 chairs with desks attached. He said that the College will have to pay 5% of collected funds to M & R for the disposal of the items. He asked the group how much to charge for the tables and chairs. The group decided \$1/chair; \$5 for tables; and \$3 for wood tables. These items will have to be purchased by a non-profit organization. Mr. Cooper also said he plans to hold some of the tables and chairs back that are in better condition and all the plastic chairs will go directly to M & R for disposal. Ms. Frazier will provide him a list of the email addresses for the area superintendents.

Drop for Non-Pay – The group discussed establishing a process for dropping students for non-payment. Dr. Shonk said this summer the College had issues with students being dropped for non-payment even though they had passing grades and had attended more than 60% of classes. Dr. Austin said students have in the past had until the Friday before classes to pay or make arrangements to pay and had a practice of calling those students who had not paid by that date. She noted that at one time administration decided not to let anyone enroll late.

The group discussed the sources of the disconnect this summer which included the departure and arrival of several key personnel involved in the development of the list of students to be dropped for non-payment. Dr. Austin said in the past the registrar, business office and financial aid work together to cull the list and each student is notified multiple times. Dr. Shonk said advising staff has also contacted students in the past and would be available to do so in the future. Mr. Cooper noted that Ms. Robin Britt worked on the list of student accounts receivable and got the balance owed to the College under \$7,000.

The group discussed that the general guideline is the 5th day of classes is the last day to pay, but outstanding balances are due on the first day of class and then students will be dropped for non-payment on a specified date established by the registrar and others in the process. Based on circumstances, there is some grace though. There was discussion about outlining the strata of who calls students at certain points in the process. There was additional discussion regarding firm reporting dates and how long it takes to review and contact students.

Ms. Frazier said the next step in this discussion is for those involved in the process should meet and make recommendations to the Cabinet.

iDatify SmartRésumé – Dr. Shonk provided a handout regarding the iDatify SmartRésumé software. Dr. Shonk said Dr. Michael Moore, UA System vice president for academic affairs, presented this program at a system chief

academic officer meeting. Dr. Shonk said during the last UA Board of Trustees meeting, there was discussion that all system schools would be using the program which validates a person's résumé including transcripts and co-curricular student award information. There is no charge to the College, the employers who use the program are the ones who will be charged. Dr. Shonk said it will not cost students anything, but students will have to opt into the service. The program can reach out to alumni too. The software creates an electronic résumé using block chain technology providing digital encryption. The group determined that UACCB will move forward with the implementation of iDatify SmartRésumé.

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.
 - **Update:** Dr. Austin said the next step is to discuss this issue with Mr. Perrine.
- 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. Collins is waiting on the UA System to provide guidance noting there are four policies coming from the system regarding this subject. Regarding the computer system failure last week, Mr. Cooper said the voltage regulator that goes into UPS is now installed. The notification systems are up and running now. The voltage regulator was not installed when generator was installed which was the cause of the issues last week. They talked about documentation of the after-action report.
- New employee request procedure – Dr. Austin
 - **Status: no action**

Area Updates:

Mr. Cooper reported the following for Finance and Administration:

- The College has distributed about \$365,000 to students from the CARES Act funds. There will be additional disbursements this week.
- Mr. Mark Cartwright, director of events, is working on several events scheduled for the end of July and looking forward to events scheduled in July 2021, such as Kids' College, teens' college and EMT/PN pinning.

- He reported that each of the last few years, over 50,000 people attended events on campus in Independence Hall. For 2019-2020, only 27,000 people visited for events.
- He supplied a packet with budget information:
 - A review of revenue projections including sales tax revenue which is up for the month of April.
 - A review of budget changes for FY 21 including cuts that were taken primarily from salaries for currently vacant positions.
 - He said the Governor announced that money from FY20 that had been cut would be restored. Also, the Governor announced a 2.2% merit increase for classified employees, however, it is still unclear if the College will be able to provide that increase to its classified employees. If the Governor does give authority for colleges to provide the increase and if the College could pay by July 10, then that raise could come from FY20 funds. He noted we would need to have completed performance evaluations. Ms. Frazier said the College has not received authority from the UA BOT to provide a salary increase yet either. There was discussion regarding providing a stipend at mid-year, however, there was concern about the source of funding for that stipend.

Dr. Shonk reported the following for Academics:

- Dr. Shonk said that any time there is a network disruption, such as the one last week, students lose access to email and Blackboard because the internal my.UACCB portal is down. He asked if there would be a way to eliminate the requirement of going through that portal. Dr. Austin said that students can directly sign on to Office 365. The group discussed how students are informed of those changes and how staff are also notified. Dr. Shonk and Dr. Austin will work together on language to notify campus.
- The UACCB Library ended services with Innovative Interfaces, Inc. effective June 30, 2020 and began services with The Library Corporation (TLC) on July 1, 2020, however, they will not guarantee service until end of August. Materials checked out in July will be done manually. He praised Ms. Crystal Blue who worked hard to get the information to TLC.
- Library inventory was completed and there is \$1.25M in holdings.
- He provided a handout and follow up to the TEC agreement with Lyon College showing the cost of tuition lost by UACCB for the last five terms totaling \$36,804.50.
- Implementation of the software Ally, a Blackboard product that provides ADA compliance monitoring, will begin soon. The next step in implementation is bringing staff who are responsible for accommodations into the discussions and process.
- From Adult Education
 - For 2019-2020, Adult Education had marked improvements in meeting benchmarks. The effective and efficient (E & E) state minimum benchmark is 47%. UACCB Adult Education ended the year with a 70% E&E. They met benchmarks in all but one category (Level 4 ESL, missed by one student).
 - Since March 23, 2020 (when a public health emergency was declared in Arkansas) there have been 40 Adult Education students and 10 ESL students, with 78% of them having made “measurable gains.”
 - Ms. Janet Rodgers and Ms. Ellen Elbel, who are both part-time, have been instrumental in enrolling, scheduling, and assisting during this challenging time.
- Workforce and Community Education
 - There were 250 registrations for the free Ed2Go classes (free course offer ended last night). This free program dramatically increased our exposure to the business community.

- Non-credit course offering brochure is read to print. It is an eight-page brochure that will eventually move to an online format.
- All content areas of their website have been updated.
- They will update links to UACCB program pages in Career Coach when the new website is available.
- Career and Technical Education (Workforce Training Center)
 - The storage container is now on site.
 - The machining equipment is on site and set up.
 - Conference room furniture is still needed.
 - Televisions are also needed. (approx. 10)
- Math and Science / Arts and Humanities / BTPS (combined report)
 - Academic Affairs/Faculty virtual meeting last Thursday (June 25, 2020)
 - A meeting recording available is available at <https://us.bbcollab.com/recording/1c04fd7390ad4ce19c153087d4da0a30>
 - A stone for the Dr. Tamara Griffin memorial in the flag courtyard will be purchased soon. Ms. Kim Whitten, director of advancement, confirmed that enough funds were raised to order the stone. The group discussed how to word the stone and which stone to choose.
 - Although they still have lots of questions, faculty and staff had positive comments about returning in fall. They understand the uncertainty of the entire process. Only received two emails with specific questions. Both emails were positive and were presented as a “have you considered this” scenario.
- Nursing and Allied Health – Ms. Mary Brewer and Ms. Micah Moody were hired as full time (11 month) faculty in the RN program.
- Secondary Career Center – Mr. Roger Ried was hired as Director of the Secondary Area Career Center.
- CARES Act (Title III portion) – His division provided a list of equipment needs totaling \$24,000. He discussed portable options for students who do not have laptops or webcams with the computer lab manager and the director of the student success center. There may be a need to buy more devices to check out to students.
- Enrollment update
 - Fall 2020 budgeted for 13,243 SSCH. As of yesterday, fall enrollment was at 9,191 SSCH, or 70% of projection. Nursing students have not been enrolled yet. Cosmetology has 20 new students registered for fall. Construction technology has one student registered, although there are students registered through the Secondary Career Center for this program as well.
- Vacant positions
 - Division Chair – Business, Technology, and Public Service
 - Intent to Hire submitted (July 20, 2020, first review of applications)
 - Director – Adult Education
 - Intent to Hire submitted (July 20, 2020, first review of applications)

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

- Ms. Sara James with the UA System office is pursuing a system wide agreement with SUNY (State University of New York) for Title IX training. This may change new student orientation a little and a time frame for implementation has not been determined.

- Institutional Review Board (IRB) – Mr. Jimmy Waugh, who was previously approved, updated his request.
- *IRB – Dr. Austin brought forth a recommendation and motion to approve an IRB request by Mr. Vernon Hoffman, science faculty, for completion of his doctoral program. Dr. Shonk seconded the motion and the motion carried.*
- She received “substantial approval” yesterday for the Perkins local application with a few things to correct. The application has seven focus areas – equipment, inclusion of special populations, internships, faculty training, personnel, external student activities, and credential attainment. The construction and installation of the greenhouse will be included in the annual plan. She also noted that the 3-year rule is no longer an issue. That rule stated projects could only be funded through Perkins for three years and after that projects would need to move to institutional funds.
- She said that her office would be interested in having a work-study student to assist with filing.

Mr. Zach Perrine reported the following for Student Affairs:

- He met with Ms. Meagan Akins in admissions regarding New Student Orientation and when and how to bring students on campus.
- He is participating in the hiring of the JAG Career Coach. Reference checks are in process.
- He is currently revising the director of admissions position description.
- His office is working on a follow up report to ADHE regarding legislative mandates.
- Mr. Perrine met with Mr. Philip Landers and Ms. Jennifer Ford regarding the new MOU for Career Coaches.
- He will be meeting with the directors in Student Affairs both as a group and individually.

Ms. Frazier reported that the White River Medical Center in Batesville received 120 COVID-19 testing kits in May and only 60 testing kits in June, which means they are only testing symptomatic people. She reported that Dr. Bobbitt has sent several emails regarding testing and its availability for higher education institutions. There is discussion regarding contact tracing and through the emails, she said it was presented as if contact tracing would be done through a third-party vendor, noting that Dr. Bobbitt has concerns about some schools who plan to use students to conduct contact tracing. She said UACCB will likely use the Arkansas Department of Health and local resources for contact tracing on campus. She also said that test results are taking 5 – 7 days and people have to self-isolate/quarantine during that time. Ms. Hightower and Ms. Frazier have drafted a plan for returning to campus although most people are on campus at least a portion of the time each week. There are many issues still at large including the use of face coverings/masks and who provides those items. She said there is an increased presence of students on campus and she expects that to increase.

Ms. Frazier is working on appointment letters for faculty. She is also putting together search committee appointees for the vacant open positions. She said she expects an announcement to be made regarding the JAG College Career Coach position soon, noting there were several good candidates.

She reviewed an enrollment gain per week report. Enrollment is down but strong.

With no further business the meeting adjourned at 3:45 p.m.

Respectfully submitted by Ms. Jodie Hightower