

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 17, 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 1:04 p.m.

Dr. Austin moved to approve the minutes from the July 1, 2020 meeting. Dr. Shonk seconded the motion and the motion passed.

Follow-up items:

- ☐ Review of Faculty/Staff grievance process by 2 Year 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. Dr. Austin said the next step is to discuss this issue with Mr. Perrine.
 - **Update:** Ms. Casey Bromley has convened a group of people to review.
- ☐ 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. 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.
 - **Update:** Dr. Austin said that work is progressing on policies and she anticipates that once policies are adopted at the system level, the College will need to update local procedures. Information Services has moved forward implementing an electronic helpdesk system.
- ☐ New employee request procedure – Dr. Austin
 - **Update:** Dr. Austin has reviewed the procedure and she said the best way to address the issue may be to add a line on the Personnel Action Form (PAF) to note that the new hire form needs to be submitted. She also said that putting the link to the new hire form on the same webpage as the PAF would help as well. Dr. Austin will follow-up and move forward with that.

CARES Funding for Jaxson Steele – Mr. Steele was a student who passed away after the first distribution of CARES funding to students, but before the second distribution. There is \$245.89 left that would have been his money. Ms. Frazier asked the group what should be done with these funds. Mr. Cooper will check with UA System legal counsel to determine if the funds should be sent to the family or the estate. If the money is to be retained by the College, then it could be used to assist a student with a need that is COVID related.

Model Title IX Policy – Dr. Austin sent the policy to everyone prior to the meeting today. She said the last time the campus Title IX policy was approved; the College adopted the model policy the UA System provided. She recommends the appropriate modifications be made to address the local campus as it was last time. Ms. Frazier asked her to make modifications and send it out with a request for a vote.

Discrimination Complaint Policy – Dr. Austin said this policy is new for UACCB. There is a staff grievance policy, but this one is a bit different. Dr. Austin will review the policy, update it and bring those changes forward to Cabinet later.

Policy and Procedure for Uncollectible Accounts Receivable – Mr. Cooper provided a hand-out outlining the procedure regarding delinquent accounts, collections, and abatement processes for uncollectible accounts receivables. He said the UA System as well as state officials require a policy with this information. He asked everyone to review the document for discussion at the next meeting. There was a brief discussion on de-registering students and how this procedure works with that process. Mr. Cooper noted that about a week before classes start, he and the controller, Ms. Mandy Walker, will send a letter to students with outstanding balances and ask them to contact UACCB. Mr. Cooper will bring back recommendations from the registrar's committee regarding withdrawing students as it relates to accounts receivables.

Area Updates:

Ms. Jodie Hightower provided a report regarding meetings she attended this week regarding bringing students back to campus this fall and COVID-19 contact tracing. She said UAMS has obtained the contract to provide contact tracing for all students, faculty and staff at Arkansas colleges and universities. She said a priority in contact tracing is confidentiality. She said the Arkansas Department of Health (ADH) and UAMS are working diligently to prepare for a call center opening on August 3. Once UAMS receives information from ADH regarding a positive COVID-19 case that is connected to the college, UAMS will notify Ms. Hightower. Ms. Hightower is the point of contact for UAMS contact tracing. The College's role in contact tracing will be to assist in notifying people that UAMS will likely call and assist in locating or providing contact information. She will also provide information to administration to assist with facility cleaning and other safety precautions. Ms. Hightower said many of the ideas and suggestions for safety precautions mentioned during the meetings were ones UACCB has already implemented or considered.

Ms. Frazier asked the group to consider changes to the Grill. The group discussed the possibility of providing more grab and go items, providing canned drinks instead of fountain drinks, timing of services, methods of payment, limiting traffic flow or making it one way. They also discussed the restocking of vending machines on campus.

Mr. Cooper said he had meeting with bookstore manager, Ms. Luanne Barber and bookstore clerk, Ms. Lisa Watts, regarding ways to make utilizing the bookstore safer. The group discussed ways to provide a safe experience for students purchasing books during the sale tax-free weekend on August 1 - 2, 2020. The bookstore plans to open Saturday, August 1 from 9 a.m. to 3 p.m. The group discussed personnel needed for the day and logistics for providing a one-way flow.

Mr. Cooper reported the following for Finance and Administration:

- The college has spent about \$300,000 of the \$514,000 provided by the CARES Act. Of the \$108,000 provided by the state from personal protective equipment, the college has spent about half.
- The Business office is working to issue checks to students for the remaining CARES Act student funds.
- He is hosting a department meeting after Cabinet to help inform personnel in his division about decisions and discussion items of Cabinet.
- Regarding the \$237,000 from FY 2020 that was returned to the college, there is still no determination on how or if the college can use those funds. He said most colleges plan to put the money in reserves.
- He said that although the governor has authorized a 2.2% salary increase for classified employees, institutions have not implemented those yet.
- The move to entering work time via the web rather than submitting a paper time sheet is in process.
- With the move to Workday for Project One, leave time accrual will occur at the end of the month instead of twice a month. Also, holiday hours have been moved to an employee's annual leave balance. Workday only allows for annual and sick leave. Employees will need to keep enough holiday hours for the required end of the year campus closure. An email will be sent out to campus to explain this new procedure.
- Ms. Frazier said she has had people ask about hiring people when the budget was cut. They discussed explaining to employees that many of the new hires are grant funded or replacements, not new positions.

Dr. Shonk reported the following for Academics:

- He conducted two initial search committee meetings for director adult education and division chair for business, technology and public service. There are currently six applicants for each position.
- He provided a handout with enrollment data. Students are registered for an average of 11.02 credit hours and trend lines are like years past.
- He reported on class scheduling noting that there are a couple of sections including the writing studio and writing basics that are nearing capacity. If an increase in capacity is needed, he will increase capacity in online courses first.
- He said there are some faculty members who are concerned about coming to campus this fall. He noted that some have medical reasons for their concern.
- He described some issues Academics is having with microphones and sound quality on playback of recorded sessions through Blackboard. He is working with Mr. Blayne Stewart, computer science faculty, to train faculty and research potential solutions.
- He met with Mr. Steve Collins, information services director, about additional technology needs for the semester. He will provide Mr. Collins and Mr. Heath Wooldridge, facilities director, information on a regular basis.
- Dr. Shonk asked if anyone has heard how Project One cohort 1 schools are doing. No one has received information from any peers regarding the transition.

- Dr. Shonk is presenting at the Blackboard World conference next week.

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

- The data movement to the cloud for Project One is scheduled for the end of August.
- The file transfer for the library is still in process.
- Ms. Casey Bromley, registrar, pulled together people to go through processes for withdrawing students.

Mr. Zach Perrine reported the following for Student Affairs:

- New Student Orientation is scheduled for August 4, 7, and 18, and is capped at 100 each. Admissions personnel met with Mr. Mark Cartwright, events director, regarding these events. They have changed the check-in process to reduce the opportunity for a bottleneck. They are still deciding on what items to provide to students as a welcome gift.
- Admissions is working on the recruitment calendar incorporating several new ideas.
- The Director of Admissions search committee initial meeting will be held on Monday, July 20. Then it will review applicants on Wednesday, July 22. They plan to interview August 3-5.
- He will prepare the Intent to Hire for the Admissions Administrative Analyst position but will postpone hiring until the new director of admissions is selected.
- Financial Aid would like messaging regarding completing the FAFSA when tax free weekend announcements are made.
- The Student Success Center will celebrate Tutor Appreciation Week October 5 – 9, 2020. Ms. Deanna Tillery, director of the center, plans to enter materials into a competition in which first prize would be 10 free tutor trainings for national certification, plus materials and conference registration. This prize is worth \$2,200.
- Data training for Career Coaches is Monday, July 20. They will be reviewing previous data and technology issues.
- Ms. Elizabeth Smith, JAG Career Coach, reported to campus yesterday and has begun training immediately.
- Student Affairs is creating a CARES resource spreadsheet where items needed are compiled.
- He has conducted several exploratory process meetings and is excited about the small things the college can do to get data that will have a big impact on benchmarking and goal setting.
- He and Ms. Lynn Bray, administrative assistant for the vice chancellor of student affairs, met with representatives from the Arkansas Arts Center Children's Theater.
- He said Virtual Care Group for the on-line mental health contract for service at UA Hope-Texarkana will go live September 1, 2020. The cost will be based on annual enrollment and will be around \$17,000 per year which gives students access to 3 sessions. The service is available 24/7.
- Meeting with local public-school districts have begun and the remainder of the meetings will be scheduled soon.
- He has received two nominations so far for the ACC Academic All-Star.

Other items or updates:

Ms. Frazier said on July 27, 2020, personnel will resume regular 8 a.m. to 5 p.m. working hours.

Dr. Austin asked what the process is for ordering items related to preventing the spread of COVID. The group discussed having all requests funneled through Mr. Wooldridge.

Ms. Frazier asked the group to consider choosing a topic about items that are coming up in the year or two and take time each Cabinet meeting to discuss them. She suggested topics including succession planning, tuition increases, and changes to Title IX.

With no further business the meeting adjourned at 3:21 p.m.

Respectfully submitted by Ms. Jodie Hightower