

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 5, 2020 / 9:00 a.m.
Room 104
Minutes

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

Ms. Frazier called the meeting to order at 9:08 a.m.

Dr. Austin moved to approve the minutes from the July 17, 2020 meeting. Dr. Shonk seconded the motion and the motion passed.

Title IX Policy – Dr. Austin previously provided the model policy from the UA System office and asked the group to discuss the policy areas where options need to be decided. She said the system office conducted training July 29, 2020 regarding the changes. She said one of the changes is that an investigation must occur, and informal processes not allowed. After an investigation, a hearing will be held, which can be heard by a panel or a single person. The person conducting the investigation cannot preside over the hearing. In the hearing the parties can have advisors and that advisor can be an attorney. The college is responsible for bringing an advisor in for either party. After the hearing there is an appeal process. UACCB needs to determine if the appeal will include one person or a panel of three.

The group discussed the possibility of bringing someone in from another UA System school, which is still an option. Also discussed was training a pool of people to fulfill the roles in the process. After discussion the group decided to move forward with a policy that will designate a single person to oversee the hearing process and a different person, a chancellor's designee, to oversee the appeal process.

Ms. Frazier asked the group to send names to her of nominees for pool of people to be trained by Monday, August 10, 2020.

The group also discussed the formation of a Behavioral Intervention Team (BIT). They decided that the Vice Chancellors would be the BIT and the chancellor would serve as the appeals arbitrator. Dr. Austin said she will check with the system office regarding this idea. Ms. Frazier will talk to her peer chancellors.

Dr. Austin confirmed that Title IX only applies to students. Faculty and staff are covered under Equal Employment Opportunity rules. However, if this is a faculty and student issue, then it becomes a behavioral/student disciplinary issue.

Student Handbook updates – Mr. Perrine said his division has been working on revising the handbook. He previously sent the updated handbook to them via email. He said the layout of the document was re-organized according to the cycle from college application and entry to graduation. The handbook will be an electronic document with the table of contents linked to sections. He asked them to review the document and make recommendations for changes.

FMLA Policy 419.1 – Ms. Frazier said Mr. Cooper had previously brought forth the need to update the college's procedure based on the change the system office required. The group reviewed the updated procedure. She requested a motion to accept the updated policy which change the method of calculating FMLA leave.

Mr. Perrine moved to accept. Dr. Austin seconded and the motion carried. Ms. Hightower will post the updated, approved policy to the my.uaccb website.

Discussion on return to campus – Ms. Frazier asked the group to discuss how the plans for students to return to campus. Dr. Shonk reviewed how classes will be held this fall. He met with several key personnel to determine where PPE supplies need to be set up as well as the traffic flow in the buildings. Dr. Shonk is hosting a meeting with faculty and staff this afternoon to explain how classes will be held this fall. He said most of the tables have been removed from the classrooms. The new mobile desks will arrive on Monday, August 10, 2020.

Dr. Shonk said he has asked faculty to keep instruction time to an hour to allow for cleaning of classrooms. The plan is for students coming into the classrooms to clean as they enter having wipes and hand sanitizer available. He said several questions regarding what happens if someone in my class tests positive. He would like a paragraph to be written for faculty to read at the beginning of the class.

The group discussed a recent article regarding conducting “dry runs” prior to the beginning of the semester. Dr. Shonk said he is planning to have faculty participate in test Blackboard Collaborate sessions prior to the start of classes on the 19th. He also said the numbers of students per class is good. They will raise caps for online courses first. Dr. Shonk said the biggest challenge is computer software applications class in the Secondary Area Career Center. Mr. Zach Harber is reaching out to school districts to see about the possibility of holding those classes on the high school campus and having our instructor online and remote conducting the class. Dr. Shonk is concerned that some faculty may refuse to come back to campus and request to teach all their courses remote. The group discussed about potentially having to move remote instruction later in the semester.

Mr. Perrine discussed Student Affairs and the planning that has taken place to host New Student Orientation and Welcome Week. There were 65 students in attendance at NSO yesterday.

The group discussed the success of the Saturday Sales Tax Free event at the bookstore on August 1, 2020. There were no issues to report and only one person declined to wear a mask due to health reasons.

Ms. Frazier said the UACCB Foundation golf tournament will be held in a virtual format this year.

Mr. Perrine asked the group for their thoughts on deferring of institutional scholarships for a year. The group decided not to defer institutional scholarships. They also discussed academic suspension.

Dr. Austin said Information Services are concerned about the timeline for receiving equipment and getting it set up and in the hand of faculty in time for the start of classes. Dr. Shonk said he, maintenance, and Information Services have discussed the priority of installation.

Dr. Austin said the registrar's office has had many requests for transcripts. They discussed the mode of delivery for transcripts – electronic or paper. She also noted that August 30, 2020 is the deadline for moving data into Workday for Project One.

The group discussed recent issues with the network. Dr. Austin said Information Services contacted a former faculty member who is familiar with Linux applications. Ms. Frazier asked if there is a process in place that can alert the college to potential technology issues. Dr. Austin said Information Services is looking at the issue and some alerts are in place but not everything is connected to an alerting system.

Ms. Frazier talked about the Baker Tilley information security audit and the importance of making progress on the items noted in the audit as the UA Board of Trustees will be reviewing it.

Ms. Frazier asked for a resolution thanking the employees who have designed and cut the plexiglass dividers for use on campus. Those involved in this project were Doug Muse, Austin Muse, Zach Harber and Andrew Muse.

Discussion on vacant positions – Ms. Frazier asked the group to give an update on all vacant positions in each division. Dr. Austin said there are no vacancies in Research, Planning and Assessment. Mr. Perrine discussed the process of hiring a director of admissions. He said he plans to make an offer this week and announce the decision to campus next week. Ms. C'aira Stewart is moving to administrative assistant in admissions from an administrative assistant position in academics. Dr. Shonk said a division chair for business, technology and public service has been selected. Dr. Jeanette Youngblood will be joining UACCB on August 16, 2020. Ms. Becky Warren was selected as the director of adult education and will also transition to that position on August 16. With Ms. Warren's move to adult education, the director of workforce and career services position is now open. Dr. Shonk reported that Ms. Micah Moody and Ms. Mary Brewer have joined faculty in Nursing and Allied Health. There is a PN instructor position open and interviews are scheduled for next week. There is also an administrative assistant for academics position open as well. There are no vacant positions in Finance and Administration.

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
- ☐ Security Audit plan to address findings – Dr. Austin
 - **Status:** 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
 - **Status:** 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.
 - **Update:** The link is now on the same webpage as the PAF. **DONE**

- Jaxon Steele Follow-up – Mr. Cooper
 - Status: We did not send a check to his estate. That money was included in second disbursement that was distributed to 549 students. **DONE**
- Discrimination Complaint – Dr. Austin and Mr. Cooper
 - Status: Mr. Cooper needs to review the procedure and seek guidance from the System office.
- Procedure for Withdrawal, Dropped for non-payment, Uncollectible Accounts Receivable – Mr. Cooper and Dr. Austin
 - Status: Ms. Casey Bromley, registrar, and the group she has selected need to provide recommendations to the Cabinet about the process for withdrawal and non-payment. Ms. Frazier requested the Ms. Bromley attend the next Cabinet meeting. Some of the issues to be discussed include students without financial aid by fifth day, de-register for non-pay, students accounts vs attendance and census needs.

Area Updates:

Dr. Shonk reported the following for Academics:

- Some of the Microsoft Surface devices have arrived. He received 14 and an additional 30 are on order. Dr. Shonk would like to get these ready for faculty as soon as possible. He and Mr. Blayne Stewart, computer science instructor, have identified 25 faculty who will need training as well. He is requesting that the devices are prepared and distributed to faculty as quickly as possible under direction of Mr. Dustin McAnally, computer lab manager.
- Mr. Zach Harber, director of the workforce training center, is working to secure a transfer of the plumbing apprenticeship to UACCB.
- Ms. Tiffany Guinnip, project manager for academic affairs, is updating the Blackboard log-in page to add instructions for students to set and reset passwords. An email will be sent to faculty and students to alert them of the new procedures. She will also update the link on the my.uaccb website. The change means students and faculty will be directed to the main Blackboard website where they will sign-on with an independent Blackboard username and password rather than the single sign-on linking my.uaccb credentials with Blackboard that is used now.
- Using Perkins funding, the Community and Technical Education department will host an inclusion speaker on campus. Ms. Frazier would like to invite someone from the Higher Learning Commission.
- Regarding the Blackboard Ally compliance system, Dr. Shonk said Mr. Michael Moore, at the System office, will request reports every six months.

There were no updates from Dr. Austin for the following for Research, Planning, and Assessment division.

Mr. Zach Perrine reported the following for Student Affairs:

- Enrollment is at 95% of goal and SSCH is 88% to goal. The increase in daily headcount is averaging 11. This rate puts the college on track to meet goal. The group discussed enrollment at other schools, many of whom are not having the same success as UACCB.
- During the 1 p.m. meeting for faculty and staff that Dr. Shonk is hosting, Mr. Perrine will highlight several resources available to the employees, including the employee assistance program.
- The contract for providing mental health services for students is in place. The service provides three sessions to students at no cost to the student and is available 24/7. CARES Act money will be used to pay

for the program, which costs around \$22,000 per year. The College will be provided some aggregate data from the service.

With no further business the meeting adjourned at 12:20 p.m.

Respectfully submitted by Ms. Jodie Hightower