

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**August 26, 2020 / 9:00 a.m.**  
**Room 104**  
**Minutes**

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

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

*Dr. Austin moved to approve the minutes from the August 5, 2020 meeting. Dr. Shonk seconded the motion and the motion passed.*

**COVID Case update** - Ms. Jodie Hightower provided a brief update on COVID-19 cases self-reported to her office. She said there are about 30 students who are in some state of quarantine due to COVID-19. Some are household members of positive cases, some are positive, some have tested, and some are waiting to test. There were 5 positive self-reported cases as of August 26, 2020 and none of them had been on campus since the start of classes. There are three employees who are out on quarantine as well. She described the process of contact tracing and case notification through the Arkansas Department of Health and UAMS. She is working with Ms. Tiffany Guinnip to develop a self-report form for students to use to submit information to Ms. Hightower's office.

**Deregistration Procedures** – Ms. Casey Bromley, registrar, hosted a meeting with the following people to review and formulate solutions to issues identified in the deregistration process for students. Those participating in the discussion yesterday were Dr. Brian Shonk, Mr. Zach Perrine, Ms. Kristen Cross, financial aid director, Mr. Gayle Cooper, Ms. Mandy Walker, controller, Ms. Robin Britt, student accounts specialist, Dr. Anne Austin, Ms. Lea Ramsey, database administrator, and Ms. Bromley.

Ms. Bromley reported the group met and determined the following procedure for deregistration of students:

- All requests for students to be deregistered for non-attendance (faculty initiated), non-payment (business office initiated), and drops/withdrawals (student initiated) received in the Registrar's office by 5:00pm on the Census date each semester will be processed as a Deregistration in which the student is backed out of their class and will not be reported to ADHE.

She said deregistration will not occur between the first day of class through the cutoff date for schedule changes. Students may drop, add or delete classes during that time. The day after schedule change cutoff through the 11<sup>th</sup> day census, the student will be de-registered. Faculty can report a student as not attending each day through census. The business office attempts to contact those students.

The group agreed with the process outlined and will encourage further communication and cooperation moving forward. It was noted that the business office personnel appreciated the meeting as it helped them understand the whole on-boarding process of students.

Ms. Bromley said the non-payment list is worked on by multiple departments and requires collaboration where both advisors and business office personnel contact the students. She said that her office prefers an email from the

student stating they will not be attending classes. Mr. Cooper said the list for non-payment was down to 18 names from 40 yesterday.

On a transcript, the code DR is used to indicate a student was deregistered.

Mr. Perrine said an updated publication of the Bandit Buzz will note that the last day to make schedule changes is September 2, 2020 instead of August 25.

**Debrief and observation of the start of the Fall 2020 semester** – Ms. Frazier asked the group to discuss their observations since the beginning of the fall semester on August 19, 2020. Ms. Hightower noted that many students approached her while sitting at the reception desk seeking directions to various locations on campus.

Dr. Shonk said he was stationed at the library building (RJB) during the first two days of classes helping students look up their schedules. He said many students took a photo of their schedule thus eliminating the need to print schedules. He suggested organizing teams to man various locations on campus. A discussion of wearing matching shirts to identify those teams as helpers occurred. They discussed how the teams would greet the students by asking, “Do you know exactly where your going?” Dr. Shonk said he also noted while giving directions to rooms within RJB, the columns in the hallway prevent people from seeing the door to classrooms. He suggested putting signage on those columns noting the room number beyond.

The group discussed some of the changes to new student orientation that should be considered for next semester including a tour of campus that allows students to walk their schedules.

Mr. Perrine said there was good collaboration between information services and admissions in loading and processing applications. He suggested developing a timeline for events that need to happen which would allow his office to predict potential issues. He also suggested leveraging Campus Cast to re-enforce payment deadlines. The group also discussed students who register later have a compressed timeline and need their own set of messages. The group discussed using technology to link the texts to a payment process. Mr. Cooper said that many of those changes would occur when Workday is implemented in July 2021. However, he said that students need to come to campus to set up a payment plan because a signature is needed. The group discussed possible work arounds.

Ms. Frazier said she thought the start of the semester went very smoothly, and she appreciates all the hard work that occurred prior to the start of classes. She mentioned that Dr. Andrew Seely, biology instructor, told her that he has two Lyon College students in one of his classes and both had expressed their appreciation that UACCB is holding in-person classes. She also told the group that students in Ms. Jennifer Emery’s College Strategies for Success class have stopped by her office this week and have all had positive responses about the start of the semester. Dr. Shonk suggested that everyone walk around campus and into buildings during class time to see how students and faculty are adapting to the changes.

The group discussed hosting a debrief meeting for multiple groups on campus. Ms. Frazier asked the group to send Ms. Hightower some talking points or issues to discuss during the debrief. Her office will schedule this for a Friday morning.

**Behavioral Intervention Team** – Ms. Frazier contacted her peers at other UA System schools. She received responses from UA Hope/Texarkana and UACCM. Both schools utilize Cabinet members and the Vice Chancellor for Student Affairs leads those teams. Ms. Hightower will send out the information to Cabinet members to review. She reviewed information that the forms request. Mr. Perrine will take the lead on this project.

#### 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.
  - **Update:** Mr. Perrine asked if a date has been set to turn off USB ports on campus computers to deny the use of jump or flash drives. He said in the past few years, admissions have provided branded jump drives to students at new student orientation. He was considering the options for distribution. Mr. Cooper said he will check with M&R as there may be restrictions on how they are distributed. Dr. Shonk said some faculty are encouraging the use of One Drive.
- Discrimination Complaint – Dr. Austin and Mr. Cooper
  - **Status:** Mr. Cooper needs to review the procedure and seek guidance from the System office
  - **Update:** Mr. Cooper spoke to Mr. David Curran at the UA System office yesterday. They will work together to provide a document for the Cabinet to review.
- 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. **DONE**

#### Area Updates:

Mr. Zach Perrine reported the following for Student Affairs:

- He held a Student Affairs directors meeting on August 20.
- The Student Handbook is updated and posted.
- He is working with maintenance and events to establish a standard set-up for events in the auditorium and banquet hall.
- They will be re-emphasizing the requirements of serving meals during the pandemic.
- The supply of PPE (face coverings, wipes and hand sanitizer) is at a good level. A few face shields were needed for tutoring and testing. Those have been purchased.

- A P:CB planning lunch is set for September 4, 2020 in the banquet hall. Based on what the high schools are comfortable with, the meeting may be a combination of in-person and virtual.
- Admissions is working with Ms. Louise Hughes, director of student development, on the testing schedule. He said many of the recruitment fairs that typically occur at this time of year are being cancelled, however, admissions will participate in articulation fairs for Northeast and Central Educational Co-ops on Tuesday, September 8 and Friday, September 11, 2020.
- Financial aid is assisting with contacting students on the non-payment list. Due to the lack of space in the financial aid suite, the group has separated, and two people are occupying offices near admissions in MCB, while the other two people are in the financial aid suite. They will remain separate until the 11<sup>th</sup> day of classes.
- Food pantry distribution remains strong with 26 families participating at the last distribution on August 20, 2020. Ms. Frazier said the Foundation received a \$200 gift from Dr. Bobbitt and his wife for the food pantry.
- Career Pathways received a \$10,000 grant to purchase hot spots, hot spot usage, and Surface laptops for students to check out during the semester.
- The Student Success Center conducted tutor training for its tutors. Mr. Perrine said the SSC helped 45 students on the first day of classes.
- Ms. Elizabeth Smith, JAG career coach, has ten students signed up for the program and another five are in the process of registering.
- The Virtual Care Group (VCG) is a remote counseling services offered to our non-high school students through CARES funding. Students can call a number, use an app, or visit the website to set up appointments with real, licensed counselors. Each student is eligible for 3 sessions. This will be rolled out soon.
- He is working with Dr. Sharp, director of institutional research, to establish Power BI dashboards which will be a great resource for data analysis.
- Enrollment today was 1291. SSCH were at 105% of budgeted amount.
- He asked the group to consider a qualifier in the policy for influenza-like illnesses procedure 421.0 to state that if other provisions (like the Families First Coronavirus Response Act) are available, then that would replace 421.0 as a source of sick leave. He will send out the proposed wording for the Cabinet to review.

Mr. Gayle Cooper reported the following for Finance and Administration:

- There are a few employees who do not receive their payroll checks through direct deposit. He said that the College may need to move everyone to direct deposit. The group discussed voting on this issue, but Mr. Cooper would like to talk to the affected employees to determine if there would be any hardship created by a requirement to use direct deposit.
- The payroll specialist is off campus on FMLA leave and will be back soon. Ms. Frazier expressed her appreciation for Ms. Julie Johnson, human resource specialist, for stepping up in the payroll position during this time.
- He said financial reports are due Friday to the UA System office.
- The College is determining how the money that is being released back to the College will be used. Workforce money will be moved to salary.

- He said the College could budget both Category A, B and C money from the state appropriation, however Category C money has not been received.
- Accounts receivable is \$26,821 from 18 students. Those students will be dropped this afternoon for non-payment. Dr. Shonk said the 5<sup>th</sup> day no-show report will be due today.
- He provided monthly leave reports to each member for their respective departments.
- Ms. Frazier expressed appreciation for Mr. Heath Wooldridge, director of facilities, who met with Dr. Shonk to establish a timeline to prepare campus for the start of classes and welcoming students back.

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

- She is working with the legislative liaisons personnel at the UA System office where they are making tentative plans for the upcoming legislative session in 2021.
- She will be renewing the College's membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA).
- She asked if the UACCB Board of Visitors meeting will be held in October so that the board can affirm mission, vision and values. Ms. Frazier plans to host that meeting.
- Information Services is under a tight deadline to provide information for Project One transition to Workday.
- Ms. Frazier requested that Dr. Austin have Ms. Lea Ramsey, database administrator, train Ms. Crystal Blue, records management analyst, to set up new employees in the system.
- Dr. Austin reported she has received Title IX accommodation requests from 1 nursing mother and 4 students with pregnancies.
- She said Ms. Hannah Flanery, marketing coordinator, is working with the website provider to have a fillable intake form for Title IX accommodation requests.

Dr. Shonk reported the following for Academics:

- The change in the Blackboard sign in process has gone well, however, the biggest challenge is that students are used to entering their full email address as the username. In the new process, the username is just the portion of the email address to the left of the @ symbol. He noted that some of the students do not have access to their UACCB email accounts which makes password reset difficult.
- He said currently Information Services personnel do not have access to change Blackboard passwords. He can grant them access, but it would give them total access to the system.
- He noted there are some issues with the consortium students and his office must contact those students individually to update their passwords.
- He said the Hy-flex model for providing classroom and remote learning seems to be working well and students are responding well. He offered to have a demonstration of some of the classroom and remote learning techniques being employed by faculty.
- The Surface Go devices are working for faculty.
- Enrollment is up in the Secondary Area Career Center. Last year there were about 145 students, this year enrollment is near 190.
- He suggested sending an email to campus reminding everyone that activities off campus effect what happens on campus as it relates to preventing the spread of COVID-19.

- There was some concern about high school students enrolled in college courses and if they would attend since UACCB began classes before high schools began classes. He said their attendance has exceeded expectations.
- His department is experiencing many registrations from high school students at two high schools. They are working with Ms. Rana Dowdy, high school liaison, to accommodate as many students as possible.
- Based on data from past semesters, this year's 5<sup>th</sup> day census reporting looks like prior year's data.

Ms. Frazier provided the following updates for the Chancellor's Office:

- She emailed UA System Vice President for Planning and Development Chris Thomason regarding the possibility that he could serve as an investigator for all campuses. She received the nominations from the Cabinet members for team members to be trained to serve as Title IX investigators for the campus. Dr. Austin said the system office has contracted with SUNY to provide training and she can facilitate that training. She and Mr. Perrine will build the curriculum for the team.
- Mr. Cooper created a CARES Act form to request and justify expenses related to COVID-19.
- She asked everyone to submit documentation for anyone working remote. She also needs to know who is taking FFCRA leave related to COVID-19. If an employee is quarantined, they should be using FFCRA leave.
- She expressed appreciation for everything that her direct reports have accomplished to date with regards to administration of the campus during the COVID-19 public health emergency.

Ms. Frazier asked Dr. Austin if there is a specific hate speech policy for the campus. Dr. Austin will research but did not know of such policy.

With no further business the meeting adjourned at 11:23 a.m.

Respectfully submitted by Ms. Jodie Hightower