

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
September 2, 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 was also present.

Ms. Frazier called the meeting to order at 9:05 a.m.

Mr. Perrine moved to approve the minutes from the August 26, 2020 meeting. Mr. Cooper seconded the motion and the motion passed.

COVID Case update - Ms. Jodie Hightower provided a brief update on COVID-19 cases the report to UA System office. The report is submitted each Friday and there were 5 positive cases to report on August 28, 2020. One additional positive case has been reported so far this week. The group also discussed the rising number of Cosmetology students who have been quarantined due to exposure. Currently there are five students out due to exposure.

Report on UA Liaisons meeting – Dr. Austin provided an update on the meeting of UA System legislative liaisons. The 2021 General Session begins in January 2021; however, early bill filing begins in November 2020. Dr. Austin said it is speculated that there will be a lot of early filing. She reported there is uncertainty in how the legislative committee meetings will occur due to social distancing requirements noting that many of the rooms at the Capital are small. She reminded the group about the UA System policy 464.1 on political activity.

She reported there is legislative support for the academic challenge scholarship to include an enhancement that is need based. There is a significant amount of money to fund this enhancement due to previous changes in eligibility and amounts of scholarship per student. There is a draft bill for enhancing higher education that would primarily affect 4-year schools because 2-year schools are already required to provide the documentation that the bill would require. The UA System office has many of the requirements already in place that are expressed in the bill as well. She provided a draft of the bill that will be submitted to the legislature. The group also discussed reporting that may be duplicative and burdensome. Dr. Austin noted there is interest in codifying some of the reports and pulling back some additional ones. She said there is also concern regarding the statutory requirements in the Arkansas Challenge Scholarship that requires schools to report the placement scores of transfer students. ADHE has determined they want placement scores for all transfer students, not just ones earning the Challenge Scholarship. There is language in the requirements that ties funding to that reporting mandate.

Ms. Frazier reported there is a push to move certain job categories out of classified status including skilled trade, IT, and Campus Safety. She said the presidents and chancellors voted to support this move and recommendation. She said there is a push to remove all jobs from classified status, however, for now they will recommend moving the afore mentioned categories. She said she thinks over the next three to five years all jobs will be moved out of classified.

Dr. Austin reported that there is a push for all contracts, including \$0 dollar contracts, to go through the legislative process. This would affect UACCB as there are many \$0 dollar contracts.

Dr. Austin said other issues being monitored include:

- Limiting the ability of a college to buy out a contract of a president or chancellor with state dollars.
- Leased space, which primarily would affect UAMS, because they lease floors or floorspace rather than a whole building.
- Increasing fraud thresholds from \$1,000 to \$5,000.
- Whether or not the legislative review committee would meet in October. UA System personnel would like to hear concerns from systems schools.

Report on Great Colleges to work for survey – Dr. Austin provided a report on the survey that was rolled out in April of 2020. The group reviewed the data provided. She reviewed the comparison data from the 2018 (?) survey. She noted that faculty are having a different experience overall based on comments received. As a group they are reporting less on each question. She said there are areas where improvement is needed and offered to have Dr. Deltha Sharp, director of institutional research, attend a Cabinet meeting to explore the data further. The group discussed the timing of the survey considering the COVID-19 pandemic which had directly impacted campus a few weeks prior to the distribution of the survey to faculty and staff. They discussed some of the issues that may drive the overall results of the category groupings. They also discussed communications and how information from Cabinet meetings is relayed to campus. Dr. Austin said there are opportunities to improve low areas through the Strategic Plan that would move the institution forward.

Procedure for Face Coverings and Social Distancing – Ms. Frazier presented a draft of a new policy for Face Coverings and Social Distancing. She said Dr. Bobbitt provided one adjustment – “in all indoor areas of UACCB since the required social space of 6 feet or more cannot be assured at all times.” Will remove “cloth” in next sentence. The procedure number will be 220.20.

Ms. Frazier requested a motion to approve the policy with the noted changes. Mr. Perrine so moved and Dr. Shonk seconded. The motion carried and procedure 220.20 will be posted on my.UACCB.edu.

Procedure for 421.0 revisions – Mr. Perrine presented a draft of revisions to made to procedure 421.0, Leave Use for Influenza-like Symptoms or Illnesses. Added to the document was item III. 4. which says, “Any Federal or state law, statute, or executive order, or University of Arkansas System policy addressing a specific public health emergency will supersede this procedure. All provisions pertaining to the specifically addressed public health emergency within the series of laws, status, executive orders, policy, or any rules promulgated as a result, will be followed in place of this procedure.” He said the word “pandemic” was replaced with “public health emergency” in two places.

Dr. Austin moved to accept the procedure with the updates noted and Dr. Shonk seconded. The motion carried.

Behavioral Intervention Team (BIT) – Mr. Perrine said he reviewed the information from other colleges regarding their BITs and believes the incident report form currently in place could be modified to include three areas, concerning or threatening behavior, student conduct violation and a general incident/accident form. He said he has requested that Ms. Hannah Flanery, marketing and communications coordinator, work with VisionAmp, the website provider, to develop a web form that will be linked on the my.uaccb.edu site. The group discussed the distribution of completed forms and how these forms would be used to track data for the annual Clery report. Mr. Perrine said once the form is live, he would like to send a message to campus with the information. Dr. Austin asked a question about classroom disruptions and how those should be reported and handled. The group

discussed the need for training for faculty and staff on this form as well as situations, scenarios, or examples of how to use the form. The group also discussed next steps for the process once the form is received. Ms. Frazier requested Mr. Perrine have members of the safety committee review the form prior to its final approval.

Flu vaccine challenge – Mr. Perrine presented a flyer for a flu vaccine challenge which is a statewide college/university campaign that encourages students to get their flu shot. Students will self-report if they have received their shot. To encourage participation, the Student Affairs office will provide a socially distanced food activity if UACCB places in the top 3 in the state. He contacted the local health unit who, although they will be unable to provide an on-site clinic, will have a drive thru flu clinic. His office will encourage students to utilize that resource as the health unit provides vaccination with no out of pocket expense. Mr. Cooper said Ms. Julie Johnson, human resource specialist, is securing an on-site flu clinic for faculty and staff that will be held in late September or early October.

Procedure 420.0 revisions – Mr. Cooper reviewed the proposed changes to procedure which includes the addition of #13 stating the policy is retroactive to July 1, 2020; removes the sentence in II. 3. regarding the semi-monthly accrual of sick leave; and added “annual” in the first sentence of the procedure.

Dr. Austin moved to approve the procedure as amended. Mr. Perrine seconded the motion and the motion carried.

Temporary Payroll Tax Deferral – Mr. Cooper reviewed the information on the payroll tax deferral that the UA System office sent. He said beginning September 1, 2020, people can request to have federal tax deferred from their checks. However, repayment of the deferral will begin in January 2021. He said the employer could be liable for repayment if an employee participates in the deferral and leaves prior to January 1, 2021. He recommended not implementing payroll tax deferral at this time due to the payback requirements and the liability. The Department of Finance and Administration has not responded to a request for clarification. The group agreed that the College should delay the implementation of this at this time until more information is received.

Mr. Cooper moved to not allow the temporary payroll tax deferral program at this time. Dr. Austin seconded the motion and the motion carried.

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. 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.
- **Update:** Mr. Cheston Cooper, network administrator, sent an email to all employees about the addition of multi-factor authentication (MFA) and the inability to use native email programs on cell phones. Dr. Austin said Information Services will assist those employees who need help setting up Microsoft Outlook their phones. Dr. Austin also said that if the campus must move to remote work, the addition of MFA will make using VPN more challenging at first. Once it is in place, it will be as easy to access as it is now.
- 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. He will provide a document at the next Cabinet meeting for review.
 - Direct Deposit for employees – Mr. Cooper
 - Status: Mr. Cooper to talk to employees who are not currently on direct deposit prior to a Cabinet vote to mandate its use.
 - **No update to report.**
 - Prior year funds – Mr. Cooper
 - Status: The College needs to determine how the money that is being released back to the College will be used.
 - **Update:** Mr. Cooper said there is no change as the money has not been released back to the College at this time.
 - New Employee Set Up Training – Dr. Austin
 - Status: Dr. Austin to ensure that Ms. Lea Ramsey trains Ms. Crystal Blue on how to set up new employees in the system.
 - **No update to report.**
 - Title IX Training – Dr. Austin and Mr. Perrine
 - Status: Ms. Hightower has received and forwarded to Dr. Austin the names of nominated individuals to be trained on Title IX procedures. Dr. Austin will facilitate set up of training.
 - **Update:** Mr. Perrine and Dr. Austin met. He provided a proposed curriculum to the group. It includes eight hours of training and includes foundations, response, investigations, and hearings. At the completion of the training, participants would be certified Title IX representatives for the campus. Dr. Austin said that SUNY tracks the attendees and what they've done, and the certifications and courses taken move with the individual and not the college. These courses are accessed using Blackboard. Mr. Perrine asked the group about the need to host investigator training, which is a live session.
 - Title IX Investigator – Ms. Frazier
 - Status: Ms. Frazier has requested that Mr. Chris Thomason serve as a Title IX investigator for all campuses.
 - **Update:** Ms. Frazier said Mr. Thomason agreed to talk to Ms. JoAnn Maxey at the System office. She plans to bring this issue up at the next UA System Chancellor's meeting on September 9, 2020.
 - Hate Speech Policy – Dr. Austin
 - Status: The College currently does not have one.

- **Update:** Ms. Frazier said she asked Mr. Ben Beaumont at system and there is no system policy on hate speech. This item will be placed on **HOLD** until there is movement at the System or legislature.

Area Updates:

Dr. Shonk reported the following for Academics:

- He provided the tentative Academic Calendar for 2021-2022 and 2022-2023.
- At tomorrow's division chairs meeting, planning for spring 2021 and the fall 2021 master class schedule is on the agenda. They will meet at 2:30 p.m. in IH 103.
- He said that MCB Room 239 has been transformed into a conference room. Mr. Blayne Stewart, computer science faculty, will be using it for computer science courses and has set up podcasting equipment. They will also set up video equipment as well. He expressed appreciation for Mr. Heath Wooldridge, director of facilities, and Mr. Dakota West, maintenance specialist, for their work on this transformation.
- He discussed an email from Dr. Walker at ADHE outlining reports and their due dates. The first one is an audit of faculty credentialing. He said he noticed that Dr. Ted Alder and Dr. Larry Brown are listed as only having bachelor's degrees listed on their ADHE sheet. He contacted ADHE to correct the error. They discussed several reports that are duplicative and burdensome. They discussed that all faculty and students in certain programs must watch the child maltreatment video and get a certificate, which requires a lot of time to gather the data for reporting.
- The Cosmetology department will remain closed to clients.
- There has been a personnel change between the Advising Center and the Library. Ms. Sharon Gage has moved to the Advising Center and Ms. Comfort Winston to the Library. Ms. Gage is not a full-time employee and Ms. Winston is. Due to other personnel challenges in the Library, it was necessary to have a full-time person in the Library.
- The Intent to Hire for an Administrative Specialist III, which serves as the faculty secretary, was approved and the employment ad is posted on the website.
- There have been a few problems with students accessing Blackboard. Some students can see the instructor, but not hear them, which is due to the way that Collaborate sessions are imbedded in the program. There is a setting that asks about allowing the microphone, which if blocked it also blocks the speaker.
- Maintenance will work with Information Services to swap TVs in room 239 and FAE.
- There are two vacant positions, in addition to the Administrative Specialist III position. They are director of career and workforce services and academic advisor. He said he is considering moving a portion of the director of career and workforce services position into the advisor role as it relates to the Career Coach software. Because of the increased use of the program, students are submitting resumes more frequently than they have in the past. Ms. Frazier requested that all advisors be trained on Career Coach software. The group discussed others like Career Pathways, TRIO, and JAG who also help with resumes. Ms. Frazier requested Dr. Shonk facilitate a group to discuss the Career Coach /resume issue.

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

- 11th day reporting is due today.
- Students were dropped for non-payments.

- Information Services computer lab manager, Mr. Dustin McAnally, has been busy with setting up and configuring computers for the lab. Dr. Shonk expressed appreciation for Mr. McAnally's help during the startup of classes.
- She reminded everyone to use the IT workorder form because that allows for tracking of problems and their resolutions.
- Ms. Beverly Moss, administrative specialist, is creating a map of listing the countries of origin for the College's international students. She invited the group to visit the RPA office to view it.

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

- He reported the College dropped 14 students for non-payment representing about \$21,000 in tuition and fees.
- The quarterly financials reports are completed and turned into the System office.
- Appropriation documents are due to the ADHE on September 15, 2020.
- He plans to attend the virtual UA System retirement committee meeting this afternoon.
- He reported that Ms. Mandy Walker, controller, is pleased with her staff in the business office and how well they work together.
- The business office is preparing for a legislative audit.
- He has a meeting with Ms. Melissa Foster, grill supervisor, regarding her concerns about the grill.

Mr. Zach Perrine reported the following for Student Affairs:

- He provided an enrollment update:

	Date	Day	Headcount	SSCH	% of Goal	% of Goal
Goal			1,296	13,243		
Peak	8/19/2020	Wednesday	1,316	14,069	101.54%	106.24%
Current	9/2/2020	Wednesday	1,262	13,216	97.38%	99.80%

Information at a Glance		Percent of Max Registered
Maximum Students Registered	1,316	
Students Registered in Last Week:	161	12.23%
Students Lost since Last Registration Day:	54	4.10%

- In the last week before the start of classes on August 19, 161 students were in enrolled in classes.
- He Provided a report from Ms. Elizabeth Smith, JAG Career Coach, with the numbers of eligible students and the numbers of students enrolled. She will be part of the Project College Bound group as well and will be working with the student career coach on high school campuses. Currently, there are 11 students enrolled in the UACCB program and the goal was 10-15 students this year.
- He reported that Ms. Collin Calloway with ACC, requested information about programs that reach students in the foster care system. He provided information regarding outreach to those students conducted by JAG.
- Constitution Day is September 17 and the Old Independence Regional Museum will provide a program on elections in the past as well as information about the 100-year anniversary of 19th amendment.
- The Virtual Care Group is up and running. The Virtual Care Group will provide the marketing and Mr. Perrine provided dates to VCG to push campaigns including:

- September 28 – Start of Healthy Living Week
- October 20 – Midterm Grades
- November 12 – Last Day to Withdraw
- December 9 – Final Exams start
- The admissions and advising teams met with the Project College Bound schools to determine how best to serve high schools. They discussed in-person, virtual, and mixed formats.
- He reported that many high schools are moving to virtual college fairs rather than on-site fairs.
- The UACCB student ambassadors have changed their social media weekly line up this semester to include “Talk Show Tuesday”. Mr. Perrine was a featured guest for the latest episode.
- He expressed appreciation to Dr. Deltha Sharp, director of institutional research, for her development of Power BI dashboards highlighting key for first-time entering and high school students.

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

- She requested that the group review page 35 and 39 of the Catalog regarding deregistration and grade status codes.
- She announced that Mr. Robert Nordmark, executive director of AREON will be on campus September 8, 2020 in the morning. She is working on an agenda for the meeting, but it will focus on how AREON can help with technology performance and networking. Mr. Cheston Cooper and Mr. Steve Collins will be invited to attend.
- A debriefing for the Fall 2020 semester will be held on Friday, September 11, 2020 from 9 a.m. to 11 a.m. in NAH 902. Invitations have been sent. She asked Mr. Perrine to present enrollment numbers to the group and she asked for suggestions for conversation starters as well as data they would like to present.
- The Chancellor’s Advisory Committee will meet on Friday, September 18, 2020 in room NAH 902. She requested the group send her their division’s representative.
- Appointment letters to faculty were distributed and all of them have been received with signatures. Three were late.
- The Superintendent’s Luncheon will be held Wednesday, October 14, 2020 in the Workforce Training Center. More information will be provided closer to the date of the event.

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

Respectfully submitted by Ms. Jodie Hightower