

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
October 7, 2020 / 3:00 p.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 3:02 p.m.

Dr. Shonk moved to approve the minutes from the September 2, 2020 meeting. Mr. Perrine seconded the motion and the motion passed.

UACCB Security Plan - Mr. Cheston Cooper presented the UACCB Security Plan that was prepared in response to a security audit conducted by BakerTilley in the summer of 2020. Mr. Cooper reviewed the executive summary outlining the major items to be implemented in the next fiscal year. The Solar Winds help desk will be implemented providing the ability to track assets on campus and the users assigned to those devices. This will allow better tracking of issues related to specific devices. Multi-Factor Authentication is now implemented for employees but will be expanded to students as well. Software was installed to prevent sensitive data from being sent over the Internet. Local administrator access will be removed to prevent malicious software from being downloaded. ARE-ON will assist in conducting vulnerability and penetration testing for the UACCB campus. He reviewed the timeline (page 11 of Security Plan document), noting that users will not be able to download software onto assigned devices when faculty and staff return to campus in January. Information Services will also have more control over updates on devices. A security training program will be implemented and improving communications will be ongoing. The security plan covers the fiscal year.

Mr. Gayle Cooper asked Mr. Cheston Cooper if these improvements will bring the campus up to the standards that BakerTilley recommended. Mr. Cheston Cooper said the plan lines up with the audit and will put the campus in a much better situation regarding security.

Title IX Policy approval – After a brief discussion and review, where Mr. Gayle Cooper noted the required discrimination policy is included in the Title IX policy Dr. Austin made the following motion.

Dr. Austin made a motion to approve the Title IX policy with the revisions made by UA System. Mr. Perrine seconded the motion and passed.

UACCB Behavior Alert System – Mr. Perrine presented a flow chart that will serve as a decision-making guide for faculty and staff. The group discussed various scenarios that could present itself and who would be the person to address the issue. Mr. Perrine would like to share the document with the campus to serve as a reminder that the College has processes in place to handle behavior situations. The consensus was that the document is appropriate, noting a few minor changes in wording such as “police” vs. “security” Ms. Frazier asked if he could add the location of the Behavior Intervention Team form to the document. Mr. Perrine also offered to add a QR code and disclaimer to call 911 if needed.

JAG Career Association Constitution – Mr. Perrine presented a constitution for a new JAG Career Association for students. The group will be tied in with the national JAG association and will add another layer of engagement with students. Ms. Elizabeth Smith, JAG College Career Coach, has done a good job building a base of students

in the program. This group held a planning meeting a few weeks ago to draft the constitution. Six students attended that meeting. Mr. Perrine stated he supports the constitution as presented.

Mr. Perrine moved to approve the constitution as presented. Dr. Austin seconded and the motion carried.

COVID Update – Ms. Hightower said there are currently 12 self-reported, active positive cases associated with the campus. Several of them will be released from isolation in the next few days. There are two classes in which there were 10 or more students who were exposed on campus and those students were advised to quarantine. She is receiving daily reports from UAMS, when new cases are added.

The group discussed several of the challenges that have presented during the public health emergency including scheduling tests and students moving from face to face classes to remote learning. Ms. Frazier said the System office has reminded campuses that the academic calendar can be changed if needed. Dr. Austin asked how many colleges are going to remote after Thanksgiving. Dr. Shonk said he was not aware of any two-year colleges who plan to move to remote learning after Thanksgiving.

Commencement Planning – Dr. Austin asked the group to discuss the issue because now is the time that pre-planning begins normally. Ms. Tracy Thomas, assistant registrar, needs to begin her standard communications for the upcoming group of students who will be graduating. Dr. Austin said there is some timing things for planning that need to be decided. Ms. Frazier said she talked to Ms. Kim Whitten, director of advancement, about commencement earlier this week. She said this was also item on the agenda of chancellors meeting held earlier today. She said about one third of UA System schools plan to hold a fall commencement. Dr. Bobbitt wants plans that were submitted to ADH to be provided to his office. Dr. Bobbitt said he expects that schools may be able to hold ceremonies in the spring, providing they conform to ADH guidelines. This question will be posed to the UA System Board of Trustees.

UA System Memo – Ms. Frazier provided a memo from Ms. JoAnn Maxey, UA System general counsel, regarding President Trump's Executive Order on Combating Race and Sex Stereotyping. The group discussed training for this information. Dr. Austin said this memo covers third party vendors who may be coming on campus. The group discussed creating a form for the vendor to affirm they will not violate the executive order.

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:** 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.

- **Update:** Mr. Cheston Cooper provided the security plan and presented during this meeting. **Completed**
- Discrimination Complaint – Dr. Austin and Mr. Cooper
 - **Status:** Mr. Cooper spoke to Mr. David Curran at the UA System office. He will provide a document at the next Cabinet meeting for review.
 - **Update:** This information is covered in the Title IX policy that was approved earlier in this meeting. **Completed**
- 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.
 - **Update:** He reported that every full-time employee is enrolled in direct deposit. There are a few adjunct instructors who are not. **Completed**
- Prior year funds – Mr. Cooper
 - **Status:** Mr. Cooper said there is no change as the money has not been released back to the College at this time.
 - **Update:** Funds have been released back to the College. **Completed**
- 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.
 - **Update:** None at this time
- Title IX Training – Dr. Austin and Mr. Perrine
 - **Status:** 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.
 - **Update:** Representatives who were selected have been enrolled in the SUNY system. **Completed**
- Title IX Investigator – Ms. Frazier
 - **Status:** 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.
 - **Update:** The System Office does not support this idea. **Completed**
- Hate Speech Policy – Dr. Austin
 - **Status:** 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:

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

- She named Ms. Kim Whitten as Project One Change Champion for UACCB in place of Ms. Lea Ramsey who will remain the Project One Coordinator for the College.

- UA System office confirms continuing issues with purchasing from women and minority owned businesses. Ms. Melissa Rust, vice president for university relations, will convene an ad hoc committee with campus procurement officers to formulate a plan to determine how many business will be the goal to fulfill the legislative mandate of 15%.
- Regarding 5-year program reviews, the system office is relaxing requirements in light of COVID. If a school has a program that would have been successful if not for COVID, then that program will be given a pass to continue, however, the school will need to provide evidence to support that decision.

Dr. Shonk reported the following for Academics:

- The College is applying to become a Registered Apprenticeship Program with U.S. Department of Labor. The MOU to transfer the local plumbing apprenticeship program from White River Plumbing Apprenticeship School to UACCB, which is run by Smith Plumbing who wants to relinquish the program, is in process.
- The pass rate is 100% for LPN students to date (15/15) with two more to test.
- The Accreditation Commission for Education in Nursing (ACEN) site visit is complete. The exit interview went well with no major findings. One area needing improvement is NCLEX pass rates. One area needing development is utilization of student learning outcomes review (no data to support new curriculum).
- Ms. Marietta Candler has been invited to be a member of the ACEN appeals board.
- The Arkansas State Board of Nursing site visit (desk audit due to COVID-19) is due November 1, 2020.
- Four RN students from last year did not test on the NCLEX prior to July 1, 2020. Three of the four have now taken the NCLEX and all three failed on first attempt. We are starting 2020 with a -3.
- There are 83 potential RN graduates in December. The group discussed the possibility of what a pinning ceremony would look like.
- The math and English faculty, along with Dr. Deltha Sharp, will be attending a Strong Start to Finish virtual conference October 15 and 16, 2020, hosted by the Dana Center. The focus is on the College's co-requisite efforts.
- Leadership Arkansas will be on Campus October 15, 2020. Mr. Zach Harber received a call yesterday asking if they could setup the Be Pro, Be Proud tractor/trailer on campus that day. It will be on-site and open until 2:30 p.m. that day.
- Doug Muse participated in an Interstate Passport webinar where he shared the College's successes in implementing Interstate Passport.
- The Spring 2020 schedule is loaded although faculty and room numbers not yet assigned. Pre-registration advising will begin this upcoming Monday, October 12, 2020.
- ADHE Program Reviews are due this Friday, October 9, 2020.
 - Reviewers are almost complete with their reports.
 - Virtual on-site visit this afternoon
 - Programs being reviewed are A.A. General Education, Certificate of General Studies, A.S. Elementary Education, A.S. STEM, A.S. Pre-Engineering, A.A.S. General Technology.
- ADHE Minority and Recruitment report is due Friday, October 9, 2020. It is complete.
- ADHE Faculty Credentialing report is due Friday, October 9, 2020. Complete and submitted.
- Vacant Positions
 - Administrative Assistant Academic Affairs
 - The committee reviewed applications and called three for interviews. All declined for salary reasons. The committee will continue to review applications as they arrive.
 - Division Chair for Arts and Humanities
 - Director of Community and Workforce Education
 - Academic Advisor

- Director of Teaching Technology
- BTPS Faculty

Mr. Zach Perrine reported the following for Student Affairs:

- He provided a rough sketch of enrollment management data noting enrollment types, counties and school district data. This will assist in determining a baseline in order to forecast for fall 2021.
- Applications Update as of 10/06/20
 - Spring 2021: 315
 - Fall 2021: 170
- Student Activities has been using a scanner and Surface to track attendance at events. Ms. Crystal Blue set this up to work and record IDS. This will allow event organizers to do a VLOOKUP off a list of current students to populate sheet with information of attendees.
- SGA Officers are in place and an induction ceremony October 19, 2020. He visited with them on October 5, 2020 and is excited to hear their ideas on how the College can engage students during COVID-19.
- ImmunizeAR: Flu Vaccination Challenge – Faculty and Staff can submit information to the survey. The contest runs until the end of November.
- Hispanic Appreciation Month celebration will be held October 12 & 15. A free meal will be available at the Grill and an authentic dessert will be provided by First Community Bank.
- A Mid-Terms Drive Thru event was held September 16, 2020 at NAH/RJB. Because the foot traffic of students is heavy in that area, Student Activities brought items to that side of campus. During Healthy Living Week, the “snack wagon” was located outside RJB. In one hour, 13 bags of snacks were distributed.
- The movie for October is Frozen II, October 20 at 6:30p.m. outside of NAH/RJB on lawn.
- Tentative Virtual Halloween Activities include: Costume contest, office door decoration, drive through goodie bags with helpful information.
- Mr. Billy Stidham joined the Admissions office as an admissions counselor on October 1, 2020.
- P:CB events are continuing. Ms. Meagan Akins, director of admissions, is getting out conducting them and handwriting follow-ups too. The first visit to White River Academy was last week and was a big step in engaging those students. Mammoth Springs invited Ms. Akins out later this month. Blytheville has also invited the College to a parking lot fair soon.
- Ms. C’iara Stewart, administrative assistant, is doing some great work with social media. The Ambassadors are productive and are making school-specific recruitment videos. Career Day is being planned to be remote, with resources available to counselors online.
- JAG – Annual MOU is now 9-months since we were able to use planning grant for so long. A draft budget was sent to the Department of Career and Technical Education. He will notify Ms. Mandy Walker, controller, and Ms. Wanda Garnett, accountant, as soon as the MOU is accepted. Ms. Elizabeth Smith has been able to meet with area JAG Specialists (Newport, Cedar Ridge, Tuckerman, Heber Springs, Southside Batesville Bald Knob, Midland) and set up meetings with classes that will begin this month.
- The Career Coach FY21 Amendment arrived and was funded as expected. He will get a fully executed copy back from DCTE and send to the business office. Both coaches are doing a good job of leveraging technology. Mr. Philip Landers has created a particularly good Google site that has everything a student could need for college in one place.
- Career Pathways is taking applicants and was able to get eight in one week thanks to collaborative efforts between CPI and department chairs/SSC/other offices.
- In Financial Aid, FAFSA 21-22 opened October 1, 2020. Ms. Tiffany English, administrative assistant, left a few weeks ago and this position will not be filled immediately.
- Ms. Jennifer Sinele, assistant director of financial aid, worked on a VA audit last week.
- Ms. Kristen Cross, director of financial aid, and Ms. Sinele are also participating in P:CB activities already, starting with Southside last week.

- ASLA intervention services will begin soon, in advance of the December 31, 2020 end of forbearance. Ellucian is offering scholarship opportunities, Ms. Cross is submitting our request to participate (and also find out how much we can award).
- Student Development – Mid-term testing looks to be resolved a great part due to Respondus monitoring. Louise has been able to manage space and staffing. P:CB testing is occurring just not at a large volume.
- Student Success Center – Tutor Appreciation Week is this week. Participation from campus has been good, especially Monday with the “bounty hunt” (20+ bounties returned).
- The TRIO Student Symposium was a great success with over 60 students attending Friday, September 25. Speakers Mr. Demetrious Jordan and Ms. Brandy Dailey did an excellent job. Mr. Mickey Freeze should receive additional credit for organizing the event so well. TRIO is also accepting applications now.
- Student Affairs directors’ meetings are being held on TEAMS as a precaution.
- He met with Ms. Akins and Ms. Hannah Flanery, communications and marketing coordinator, last week about marketing and recruitment alignment and they are excited about the digital campaign supporting Admissions’ efforts in the field.
- The draft registration timeline is still on Sharepoint. He asked the group to contribute ideas.

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

- He provided an email from Ms. Walker, controller, outlining the funding spent on PPE.
- He provided G5 information detailing funds available. The Title III grant of \$450,000 is available tomorrow. No student funds available on CARES Act as they are already spent. Institutional CARES Act fund balance is \$141,022.00. CARES: Title III funding of \$49,934.00 is available. Ms. Frazier asked where funding for additional surface pros came from. Mr. Cooper said it is coming from institutional CARES Act (part of encumbered funds). The group discussed other purchases that could be made through CARES Act funding including cell phone charging stations.
- The audit continues this week. The financial portion was completed and the next area for review is Research, Planning and Assessment. He is aware of one audit finding.
- Vacancy – HR administrative specialist. He is working on the intent to hire.
- Project One preparations for transitioning to Workday is stretching personnel, especially Ms. Walker and Ms. Johnson. He said UACCB Foundation scholarship accounts will probably become agency accounts like SGA is now.
- The College is looking to engage Ferrilli Higher Education Technology Consultants to pull data from the system to provide to Workday. This will take a great burden off college personnel. Mr. Cooper said several UA system cohort 2 schools will be using their services.

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

- She is pleased with the pace that Information Services is moving at to accomplish the recommendations of BakerTilley regarding security.
- The Registrar is preparing census files.
- Institutional Research has pulled data for the initial IPEDS report. Dr. Sharp is refining Microsoft: BI dashboards.
- The Higher Learning Commission updated the accreditation standards. There are still five major standards, but there update within them. She expects to begin discussions in January regarding evidence collection for the accreditation process. The site visit will be in the 2022-2023 academic year.

- There will be a desk audit for the Perkins grant which will occur January 2021. She does not anticipate any issues.

Ms. Hightower provided agenda for ACC Conference to be held Monday and Tuesday, Oct. 12 and 13.

With no further business the meeting adjourned at 5:26 p.m.

Respectfully submitted by Ms. Jodie Hightower