

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**October 21, 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 9:10 a.m.

*Dr. Austin moved to approve the minutes from the October 7, 2020 meeting. Mr. Perrine seconded the motion and the motion passed.*

**Discussion to determine HLC on-site visit date** – Dr. Austin provided an email listing the available dates for an HLC on-site visit. She said the site visit process begins with the arrival of the review team on Sunday. The team meets on campus all day Monday and a half day Tuesday. She said sometimes the team has lunch or dinner with the College's board. Tuesday afternoon and Wednesday the review team works together at their hotel. This visit will be a comprehensive visit and the team will pull random files from human resources and the business office. She said campus tours are nice, but not necessary. Some student interaction is advisable either by hosting a meeting with students or by having part of the HLC team attending a class.

The group discussed the available dates. Fall 2022 dates of November 7 and 14 and Spring 2023 dates of March 13, April 17 and 24 were discussed as possible. They discussed creating a team for the HLC visit and having someone coming in from another campus who has recently gone through the process to coach the group. Dr. Austin said the last visit was from HLC with the spring of 2013.

**Medical Insurance Premiums** – Mr. Cooper introduced Ms. Mandy Walker, controller, who presented information on the medical insurance premium changes that will occur in January 2021. Additional increases are expected in July 2021 as well. Additionally, the UA System office has recommended the elimination of one of the salary bands for determining the cost of insurance. Ms. Walker reviewed the packet of information she provided to the group. On the pages entitled "Proposed Insurance Premium", the percentage amount that is shaded blue is the subsidy level that the System wants the College to use. The percentages shaded in red are the current levels of subsidy. She said the College has been subsidizing at a higher level on the premier plan than what the System office approves. The premium will increase on premier plan by \$35, \$58, \$70 and \$85, per month depending on who is covered under the policy. Currently there are only three employees on the premier plan. She said premiums for the classic plan will likely not increase in July 2021. The group discussed talking to the employees affected to make sure they understand the changes that are upcoming. They also discussed informing those associates who are close to moving up in the salary band that their insurance premium may change if they were to receive a salary insurance. Ms. Walker recommends for January 2021 leaving the classic and Health Saving Account premiums as is and only changing premiums for the premier plan. The group decided to review the information provided and make a decision at the next Cabinet meeting.

**COVID Update** – Ms. Hightower said there are currently eight active positive cases associated with the campus. Five of them are scheduled to be released from isolation in the next few days. She is receiving reports from UAMS, when new cases are added. She provided the most recent weekly report issued by UAMS for UACCB. She said one student was hospitalized last week and was released Monday, October 19.

That student has not been released to return to campus by ADH yet. The group discussed possible reasons for the decline in the number of cases as well as mental health issues associated with isolation and quarantining. Ms. Hightower will meet with Ms. Tiffany Guinnip to train her to assist with the College's process for tracking COVID cases and those on quarantine.

### Area Updates:

Dr. Shonk reported the following for Academics:

- Mr. Zach Harber, director of the Workforce Training Center, and Mr. Heath Wooldridge, director of facilities, are addressing power issues in the Workforce Training Center (WTC).
- Mr. Daniel Winston, welding instructor, arranged for a Certified Welding Inspector (CWI) from Airgas to test our welding students on October 12, 2020. Awaiting the results of the tests, but the CWI boasted of the students' abilities and was complimentary of the curriculum.
- Mr. Clayton O'Neal, longtime HVAC adjunct and Mr. Hunter Johnson, new HVAC adjunct, are working well together. Mr. Johnson is acclimating to the role of an instructor well. They have remarked that the new workforce training center provides ample space for laboratory activities.
- CNC equipment is up and functioning in the WTC as of October 7, 2020. Mr. Kenny Rains, Industrial Technology adjunct, is teaching CNC with the new equipment.
- The FIRST Robotics competition format has been restructured due to COVID-19 concerns. Instructors are evaluating the options to determine if UACCB will field a team this year. Essentially, FIRST has structured the competition where building and competing a robot is not an option, but rather various forms of digital engagement are possible.
- Ms. Cary Robertson, Agriculture Technology adjunct, prepared various laboratory exercises involving soil testing, animal husbandry, implement calibration, post processing of animal products, and exploration of online agriculture resources. She and students are utilizing the corral.
- The north side of campus needs to be bush hogged so that the land can be developed for agriculture science activities. This is the parcel of land east of the apartments.
- Mr. Harber is working diligently to maintain business and industry relationships during this trying time. Mr. Harber was able to tour a small group from Future Fuel and Bad Boy Mowers representatives through the WTC after they presented a Regional Industrial Safety Alliance scholarship to one of our students. They were impressed. Additionally, Mr. Harber is coordinating efforts with Custom Craft Poultry to provide Supervisory Management Training to their staff. Mr. Harber also met with Intimidator's Director of Research and Development, Mr. Drew Heilman, on campus to explore internship options for one of our Mechatronics students. He was impressed with our facility and academic programming. Finally, Mr. Harber participated in a conference call with Bad Boy Mower's Assembly Plant Supervisors last week to discuss training for a hiring cycle that they anticipate towards the end of November.
- The College was notified yesterday, October 20, 2020, that Secondary Career Center official enrollment for UACCB SSC is down 35% from last fall. The Office of Skills Development is concerned about low enrollment/budgets at most SSCs and is working with the Governor's Office to release additional funding. Mr. Harber said we have funds to cover personnel and about \$7,000 to buy materials. There will be funds left from the robotics competition because it will now be virtual, and the money set aside for travel will be not be needed.
- The College is still at 15/15 for LPN licensure pass rate with two more still to test.
- Ms. Katrina Stevens has asked if the College would like to provide CPR/AED Training for employees. The training was provided two years ago, so the 26 employees who attended then will be due for re-certification. The cost for recertification is \$40 and it is \$49 for a new certification. This is the rate for employees only. The group discussed the merits of this training and the changes that have been made to prevent COVID during the training. Dr. Shonk recommends continuing to offer this program. Ms. Hightower said the Safety Committee would also support providing this training again.

- *Dr. Austin made a motion to support the offering of CPR/AED certification/recertification to employees. Dr. Shonk seconded and the motion carried.*
- Internship placements are being finalized for the four students enrolled in BUS 2653. Anticipated placement locations for Fall 2020 are UACCB, White River Heath Systems, Fulton County Hospital, and Intimidator. Some previous placement locations were unavailable this semester due to factors including personnel/organizational changes and COVID-19 causing business disruptions at the placement location.
- Opened the accessibility component of Blackboard Ally to all past, current, and future courses.
- Assisted Ms. Louise Hughes, director of student development, with data for System Office report on accessibility compliance for LMS. Ally is also installed on our website and landing page. He provided an LMS Accessibility Compliance Report. The System office wants the College to report out every six months, in order to show we are making improvements. He described how faculty can improve their individual course score by using the LMS Accessibility Compliance Report.
- Positions
  - Administrative Assistant Academic Affairs
    - Committee has been meeting. Called three applicants for interviews. All declined for salary reasons. Continue to review applications as they arrive.
  - Division Chair for Arts and Humanities – Doug Muse appointed as Interim Division Chair for Arts and Humanities (remains Division Chair for Math and Science) effective January 1, 2021.
  - Director of Community and Workforce Education - hold
  - Academic Advisor - hold
  - Director of Teaching Technology - hold
  - BTPS Faculty - hold

Mr. Zach Perrine reported the following for Student Affairs:

- Applications Update

	10/06	10/20
Spring 2021	315	350
Fall 2021	170	218

- Registration is open today for spring 2021.
- Student Activities enjoyed strong attendance at events last week:
  - Hispanic Appreciation – Monday, October 19, 2020, had 50 students.
  - BCM – Tuesday, October 20, 2020, gave away 50 meals.
  - Hispanic Appreciation – Thursday, October 22, 2020 had 70 students.
  - Friday, October 23, 2020 – Student Activities gave out 50 pizzas in 58 minutes outside the building of NAH.
- The movie, Frozen II, was supposed to be shown Tuesday, October 20, 2020. Due to wet ground, the movie will be shown Thursday, October 22, 2020 at 6:30 p.m.
- Tentative Virtual Halloween Activities include a costume contest, office door decoration, and drive through goodie bags with helpful information.
- The Admissions office is working in the field. Mr. Billy Stidham attended an event in Blytheville. A virtual Career Day will be held.
- Marketing and Admissions have met to discuss virtual recruitment guidelines. They will meet monthly.
- The concept of a P:CB Completer has been developed with the related incentives and activities including a certificate, swag bag, as well as other ideas, like gift cards, scholarships, or book scholarship.

- Financial Aid hosted a meeting with Admissions to determine a deployment strategy for institutional scholarships. They would begin printing letters in December for those students who submit scores early.
- Ms. Elizabeth Smith, JAG career coach, has been able to go out to participating JAG high schools.
- The Division of Career and Technical Education is considering adding two to three more programs for 2021- 2022. Additionally, the College has not received the JAG MOU for the rest of the year, but the division has made their intent to continue in writing.
- The Student Success Center has a new tutor for A & P. Mr. Myles Hooper is in training.
- TRIO will provide stress relief goodie bags for TRIO students next week as well as candy for everyone.
- The Total Advisor Group met last week. There was good discussion regarding campus advising and establishing norms. The group will meet three more times this semester and will move to monthly meetings in 2021.
- BIT alert system decision matrix was updated and emailed to campus this morning.
- He is working on a Campus Pulse Survey that will be confidential. However, there will be an opportunity for students to participate in focus groups.

Dr. Shonk gave an update regarding a situation involving a student who had experienced a sudden drop in blood sugar while in class in RJB. He expressed appreciation for the following employees who aided the student including Ms. Melissa Foster, grill supervisor, Mr. Michael Six, security guard, and Ms. Angie Strickland, instructor.

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

- Legislative budget hearings will be held next Tuesday, October 27, 2020 in Little Rock. He and Ms. Frazier will attend the hearings that are scheduled from 9 a.m. to 12 p.m.
- The exit meeting for the legislative audit planned this morning will be postponed until next week.
- The second disbursement for student loans will be on Thursday, October 22, 2020.
- His office is preparing an intent to hire to replace the human resource administrative assistant.
- Ms. Walker is changing some duties in the business office to expand training and increase knowledge of business office processes.
- Ms. Frazier asked what the status of the method of finance (MOF) for the on-call architect. Mr. Cooper said he has called the architect twice but has not received a return call. He said there are some questions regarding what can and cannot be done.

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

- She said Mr. Cheston Cooper did a good job explaining the security plan at last week's Chancellor Advisory Council (CAC) meeting. He is now working on setting up One Drive with various departments. IT changed how my.UACCB looks visually, so that it is more news forward. She said at one time there was a governance committee for my.UACCB and that group may need to be reconvened.
- She prepared the six-month update to the Assessment Academy. She noted there were challenges to the project but provided a report on where the College is in the project and how the College plans to catch up. One of the items the team wanted to institute was the increased usage of Blackboard. That goal was achieved due to the need to move to remote learning due to the public health emergency.

- Three people met with members from ACUE regarding the project for the Title III grant. Her office is waiting to hear back from them to schedule another meeting.

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

- Ms. Tammy Smith will assist with data entry for Christmas Brings Hope.
- As employees request to work remotely, supervisors need to ensure that those going remote who are supporting others have those duties covered. An example is an employee who provides back up for answering phones.

**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
- ☐ 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
- ☐ 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.

With no further business the meeting adjourned at 11:00 a.m.

Respectfully submitted by Ms. Jodie Hightower