

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**November 4, 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 Ms. Mandy Walker, controller, were also present.

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

*Dr. Austin moved to approve the minutes from the October 21, 2020 meeting. Mr. Perrine seconded the motion and the motion passed.*

**Decision on medical insurance premium changes** – Mr. Cooper and Ms. Walker reminded the group that three employees are affected by a large increase in premiums for the premier plan that will go into effect on January 1, 2021. Ms. Walker has spoken to all three employees and two will be moving to the classic plan and one is still considering the changes. The System is capping the subsidy paid by the College for each plan. The College can provide no more to the premium subscribers than they give the classic subscribers. The System is not mandating a change to the salary bands at this time.

*Mr. Cooper made motion to adjust subsidy levels based on the recommendation of the UA System office for the premium increase in the premier plan which has the employee taking the increase to the policy premium. Dr. Austin seconded the motion.*

**The Arkansas General Records Retention Schedule** – Mr. Cooper provided the schedule for review. Ms. Walker received approval from Mr. Patrick Hollingsworth at UA System to use this record retention document. The document goes into depth about which documents to keep and how long. Mr. Chuck Martin, shipping and receiving, is new to his role and is trying to clean up the warehouse. This document will provide him guidance. Dr. Austin said the UA system does not have a policy and it is up to individual campuses to determine retention timelines. She said larger universities often have their own and reference state statutes for financial records. Ms. Walker said she also has a presentation from Leslie Rutledge, attorney general, regarding this issue. The group agreed to utilize the Arkansas General Record Retention Schedule.

**Request to add IELTS score to English Proficiency test list for international student admission** – Mr. Perrine said in review of how the College onboards international students, he would like to make a change to the admission requirements. Changes to the application were made to allow easier admission of international students. The College has been using the Test of English as a Foreign Language (TOEFL) scores, but it can also add the International English Language Testing System (IELTS) score. These are the two most commonly used testing formats for English proficiency.

*Mr. Perrine moved to add “or IELTS scores (minimum score of 5.5)” to the admission requirements for international students. Dr. Austin seconded and the motion carried. Dr. Shonk suggested spelling out the acronym of IELTS to provide clarification.*

**Institutional Review Board: Request from Emilee Sides** – Dr. Austin reviewed the request with the members of Cabinet that was provided in the meeting packet.

*Dr. Austin made a motion to approve the request. Dr. Shonk seconded the motion and the motion carried.*

**COVID Update** – Ms. Hightower said there are currently fewer than 5 active positive cases associated with the campus. She is tracking seven people. Of the seven people, 2 will return to campus this week and four will return Monday of next week. There is a total of 198 students who are on the in-active list. This is a list of everyone who has been on quarantine or isolation who are now released. There are nine people who have made two or more appearances on the list. Ms. Tiffany Guinnip met with Ms. Hightower last week to be trained on the tracking process. Ms. Hightower created a Teams group to share data and information. Ms. Guinnip will be attending the weekly Zoom calls with ADH and UAMS on Fridays.

### Follow-up items:

- Review of Faculty/Staff grievance process by 2 Year College Policy & Proc Com – Mr. Cooper
  - **Status:** 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 –
  - **Update:** Will remove from the follow-up as this will be system wide when Project One is implemented.
- 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:** Ms. Ramsey has trained Ms. Blue on the process. **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.
  - **Update:** Will remove from list as this probably will have legislative action.

Ms. Frazier requested that a follow up item regarding the Higher Learning Commission (HLC) Review Visit be added to the list with Dr. Austin listed as the lead. Dr. Austin said there will be a great deal of training beginning in January 2021 for the HLC accreditation process. Dr. Austin also requested a follow-up item regarding the HLC Assessment Academy to be added to the list.

**Assessment Academy** – Dr. Austin provided a report on the progress of this project. She submitted a six-month report to the Academy. She noted that this project needs to be moved to the front again. There is abundant data available to provide the basis for assessment. The group needs to move the process along to reach the follow up portion of the program. Ms. Frazier asked if the same group will be the team as before. Dr. Austin said due to personnel changes, the team will need to be reorganized. She said the team will need to review how the group interacts and share documents. They were using both BlackBoard Organization and Microsoft Teams. Dr. Shonk suggested using a One Drive folder which works with SharePoint for a repository for documents and Teams for discussion.

### Area Updates:

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

- Ms. Frazier said she has not received word from the federal grants contact to move forward with the Title III grant project.

- Dr. Austin participated in a series of podcasts for Better Teaching, Better Learning to aid people in understanding the project. Dr. Shonk hosted these podcasts as well.
- Dr. Sharp, director of institutional research, is working on IPEDs, BI dashboards, and Strong Start to Finish.
- Ms. Casey Bromley, registrar, has completed and submitted all fall reports. Ms. Frazier complimented Ms. Bromley on information she provided on student withdrawals.
- Mr. Cheston Cooper, network administrator, is attending a security training at the Criminal Justice Institute (CJI) in Little Rock this week.

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

- Two positions will be advertised. They are Vice Chancellor for Finance and Administration and human resources specialist.
- There were no questions for the College during the legislative budget hearings last week.
- There are two contracts that the legislature will review. They are for Ferrilli, technology consultants, and Fennell Purifoy Architects.
- He reviewed the request from Ms. Katrina Stevens for providing CPR refresher for employees. He noted there is about \$2,000 in the professional development budget. The group agreed to continue support the project.
- Ms. Frazier said that during the budget hearings Representative Jim Wooten asked about unused positions. At issue is that state agencies have to budget and pay insurance on open positions. Higher education institutions do not have to do that. Dr. Austin asked if the College would need to ask for the positions for the Title III grant. Mr. Cooper said yes. The Title III grant review group is working on the job descriptions for those positions.

Mr. Zach Perrine reported the following for Student Affairs:

- He provided an update and review of applications for the spring 2021 semester as well as information on withdrawals from fall 2019 and fall 2020. As of November 4, 2020, headcount is 489. There are almost twice as many withdrawals this year as compared to last year. There was a noticeable increase in withdrawals at mid-term.
- He is meeting with the total advisor group tomorrow. He noted that TRIO needs to recruit more students to participate in its program.
- Dr. Austin asked if he has received a report from the Virtual Care Group (VCG) regarding the usage by students of mental health care. He has not recently but will request one.
- Student Activities presented the movie, Frozen II, on October 22, 2020 on the lawn of RJB. More than 50 people attended.
- The virtual Halloween Costume contest, office and door decoration winners will be announced tomorrow, November 5, 2020.
- Popcorn bags with a survey QR code that will take students to the “students’ pulse” survey will be distributed tomorrow morning.
- The Campus Pulse Survey has received more than 70 responses. Of those, 14 are willing to be in a focus group. The survey ends Friday, November 13, 2020.

- A Veterans Day Celebration is scheduled for November 11, 2020 during the common lunch hour. The division contacted all students receiving VA benefits to invite them to attend.
- A K-Cup machine was purchased for social-distanced friendly events (such as student organizations and events).
- Admissions hosted a Virtual Career Day on Friday, October 30, 2020. Ms. Hannah Flanery, marketing and communications coordinator, created a Google site where videos from 22 area professionals were posted and a virtual keynote from Mr. Nick Scott: <https://sites.google.com/view/uaccbcareerday/home> was posted.
- Admissions attended an event at Southside with Financial Aid.
- Career Pathways is working to register students for Spring 2021 and are looking for alternatives to get more data for hotspots. Currently there is a 7 GB limit for off-the-shelf data cards from Straight Talk.
- Financial Aid presented a workshop with Admissions and are working through questions about keeping aid for spring 2021. They are also getting questions about the fall 2021 FAFSA.
- Ms. Elizabeth Smith, JAG college career coach, has visited Bald Knob, Cedar Ridge, Southside, and Newport. She brought back contact cards from Newport and Bald Knob to Admissions.
- The Student Success Center has a new tutor, Myles Hooper. His focus is nursing but can also do math and microbiology.
- The TRIO SSS Annual Performance Report (APR) is due December 7. Ms. Ronda McLelland, director, has developed a recruitment plan to increase TRIO participants, including pulling some data from financial aid for direct mailers and visiting Faculty Senate to get faculty support.
- Student pulse survey – those results have been very positive. Had 73 responses so far.
- New Student Orientation is scheduled for Friday, January 8, 2021.
- He said he had received a request from Ms. Louise Hughes, director of student development, to purchase mouth guards for CPR trained personnel. The group also discussed purchasing first aid kits or go-kits for each building. Ms. Frazier asked Ms. Hightower with the assistance of the Safety Committee to review and recommend what needs to be in those go-bags and where to store those kits.

Dr. Shonk reported the following for Academics:

- Mr. Zach Harber continues to meet with the production supervisors at Bad Boy Mowers, Inc. regarding their interest in UACCB providing onboarding training to new hires. The investment company that bought into Bad Boy has brought in an industrial engineer to work on efficiencies in production. They are looking at training 60 to 80 workers covering basic assembly procedures in December.
- Training for faculty regarding Blackboard Ally for Learning Management Systems started last week. These are meeting as small groups during the common hour, which will continue over the next several weeks.
- The UA System office is hosting three days of training for Blackboard Ally for the Web from November 3 – 5, 2020.
- The Paramedic Advisory Committee meeting was on Thursday, October 29, 2020. There was good feedback from committee members. The committee, thinking long-term, said a second ambulance will be needed and additional storage space will be needed.
- The College held the first in-person Joint High School monthly meeting since March 3, 2020. Meeting was held Tuesday November 3, 2020 and it was well attended.
- Dr. Austin and Dr. Shonk recorded the first four Better Teaching, Better Learning podcasts to help people better understand the project. Dr. Shonk has now officially retired from his short podcasting career.
- Staff Senate and Faculty Senate are looking to increase collaboration among the groups. They would like to host a kickball game the week of Thanksgiving.
- Staff Senate would like to take on the Batesville Christmas Parade float this year.

- Vacant Positions
  - Administrative Assistant Academic Affairs
    - The committee met this past Monday afternoon and looked at all new applications. They are continuing to review applications as they arrive.
  - Director of Community and Workforce Education
  - Academic Advisor
  - Director of Teaching Technology
  - BTPS Faculty

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

- Ms. Tammy Smith is entering data for Christmas Brings Hope noting that applications for the food box are significantly down. She said boxes must be picked up this year rather than boxes being delivered as they have in the past. Applications for Christmas Brings Hope were passed out at the Food Pantry distribution on Monday, November 2, 2020.
- She said the Vice Chancellor for Finance and Administration job description was sent to the UA System office to review. Ms. Frazier also asked Ms. Gina Terry, UA System chief financial officer, to assist in the review of the applications.
- Currently only one person is working remotely due to doctor's recommendation.
- Ms. Kim Whitten is now the Project One Change Champion.

Ms. Frazier asked Dr. Shonk to talk about information he provided to the high school joint meeting attendees yesterday. He said that UACCB will likely continue to use the hy-flex model in spring 2021, if social distancing guidelines do not change. If classes are smaller, then they can meet on-site. No decisions have been made.

Ms. Frazier said that UACCB Board of Visitors members, Mr. Casey Castleberry and Mr. Phil Baldwin, were named to the 2020 Arkansas 250: Arkansas' Most Influential Leaders list by Arkansas Business Publishing Group. Ms. Crystal Johnson, President and CEO of the Batesville Area Chamber of Commerce, and Mr. Skip Rutherford, Dean of the UA Clinton School of Public Service, were also names. Mr. Rutherford is from Independence County.

With no further business the meeting adjourned at 11:10 a.m.

Respectfully submitted by Ms. Jodie Hightower