

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
November 18, 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 9:00 a.m.

The group listened to a presentation by personnel from Blackboard on the Student Success module designed to increase student retention through predictive measures. The module identifies and categorizes students based on a number of risk factors and then sends emails or texts to them. After the presentation, the group discussed the merits of the program and the challenges to implementing a program such as the Student Success module. They also discussed the training component and the merits of purchasing training with some customization of the program, rather than the full module.

Mr. Zach Perrine moved to approve the minutes from the November 4, 2020 meeting. Dr. Shonk seconded the motion and the motion passed.

Kids' College 2021 – Dr. Shonk said that Ms. Katrina Stevens, community education coordinator, contacted him about preliminary planning for Kids' College 2021. Last year, Ms. Stevens and her co-workers developed a scaled down version of the program where the day would be shorter, and children would remain in the same classroom with one or two leaders/faculty. Dr. Shonk asked if he should allow Ms. Stevens to continue planning for 2021 or if he should cancel Kids' College now for 2021. Ms. Frazier asked if there will be limits to the number of children enrolled. He said that would have to be reviewed. The group discussed planning for it but keeping in mind that area k-12 schools may have to provide summer bridge programs to students in order to make up for learning time lost due to COVID. Ms. Frazier said she thinks Ms. Stevens should plan for the eventuality of hosting the program again. The group decided to let Ms. Stevens begin planning, but not commit funds at this time.

Review of Fall 2020 Withdrawals – Mr. Perrine presented data on students who have withdrawn from the College in fall 2020. The College had 99 complete withdrawals compared to a total of 50 in fall 2019.

Enrollment Type	Count of Enrollment Type
Concurrent High School Student	23
Continuing Undergrad Student	20
First Time In College Student	27
First Time Undergrad Transfer Student	5
Other First Year Continuing Student	14
Readmitted Undergrad Student	7
Unclassified Post-Baccalaureate Student	1
(blank)	
Entering Transfer Student	2
Grand Total	99

Forty-nine students aged 17 – 19 withdrew. There were 65 females and 34 males. “Academics” was given most often as reason for withdrawal (33). Students from Batesville (51) were the largest group follow by Cave City with 10 students. On the last day to withdraw, 25 students withdrew. Mr. Cooper asked for a list of the students so that the business office could review it.

The group discussed how many students dropped in the spring 2020 semester. Mr. Perrine will gather that data. They also discussed enrollment projections for spring 2021.

Mr. Perrine reviewed the results from the Campus Pulse Survey. There were 124 responses averaging 5 minutes 22 seconds to complete. The responses indicated that students are mostly satisfied with operations this semester.

- 58.9% - Said they were very satisfied with how campus is operation during COVID-19.
- 26.6% - Said they were somewhat satisfied with how campus is operation during COVID-19.

- 61.3% - Said they were very comfortable with the safety protocols.
- 23.4% - Said they were somewhat comfortable with the safety protocols.

- 64% - Said in-person classes were their preferred method of learning.

- 20.2% - Said they had no issues with technology this semester.
- 50.8% - Said they had a few issues with technology this semester.

The link to the entire data set is: <https://forms.office.com/Pages/AnalysisPage.aspx?id=ZP4x7fS7WE6BgHox2---KncGRJXGBkhGrLmNiranSDZUREtDNIISNIIJWlpGMDMzSIRLRjRJREhWRy4u&AnalyzerToken=aKzRat11s4YQYpyAwmvMjhFF5ksj7zrG>

Recommended Consolidation to Withdrawal Forms – Dr. Austin handed out a packet of four forms. The first form entitled “Withdrawal or Course Drop Form” consolidates the next three forms. Ms. Casey Bromley, registrar, worked with other personnel that handle student withdrawals and drops. The consolidated form has been vetted by multiple personnel as well as department heads. The “Withdrawal or Course Drop Form” would replace the following: “complete student withdrawal form”; “drop form”; and “administrative withdrawal form”. Ms. Bromley would like to implement this form at the beginning of the spring 2021 semester. The group reviewed the form and discussed placing a field for the last date of attendance on the form. Mr. Perrine said that UACCB policy 585.1 will also need to be updated. At the next Cabinet meeting scheduled for December 2, 2020, Cabinet will vote on the consolidation of the forms as well as the updated policy. Mr. Cooper said a statement regarding the return of Title IV funds may need to be added, however, the statement regarding the “loss or return of financial aid” may suffice. They also discussed adding an “other” box under reason to withdraw, but they ultimately decided not to add the “other” category.

Update from UA System Office – Ms. Frazier provided an update from the UA System meeting held by Dr. Bobbitt last week with chancellors. She said the discussion focused on the spring semester. Dr. Bobbitt indicated that the Board of Trustees will vote on a resolution to allow campuses to hold face to face classes in spring 2021. She said the group also discussed fall commencements stating that Dr. Bobbitt and Mr. John Goodson, chair of the Board of Trustees, would be able to attend scheduled commencements. She said the group also discussed the

upcoming legislative session. Finally, the chancellors group discussed COVID's effects on UAMS, UALR, and UA Fayetteville campuses.

COVID Update – Ms. Hightower said there are currently 12 active positive cases associated with the campus. She is tracking 32 students and 8 employees. Sixteen of those 40 will be able to return to campus tomorrow, Thursday, November 19, 2020.

Area Updates:

Dr. Shonk reported the following for Academics:

- There have been 67 students in the Adult Education program since July 2020 with 53 of those in basic adult education.
- Adult Education will have a program review December 1 – 3, 2020 and a financial audit will occur in January 2021.
- Blackboard Ally LMS training is continuing and is going very well. The one on one or small group training sessions are working well.
- The group discussed if the College should host the monthly joint high school meeting on December 1, 2020. They group decided that the meeting should be held on site.
- He brought forth a request to purchase a forklift for the Workforce Training Center. To access the storage loft in the WTC, a forklift is required. They have a pallet mover, which is helpful, but they still need a forklift. For now, they have borrowed the one maintenance has. Unfortunately, sometimes both groups need to use the forklift at the same time. Mr. Zach Harber, director of career and technical education, received quotes for a forklift ranging from \$20,000 to \$36,000. The group discussed this potential purchase including the source of funding.
- Positions –
 - Administrative Specialist III – Ms. Valerie Bennett has been hired and will start Tuesday, December 1, 2020.
 - Director of Community and Workforce Education – The search is open and ongoing.
 - Director of Teaching Technology – on hold
 - BTPS faculty – on hold
 - Academic Advisor – on hold
- The campus now has access to The Chronicle of Higher Education (online). It must be accessed from an on-campus computer. The website will automatically recognize the UACCB IP address and allow you to read the articles.
- The RN pinning will be held Friday, December 4, 2020 and 80 students are set to graduate. The faculty has requested to hold a virtual pinning. Ms. Frazier would like for all faculty and staff to have access to attend, if they choose.
- PN program licensure pass rate for the class that completed in the summer is 93.3% (14/15 students). Two students are left to test.

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

- The College had four contracts reviewed by the legislature and all were approved.
- The College will have one supplemental audit finding, which is the collateralization of the CD held at Merchant and Planters Bank. A second audit finding will be a system wide one and the system will write the response.
- The Grill will have to increase some prices in the spring. There will still be \$5 meals, but some may need to be increased to \$6.
- Of the \$514,000 in CARES Act funding, \$137,600 remains and will need to be spent or encumbered by the end of December 2020.
- The College has around \$2 million in cash in the bank.
- Vacant positions –
 - Human Resource specialist – There are eight or nine applications and the search committee, led by Ms. Wanda Garnett, plan to meet next week to review applicants.
 - Vice Chancellor for Finance and Administration – There were three candidates yesterday and the search committee, led by Ms. Debbie Wyatt, will meet Friday, November 20, 2020.
- He is transferring more duties to Ms. Mandy Walker, controller, in preparation for his retirement at the end of December.

Mr. Zach Perrine reported the following for Student Affairs:

- Admissions has conducted a file review and over 700 text to those potential students have been sent through Campus Cast.
- Prospect data from ACT will also be used to reach out to those students who are not sending their scores to the College but are in the area.
- The New Student Orientation workgroup is meeting tomorrow to discuss the format, activities and topics for spring 2021.
- Batesville PCB students are on campus today for testing.
- Financial aid training for counselors is scheduled.
- The Student Success Center has several activities planned during finals including a coffee shop.
- He requested that departments or groups who plan events for students send the information to his office to coordinate the scheduling.
- The total advisor group meeting will be held this afternoon.
- The Food Pantry distribution will be tomorrow and the first 20 will receive a ham.

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

- Midland School district announced that one of their faculty members died last week.
- The Virtual Care Group has only had seven registered users with zero sessions completed.
- She encouraged the group to send articles or information to the group.
- Due to the number of faculty and students who have been quarantined in the NAH programs, the building was disinfected last Friday.

Follow-up items:

- **HLC Accreditation Process – Dr. Austin**
 - **Update:** The HLC Comprehensive visit is scheduled for November 14-15, 2022. Dr. Austin, Ms. Frazier and Dr. Deltha Sharp, director of institutional research, have met to develop a committee structure that will support HLC Accreditation, Title III Better Teaching: Better Learning project and the UACCB strategic plan. There will be five committees: technology, academic planning, student retention and engagement, employee retention and engagement, and diversity and cultural awareness. The committees will report to CAC each month. They will be assigned tasks from the strategic plan and ad hoc workgroups would form out of the committees to target certain items. Two to five people will be assigned to the subcomponent committees for the five HLC criteria, which has 18 subcomponents. Each team will have a writer, a reviewer and an evidence collector. From now to spring the goal is to get people trained on HLC accreditation process. The HLC conference will be virtual in April 2021 and due to a reduced cost as well as reduced travel costs, the College should be able to have several people attend.
 - The HLC lock date is Oct 17, 2022, which is the date all materials will have to be submitted to the HLC review committee. Vice Chancellors will be a resource for the committees, but not a writer.
 - Ms. Frazier asked Dr. Austin to present this information to the Chancellor’s Advisory Committee meeting this Friday, November 20, 2020.
- **Assessment Academy Progress – Dr. Austin**
 - Dr. Austin said she submitted the progress report. Ms. Frazier asked Dr. Austin to provide a copy of the report to her.
- **Recommendations for First Aid kits/CPR masks – Ms. Hightower**
 - She provided recommendations for first aid kits and CPR masks to the group. The group discussed the various needs and asked Ms. Hightower to meet with the Safety Committee to provide a formal recommendation.
- **TRIO students – Mr. Perrine**
 - Mr. Perrine has requested an update from TRIO at his next meeting with the department at a meeting later this week.

With no further business the meeting adjourned at 11:59 a.m.

Respectfully submitted by Ms. Jodie Hightower