

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**December 2, 2020 / 10:30 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 10:37 a.m.

*Dr. Austin moved to approve the minutes from the November 18, 2020 meeting. Dr. Shonk seconded the motion and the motion passed.*

***Vote on consolidation of Withdrawal Form*** – Dr. Austin presented the consolidated form and the forms that will be eliminated. *Dr. Austin made a motion to accept the consolidation of the three forms to a single withdrawal form and to approve UACCB policy 585.1 based on the recommended updates. Mr. Perrine seconded the motion and the motion carried.*

***Vote on updated policy 585.1*** – Dr. Austin said upon further review the policy will need to be updated to reflect current practices or software used. Ms. Frazier asked Dr. Shonk about how the faculty document notifying students of possible administrative withdrawal. Dr. Austin asked about the last sentence of II. 5. Dr. Shonk said the students that fall in this area are mostly from nursing. He said usually students notify the College that they want to administrative withdrawal. Ms. Frazier asked Mr. Perrine if he had further clarifications to which he said no and the policy along with the form consolidation will be good for students.

***Stipends*** – Ms. Frazier said that the chancellors asked Dr. Bobbitt about giving stipends to employees. Dr. Bobbitt said if the College has funding, then the College can pay 2% of annual salary or at least \$500 in the form of a one-time stipend. Ms. Frazier, Ms. Walker, controller, and Mr. Cooper discussed the possibility and have proposed the following:

- Floor amount of \$500 (For the employees whose 2% would not be \$500)
- Employees with salary between \$25,000 - \$59,999, a stipend of 2%
- Employees with salaries over \$60,000, a cap of \$1200

Dr. Bobbitt also stipulated that classified employees must have an evaluation for FY 2020. Additionally, an employee must have continuous employment with the state in a regular full-time position for twelve (12) months. Mr. Cooper said the cost of the stipends is approximately \$96,000 of which \$80,000 is from state funds. The balance would come from restricted funds. The directors of those budgets have been contacted and have been cleared to provide funding from those restricted budgets. The proposal would provide the stipend as a one-time payment separate from regular payroll. The payment would occur near the December 15 payroll.

*Mr. Cooper made a motion to accept the proposal as presented above. Ms. Frazier seconded, and the motion carried.*

**Project One update** – Ms. Lea Ramsey provided an update on Project One. The College contracted with Ferrilli to help with the data conversion. She said the data was to be converted in 3 waves for prototype 1. The human capital management (HCM) data was successfully converted, however, the finance data did not get created or loaded yet, which represents a missed deadline by Ferrilli. She said that means during this phase of data validation, the College will not have any data to validate. Both Phillips Community College and UACCB missed the deadline. Ms. Ramsey said 100% accuracy is critical to the successful implementation of Workday and she is not sure how the issue will be approached. HCM data is in validation stages now, this includes payroll data. Through this process, the functional team is getting to see the Workday program in action. She said security roles will be assigned next and Workday is still projected to go live on July 1, 2021. There will be mock test of payroll data in January. Ms. Ramsey said the budgeting software for Workday is adaptive and will be included in the July 1, 2021 roll-out but will not be actively used until 2022. Mr. Cooper noted that three to four people are putting three to four hours a day to this project. She said overall the people participating are getting excited about possibilities. She said they must learn a different language, but they are learning. She also said those involved are getting a good feel of the system and can move around and find things in the system. She will meet with the subject matter experts (SMEs) to determine security assignments or roles soon. She also said she will have to meet with the Vice Chancellors to help determine those assignments. Ms. Frazier asked Ms. Ramsey to provide regular updates to Cabinet and the Chancellor's Advisory Committee each month until implementation.

**Institutional Reorganization** – Ms. Frazier said she and Mr. Perrine will meet with all the advisors this afternoon to announce that all academic advising will move under Student Affairs. She said due to Dr. Shonk's expanded role in the Title III project, moving advising to one division is strategic and prudent. She is waiting to hear from the federal Title III coordinator to make further announcements.

**Announce the Title III Advisory Committee** – Ms. Frazier said roles were specified in grant application. Dr. Shonk, Dr. Andrew Seely, Faculty Senate president, Ms. Michelle Bishop, nursing faculty and online instructor, Dr. Deltha Sharp, director of institutional research and Mr. Cheyenne Diaz, academic advisor, will serve on the committee.

**Confirm Spring 2021 class start date** – Ms. Frazier said if we are going to move the date then a decision should be made sooner rather than later. Dr. Shonk said that the CDC may change quarantine time from 14 days to 10 days, which could affect the need to change start of classes. Dr. Austin asked if class start date change, do other activities such as New Student Orientation need to change. Mr. Perrine said he did not think so, however, another session might be needed. Dr. Austin also asked if the date to report back to campus for faculty needs to be changed too. Currently, the date for the reopening of campus for faculty and staff is January 4, 2021. Dr. Shonk said he does not think that is necessary unless cases of COVID-19 increase dramatically. The group also discussed the delivery mode of instruction as well. Dr. Shonk noted the increase in questions from faculty, staff and students. Mr. Perrine said the Student Government Association members are asking about this as well.

Ms. Frazier asked Dr. Shonk if he had spoken to faculty about using larger spaces for classes with higher enrollment limits. He looked at events that were scheduled in the banquet hall and feels those events that are currently scheduled could be arranged to accommodate the classes, if needed. Ms. Frazier said that classes should take priority over events. He said that while most faculty would prefer to hold in-person classes, they will continue to stream or record classes recognizing that is not the best way for students to learn. Dr. Shonk said faculty have expressed concern with dual modes of instruction because the workload is much greater. He still thinks the College can host all in-person classes in the spring. The UA Board of Trustees passed a resolution at the November meeting that supported campuses in their efforts to host in-person courses.

*Dr. Shonk made a motion to return to full in-person classes in spring 2021 utilizing larger spaces on campus if needed. Mr. Perrine seconded, and the motion carried.*

Regarding changing the class start date of the spring 2021 semester, the group will hold off making changes until the Arkansas Department of Health makes an announcement regarding CDC quarantine guideline changes. Mr. Perrine said most public schools are starting on January 4, 2021.

**Discussion of Boiler Repairs** – Mr. Cooper said Mr. Heath Wooldridge, director of the physical plant, approached him about equipment needs for the campus, some of which are 20 years old. Mr. Wooldridge told him that one of the boilers needs to be replaced. The replacement cost for a new boiler is around \$60,000. Because the College holds a service contract with Harrison Entergy, the College can have the boiler repaired with a warranty in place for a cost between \$10,000 and \$11,000. The repairs can be made during the Christmas break. He said the controls will also need to be updated.

Additionally, the Grill is having issues with their fryers. Ms. Melissa Foster, grill supervisor, is looking for quotes to replace the fryers. The cost to repair them are about half of what a new one costs, which is about \$3,000.

**COVID Update** – Ms. Hightower reported that there are 5 active positive cases associated with campus. She is tracking 29 students and 6 faculty/staff members in quarantine. Of those 35, 19 were added since Monday, November 30, 2020.

Ms. Frazier said the College purchased two backpack foggers that will be used to disinfect spaces on campus. She said maintenance personnel fogged the auditorium yesterday and it took only about 15 minutes. She said the foggers leave no residue or smell behind and the room can be back in use about 30 minutes after fogging.

**Safety Committee recommendation** – Ms. Hightower provided a recommendation from the Safety Committee concerning the addition of five first aid kits to locations across campus. The recommendation also included comments regarding maintenance personnel continuing to monitor supplies in kits across campus, “go kits” or medical crash bags, purchasing CPR masks for employees who participate in refresher

and certification courses in the spring 2021, and publishing the locations of first aid kits. According to Ms. Katrina Stevens, community education coordinator, 15 employees are signed up for the refresher courses and 3 are signed for an initial certification course.

The group discussed the committee's recommendations passed the following motion. *Dr. Austin moved to support the distribution of first aid kits as recommended by the Safety Committee. Mr. Cooper seconded. After discussion where a consensus that a separate kit specific to burns be purchased in addition to placing a first aid kit at the Grill, the motion carried.*

#### **Search Committees update –**

- Human Resource Specialist – This position will be re-advertised and will list the salary, as previous applicants declined to be interviewed once salary was known.
- Vice Chancellor for Finance and Administration – The committee will interview two candidates on Monday, December 7, 2020. The group discussed how to handle the in-person interview. Ms. Frazier said she will speak with Ms. Debbie Wyatt, search committee chair, to schedule the virtual interview.
- Director of Community and Workforce Education – There are eight applicants to date. Dr. Shonk also suggested adding the salary range to job advertisements. He said there are four or five who are strong applicants. Mr. Cheston Cooper, network administrator, set up a SharePoint drive where applications are loaded by Ms. Julie Johnson, human resource specialist, so that committee members can access the applications.
- Director of Teaching Technology – on hold
- BTPS faculty – on hold
- Academic Advisor – on hold
- TRIO advisor – In January, there will be a search to replace an advisor for the TRIO program.
- Title III – There will be several positions vacant once this project is active.

Cabinet recessed at 12:23 p.m. and set 3 p.m. as the time to reconvene.

Cabinet reconvened at 3:03 p.m.

#### **Follow-up items:**

- **HLC Accreditation Process – Dr. Austin**
  - **Status:** 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 October 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 on November 20, 2020.
- **Update:** Dr. Sharp has created a diagram connecting Title III, Strategic Planning and HLC accreditation. The next step is to assign people to those committees.

□ **Assessment Academy Progress – Dr. Austin**

- **Status:** Dr. Austin said she submitted the progress report. Ms. Frazier asked Dr. Austin to provide a copy of the report to her.
- **Update:** Dr. Austin provided the report to Ms. Frazier earlier prior to the meeting. Dr. Austin will respond to the comments from Assessment Academy reviewers by Monday, December 7, 2020.

□ **TRIO students – Mr. Perrine**

- **Status:** Mr. Perrine has requested an update from TRIO at his next meeting with the department at a meeting later this week.
- **Update:** The program needs 50 additional students. Ms. Ronda McLelland, TRIO program director, has visited several classes to do outreach and recruiting.

□ **CARES Act Funding –** There is approximately \$134,000 left. There is an additional \$50,515 in Title III funding. Ms. Walker is going to review the timeline for exactly when the college must spend the money. Originally thought it would have to be spent by Dec 31, 2020. Ms. Frazier asked the group to think about how to best utilize the funding. The following suggestions were made:

- Quick boost charging stations –
  - In high traffic areas, library, common areas
  - Pig tails with all the popular ports
- BB Student Success module -
  - Working to get webinar to go over pricing
- ACUE –
  - Need to buy more licenses to support the Title III grant
  - Ms. Frazier said to move forth with this purchase as well as Quality Matters.

**Area Updates:**

Dr. Shonk reported the following for Academics:

- The Centers for Disease Control and Prevention have announced a revision to the quarantine times for asymptomatic close contacts. (Associate Press article - <https://apnews.com/article/politics-pandemics-coronavirus-pandemic-fcbc8b93537033b749fb4900ee2027d5>) ]

- ACC CAO/CSO Meeting update: At the meeting last week, they reviewed data and discussed strategies for presenting to legislators and state leaders to reduce impact on budgets. They reviewed data about students who left and what happened and what will happen with productivity funding. They noted that COVID is disproportionately affecting the at-risk students (minority, etc.). Arkansas Community Colleges Association is trying to argue that it is affecting the at-risk students the most. They will present to the Presidents and Chancellors tomorrow. He noted that 60% of the UACCB student population is under 19.
- Adult Education
  - Ozarka College has requested the College sign an MOU to allow them to offer workforce training through their Adult Education program at their new WTC in Ash Flat.
    - Emerson, a manufacturer, want to move to Arkansas and have moved next to the Ozarka WTC building.
  - Adult Education virtual site visit began yesterday and will conclude tomorrow. No major issues identified at this time.
  - Part-time Adult Education instructor for Highland Center – our part-time, night-time ed instructor for highland center – found a lady who moved to Cherokee Village and was an adult ed instructor at BRTC for 30 years.
- Final LPN Pass rate is 94.11% (16/17). Congratulations to Ms. Amanda Cannon, Ms. Ashlyn Canard, and all those involved in the success of these students.
  - RNs – 10 of them did not have scores that would predict they will pass their license exam – 78 is the score needed to pass the program.
  - RN Pinning this Friday, December 4, 2020 at 6 p.m. in the IH Auditorium. Students will sit in the middle section and social distancing will be observed. The event will be live streamed.
- Cosmetology – Felony Convictions
  - In 2019, the state legislature passed Act 990 that requires people with felony convictions to request an appeal in order to hold a cosmetology license. The effective date for Act 990 is June 28, 2019. Cosmetology students must fill out a form from the state to receive a permit and the form did not have any questions about felonies. Even in January 2020 the form did not reference felonies. Now the updated form has that information that they must apply for an exception. This may cause some problems for our students who have this issue because it takes a while to get a response from Cosmetology section of the Arkansas Department of Health.
- Welding Program – Airgas recently provided a certified welding inspector (CWI) who tested our welding students who were near the end of their program. The College has not used a CWI in several years. Students had a 90% pass rate (9/10). This rate is up from the 30% - 40% range in previous years. Dr. Shonk said there have been enough students hired at Bad Boy and Intimidator, that both companies are actively recruiting students from the welding program here.
- Arts and Humanities Division is reporting several issues with students remaining engaged. Students who had not been attending class or attending sporadically are now wanting to “make up” assignments or turn them in late.

Mr. Zach Perrine reported the following for Student Affairs:

- Applications

	10/06	10/20	11/03	11/10	11/17	11/24	11/30
<b>Spring 2021</b>	315	350	397	424	452	484	488
<b>Fall 2021</b>	170	218	262	274	291	402	405

- Registration

Date	Day until Reg Ends	Headcount	SSCH	Day-to-Day Change Headcount	Day-to-Day Change SSCH	% of Headcount Goal	% of SSCH Goal	Average SSCH per Student	Daily Pace for Headcount Goal	Daily Pace for SSCH Goal
10/21/2020	82	11	142	11	142	0.95%	1.24%	13	22	221
10/22/2020	81	252	3086	241	2944	21.82%	27.05%	12	18	166
10/23/2020	80	271	3300	19	214	23.46%	28.92%	12	18	166
10/26/2020	77	275	3344	4	44	23.81%	29.31%	12	18	168
10/27/2020	76	356	3892	81	548	30.82%	34.11%	11	17	160
10/28/2020	75	398	4215	42	323	34.46%	36.94%	11	16	156
10/29/2020	74	416	4431	18	216	36.02%	38.83%	11	16	155
10/30/2020	73	434	4566	18	135	37.58%	40.02%	11	16	156
11/2/2020	70	448	4733	14	167	38.79%	41.48%	11	16	155
11/3/2020	69	464	4933	16	200	40.17%	43.23%	11	16	154
11/4/2020	68	489	5148	25	215	42.34%	45.12%	11	16	153
11/5/2020	67	539	5866	50	718	46.67%	51.41%	11	15	139
11/6/2020	66	551	6007	12	141	47.71%	52.65%	11	15	139
11/9/2020	63	558	6095	7	88	48.31%	53.42%	11	16	140
11/10/2020	62	566	6211	8	116	49.00%	54.43%	11	16	141
11/11/2020	61	571	6277	5	66	49.44%	55.01%	11	16	143
11/12/2020	60	601	6503	30	226	52.03%	56.99%	11	16	140
11/13/2020	59	619	6708	18	205	53.59%	58.79%	11	16	138
11/16/2020	56	638	6957	19	249	55.24%	60.97%	11	16	135
11/17/2020	55	650	7036	12	79	56.28%	61.67%	11	16	137
11/18/2020	54	689	7369	39	333	59.65%	64.58%	11	15	130
11/19/2020	53	716	7666	27	297	61.99%	67.19%	11	15	125
11/20/2020	52	726	7778	10	112	62.86%	68.17%	11	15	125
11/23/2020	49	729	7837	3	59	63.12%	68.69%	11	15	128
11/24/2020	48	738	7933	9	96	63.90%	69.53%	11	15	129
11/25/2020	47	741	7954	3	21	64.16%	69.71%	11	16	133
11/30/2020	42	744	7985	3	31	64.42%	69.98%	11	16	137
12/1/2020	41	751	8046	7	61	65.02%	70.52%	11	17	140
Goal		1154	11410							

- Withdrawals
- Fall 2019 from Census to Last Day of Withdrawal = 50 (3.4%)
- Fall 2020 from Census to Last Day of Withdrawal = 99 (8.0%)

**Student Affairs updates:**

- Admissions continues outreach to high schools. The Batesville High School college day on November 23, 2020 was very fruitful. There were over 80 applications in one day. Admissions will continue P:CB activities into spring.

- At the Joint High School Meeting yesterday, Ms. Meagan Akins, director of admissions, reminded attendees they are available to assist with applications.
- Mr. Perrine said the College will need face to face interaction with students and parents to achieve the enrollment numbers the College desires. Registration is on pace, with 71% of the SSCH goal. He would like to hit 80% before the College closes for the holiday break. All advisors have a list of students to reach out to get more enrolled.
- Career Coach – First big data report due Friday, December 4, 2020. Both Mr. Philip Landers and Ms. Jennifer Ford are on track to complete this task on time.
- The Career Pathways advisors have provided gas cards and payment for nursing exams, in addition to academic advising to finish the calendar year.
- Financial Aid – Ms. Kristen Cross, director of financial aid, is attending a virtual Federal Student Aid conference. They continue to assist students with spring and fall aid.
- JAG have still not received a fully executed MOU, however, it is expected in January. They are waiting on one final signature.
- The Student Government Association is planning a “cookies with clubs” event as the campus returns for spring 2021. The plan to host a mask awareness event. They also have ideas for MLK Day, Black History Month, President’s Day, Mardi Gras, and (potentially) a spring carnival (depending on COVID-19 status at that point).
- SGA also conducted an impromptu survey of students regarding their preference of class instruction. Most students surveyed said they would prefer face-to-face classes.
- Student Activities will host a free meal at the Grill for finals week.
- UACCB came in 3<sup>rd</sup> for the state with the percentage of people who received a flu shot. To celebrate, Student Activities will also a free meal for everyone on December 7 and 8, 2020.
- The Student Success Center is hosting a finals coffee shop next week. Sunday Study Stop kick-off for spring 2021 is tentatively set for January 24, 2021.
- In TRIO, Ms. Kristina Pierce is a new tutor. Ms. Ronda McLelland, director of TRIO, is preparing the Annual Performance Report. The program is also still recruiting and needs 50 more to reach goal.
- Mr. Perrine is meeting with the Total Advisor Group later today.
- The Marketing & Admissions meeting next Wednesday. NSO workgroup meeting again Thursday to provide recommendations.
- The New Student Orientation workgroup is meeting tomorrow, and he will bring their recommendations forward once finalized.
- ACT prospect data meeting proved very productive. They will be moving forward with a few different populations. Ms. Hannah Flanery, communications and marketing director, is getting quotes on some materials. There are opportunities for high school student outreach too as well as potentially working on Career-Tech high school faculty meeting with Mr. Zach Harber, director of career and technical education, and Mr. Roger Ried, director of Secondary Career Center.

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

- Security guard, Mr. Mike Six, will be leaving Securitas and his last day is Friday, December 4, 2020. Officer Balch’s schedule will be Monday – Friday from 8 a.m. to 5:30 p.m. Securitas will hire a second person to be in place in January 2021.
- Nearly \$300,00 in abatements have been submitted and once approved, funds will be paid to the College. Cabinet members expressed support for this plan.



- The IRS relaxed the regulation for withdrawal of funds from retirement account. An employee can take up to three years to return the funds, however, proper paperwork must be filed. The College does not have to approve the withdrawal of funds.
- In follow-up regarding the audit, the College will not have to go before the legislature this time, per Ms. Gina Terry, UA System chief financial officer.
- He said the person who owns the Highland Center building that houses the Adult Education program in Highland is delinquent in paying taxes to the state. The state or its agencies cannot pay a vendor who is in this status. In addition, the owner did not sign the extension on the lease agreement for the building. As it stands, the College cannot pay rent and there is no actual lease on the building.
- He provided information on the FY 21 Federal Workstudy budget. Spent from the federal budget was \$14,921.70 and \$25,168 was paid from institutional workstudy funds.
- He provided a report on the 99 students who withdrew from the College. These account balances increased the Colleges Accounts Receivables by \$29,693.71. The Business Office has placed holds on these accounts and are working to collect outstanding balances.

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

- IT is working to roll out the web help desk to campus.
- Dr. Deltha Sharp, director of institutional research, is preparing data for the Dana Center regarding the co-requisite program.
- She said Perkins funds are available as the College cannot make the purchases it originally planned due to regulations prohibited those purchases. There are reserve funds available as well. That application is due this week.

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

- Her office had planned a retirement celebration for Mr. Gayle Cooper and Ms. Susan Tripp, however, due to COVID, the decision to cancel was made. Mr. Cooper has offered to return to campus later when it can be celebrated safely.
- The College ran an advertisement in the Batesville Guard newspaper for Board of Visitors members, Mr. Casey Castleberry and Mr. Phil Baldwin, on their being named to an Arkansas Business influencer list. Ms. Frazier said she a thank you note from Mr. Baldwin.
- The UACCB Foundation received a donation from proceeds from the 5K that White River Medical Center hosted. The funds will go to the UACCB Food Pantry.
- Giving Tuesday was successful and the UACCB Foundation received many donations.

With no further business the meeting adjourned at 4:15 p.m.

Respectfully submitted by Ms. Jodie Hightower