

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
January 6, 2021 / 9:00 a.m.
Room 104
Minutes

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Mr. Zach Perrine, Ms. Mandy Walker and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower, was also present.

Ms. Frazier called the meeting to order at 9:02 a.m.

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

Review UACCB Procedure 421.0 – Leave use for influenza-like symptoms or illness – Ms. Frazier reviewed an emailed memo from Ms. Pam Anderson at ADHE regarding the expiration of the Families First Coronavirus Response Act (FFCRA) emergency paid sick leave. The memo expressed support for institutions of higher education to form a Director's Authorized Leave (DAL) policy. Although DAL is not authorized for higher education, institutions can create a similar policy. Ms. Frazier said that Arkansas State University (ASU) system has created a COVID emergency leave policy and several other colleges will be following suit. Ms. Frazier read the ASU policy which extended the federal guidelines. She said she has requests out to other institutions regarding their plans. She expects UA System to provide guidance about creating a local policy or providing a system wide policy. Without this type of policy in place, UACCB procedure 421.0 states employees should exhaust all leave and can accrue a negative leave balance if the leave is in connection with COVID. She encouraged everyone to authorize remote work when possible to assist employees.

Ms. Frazier said she and Ms. Hightower reviewed employee absences related to COVID. Ms. Hightower said several employees are in a challenging situation because they live with someone who is repeatedly exposed due to that person's work.

Ms. Walker asked if the paid leave time starts over or if it was carried over from 2020. Ms. Frazier will clarify. Mr. Perrine asked about an expiration date for using leave time. Ms. Frazier suggested the end of the spring semester. Dr. Austin said she would like to extend the policy for emergency leave because those employees who may not have many hours banked may be forced to come to work while sick.

Consolidated Appropriations Act (CAA) – Ms. Frazier asked David Curran, associate general counsel at the UA System office, if the System had any guidance regarding how money from the CAA can be spent. The group discussed possible items that could be covered with CAA funds including lost revenue, technology expenses due to the shift to online class, or direct assistance to students. Ms. Frazier sent a link to the webinar that the Association of Community Colleges hosted yesterday to Cabinet members. The group discussed lost revenue and how to document and define it. Dr. Austin said this could be an opportunity to shore up infrastructure regarding technology. There was a discussion on the technology infrastructure needs including fiber and other system upgrades. Ms. Frazier also said payment for the conversion to Workday might be justified as well. Dr. Shonk suggested identifying the needs such as filling vacant positions, technology upgrade, Workday payment plan and review later. Ms. Frazier said the group will meet next week to review and discuss the needs. Dr. Austin will investigate infrastructure needs. Ms. Walker will locate the Workday payment plan. Ms. Walker will also meet with Mr. Heath Wooldridge, director of maintenance and facilities, regarding infrastructure needs.

Discussion on Drop Date – Ms. Walker presented the Student Accounts Receivable Trial Balance report which shows \$228,388.00 owed to the College. She asked for clarification on what date to drop students for non-payment. Dr. Shonk said this came up last year. He said there was an issue of students not receiving notice of the drop date or a balance due bill. Ms. Walker said statements for spring 2021 went out late in the fall semester with the final round mailing out December 7, 2020. Mr. Perrine asked if Financial Aid has reviewed list. Ms. Walker said yes.

Ms. Walker said this list includes people on payment plans as well as those who have not set them up. Ms. Frazier asked about students with balances from fall 2020. Ms. Walker said this list is just the students who are enrolled in spring 2021 and have no old balances. The total number of students is 160.

The group discussed various methods of messaging students including text messaging using Campus Cast. Mr. Perrine will work with Ms. Hannah Flannery, coordinator of communications and marketing, on crafting messages to be sent. Dr. Shonk requested that the list also be sent to advising staff. They may be able to assist in reaching students or know status of students.

The group decided that the 160 students on the list have a deadline to pay or set up a payment plan by Friday, January 8 at noon. If they miss that deadline, student will be given a chance to attend the first week of classes. If they miss classes, then they will be dropped on January 15, 2021. If they have not attended and have not paid by that date (January 15), they will be dropped, which is the 5th day which is census date. Those students will be sent a message stating they will be dropped if they do not pay by the 15th at noon. The registrar will start dropping the remaining student on the 15th at noon. The group discussed how long it would take for a final list to be prepared after January 8, 2021. Ms. Walker said that it takes time because concurrent students show up as well, however, she was confident a list would be ready by Tuesday, January 12, 2021. Advisors would be provided the list and contact remaining students to determine if they plan to attend. By the end of the Cabinet meeting, the list was down to 126 students.

Update on Insurance Premiums – Ms. Walker provided two charts with insurance premium cost breakdowns. UACCB will eventually have to contribute the same percentage across all plans, per UA System instructions. Ms. Walker provided information on employer contributions to medical plans from UA – Pulaski Tech, Cossatot, UA - Phillips, UACC - Morrilton.

She said the column in blue shows the amount (%) that the System wants the subsidy to be. She also noted that the comparison colleges do not have premiums broken out by salary bands as UACCB does. She said the system office recommends reducing the number of bands to three. Ms. Walker said the information provided is an overview and for the group to review. She will present her recommendations formally later which will include removing the fourth band (\$90k and up). At this time, the group consensus is to move to three bands, however, Ms. Walker will provide several scenarios for the group to consider.

Recommendations for Appointment for Title III Grant Personnel – Dr. Shonk wanted to bring this forward because the grant went into effect October 1, 2020. He said there are several benchmarks that were supposed to have been met, including having the personnel in place. He asked if Cabinet should appoint them now, noting that approval from the federal grant officer would be needed. Dr. Austin said she agrees that personnel should be appointed now per UACCB procedure 220.1.

Dr. Shonk provided the grant budget with personnel breakdowns in spreadsheet form for review. Dr. Austin will serve as the project director. Dr. Shonk said the grant coordinator position may be a classified position and if it is, an appointment cannot be made in the same way as the other positions.

Dr. Shonk and Dr. Austin's recommendation is as follows:

Title III Grant Position Recommendations

- a. Director of Center for Teaching and Learning Excellence – **Dr. Andrew Seely** – 9 to 12-month conversion = \$56,860 (.5 FTE) - \$28,430.00 charged to grant.
- b. Teaching Technology Support – **Mr. Blayne Stewart** – 9 to 12-month conversion = \$56,560 (.5 FTE) - \$28,280 charged to grant.
- c. Blackboard Analytics Coordinator – **Ms. Tiffany Guinnip** – Added responsibilities = \$44,000 (.25 FTE) – \$11,000 charged to grant.

Dr. Shonk has spoken to each of these people and has confirmed their willingness to accept the appointment, if approved. Although the project director position will eventually go away, the other positions will be institutionalized and paid by institution.

Dr. Shonk moved to accept the recommendation noted above and Dr. Austin seconded. Ms. Frazier asked for any other discussion. With no further discussion, the motion passed.

COVID Update – Ms. Hightower reported that there are two active positive cases associated with campus. She is tracking eight people in quarantine or isolation. She is working with Ms. Luanne Barber, bookstore manager, to form a plan to assist students in quarantine or isolation with book buying. She reported that although UAMS is no longer running a contact tracing call center for college personnel and students, the reporting portal for positive cases is still active.

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. Austin and Ms. Frazier will meet next week to assign people to 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. 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.
 - **Update:** None at this time.
- **First Aid kits/CPR masks –**
 - **Update:** Ms. Hightower will work with Ms. Walker regarding the wording of the recommendation and bring to Cabinet when completed.

Area Updates:

Ms. Mandy Walker reported the following for Finance and Administration:

- There is \$118,281.46 left in CARES Act funding and \$50,000 in another fund from Title III funds. She is aware of several recommendations for spending these funds in the amount \$67,000. The discussed the deadline to spend funds.
- She provided information from KEY 2 Recovery collection agency. She reviewed the process for sending accounts to collections. She is reviewing the contract and will bring forward for the Cabinet to consider for adoption. She said this company provides a scholarship back to the college with 10% of funds collected. Dr. Shonk said he likes idea but would like to know who other Arkansas Schools are using. She said the collection agency keeps a portion of amount collected and there is no cost to the College. She said the College can still conduct abatements and can send to collections after abatements. The College can set up the term, such as those accounts that are 90 days late. Dr. Austin said the college had a good experience in the past with a third-party vendor who assisted getting the student loan default rate down. Dr. Austin also said if there is truly no cost to the College, then there is no reason to delay implementation.
- Ms. Walker asked if anyone has heard from the landlord of the Adult Education Building in Highland. She said the College cannot pay rent until the landlord pays taxes on the building. The group discussed the desire to relocate the program out of the current building.
- She said Ms. Sherrie Gunther, administrative assistant for the vice chancellor for finance and administration, will print schedules students who need them for the Bookstore. Ms. Gunther is going to sit at back door of Bookstore and print schedules for students. The group also discussed other options for printing schedules.

Mr. Zach Perrine reported the following for Student Affairs:

- He said enrollment is the biggest focus for Student Affairs. There have been 31 applications for enrollment since January 1, 2021. There have been 20 new students registered since January 1, 2021. Current headcount is 928 students with 9,769 in SSCHs. The group discussed the final day to register students for the spring 2021 semester.
- He said coffee and donuts will be served in various location on January 13 and 14, 2021.
- He will provide an activity calendar for the whole semester at the next Cabinet meeting.

Dr. Shonk reported the following for Academics:

- ADHE Goal 1 – Credentials Working Group
 - Arkansas's current higher education attainment rate is 43.6%. The state is working toward its attainment goal of 60 percent by 2025, but still lags when compared to the national average of 51.3% (Lumina Foundation, 2020). Arkansas's college going rate of recent high school graduates into Arkansas public and private institutions has remained flat at less than 50% since 2016 (ADHE, 2020).
 - The group is looking at high demand fields and who is offering it. Trucking Driving has the highest demand for personnel. The group discussed the potential for additional programs at UACCB.
- RN NCLEX Pass Rate – 6 of 6 have passed. Four from previous year count as a “fail” for this year, so the program has a pass rate of 60%.
- Dr. Shonk thanked Dr. Austin for her efforts to secure Perkins Reserve funds. UACCB was one of eight institutions awarded funding. We receive \$23,000 for a CNC metal press break.
 - The CNC Press Brake is a piece of equipment that requires specialized training to safely and effectively operate. The equipment produces enormous hydraulic pressure to strategically bend metal. Students must be taught to load material into the press brake with efficiency and precision. UACCB's Industry Partners such as Bad Boy, Inc., Intimidator Group, Inc., and Fabco all utilize Brake Press operations as integral production process.
- Positions
 - Director of Workforce and Community Education – Continue to review applications as they arrive.
 - Academic Advisor – Vacant. (moves to Student Affairs)
 - Director of Teaching Technology – Vacant (need to review if this is needed now)
 - BTPS Faculty – Vacant.

Ms. Frazier asked about vacant positions in the Finance and Administration division. There are three – payroll specialist, human resources specialist, and controller.

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

- The annual review for Perkins funds will be on January 21, 2021. Mr. Adrian Walker, accounts payable specialist, and Dr. Austin assisted with inventory of Perkins equipment.
- Many people in her department as well as in Finance and Administration continue to be involved in the transition to Workday through Project One.
- The IPEDS data portal opens this month for next round of data submissions.
- She said HLC pushed back the date for data submission. She will reach out to Ms. Walker regarding financial data needed for submission.
- The Web Helpdesk is now active.
- She said the first cohort of students have started with ACUE. There are 25 modules with completion of each earning the student a micro-badge. Once they pass all 25 modules, faculty can conduct a course redesign and receive a stipend for doing so. She said that podcasting for Title III will begin again soon. There are 16 faculty in the first cohort of ACUE and 12 in the first cohort for Quality Matters. The Title III grant pays for 33 seats. Adjuncts are also eligible to participate in the program as well.

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

- She announced that Ms. Beth Stewart was promoted to senior analyst at the Arkansas Division of Higher Education. Ms. Stewart worked at UACCB previously and Ms. Frazier will have Ms. Flannery write a story about her success in higher education.

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

Respectfully submitted by Ms. Jodie Hightower