

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
January 20, 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 9:05 a.m.

Mr. Perrine moved to approve the minutes pending modifications discussed from the January 6, 2021 meeting. Dr. Shonk seconded the motion and the motion passed.

Discussion Consolidated Appropriations Act expenditure recommendations – Ms. Frazier talked to the UA System office regarding the definition of lost revenues. The group discussed various sources of lost revenues including workforce training classes, community education classes, Kids' College, tuition and fees. If the College can document the losses, then a case could be argued. Mr. Perrine noted that fall enrollment 2019 to 2020 is dramatic and shows a clear decline in revenues. Dr. Austin also noted the College started with an adjusted budget due to lowered expectations. Mr. Perrine provided a fact sheet comparing the HEERF (CARES Act of 2020) and the HEERF II (CRRSAA of 2021). The group discussed deadlines for spending HEERF funds and how to determine "exceptional need". Mr. Perrine said using the FASFA to determine need is a good measure of need. Additionally, it was noted that online students are now eligible for an award through HEERF funding.

Ms. Frazier lead the group into a discussion on supply and equipment needs that if not for COVID, the College would not need. Ms. Walker said Information Services and Maintenance have sent her a wish list and she provided the list outlining the needs indicated. The group discussed the various line items. Regarding line items involving vehicles, Ms. Frazier said many of community colleges have eliminated their fleet vehicles. She said there will be a need for a maintenance vehicle but if other vehicles were needed, the College could rent them. Ms. Frazier asked Ms. Walker to review with Mr. Heath Wooldridge, director of facilities, to determine cycling out fleet vehicles. They discussed the line item of replacing the HVAC units in MCB. Considering the engagement of an on-call architect, discussion on remodeling that building is needed sooner rather than later. Ms. Walker said installation costs need to be added to the estimates as the list does not include those costs. Dr. Austin said Mr. Steve Collins, director of information services, had discussed replacing the fiber, but there is not a cost estimate at this time. Mr. Perrine also noted that Wi-Fi coverage in certain outdoor spaces is limited or absent and that may be a good investment. Ms. Walker said Mr. Mark Cartwright, director of events, may also have a few things for the list, but not with significant costs. Ms. Frazier asked if Ms. Walker had reviewed the critical maintenance list. Ms. Walker said she has not.

Ms. Frazier said another way to use the HEERF funds is to fill vacant positions. Mr. Perrine said filling the open academic advisor and admissions recruiter positions would be helpful as the College works to increase enrollment. Dr. Shonk was asked about faculty needs. He recommended a review of those needs as well as a review of technology needs for faculty. Ms. Frazier asked Ms. Walker for the cost of operating the Nursing and Allied Health program as it was provided by the Controller in the past. Dr. Austin said other health and safety equipment such as automated faucets and toilets could be considered as well. Ms. Frazier asked Mr. Perrine and Dr. Shonk to develop their lists and provide to her. Ms. Frazier asked Ms. Walker to provide a list of the locations of water bottle filling stations currently on campus and a list of the proposed locations. Ms. Walker asked if she should set up a meeting with the on-call architects. Ms. Frazier said yes. Ms. Frazier asked Ms. Walker review and report where the College is financially for a

project like a remodel of MCB. They discussed physical space and rearranging or moving offices to better align with the new current organization of the College.

Institutional Review Board – Dr. Austin said there is a request from Ms. Tameka Anderson, a student from Arkansas State University. The title of her project is “Impact of Career and Technical Education on Student Enrollment in Higher Education in Arkansas.” She will defend her dissertation this spring. Dr. Austin recommends approval of request. Mr. Perrine asked if Ms. Anderson would be willing to share the results. Dr. Austin says she believes the student will share the results.

Mr. Perrine moved to approve recommendation. Dr. Shonk seconded and motion passed.

Safety Committee First Aid Classes – Ms. Hightower said a request for providing first aid classes has been made by people attending the CPR recertification classes. Ms. Katrina Stevens, community education coordinator, said that the College can offer a 3-hour Heart Saver First Aid course for \$45 per person, this is the break-even price that provides for the cost of the card (\$22) and the instructor. This price is based on a minimum of five people in the class. The group discussed the merits and the funding for the class. The Safety Committee will meet to prepare a formal recommendation at a future meeting of Cabinet.

COVID Update – Ms. Hightower reported that there are eight active positive cases associated with campus. She is tracking 26 people in quarantine or isolation. She continues to advise students to communicate with instructors as this is critical for them to be successful. She reported that approximately 90 have signed up for the COVID Vaccination Clinic. About 10 of those are NAH students who cannot get their vaccine from their work or clinical site. She reported there is a mix of staff, faculty, adjunct, and student workers.

Dr. Shonk said the smaller cap size on classes and the utilization of larger spaces in Independence Hall is going very well. He said last week they moved some classes to other locations, and it appears that faculty are now where they want to be. He said he has had many requests to use the banquet hall now and in the future noting the additional space and ability of faculty to move around more. One challenge noted is that the Auditorium does not have desks. He has had no complaints from faculty regarding missed work or catching students up while on quarantine.

Follow-up items:

- **HLC Accreditation Process** – Dr. Austin
 - **Status:** 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.
 - Dr. Austin and Ms. Frazier will meet next week to assign people to committees.
 - **UPDATE:** Ms. Frazier sent out the committee leads list to those individuals last week and Dr. Austin’s next task is to determine a communication avenue and training schedule.
- **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:** The quality improvement plan is due in the fall. She is not sure if the Academy will hold a conference this fall.
- **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.
 - **Update:** She said masks are in the AEDs and will bring all recommendation to Cabinet at one time to include first aid classes as well as pediatric facemasks for IH.

Area Updates:

Dr. Shonk reported the following for Academics:

- The first week of the spring semester classes have gone well. The use of larger classrooms and small class capacities seems to have gone well. Adjustments have been made as final class sizes were determined.
 - Room scheduling software and electronic door schedules. Not cheap but would be well worth it. Paper schedules now – very time consuming. He will get cost estimates and provide for CAA list.
- Fall Schedule planning updates – Working with Division Chairs to add more eight-week course offerings. Easier for students to focus on 2-3 courses at a time vs 5 at a time. When SGA did a survey, the data they captured most often was “ask instructors not to schedule everything due on same day and same time”. He provided a schedule suggested for Gen Ed classes on an 8-week schedule. Students would earn same number of hours per semester.
- Supervisory/management training for Custom Craft Poultry and Vital Link is scheduled for next week.
- WIOA rebuilding websites. They are looking at performance.
- Project One training materials were loaded into Blackboard.
- Adult Education – End of fall semester numbers
 - Finished with 62.8% E&E (it continues to calculate all year, but based on feedback at the end of the semester were only about 35%)
 - 26 students completed their GED
 - 23 additional students made Educational Functioning Level (EFL) gains (6 ESL)
 - 78 students were on our Table 4 (completed 12 or more hours)
- Adult Education – 2019-2020 data
 - UACCB was ranked 3rd in the state in Overall Measurable Skill Gains)MSGs)
 - UACCB was ranked 1st in the state in ABE MSGs
 - UACCB was ranked 8th in the state in ESL MSGs
 - UACCB met the federal goals in all except one area (ESL level 4 and we missed it by 9%)
 - Total Statewide E&E was at 47% and ours was at 70%
- Adult Education – Financial audit started last week and continues this week (virtual). It seems to be going well. Ms. Becky Warren, director of adult education, said she has received only about 5 questions from the auditors.
- RN NCLEX Pass Rate – 17 of 18 of 2020 RN graduates have passed. Four from previous year count as a failure for this year, so pass rate is 77.2%.
- White River Medical Center is requiring N-95 masks for students attending clinicals. Currently the College is fit testing students. There should not be any issues with attending clinicals this spring (all programs).

- The College has applied for the “Ready for Life” grant offered through the Governor’s office. It is worth \$160,000. The College will train Patient Care Technicians, which has been identified as a high demand occupation in the Independence County area.
- Positions
 - Director of Workforce and Community Education – Continue to review applications as they arrive. An additional application received. Now have 3.
 - Director of Teaching Technology – Vacant. There was discussion about the need for this position. Further discussion and decisioning was tabled to allow Dr. Shonk to gather specifics regarding this position.
 - BTPS Faculty – Vacant. (not funded in this current budget book)

Mr. Zach Perrine reported the following for Student Affairs:

- Enrollment as of this morning was 994 students and 10,339 SSCHS representing 86% of goal for headcount and 90.6% of goal of SSCHs.
- There were a solid number of late registrations, not based on the digital campaign, but that campaign seems to have done very well. He would like to increase or prolong digital campaigns in the future.
- He said lining up the attendance list for the 5th day roster and the non-payment list was very helpful. He hopes not to fall below 85% of the SSCH goal.
- For fall 2021, the College has received 490 applications to date.
- Admissions is doing outreach to those who have applied but not registered and those who have registered but not enrolled. There has been success with this effort.
- The total advisor group will meet in February and the Student Affairs director meeting will be held Friday, January 22, 2021.
- He said sending information weekly to students via email has been successful.
- The transitioning of advising to Student Affairs is going well and they are looking to hire a student worker to assist in the office. They visited Cave City High School yesterday and registered 20 students.
- The revised New Student Orientation (NSO) for spring 2021 proved to be a success. Format changes were well received by students and faculty/staff. Culmination of work from the NSO Group: (in alphabetical order: Ms. Meagan Akins, Ms. Crystal Blue, Mr. Brandon Briesmeister, Ms. Tracy Broadwater, Ms. Sarah Davis, Mr. Cheyenne Diaz, Ms. Beverly Meinzer, and Ms. Becky Warren; in conjunction with Ms. Tiffany Guinnip, Mr. Cheston Cooper, and Mr. Dustin McAnally created content for the workbook is impressive. They also led those group sessions. The group tasked with IT and Blackboard activities (led by Ms. Blue and Ms. Guinnip specifically) even made instructional videos for students. Additional videos were provided by Dr. Anne Austin, Ms. Jodie Hightower, and Ms. Sherrie Stagner, with the technical talents of Ms. Stewart putting them together. Ms. Akins helped keep everything together with the groups. Ms. Hannah Keller Flannery put together a beautiful document and Google site in an unrealistically short time frame. A few months of work were condensed into weeks and the College is better positioned for fall 2021.
- Career Coach data was submitted in December but there has not been any feedback from that initial data report.
- Career Pathways is helping students transition into spring 2021. They received applications from NSO students and are currently at 78 out of 85 students.
- Financial Aid is reviewing information as it comes in for student awards for HEERF II. In polling six colleagues in financial aid, four are planning to use the same methodology as spring 2019 but add online students.

- Regarding the JAG program, Mr. Perrine has a meeting set with Mr. Dennis Butler and Mr. Curtis Scales at Division of Career and Technical Education and Ms. Elizabeth Smith to talk about UACCB's program for next year. Planning is also underway for the Summer Bridge program which is tentatively scheduled for July 12 – 16, 2021.
- Student Activities: 150 bags of donut holes were distributed between two locations on January 13 – 14, 2021. On January 19, 2021, 99 Pizzas were distributed to students. The first BCM lunch will be January 26, 2021. The Student Success Center will be handing out meal tickets to those that visit the center next week. Bears to Build is coming in February.
- Student Development: He is working with Ms. Louise Hughes on a timeline for ACT Prospect Outreach for Accuplacer testing. The anticipated timeframe is February to July 1, 2021. She is working with a student with a severe peanut allergy and SSC and TRIO are also adjusting their spaces that the student will use. Food allergen needs may be a topic of concern in the future.
- Student Success Center: Ms. Deanna Tillery, director of the SSC, conducted a SWOT analysis of the SSC in December with her tutors. She has provided Mr. Perrine with a report this morning. The Sunday Study Stop is this Sunday from 3-5 (tutoring is from 2-6). Snacks and the first of our "meal tickets" will be provided to students who attend. Students will be able to stop into the SSC all next week as well. The Excel sheet will note any duplicate card swipes. Meal tickets are non-refundable, one-time use, no credit remaining, and good until February 5, 2021.
- Student Affairs welcomes the staff from the registrar's office.
- TRIO SSS: The hiring committee is meeting this Friday to select candidates to interview. Last week they had the initial committee meeting. Currently TRIO is at 93 out of 145 enrolled and are on track to achieve their annual enrollment number.
- VCSA: He is working with Marketing & Admissions on the ACT Prospect campaign. Ms. Flanery has sent designs for the cards. This will be followed up with a parent/guardian letter and geofencing. Directors meeting is Thursday and Ms. Flanery has been invited to attend to listen for potential story ideas.

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

- Vacant positions:
 - Admin III for Human Resources: There is one applicant and they will be interviewed this week.
 - Business Manager: There are two applicants and they will be interviewed this week.
- She is reviewing all contracts to determine which have piggyback clauses. The UA System office is working on the revised verbiage for those.
- She spoke to Ms. Teresa Collins at NWACC regarding their experience with KEY 2 Recovery collection agency. Ms. Collins spoke very highly of the company. Ms. Walker is going to send the contract to UA System legal counsel to review.
- She asked about purchasing COVID testing kits. Mr. Wooldridge and Ms. Peggy Jackson were sent information regarding the. The group discussed and Ms. Hightower said that ADHE can provide funding for kits, but the College would need to provide staff to administer the tests and transport them for processing.
- Ms. Jackson is reviewing the possibility of having a dedicated P-Card for travel. She is also researching the possibility of having a departmental P-card that is not tied to any one person. Ms. Walker believes this set-up will work better for certain areas who make frequent purchases. There will still be a ghost card for students.
- Project One: Workday uses Adaptive Planning for budgeting. The UA System office want budgets by April. They will be built in Adaptive Planning and moved into Workday. Ms. Frazier will be given access and have final approval.
- Ms. Walker would like to structure the travel budget for FY 2022 differently so that individuals will have an assigned travel budget rather than having one big pot of money. The departments can manage their own travel budgets. She is looking at whole process of how travel is approved.

- She is working on some other ways to improve efficiencies and help people be accountable.
- Dr. Austin suggested the group review Senate Bill 100 which will enhance higher education fiscal accountability and transparency and amend provisions of the Arkansas code concerning student accounts receivable policies and certain financial condition reports,
- The College was not picked for a single audit.
- Ms. Walker asked the group to brainstorm ideas for making the Grill more efficient and self-sustaining. Some of the ideas discussed were redesigning the Grill in the existing space, moving the Grill, opening the Grill to outside businesses or organizations, and curbside pickup.

Dr. Austin provided the following updates for special projects:

- The Perkins audit will be conducted tomorrow, and she expects it to go well. The Perkins liaisons meetings will be held virtually. Currently they are minuting for about 30 minutes each month.
- She is working with the other Title III grant personnel to put processes in place.

With no further business the meeting adjourned at 11:27 a.m.

Respectfully submitted by Ms. Jodie Hightower