

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**February 3, 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 20, 2021 meeting. Dr. Shonk seconded the motion and the motion passed.*

**Staff Senate Constitution** – Ms. Hightower presented the updated Staff Senate Constitution on behalf of Staff Senate President, Ms. Tiffany Guinnip. The only change was the reduction in the number required for quorum from 20 to 15.

*Dr. Shonk moved to accept the Staff Senate Constitution as presented and amended by the Staff Senate on November 20, 2020. Ms. Walker seconded the motion and the motion passed.*

**Architect Follow-up discussion** – The group discussed the meeting with the on-call architect. Mr. Perrine noted that the architect updated his copy of the building plans. Dr. Austin said the architect was pleased that the group is open minded to the potential of the building. Dr. Shonk said there is under and un-utilized space in MCB and he is interested in seeing what the architect develops. The group also toured the Annex building. Ms. Walker said she thought the meeting went well despite the College not having everything lined out financially. She is interested in seeing the changes in the UACCM building that the architect was involved in previously. The other members of the group expressed interest in taking a socially distanced road trip to see spaces that have been recently remodeled or built. They also discussed ASU Newport and the changes made to their building. The group also discussed having faculty spaces for individual and collaborative efforts and consolidating welcoming spaces.

**Cosmetology Clients** – Dr. Shonk said cosmetology students want to work on clients. It has been nearly a year since the building has closed its doors to clients. None of the College's current students have worked on clients. He passed out a packet of information from the ADH and a page specific for the UACCB salon. Currently, they have half of the students on site and half virtual. Their plan would only have clients in the building, not children or guests of the client. The client would have to call before coming in the building. Ms. Frazier said she would like the cosmetology instructors to talk to Board of Visitors member, Ms. Jenifer Floyd, a salon owner, about how her salon operates through the pandemic. Dr. Austin asked how many clients are faculty and staff. Dr. Shonk said about 10% are faculty and staff, while most clients are family members of the students in the program. He is not opposed to opening to the general public, but not advertising the fact. He said the instructors and students already know there would be a limited number of appointments and it would be appointment only, no walk-ins. The group decided to wait until February 15, 2021 to open the building to clients.

**COVID Update** – Ms. Hightower reported that there are fewer than five active positive cases associated with campus. She is tracking 17 people in quarantine or isolation. She said there have been a couple of students who are resistant to providing documentation. There were 66 full-time faculty and staff vaccinated on-site at the January 22, 2021 clinic. An additional five were vaccinated off-site. She said there are 11 yet to sign up for February 19 clinic, which will

provide the second dose to participants. She said she can provide a letter to take the pharmacy if a person is unable to participate in the clinic.

### Follow-up items:

- **HLC Accreditation Process – Dr. Austin**
  - **Status:** The conference 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 sent out the committee leads list to those individuals assigned to the committee and Dr. Austin's next task is to determine a communication avenue and training schedule.
  - **UPDATE:** None at this time
- **Assessment Academy Progress – Dr. Austin**
  - **Status:** Dr. Austin said she submitted the progress report and submitted it to Ms. Frazier as well. Dr. Austin will respond to the comments from Assessment Academy reviewers by Monday, December 7, 2020. The quality improvement plan is due in the fall. It is unclear if the Academy will hold a conference this fall.
  - **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. 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.
  - **Update:** Ms. Hightower reported that the Safety Committee has not met yet to firm up recommendations. She is also working with Ms. Katrina Stephens, Ms. Casey Bromley, and Ms. Walker regarding budgetary issues.

### Area Updates:

Dr. Shonk reported the following for Academics:

- All programs are uploaded to the new Arkansas [Job Link](#) website for WIOA eligibility.
- Summer and fall 2021 schedules should be “final” soon. Division Chairs have sent it to faculty for review.
- Ready for Life initiative (\$159,000 for Patient Care Technician) money will flow from the state to Arkansas Community Colleges association. ACC will enter MOUs with each institution and send the money to them. The anticipated receipt of funds is within one month. The original amount was \$180,000 then it went down to \$160,000 and is now \$159,000.
- February is Blind Date with a Book month in the library. It is the most popular month at the library.
- The Associate of Applied Science, Technical Certificate, and Certificate of Proficiency in Health Professions and Associate of Applied Science and Technical Certificate in Management and Supervision were all approved January 29, 2021 at the ADHE Coordinating Board Meeting. The group discussed the composition of the ADHE board and their desire to be more involved in program development and approval.
- The Letter of Notification for Certificate of Proficiency in Patient Care Technician was sent to ADHE. They were due February 1, 2021 and will be on the agenda for the next ADHE meeting in April.

- RN NCLEX Pass Rate – 25 of 30 (83%) of 2020 RN graduates have passed. Four from previous year count as a failure for this year, so the pass rate is 73.5%. The program is required to have a 75% pass rate for state and 80% for American Association of Colleges of Nursing (AACN).
- From Ms. Marietta Candler, “Faculty love the ACUE course and want to thank UACCB for providing this opportunity. Implementing lots of the guidelines/suggestions and students have been very receptive.”
- All Nursing and Allied Health clinicals are scheduled to resume no later than March 1, 2021.
- Positions
  - Director of Workforce and Community Education – Continue to review applications as they arrive. Three new applications were received in the last two days.
  - BTPS Faculty – Vacant.

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

- Ms. Walker provided information on the two loans that the College currently holds. The balance owed on the Workforce Training Center is \$1,216,226.53 with six years left to pay on this loan. They discussed taking money from the CD to pay on loan. Ms. Walker advised against that due to the loan interest rate being low and saving the money in CDs in case revenues decline in the extreme. Ms. Frazier asked how much cash on hand is needed monthly. Ms. Walker said she would provide that number by end of day. There are two CDs - \$1.5 million at M&P and \$700,000 at the Bank of Cave City. The second loan is for Project One/Workday implementation. The balance is \$76,910.21. This balance will increase as the College gets closer to implementation.
- The 2020 W-2s are completed and issued. Other tax reporting forms are completed and uploaded.
- The total amount of abatements that was approved is \$296,371.06, which will be written off the books.
- The business office, financial aid and others attended a webinar with Key 2 Recovery collection agency to begin the process of using the service. The contract was approved through UA System legal counsel.
- Ms. Cheyenne Manuel was hired for the administrative III position for Human Resources.
- Ms. Jennifer Sinele was hired for the Business Manager position and will transition from assistant director of financial aid on February 16, 2021.
- She said there have been a few delays with getting data into Workday, however, wave 1 data was uploaded with 12 hours to spare.
- She reported that \$146,000 in county sales tax revenues was received today, which puts the College ahead of budget by \$49,000 this fiscal year.

Mr. Zach Perrine reported the following for Student Affairs:

- The spring 2021 student headcount is 951 with 9,824 SSCHs.
- The College has 529 applications for fall 2021.
- During the monthly high school meeting, both Mr. Nate Pyle, director of the advising center, and Ms. Meagan Akins, director of admissions, spoke about their willingness to meet with individual counselors.
- He reported there is focused outreach occurring for career/concurrent students.
- He delivered career coach data in December and has not received any feedback.
- Cave City had pre-registration a few weeks ago and now have another 10 students who want to participate.
- Career Pathways continues to provide gas cards, childcare funds, and technology resources to its participating students.

- Financial Aid plans to attend a webinar on February 19, 2021, on HEERF II (CRRSAA) funding.
- The position of assistant director of financial aid will be posted soon. The intent to hire is completed.
- JAG personnel and personnel from the Division of Career and Technical Education met regarding the JAG program at UACCB next year. A summer bridge program is planned.
- Student Activities will host a Bears to Build event on February 11, 2021 from 10 a.m. to 2 p.m.
- Ms. Louise Hughes, director of student development, requested additional C-Pen readers for students needing accommodation. These devices “read” texts and exams and provides the text as audio. Right now, five out of six are checked out, with five students eligible to use these. This resource may end up being more widely used for accommodation testing given the emerging demand. Ms. Hughes will purchase an additional set (of 10) with her existing assistive technology budget.
- Through the rest of this week, students can pick up a “meal ticket” for coming by the Student Success Center and scanning their ID. 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.
- Ms. Casey Bromley, registrar, has been working on cleaning up records from previous terms based on ADHE requests (the formatting of some high school information is one example). Also, she is working on the Spring 2021 Snapshot. Ms. Tracey Thomas, assistant registrar, has issued the degree audit request to advisors. This will be due February 12, 2021 following the procedure of being due the second Friday in February.
- Interviews for TRIO SSS Academic Success Coach are this Friday.
- He is working with Marketing & Admissions on the ACT Prospect campaign. Cards are set to go out later this week or next. This will be followed up with a parent/guardian letter and geofencing.
- Student Affairs directors meeting is Thursday. Ms. Hannah Flanery, marketing and communications coordinator, is invited to listen for potential story ideas. She has also provided information about the Media Preference Survey through ACC that Student Affairs will support. He has been included on the digital marketing plans for summer and fall 2021.
- The Student Retention and Engagement Action Team met yesterday. They reviewed the initial charges, had Dr. Sharp give a historic update and larger perspective, and began to review/prioritize initiatives.
- There is an ACC Webinar on HEERF II February 19 at 10a.m.

Dr. Austin provided the following updates for special projects:

- Dr. Sharp is gathering data for IPEDs and she is on track to complete the reporting on time.
- Dr. Austin is sending legislative updates as she receives them. The legislative liaisons are meeting on Monday, February 8, 2021. Free speech has been a topic of conversation.
- She sent in modifications for staff, time reductions, and budget on the Title III grant. Those were approved within a week. Course modifications will begin this summer. She is working on getting an administrative coordinator hired. Last week, she and Mr. Blayne Stewart, teaching technology support, walked through various classrooms and reviewed technology needs. She and Dr. Andrew Seely, director of the Center for Teaching and Learning Excellence, have a meeting with ACUE next week.

Ms. Frazier provided the following updates:

- A group met to begin commencement planning meeting yesterday. The group reviewed the potential number of graduates, the various options for conducting a commencement and have decided to provide an in-person ceremony.

With no further business the meeting adjourned at 10:30 a.m.

Respectfully submitted by Ms. Jodie Hightower