

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
March 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, and Ms. Hannah Flanery, marketing and communications coordinator, was also present.

Ms. Frazier called the meeting to order at 9:05 a.m.

Mr. Perrine moved to approve the minutes from the February 3, 2021 meeting. Ms. Walker seconded the motion and the motion passed.

Updates to Admissions Webpage – Ms. Flanery presented the proposed changes to the Admissions webpage which includes updated language and a checklist for students seeking admission. Ms. Flanery is requesting permission to work with the web developer to make these changes. She also reviewed the actual application and the current structure of the page and discussed the proposed changes, which include moving information from the front page of the application to the admissions webpage and taking applicants directly to the application. The group discussed the changes and offered suggestions. She said the application itself would not change, just the verbiage prior to entering the application. Ms. Flanery also noted that several campaigns have launched this week and will allow for data collection to determine effectiveness. *The group gave their approval to proceed with changes.*

Video – Future of Two-Year Colleges – Ms. Frazier presented a video featuring Dr. Monty Sullivan, system president of Louisiana's Community and Technical Colleges. He discussed the challenges of attaining credentials. He said his colleagues in Louisiana are seeing a growing gap between the skillsets employers are hiring and the skillsets that people have. He said the focus needs to be on short (not longer than 12 weeks) courses that target non-traditional students. He described a program in place in Louisiana that trains students to enter high demand, high wage fields. He said the completion rate is 85% in this program, which is extremely high. He noted that time is the enemy for many people seeking new skillsets. He said the average age is 27 for those in college academic programs and 31 for workforce non-credit training programs. He said their mission as a college is to produce a workforce for employers in the state, not to be like a four-year university. He discussed wrap around services such as SNAP, childcare benefits and other services that students may be eligible to receive and need to support their return to school. He talked about the declining high school population and how soon, there will not be enough high school graduates to fill community colleges. His college is working with economic development groups in the state to determine what programs are needed. He suggested reviewing the New Hampshire structure. He said they changed the traditional semester schedule from 16-weeks to shorter terms (8 weeks). Enrollment and graduates increased by 20% because students wanted the shorter terms. He noted that one of the main challenges for community colleges and students is that PELL grants are not conducive to shorter terms. He said Louisiana requested money to fund their shorter-term training program. He described the reimbursement rate for students in these non-credit programs and how eligible programs were identified.

She also showed a presentation by Ms. Andrea Henderson, ACC executive director, about information gathered by Strata. She said survey results show that confidence levels in the value of education has fallen among aspiring adults from 37% in 2019 to 18% in 2020. Three in 10 Americans would prefer an online-only option even if COVID were not a threat. Another result from the survey showed that in all demographic breakdowns, the desire for a certificate,

certification or license is highest on the list of available credentials. The data supports the need to focus on adult learners and short-term programs.

The group discussed the information they just received. They discussed state level coordination and approval process of programs, which takes a considerable amount of time. Dr. Shonk said it could take 9 months to get a program approved, for a credit program. They discussed using stimulus money to fund this type of initiative. They discussed revenue streams, generating tuition, noncredit programs and productivity funding.

Admission Policy and Requirements Policy #500.0 Revisions – Mr. Perrine presented proposed changes to policy #500.0. The changes were highlighted and included adding “*or 220 or higher on the Next Generation Accuplacer*” in II. Practice 2. (b) as well as adding “*In lieu of receiving vaccine, immunity can be shown by providing documented evidence (such as a letter from the Arkansas Department of Health approving serology as proof of immunity) of appropriate serological testing. Proof that the student has applied for or received a medical or non-medical exemption for those vaccines he/she has not received will be accepted in lieu of receiving vaccine.*” under III. Clarifying Points 4. The group also discussed removing ASSET and COMPASS from policy.

Student Orientation Policy #500.1 – Mr. Perrine presented proposed changes to policy #500.1. This policy outlines the students required to attend orientation and those excused from attending orientation. The changes were highlighted and included:

- a) In II. Practice, updating the number of years re-admitted students are included from three to five.
- b) In II. Practice, bullet points 2 and 3, updating the program name for the Lyon College and UACCB collaborative agreement and changing the number of transferrable credit hours from 45 to 24.
- c) In III. Clarifying Points, adding the clarifying point of “any students from an aforementioned category excluded from orientation or a student currently enrolled may choose to attend orientation.”

Proposed Reverse Transfer Process policy – Mr. Perrine presented a proposed policy for receiving reverse transfer credit. Mr. Perrine said this is an effort to clarify and codify the practice as it is currently done.

For the three above policies, Cabinet will review and make suggestions and vote on the changes and proposed policy at the next Cabinet meeting on March 17, 2021.

Discussion of nomination processes for Outstanding Leadership Award and the ACC All-Star – Mr. Perrine said they are working on the student award program scheduled for April 20, 2021. In the past the vice chancellor student affairs selected the leadership award winner in conjunction with the chancellor. He asked if the Cabinet would like to be included in the process. He would also collect nominations for faculty and staff. He would like to have a vetting process for those nominations. Ms. Frazier suggested using student organization sponsors and faculty senate officers. Several other group members agreed that those people would have more personal knowledge of the students and their efforts. Mr. Perrine requested that the process for selecting the ACC All-Star move to align with the selection of other student awards. *Cabinet members agreed with this change.*

Proposal to increase Ambassador stipend – Mr. Perrine provided a proposal to increase the ambassador stipend. This is an effort to attract more applicants than available positions. The current semester stipend is \$600. His initial proposal was to increase the semester stipend to \$1,000. He Dr. Shonk said he thinks \$1,200 would be a better number and said those students provide a great deal more leadership and time than just the nine hours they are scheduled. He

said this would provide more enticement to stay on campus and not take more off-site work hours. The group discussed and came to a consensus to support a \$1,200 stipend.

Dr. Shonk moved to approve the increase of the ambassador semester stipend from \$600 to \$1,200. Ms. Walker seconded the motion and the motion passed.

Blackboard Consulting Services – Dr. Shonk said the College has experienced problems with the Blackboard Analytics for Learn program. They have worked with campus Information Services and found no solution. They have worked with Blackboard and have received a scope of services quote of \$7,740 for the entire service. Dr. Shonk said this is a good price and covers work by the Blackboard team, training for 15 campus personnel and data customization. He noted that Blackboard personnel are able to troubleshoot, and problem solve in far less time than our personnel can.

Dr. Shonk moved to send the scope of services quote to Ms. Walker for review. Mr. Perrine seconded, and the motion passed.

COVID update – Ms. Hightower said she is tracking two students and there are no positive cases associated with the campus at this time. The governor announced last Friday that the “directives” issued by the health department and governor’s office are now “guidance”, meaning the measures are recommended but not required. He also said he would be reevaluating the need for a mask wearing mandate and will issue an announcement on March 31, 2021. The mandate will be removed if certain criteria and benchmarks are met. Ms. Hightower reported that vaccination distributions seem to be going well for the state of Arkansas. Dr. Shonk said that he saw that the CDC may update their guidance so that if a small group of people who are meeting and all the group are fully vaccinated, masks do not have to be worn. Ms. Hightower will be on the lookout for this information. She said for the campus, the Board of Trustees will have final authority on requirements for masks and social distancing.

Recommendations for First Aid/CPR masks and classes – Ms. Hightower presented four recommendations for the Cabinet to consider including offering a first aid only class, offering a First Aid with CPR certification class annually, purchasing an AED for the Workforce Training Center and purchasing pediatric CPR masks for all AEDs currently on campus. The group discussed purchasing additional AEDS for all buildings.

Mr. Perrine moved to accept all the recommendations of the Safety Committee and authorize Ms. Hightower to work with Ms. Walker on training and purchasing of said items. Dr. Shonk seconded, and the motion passed.

Emergency Procedure Manual update – Ms. Hightower provided a copy of the revised emergency procedure manual. The latest updates include the addition the locations of first aid supplies, and updates to phone numbers of contact people and title changes. Ms. Frazier requested the members email their endorsement or corrections/changes to Ms. Hightower by close of business on Monday, March 8, 2021. This will serve as adoption of the manual and it can be posted to the website.

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:** There are about 22 people registered to attend the virtual HLC Conference in April. Most of these people are the Team Leaders of the assurance argument.
- **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:** An update report was submitted at the end of February. She met with the team to decide how to proceed. There are five team members each assigned to one of the five general learning outcomes. The team is ready to do analysis on data. Each team is working to define measures and create or adapt rubrics. The quality initiative plan ends in November 2021. She said the team is behind, but not as bad as she feared. Ms. Frazier asked for a copy of report that was submitted at the end of February.

Area Updates:

Dr. Shonk reported the following for Academics:

- **Sharp County Adult Education facility** – Dr. Shonk reviewed the issues at the current facility with the landlord. He said reminded the group that the landlord has not paid taxes and due to that the College cannot pay rent (state law). He said Ms. Becky Warren, director of adult education, is concerned that her reports and budget reflect an amount of \$7,000 that should have been paid for rent but has not been. Dr. Shonk and Ms. Frazier traveled to Highland to look at another building with for 4,800 square feet for rent of \$2,400 per month. The landlord of this building is willing to divide that space in half and cut the rent to half amount as well. The building also has another renter which is the Sharp County Head Start program. He said the College would have to divide the building and construct inner walls to include classrooms and office space. The landlord agreed to add a bathroom. Ms. Warren currently has \$700 in the budget for monthly rent, therefore rent would increase \$500 per month plus utilities. The question is how to make up the shortfall. The group discussed various ways to use the building including community education classes or admissions events. Dr. Shonk said it will take about three months to get the building ready as a contractor would be needed to build the walls. The group agreed that Ms. Warren should budget for \$1,200 per month in rent in her budget preparations for FY 2022 that will begin next week.
- **Academic Calendar 2021 – 2022** – He said there are only 3 changes from the previous calendar that was presented to Cabinet. Financial Aid disbursement dates, term end date and census reporting dates were added. Dr. Austin said there is a bill moving through the state legislature to move the public school start date to the Tuesday after Labor Day. Mr. Perrine asked to change “Christmas Holiday” to “Winter Break”.
Dr. Shonk made a motion to accept the calendar as presented. Mr. Perrine seconded, and the motion carried.
- The Cosmetology section at the health department sent an email out stating that effective next Monday, March 15, they are not authorizing any remote/virtual learning. He said this could be a challenge for our students, if everyone must be on site. The program has about 25 students now, but six are graduating.
- Vacant positions –

- Director of Workforce – The applicant scheduled for an interview yesterday did not show up. Of the 12 that applied, the committee decided to interview eight of them. Six of those declined and stated the salary to be an issue. The job itself will be reviewed.
- Cosmetology instructor – Intent to Hire is ready.
- English Faculty – The full-time position will be given to a current adjunct oral communication instructor.
- BTPS – Vacant
- Today is first day of registration for summer and fall 2021 semesters.

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

- She provided a summery GL statement and will provide one each month so that the Cabinet can monitor finances.
- She provided an ageing by term accounts receivable report with the terms highlighted that could be covered by CRRSSA funds. \$227,776.93 is projected to be covered by CRRSSA funds.
- She provided a document outlining the total collections for fiscal year 2021 for the Independence county sales tax.
- Vacant positions
 - Cashier – The Intent to Hire was completed this week.
 - Payroll – The committee will interview two more candidates on Friday, March 5, 2021.
- She provided a copy of Senate Bill 345, which was filed yesterday. This is an act to amend the higher education uniform classification and compensation act. It will move technology and maintenance personnel to non-classified. If the bill passes there will also be salary adjustments.
- New lights in the Auditorium are to be installed during Spring Break (March 22 -26, 2021).

Mr. Zach Perrine reported the following for Student Affairs:

- Enrollment for fall 2021: 609 applications
- Advising – Registration starts today, and advisors are actively working with students. There is some additional outreach planned over this month to get current students registered before new registration opens on March 31. The Transfer Fair was yesterday with 13 representatives from 11 institutions. A total of 35 students attended.
- Admissions – P:CB Outreach took place at Southside and Cedar Ridge in the last two weeks. The second Cave City registration is March 18. Batesville needs support with seniors and are planning to bring 200 juniors to campus (will be over more than one day). Admissions will do direct outreach with all P:CB students ready to be advised.
- Career Coach – No feedback from initial data report in December. No word on the grant reapplication for the next fiscal year.
- Career Pathways – 76 students out of 80.
- Financial Aid – Ms. Kristen Cross downloaded the first batch of 2021-2022 ISIRS (FAFSAs). This year there are 642 files, compared to 713 from 02/24/20 (9.9% less). The Assistant Director of Financial Aid search committee is meeting again today to determine candidates. They are going to do FAFSA outreach at Cave City Thursday.
- JAG – Looking to next year now and awaiting National JAG guidelines and a new MOU draft. The Summer Bridge program will be July 12-17. The plans include four student days and a Friday parent engagement day. They will transition Ms. Elizabeth Smith to primary advisor for the JAG students.
- Student Activities – Bears to Build had 137 in attendance. Student Organizations vary; however, one big success has been eSports and More. Last Saturday they had 17 students attend.

- Student Development – Ms. Louise Hughes and Ms. Sherrie Stagner continue to provide testing services. They are still looking for a part-time proctor.
- The Student Success Center continues to be very active. Ms. Deanna Tillery has looked at expanding tutoring to Saturdays and this seems possible.
- Records – Ms. Casey Bromley has been working on the spring 2021 snapshot and is working to resolve an issue with concurrent scores. Ms. Tracey Thomas is working on graduation check-out (degree audits).
- TRIO SSS – There are 120 students in the program with a remaining 24 slots open. The new Academic Support Coach, Justine Yatska, started Monday, March 1, 2021.
- Mr. Perrine is working with Ms. Bromley and Dr. Deltha Sharp, director of institutional research, on Degree When Due (DWD). Dr. Sharp has pulled the data and updated some data sheets to meet required metrics.
- ACT cards were delayed due to inclement weather.
- The All Advisor group met with Dr. Shonk and Dr. Austin.
- FAFSA – The ADHE is working on a campaign to increase applications.

Dr. Austin provided the following updates for special projects:

- A dedicated space for the Title III Center for Teaching and Learning Excellence has been established in MCB rooms 239 and 241. She met with Mr. Heath Wooldridge, director of facilities, about modifications to the rooms including a door between the classrooms.
- Title III personnel are meeting weekly on Wednesdays.

With no further business the meeting adjourned at 12:07 p.m.

Respectfully submitted by Ms. Jodie Hightower