

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**March 17, 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. Casey Bromley, registrar, were also present.

Ms. Frazier called the meeting to order at 9:00 a.m.

*Dr. Shonk moved to approve the minutes from the March 3, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.*

**Travel Card Program Presentation** – Ms. Walker and Ms. Peggy Jackson, purchasing agent, presented the group with a proposal to utilize a travel card for all college business travel. The college currently uses a ghost card and p-card. They also have a travel card available, because Ms. Jackson has to book airlines. Ms. Jackson said the proposal would go into effect on July 1, 2021. Workday will be implemented on July 1, 2021 as well. She said Bank of America p-card data will import to Workday and the person using the p-card will enter a requisition and that requisition must be approved. The travel card will eliminate the need for the person travelling to pay for travel expenses themselves and get reimbursed. The Arkansas Department of Finance and Administration issued a directive on March 10, 2020 that travel for all institution staff and employees must be booked by the college's state-issued cards. She said several other UA system schools also use the travel card program. The goal will be to align all schools with the same guidelines.

Ms. Frazier asked how employees were notified. Ms. Jackson said Mr. Gayle Cooper, then the Vice Chancellor for Finance and Administration, sent an email to the faculty and staff in the summer of 2020. Ms. Jackson outlined the benefits of the travel card and included the information in the packet for the group. She outlined the current program at UACCB. She and Ms. Walker would like disciplinary actions to be built into the policy/procedure of the college. She outlined the proposed discipline actions. Ms. Walker said the UA System legal counsel would review the policy Ms. Jackson outlined the purchases that would be allowed on the travel card. Purchases not allowed on the travel card include employee meals, first class airline tickets or preferred seating and upgrades that add additional cost, personal purchases of any kind, alcohol, incidental hotel charges such as movies, safe fees, goods or services that should be purchased using the p-card, gratuity for public transportation, and tickets or fines associated with parking or travel violations. Ms. Jackson said there are no annual fees for these cards. She also said travel cards will be issued in the name of the holder. She did say one problem discovered is that the p-card and travel card look exactly alike. They would need to differentiate in some way. Mr. Perrine asked if there would be training regarding travel procedures. Ms. Jackson agreed training would be helpful.

**Admission Policy and Requirements Policy #500.0 Revisions** – Mr. Perrine reviewed the changes recommended including 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.  
*Dr. Shonk moved to approve the recommended changes as presented. Ms. Walker seconded and the motion carried.*

**Student Orientation Policy #500.1 Revisions** – Mr. Perrine reviewed the changes highlighted that include adding:

- 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.”

*Dr. Shonk moved to approve the recommended changes as presented. Ms. Walker seconded and the motion carried.*

**Reverse Transfer Process Policy #575.1 recommendation** – Mr. Perrine reviewed the proposed policy.

*Dr. Shonk moved to approve the recommended changes as presented. Ms. Walker seconded and the motion carried.*

**Credit by Examination proposal** – Mr. Perrine introduced Ms. Casey Bromley, registrar, to review the proposed credit by exam policy. She provided a packet including the proposed policy. There is currently a \$25 per credit hour fee for hours that are added to the transcript. Ms. Bromley proposes to remove the fee for AP and CLEP. She said this would reduce the chance of students enrolling in a class they do not need and reduces the overall cost to the student. She also noted that UA Fayetteville and eight other community colleges do not require a fee. Six of those eight are UA system schools. She said there is no guarantee that another school will accept the hours transcribed for AP or CLEP credit. She provided a breakout of revenues generated by this fee for the past five years. In the past five years, \$3,700 was the total collected, for an annual average of \$740. She described a scenario where a student would better benefit by waiting to transcript that credit at another school. Mr. Perrine said the students with this type of credit (AP/CLEP) are typically high achieving and if this would encourage a student to finish a credential here, then removing the fee would be a benefit to the student and the college as well as help with recruiting. The group will vote on this proposal at the next Cabinet meeting.

**General Requirements for Graduation Policy #570.0 Revisions** – Ms. Bromley provided a recommendation for changes to policy #570.0. This would include adding specific due dates for degree audit evaluations. Currently she asks advisors to wait until census date to do degree audits. This change would allow advisors up to a week of additional time to complete them. These changes would align it with changes proposed to #570.1. This proposal will be voted on at the next Cabinet meeting.

**Requirements for Participation in Commencement Exercises Policy #570.1 Revisions** – Ms. Bromley reviewed the proposed changes which updates the language to reflect the current organizational structure of the college as well as sets firm due dates in II. Practice 3. She provided a handout with the recommendation and the reasoning behind the changes. This proposal will be voted on at the next Cabinet meeting.

**Team Naming discussion** – Mr. Perrine said this issue came up last week. A student organization asked Ms. Hannah Flanery, communications and marketing coordinator, about the campus policy for naming teams. He said he would like to stay generic with naming teams such as “river bandits esports team”. He said if the group is agreeable, he and Ms. Flanery will update the branding document and bring forward a proposal. Ms. Frazier said SGA should be involved in this discussion as well.

**Technology Resources request – Kahoot License** – Mr. Perrine asked the group to consider the purchase of a web-based program for quizzes, games, and videos. Ms. Ronda McLelland would like to use with TRIO students. He said the other student affairs directors said they could incorporate this application in their program/activities as well including new student orientation. He said there is a licensing fee. He would like to see if other divisions would like this. Dr. Shonk said he would run by faculty to see if they would be interested.

**Technology Resources request – Canva License** – Mr. Perrine asked the group if they had heard of the application to make social media posts better. It will post to your social media account and posts can be scheduled at certain times. He said that TRIO plans to use the program, but he wanted to see if others would be interested. He said he talked to Ms. Flanery about it. He would like to incorporate its use into policy and establish parameters. The cost is \$658.00 per year for 10 users.

**ZipWhip text to landline service** – Mr. Perrine said this service allows landlines to send and receive text messages. He said advisors, admissions and many other areas on campus would benefit from this service. He anticipates that advisors and admissions would be the primary users. He said the cost would \$1,080 annually. He suggested using CARES funding to pay as this service assists with social distancing efforts. Ms. Hightower said this would assist with her efforts to track and communicate with students who are on quarantine due to COVID. Dr. Shonk said it would help his office contact students on the wait list for classes. Ms. Frazier said the main line (870.612.2000) should be added as well.

**Loaner laptops** – Mr. Perrine said there are student services programs that can loan technology including TRIO and Career Pathways. However, there is a need for additional resources as there are many people not eligible for those programs who need technology. He received a quote for 25 laptops and charging case of \$38,817.49. He chose 25 as that is a typical classroom size. He suggests keeping them in the library for check-out. Dr. Austin said TRIO has had a good number of students use them, although they have fewer than 25. Dr. Shonk said there are many students who come to the library just to use the computer, not always the internet. Mr. Perrine said this would be a CARES/CRRSSA request. Ms. Frazier asked how long the laptops would be checked out. She would like to hear from TRIO about their experience with loaning the laptops. The group talked about the challenges that are inherent in this type of program. He will come back to the group with additional information such as rental fee and insurance cost. Ms. Frazier also asked for input from SGA.

**ArDOT grant program opportunity** – Ms. Hightower reviewed a grant opportunity provided through the Arkansas Department of Transportation. She confirmed that higher education institutions are eligible to participate. Projects include but are not limited to construction of on-road and off-road trail facilities, conversion and use of abandoned railroad corridors for trails for pedestrians and construction of infrastructure-related projects that will provide safe routes for non-drivers. The group affirmed Ms. Hightower's request to investigate this program for the College with assistance from Mr. Heath Wooldridge, director of facilities.

**COVID update** – Ms. Hightower said she is tracking six students. She said active cases in Independence County number eight and 11 active cases in Sharp County. She said the state's CARES act funding committee did extend the spending authority for testing and contact tracing through June 1, 2021.

**COVID Protocol discussion** – Ms. Frazier asked the group to discuss the protocol since the governor has indicated he would lift the mandate to wear masks at the end of March if certain benchmarks are met. She said she had an instructor

ask her and her office has been told that students are asking if masks will be required in the classroom after March. She said she expects the UA system Board of Trustees to discuss at today's meeting. Dr. Shonk said he thinks the college should follow CDC and ADH guidelines. Ms. Frazier would like to continue as is until the end of semester. Ms. Frazier said legislators are trying to pass a bill that would prohibit employers from mandating employees vaccinate. Dr. Austin said she agrees with keeping the course until end of semester. Mr. Perrine said he could send an email to students with the message of "Masks till May". The group consensus is to maintain current safety protocol including mask wearing until the end of the semester.

#### Follow-up items:

##### □ HLC Accreditation Process – Dr. Austin

- **Status:** 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.
- 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.
- **Update:** She reported that teams are meeting sporadically.

##### □ 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. 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.
- **Update:** Ms. Frazier asked what the schedule is of update reports to Assessment Academy. Dr. Austin said they are due about every six months, noting the deadlines fall around group events hosted by the Academy. Dr. Austin met with Ms. Tiffany Guinnip, project manager, yesterday with the communication group. They will collect data and conduct an assessment. She said they are moving toward project completion.

#### Area Updates:

Dr. Shonk reported the following for Academics:

- Adult Education
  - Sharp County Adult Education facilities.
    - Visiting a potential new facility on Friday, March 19, 2021
  - Quarterly report highlights

	State	UACCB
Reportable Individuals (year to date)	-44.03%	-8.3%
Participant Attendance Hours (year to date)	-66.04%	-47.40%

Dr. Shonk said the -47.40% is misleading. Students are moving through the program at a quicker pace which means they spend less time in the program.

- Community Education January 2021 to date. 31 classes, 189 students, \$13,548.15 in revenues, \$11,573.20, balance of \$1,974.95 (14.58%).
- ADHE Reports
  - Concurrent Verification (sent in)
  - Regional Workforce Grant (sent in; deadline of March 15) Update: Received invitation to apply. Have until April 2 to respond. April 15 – Zoom call to discuss our proposal.
    - Transportation – CDL/Heavy Equipment Operator \$300,000
    - Healthcare – Registered Nursing \$100,000
    - Computer Science – Computer Technology \$100,000
  - Arkansas Workforce Challenge Inclusion (sent in) – CP Billing and Coding and Class B CDL training
  - Spring Faculty Verification (sent in)
  - Arkansas Course Transfer System (ACTS) Syllabus Review – Seven science courses (completed, waiting to be sent)
  - ACTS – Review ACTS listing for accuracy
  - Program Reviews
    - Criminal Justice (near completion)
    - Medical Office Management (underway)
- Strong Start to Finish (partnership between ADHE and ACC) The program is about five years old.
  - Two main objectives
    - Develop math pathways (Quantitative Literacy and College Algebra as options depending on field of study)
    - Co-requisite remediation
      - State goal is 75% of developmental students will be enrolled in a co-requisite developmental/gateway course.
- Supervisory Management and Leadership training provided to Custom Craft Poultry and Vital Link. Both companies have requested additional trainings “going deeper”.
- Started monthly forklift safety training for Unifirst at their McCrory warehouse.
- Utilized new CNC machines to fabricate an aluminum competitive robot frame.
- Mr. Roger Ried has done a good job scheduling Team UACCB to visit local middle and high schools to discuss UACCB opportunities. Mr. Perrine agreed saying the feedback from events has been very positive.
- Received supplemental funding from the Office of Skills Development to account for drop in enrollment due to pandemic. Approximately \$156,230 total.
- Student Success Rate Comparison Fall 2020 to Fall 2019

<b>Student Success Rate</b>	<b>Fall 2019</b>	<b>Fall 2020</b>
Completed Semester	87.27%	86.23%
Including DR, W, and AW	76.97%	72.79%

- Vacant Positions
  - Director of Workforce and Career Services – Committee continues to meet
  - Faculty – Oral Communications - Advertised
  - Faculty – Management and Supervision/Business - Advertised
  - Faculty – Cosmetology - Advertised

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

- She provided a General Ledger as of March 16, 2021. She will provide a monthly comparison report.
- She provided a report on CARES/CRRSSA funding broken out by categories of funds.
- Ms. Candace Davis was rehired as payroll specialist and started on March 16, 2021.

- She said the Fiscal Support Specialist position had been advertised as full-time, however, she and Ms. Jennifer Sinele, business office manager, decided to make it a part-time position.
- Internal Audit sent a questionnaire regarding policies and she is working to provide responses.

Dr. Austin provided the following updates for special projects:

- Interviews will be conducted on Thursday and Friday for the Title III grant administrator position.
- The door is ordered for the Center for Teaching and Learning Excellence.

Mr. Zach Perrine reported the following for Student Affairs:

- Enrollment for fall 2021 to date: 685 applications received; 263 headcount
- He is working on a historic Student Semester Credit Hours report to assist with forecasting.
- He is meeting with the total advisor group today to discuss recruitment and engagement.
  - Dr. Shonk said Ms. Marietta Candler, division chair of Nursing and Allied Health, reported 28 applications for the LPN program on the first day of registration.
- The postcards inviting student to take the ACT have been mailed and have gone well. He shared story a success story. He said letters to guardians are going out and should reach mailboxes today or tomorrow.
- Mr. Philip Landers, career coach at Cave City schools, hosted several students on campus today. Southside students are also on campus.
- Admissions staff are at Concord public schools today. They will be at Batesville schools in-person on Thursday for parent teacher conferences.
- He is working with Dr. Deltha Sharp, director of institutional research, gathering data for CRSSA funding.
- Ms. Louise Hughes, director of student development, has purchased additional Readspeaker software that works with Blackboard.
- Student activities staff are developing activities including an egg hunt, movie night and pizza pick-up.

Ms. Hightower reported the following for the Safety Committee:

- There are 25 employees registered for three first aid sessions to be held in late April 2021. There are still several people interested in taking the class so a fourth session may be added.
- She and Ms. Jackson are working on the purchase of eight additional AEDs as well as re-negotiating the service contract for all 16 AEDs.
- The Safety Committee and Maintenance will be conducting a test of the All-call/intercom system during Spring Break on Thursday, March 25 beginning around 9:30 a.m. The testing will last about 30 minutes. She asked for volunteers to assist by being present in various buildings to listen for the all-call system.

Ms. Frazier reported the following:

- Plans for commencement are being developed. There will be two sessions and students will have two tickets for guests. We will live-stream the ceremony with start times of 6 p.m. and 7:30 p.m. She asked the group members to participate in both sessions.
- She continues to watch daily enrollment.

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

Respectfully submitted by Ms. Jodie Hightower