

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 7, 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 9:01 a.m.

Mr. Perrine moved to approve the minutes from the March 17, 2021 meeting with one correction on page 6, 12th bullet point, “pens” to “software.” Dr. Shonk seconded the motion and the motion passed.

Discussion – Coordinator of Academic Computing position as allowed by UACCB Procedure 220.1 – Ms. Mandy Walker provided an update to the personnel in Information Services. She said she had discussed the needs of the department with Mr. Steve Collins, director of information services. He recommends that Ms. Crystal Blue be appointed to the position of coordinator of academic computing. This move would allow Ms. Blue to work with Mr. Cheston Cooper, database administrator, who will be leaving the college at the end of April. Ms. Walker provided a written recommendation from Mr. Collins regarding Ms. Blue’s experience and qualifications.

A motion to appoint Ms. Crystal Blue to the position of coordinator of academic computing in accordance with the provisions outlined in UACCB procedure 220.1; II. Practice, 1. C. was made by Ms. Walker. Dr. Shonk seconded the motion and the motion passed.

Discussion – Student Distribution of funds – Ms. Walker and Mr. Perrine discussed the proposed formula and distribution of funds to students. He said he sent an email to students alerting them to the upcoming distribution. The email was only sent to students who are eligible. The formula for distribution is:

For the span of summer 2020 to spring 2021, any student who was included in the census and meets revised eligibility criteria would have this formula applied:
$$=(\text{Credit Hour} \times 25) + (\text{IF}(\text{EFC} = 0, 200, \text{IF}(\text{EFC} \leq 5711, 150, \text{IF}(\text{EFC} \leq 17445, 100, \text{IF}(\text{EFC} > 17445, 0))))))$$

For reference \$5,711 is Pell eligibility, \$17,445 is cost of attendance.

A total of \$737,100 will be distributed to eligible students (full-time, part-time and concurrent students enrolled in any semester from summer 2020 to spring 2021). The funds will come from two sources - \$514,963.00 from student portion HERFII funding and \$222,137.00 from the institutional portion of HERFII funding. A total of 1,540 students are eligible to receive funds. Ms. Walker said the College could start processing payments as early as next week. She noted there are some questions on reporting, but the College will be keeping these payments separate from other financial aid records.

Mr. Perrine moved to accept the proposed formula and distribution plan for the HERF II funding to students. Ms. Walker seconded the motion and the motion passed.

Enrollment – Ms. Frazier said she is concerned about the decline in enrollment. At the January Board of Visitors meeting, there were 685 FTE and today’s FTE count is 621. She asked Mr. Perrine to research the causes for the decline and if the students who are leaving were enrolled in classes in spring 2020.

Commencement – Ms. Frazier said based on the number of students who are signed up to walk during commencement, only one session is needed. Commencement will begin at 7:00 p.m. on May 10, 2021. She and the planning committee have also discussed having a faculty and staff reception line on the walkway between RJB and IH. She said after the graduates go into the auditorium, those faculty and staff could leave, attend the graduation in the auditorium or view graduation via live stream in NAH 902. She said graduates will be allowed to have two guests and they will receive three UACCB face masks. A letter went out to students last week with additional information. Mr. Perrine said students can still sign up to walk, but those who signed up by the deadline will have priority for regalia. A pre-commencement reception will be held from 5 p.m. to 7 p.m. in the Commons area of IH. The group also discussed the stage party and spacing of the chairs.

With no further business the meeting adjourned at 9:27 a.m.

Respectfully submitted by Ms. Jodie Hightower