

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 12, 2021 / 1:00 p.m.
Room 104
Agenda

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.

Dr. Shonk called the meeting to order at 1:02 p.m.

Dr. Shonk moved to approve the minutes from the April 7, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.

Workday Update – Ms. Mandy Walker said that she and Ms. Lea Ramsey have several questions they need answered in order to move forward with the implementation of Workday on campus. Ms. Walker provided a handout detailing the questions.

1. *Do we want to still utilize the paper PAF's once Workday starts?* Ms. Walker recommends paper forms of the Personnel Action Form be eliminated. Ms. Ramsey described the personnel requisition in Workday. The group consensus concurred with Ms. Walker to eliminate the paper form as it is now.
2. *How do we want the requisition process to start for a new position? (Best Practice – Department Manager/Supervisor)* Ms. Walker said the best practice is that new position requisitions start with the department manager/supervisor. The group discussed how to route the request and whether it would end with the appropriate vice chancellor and then go to human resources and/or the chancellor. Ms. Ramsey said that any change in the job must be re-routed through the whole chain again which is time consuming and cumbersome. She said many campuses are not sending personnel requisitions through the chancellor. They discussed raises (COLA) and if that would trigger new PAFs. Ms. Walker said it would.
3. *Do we want the Chancellor to approve every position hire? If so, every change will come to the Chancellor to approve also.* Ms. Ramsey said an ad hoc approval from the chancellor could be instituted only on certain occasions. The group consensus was that the chancellor does not need to approve every position which would include adjunct, work study, extra help in addition to full-time faculty and staff.
4. *Do we want 9-month employees paid over 12-months (24 ppd)? (Best Practice – 24-pay periods)* Dr. Shonk said he would like to bring this question to faculty. Ms. Walker said that this would be an all or not situation. Either all faculty are on a 24-pay period schedule or they are all on an 18-pay period schedule. She said the preferred is 24-pay periods.
5. *Everyone will have to complete a new W-4.* Ms. Walker said there will be more information sent to employees in June, but everyone will need to complete a new W-4 because that information will not transfer from the old system into Workday. Additionally, she said there were a few changes made to the W-4 in 2020.
6. *Do we want to require everyone to go direct deposit? (Best Practice – Everyone, don't grandfather in employees currently receiving paper checks, new employees will not have an option.)* The group consensus agreed with the best practice to utilize direct deposit for everyone. Ms. Ramsey said Workday can also send payroll to a pre-paid card. Workday can verify bank information but not specific account information.
7. *Career Service awards will no longer be allowed for anyone less than 40 hours per week.* Ms. Walker said career service awards will no longer be allowed for anyone who works less than 40 hours per week. She said currently the College only has one employee who will be affected by this change. Additionally, career service awards will be paid the second pay period following the award date.
8. *Do we want to continue our current hiring practices for FWS? With Workday we can run through HR and setup the pool of applicants. The approval would still run through Kristen (Financial Aid director).* Ms. Ramsey said currently federal Workstudy applicants are funneled through Ms. Tiffany Traw in Career Services. The group discussed the current process and the decided to support moving the hiring process

to human resources, with the condition that Ms. Kristen Cross, director of financial aid, would be involved in the approval process for Workstudy applicants.

9. *Currently, our system is allowing employees to be paid without Supervisor approval of time. Do we want to cut this off because in Workday that will not be allowed to happen?* Ms. Walker said currently the system allows employees to be paid without supervisor approval of time. She asked if the College should cut off this practice now, since Workday will not allow that practice. The group consensus was to make that switch now.
10. *Discuss training.* Ms. Ramsey said training will start the week of April 26. It will include the functional people including supervisors and budget managers. Training is expected to run the entire month of May. Everyone will be assigned a Blackboard account. Ms. Kim Whitten, UACCB change champion, will push out a campaign to campus regarding training.

Credit by Examination proposal* – Mr. Perrine reviewed the request that would remove the \$25 per credit hour charge for AP and CLEP credit to be added to a student’s UACCB transcript.

Mr. Zach Perrine made a motion to approve the credit by examination proposal as presented. Dr. Shonk seconded the motion and the motion passed.

General Requirements for Graduation Policy #570.0 Revisions* – Mr. Perrine reviewed the proposed changes stating this revision will add specific dates for deadlines for degree audit evaluations.

Mr. Zach Perrine made a motion to approve the revisions as presented for policy 570.0. Ms. Walker seconded the motion and the motion passed.

Requirements for Participation in Commencement Exercises Policy #570.1 Revisions* – Mr. Perrine reviewed the proposed changes. The changes reflect current practice and organizational structure of the divisions mentioned in the policy.

Mr. Zach Perrine made a motion to approve the revisions to policy 570.1 as presented. Dr. Shonk seconded the motion and the motion passed.

General Nursing Fee – Dr. Shonk provided a handout for the proposed fee increase. Memo body below: The Health Education Systems, Inc. (HESI) Evolve fee is currently charged as part of the \$400 per semester “General Nursing Fee”. Elsevier, the company that owns HESI Evolve, has recently acquired Shadow Health, a product we have used successfully during the pandemic to provide additional clinical training and experience. We propose to purchase a HESI package that includes Shadow Health resulting in our costs increasing by \$230 per student. I propose **increasing the General Nursing Fee from \$400 to \$475** per semester to cover the additional cost. In turn, we will need to increase the budget for the cost codes below.

11-0-16040-53070 increase by \$10,500 (35 students x \$75 x 4 semesters)

11-0-16050-53070 increase by \$8,760 (40 students x \$75 x 3 semesters)

11-0-16060-53070 increase by \$8,760 (40 students x \$75 x 3 semesters)

11-0-16100-53070 increase by \$6,750 (30 students x \$75 x 3 semesters)

Dr. Shonk moved to accept the increase in fees and adjustments to the associated budget cost codes. Mr. Perrine seconded the proposal and the motion carried.

CRRSAA Funds and Student Outstanding Balances – Mr. Perrine said institutional funds can be used to pay off outstanding balances owed by students under the stipulation that students have an “exceptional need.” He said he thinks the College should consider this option. Ms. Walker said the College could forgive debt incurred by students between March 2020, when the pandemic was declared and present time. Ms. Walker said outstanding

balances are around \$147,000. She said students could request assistance through application. Mr. Perrine and Ms. Walker both said there may be some people who object to this because some worked several jobs to pay their debt while others are forgiven. Ms. Walker said students would have to pay taxes on that amount of money that is forgiven. She said the College would have to send out documentation to them regarding the tax liability they would incur. Ms. Frazier asked if the group wanted to move forward with researching this idea of paying student debit due to exceptional need. Mr. Perrine said this needs to be reviewed before the next group of outstanding balance accounts is sent to collections.

Mr. Perrine moved to use CRRSAA funds to pay off student balances since March 13, 2020 using an exceptional need basis to determine funding. Dr. Shonk seconded and the motion carried.

White River Mental Health MOU – Mr. Perrine said he hosted personnel from White River Health Systems on campus last week to look at potential spaces that could be used for individual counseling and/or group sessions. He said one option is the old welding classroom in MCB, across from Admissions. He said he and the group from WRHS discussed co-locating the mental health counselor with College advising personnel. The area could then house both an office for the counselor with a counseling area for individuals and a group counseling area.

He said due to the nature of this service, the College must submit sole source documentation to the state. He started a rough draft of an MOU for the project. Ms. Walker said we need to pursue the sole source documentation as soon as possible.

Technology Team Survey – Ms. Mandy Walker said part of the strategic plan focused on technology. She and her team along with Dr. Deltha Sharp, director of institutional research, have developed a survey regarding technology for faculty and staff. The goal of the survey is to get an idea from everyone, both faculty and staff. She said the end of the survey has a box for an open-ended answer. She said after this survey the team will survey students. She said she will send it out to the group to take it. Then if they like, she can send to the campus.

COVID Update – Ms. Jodie Hightower reported there are no positive, self-reported cases of COVID-19 on campus. She is tracking two people, one of whom is out due to fever, and not necessarily a COVID related issue.

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. Teams are meeting sporadically.
- **Update:** Dr. Austin said many of the 20+ people registered were able to attend enough sessions to get value out of attending HLC virtually. She said one area to consider is criterion 5. B. and linking budget with assessment and planning.

☐ **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.

- 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.
- **Update:** Dr. Austin said the third project update has been submitted and feedback with suggestions was returned. She hopes the Assessment Academy team will be able to attend the wrap-up conference in Chicago in October but is not sure that the conference will be held on-site. There will be some changes in team personnel, some of which was planned.
 - **AED purchase** – Ms. Hightower said that after consultation with Ms. Walker and Ms. Peggy Jackson, purchasing agent, the purchase of the eight additional AEDs will be made in September 2021 in order to align the service contracts on all the AEDs. Currently, the College has a service contract for the eight AEDs on campus now. That contract expires on October 6, 2022. By delaying the purchase of the additional AEDs, the College can re-negotiate a service contract on all 16 of the AEDs.
 - **Team Naming discussion** – Mr. Perrine said he presented to SGA about team names. He said they agreed to use “River Bandits” as the basic team name for any organization. He said he still needs to meet with Ms. Hannah Flanery, marketing and communications coordinator, about updating the branding document.
 - **ArDOT Grant program** – Ms. Hightower attended a webinar regarding the grant program on April 1, 2021. She said the grant is very complicated and does require a 20% local match that must be in cash. The due date is June 1, 2021. She said she still needs to review the information with Mr. Heath Wooldridge, director of facilities, however, this may be a project best left for another year.
 - **All-Call/Paging test** – Ms. Hightower said the test conducted on April 2, 2021 was not successful. Mr. Cheston Cooper, network administrator, and Mr. Steve Collins, director of information services, have worked to restore the service, but another test is needed. She said the Safety Committee and other volunteers will test the system building by building on Thursday, April 22, 2021 beginning at 5 p.m. She invited the group to participate if they would like to do so.
 - **FTE decline research** – Mr. Perrine said Ms. Bromley, registrar, is gathering data regarding the decline in enrollment.
 - **Title III** – Dr. Austin said Ms. Jessica Shelton was hired as the grant coordinator and will begin Monday, April 19, 2021. She will be housed temporarily next to Ms. Tiffany Guinnip, project manager for academic affairs, in MCB. Dr. Austin said the Interim Performance Report (IPR) is due at the end of April. She is working on it this week so that she can review it with Ms. Ramona Munsell on April 20, 2021.

Area Updates

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

- She and a selected committee reviewed the RFPs for a security company. There were only two proposals. The committee selected Securitas for the next seven years. She also noted the other proposal was \$14,000 more than what Securitas charges. She said the College only has one security guard now, but the agency will select a second guard as soon as possible.
- She said there is a bill in the state legislature that would require the College to provide a single person bathroom in every building, which is currently not available in every building. She said information is being gathered to inform the legislators how much money the renovations would cost Arkansas colleges. She said she estimated the cost to be about \$200,000 for UACCB. There are only four single bathrooms on campus currently. She said the bill would also require there to be a single shower available wherever there are showers located. All the showers on campus currently are in this state. Dr. Austin said the bill is stalled in committee for now while the fiscal impact survey is completed for k-12 education. She said the total estimated cost for higher education is \$20 million.

- Mr. Wooldridge is working to secure a vendor to clean up the wooded area behind the Adult Education building. It appears that some people have been camping in that area.
- Mr. Wooldridge is conducting interviews today for the maintenance assistant position.
- She reported that a posting for a records management analyst is posted internally.
- She said she had reviewed information from AREON regarding a rental program that would provide the campus with the most current equipment and AREON would handle software updates and replacement of the equipment.
- She said that all the funds from CARES, CRRSAA, and ARPA are in the same line item in the G5 grant system. She said the College has set up separate funds in our systems to keep the money separated for reporting reasons. She said she had to make a draw from each of the funds (\$5 from each fund) due to a potential to lose all the funding if a withdrawal was not done within 90 days.
- She said Ms. Jennifer Sinele, business office manager, and Ms. Robin Britt, student account specialist, have reviewed the Nelnet program. There is \$5,000 implementation fee for Nelnet and a \$2,000 annual maintenance fee after the first year. If the College has students who set up \$20,000 or more in payment plans, then the maintenance fee is waived. She said the earliest this service could be set up is spring 2022. Ms. Walker requested to present this program to the Board of Visitors at Thursday's meeting. Ms. Frazier agreed to the presentation for the board's endorsement.

Dr. Shonk reported the following for Academics:

- Nursing –
 - NCLEX first time pass rates
 - Traditional (LPN to RN) 4 fail / 3 pass = 42% pass rate
 - Generic (extra semester up front) 10 fail / 15 pass = 60% pass rate
 - Online 5 fail / 27 pass = 84.38% pass rate
 - Total (w/o 4 from last year) 18 fail / 40 pass = 68.97% pass rate
 - Total (w/ 4 from last year) = 64.5% pass rate
 - One left to test – fail = 63.5%, pass = 65%
 - Nursing faculty salary
 - Full time – ACC salary survey (in progress for nursing faculty)
 - Adjunct – Request increase from \$25 per hour to \$27 per hour for LPN program and from \$30 per hour to \$32 per hour for RN program.
- ADHE Regional Workforce Grant – Phase II – Regional Expert calls tomorrow, April 13
 - Healthcare – Autonomous Pharmacy - \$100K
 - Computer Science – Mac Lab \$75K, Drone \$25K
 - Transportation – Semi-truck w/ trailers \$200K, mini-excavator and skid steer \$100K
- Governor's Ready for Life initiative – www.readyforlife.com
 - Approximately \$158K to each school (Patient Care Tech for UACCB)
 - Job listings
 - Job seeker services – resumes, training
- ADHE Coordinating Board Meeting this Friday.

UACCB and PCCUA both reported declines for their Fall 2019 cohort over the Fall 2018 cohort. UACCB reported a 65.2% retention rate for the Fall 2019 cohort, which is a decline of 2.7% from their Fall 2018 cohort rate while PCCUA fell 4.4% to 63.4%

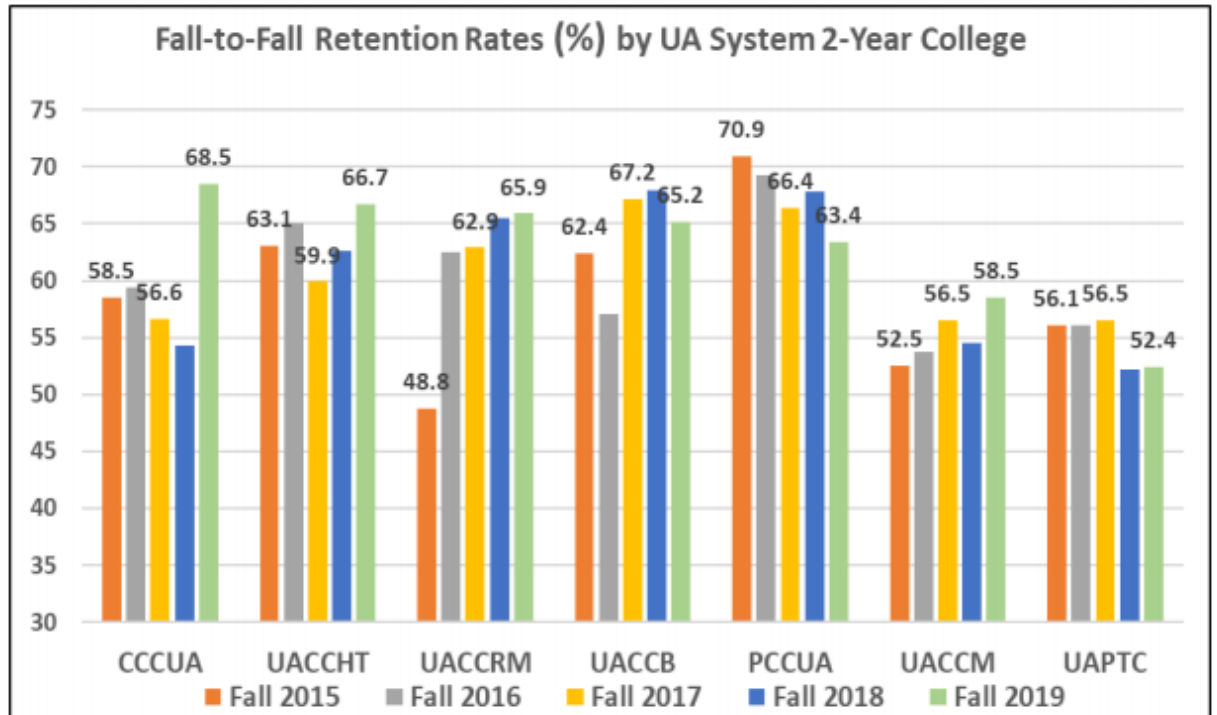


Chart 3.11: Student Retention Rates by Institution – UA System 2-Year Colleges

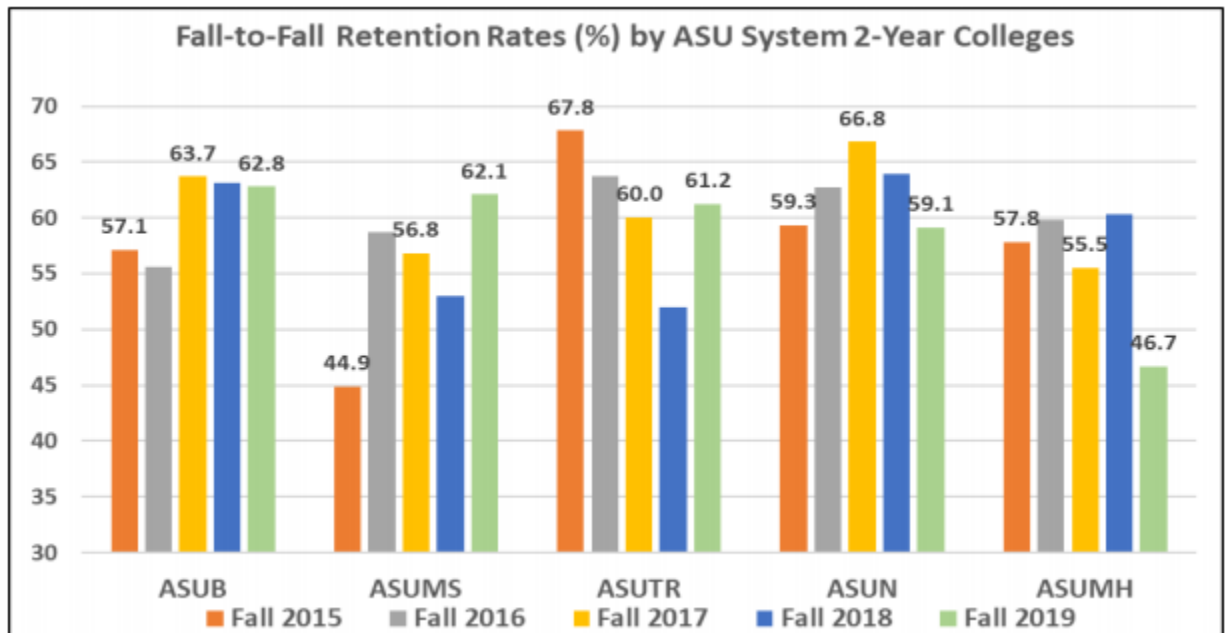


Chart 3.10: Student Retention Rates by Institution – ASU System 2-Year Colleges

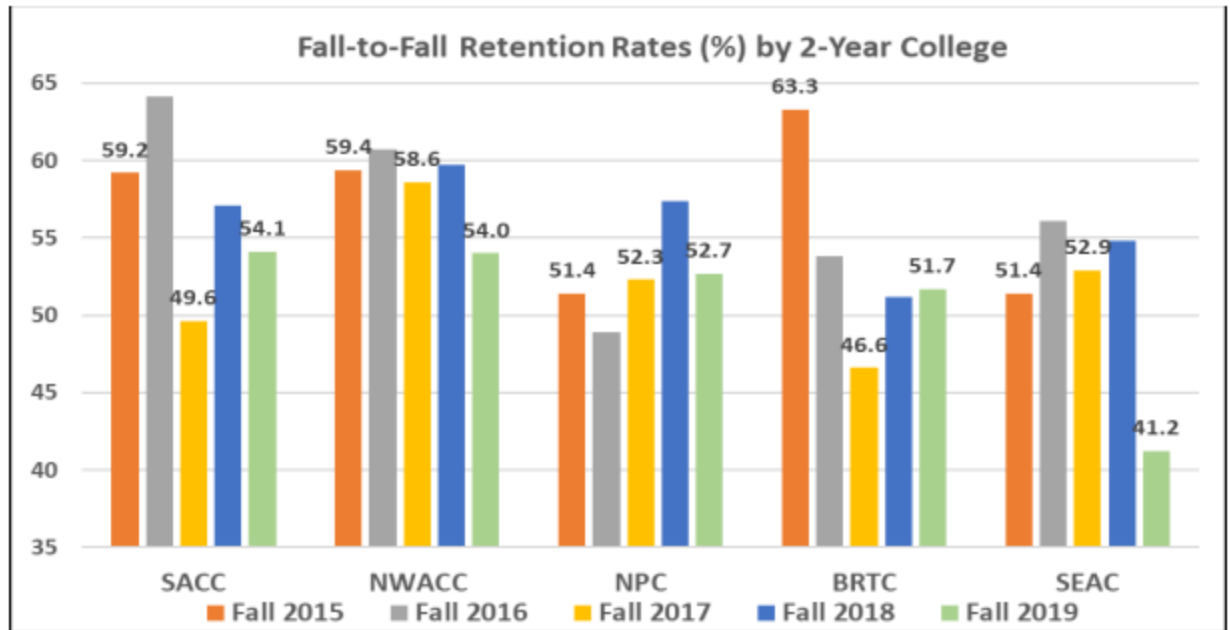


Chart 3.9: Student Retention Rates by Institution – 2-Year Colleges

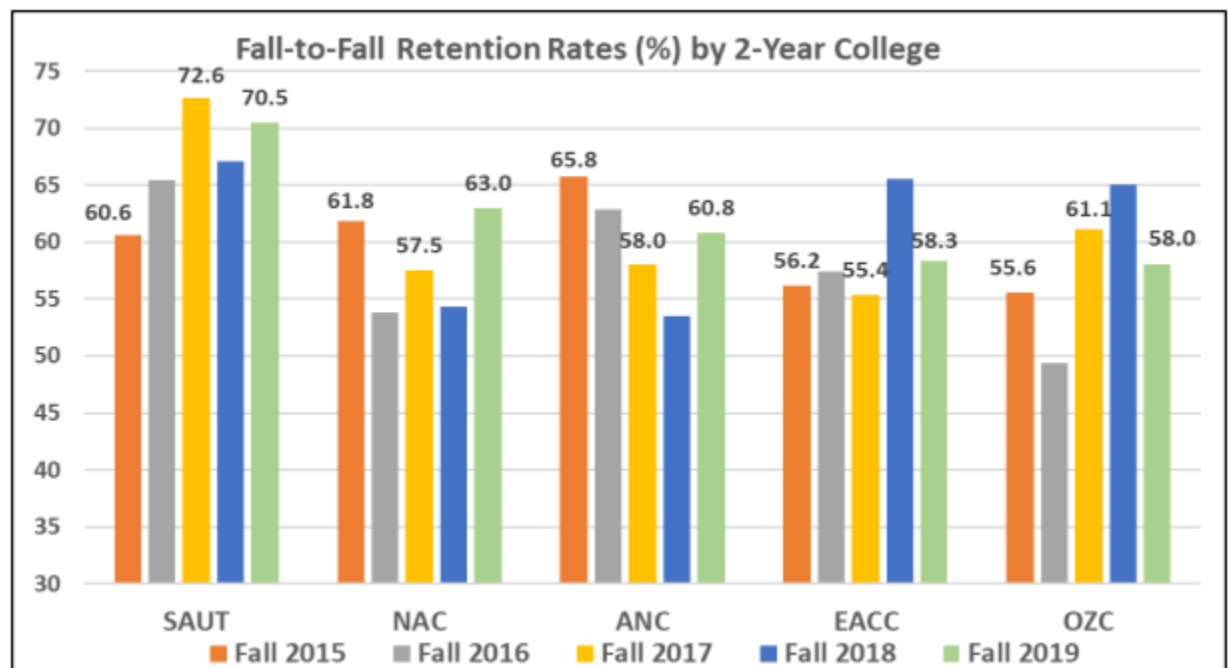


Chart 3.8: Student Retention Rates by Institution – 2-Year Colleges

- Vacant Positions
 - Director of Workforce and Career Services – Ongoing
 - Faculty – Oral Communications – In-person interviews this Friday (they have 3 finalists)
 - Faculty – Management and Supervision/Business – In progress
 - Faculty – Cosmetology – Hired Ms. Brooklyn Hedgecock
 - Faculty – Registered Nursing

Mr. Zach Perrine reported the following for Student Affairs:

- He said SGA supports a laptop rental program. He said there are still some logistics to work out, but the program is viable.
- Preview days for potential students are ongoing. This Friday, April 16, Batesville public schools will be on campus.
- The College will host an Open House on April 28, 2021.
- A COVID-19 vaccine clinic for students is scheduled for April 22, 2021. Currently 21 are signed up.
- Ms. Kristen Cross, director of financial aid, has awarded CRRSAA funds to students. The final tally of funds to be distributed is \$737,100.
- Registration continues although headcount is sluggish. SSCH is good at 12 per student. He anticipates the Open House event on April 28 to spur registrations.

Ms. Frazier reported the following:

- Legislators are in session. She and others are watching several bills that may negatively impact higher education. She said house bill 1854 failed on a voice vote, which was the outcome she and others hoped.
- She and Ms. Kim Whitten, director of advancement, went to Concord and Midland public schools this morning to present Arkansas Scholars awards to graduating seniors.
- Dr. Bobbitt will be meeting with the chancellor search committee soon.
- A date has been set for the Community Retirement Celebration Picnic which will honor all those who have retired since March 2020 and those who will retire this year. That date is May 20, 2021. More information is forthcoming.

With no further business the meeting adjourned at 3:01 p.m.

Respectfully submitted by Ms. Jodie Hightower