

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
May 5, 2021 / 9:00 a.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. Guests: Mr. Mark Cartwright and Mr. Steve Collins.

Ms. Frazier called the meeting to order at 9:03 a.m.

Dr. Shonk moved to approve the minutes from the April 21, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.

Emeriti Practice – Ms. Frazier introduced Mr. Steve Collins, director of information services, who described the process and practice of the College regarding email access and emeriti status. The College allows those who have retired with emeriti status to maintain their UACCB email address. He said it keeps them connected to the campus. Dr. Shonk said he has received feedback from retired faculty that appreciate the access. Mr. Collins said email access is granted indirectly or is inferred in the UA Board of Trustees Policy 457.1.

Video Conference System – Ms. Walker said that Mr. Mark Cartwright, director of events, and Mr. Heath Woolridge, director of facilities, met with a representative with Jay Stanley and Associates (JSA) who visited campus to look at the video visual needs in several locations on campus including NAH 902, IH 103, the Banquet Halls and the Auditorium. She provided quotes for each of the rooms. She said JSA has worked with other state agencies. Mr. Mark Cartwright, director of events, said several months ago he and others had discussions regarding upgrading systems. He and Mr. Wooldridge met with Ms. Peggy Jackson, purchasing specialist, regarding companies already approved to work with state agencies and JSA is on that list. He said the quotes handed out are the second version. There were four proposals handed out. There are two proposals for NAH – one with a videoconference system and one without videoconference capabilities.

He reviewed each of the proposals and noted that installation costs are greater than expected, however, the company would have people stay in Batesville to complete the install, as the company is based in Little Rock.

The group discussed the various proposals and asked for additional information and pricing if screens were installed in the banquet halls versus projecting directly on the walls. There was also discussion regarding installing TVs in Auditorium so that people could look at a TV or the stage. They also discussed installing TVs in IH 103 and NAH 902. Dr. Shonk also asked to include teleprompters for the auditorium as well.

They discussed the ability to live stream easily. The group asked Mr. Cartwright to have JSA research camera possibilities as well. Dr. Shonk noted that the chancellor search at UA Hope/Texarkana utilized this technology recently. They discussed the need for both fixed and movable cameras. They also discussed training needs for staff and faculty on the use of the technology.

Dr. Austin asked if the screens and projectors in IH 102 and IH 104 could also be upgraded and replaced. Mr. Cartwright said those two rooms could be upgraded using the College's maintenance crew. They discussed making IH 102 a board room with a large table in the center with peripheral seating and a built-in counter.

Ms. Frazier asked Mr. Cartwright to request an update to the quote for the auditorium to include broadcast capability.

Budget – Ms. Mandy Walker submitted the proposed 2021 – 2022 budget on the day it was due. She was given numbers for Workday implementation costs and said it is \$120,000 over the originally projected amount. To

compensate for the increase, she increased the amount of lost revenue. If enrollment does not increase, the budget cannot stay the same and the College will need to take a hard look at this in the spring. She was asked how much of HERF II money is committed. She estimates that between \$600,000 to \$700,000 is already spent. She is waiting on a replacement estimate for the boiler in Independence Hall. She said that she is working to figure exactly how much the College must pay for Workday and Colleague software systems. She estimates about \$600,000 for both systems. She believes that expense will be on the books for the next several years until Workday is fully implemented with finance, human capital management, and student records. She said Ferrilli consulting expenses are \$8,000 per month which is not included in \$600,000.

Dr. Shonk asked when the College might expect to spend money on the “nice to have” items versus the necessities. Ms. Walker said once insurance premiums are settled, she can finalize numbers and provide an answer. Mr. Perrine asked if there are modules or services in Colleague that can be turned off or eliminated to reduce costs.

Ms. Frazier said she spoke to Mr. Steve Fulkerson at the UA System office regarding some recent training that was given by Workday staff. She said several staff members came to her describing how the Workday presenter was unkempt and unprofessional.

She said she also told Mr. Fulkerson that Mr. Steve Collins, director of information services, is retiring and Mr. Fulkerson agreed to serve on the hiring committee for that position.

Healthcare insurance – Ms. Walker provided a handout regarding final healthcare insurance premium costs. She used a weighted average to figure subsidy amounts. She did submit these figures to the UA System office who approved the breakdown presented. The College will be allowed to keep four bands of costs. She budgeted \$35,000 more for insurance costs to the institution. The four columns on the far right show the annual increase or decrease in costs to the employee. It was noted that historically, when employees were not given raises to base pay, the College increased the amount of healthcare premiums paid by the institution. She asked for comments regarding raising the subsidy for “employee only” coverage from 76% to 83% in all plans. The group discussed that increasing the subsidy would show a good faith effort that although there were no raises, healthcare costs would decrease. The group discussed supporting her methodology and plan for insurance costs. She said the increase cost to institution is \$6,911.28 if the subsidy moved from 76% to 83%.

She said she included in the budget 2% for either a stipend or COLA, although not approved by the state or system office yet. She reviewed other handouts provided. She said the College has received all category A funds from state treasury for the fiscal year. She is not certain if category D funds will be awarded. There is \$1,245,000 left to draw down. She provided a handout with the estimated financial position at end of fiscal year.

Review of Legislative Acts – Ms. Frazier said Ms. Colin Callaway with the Arkansas Community Colleges Association, sent a list of the legislative acts passed this session that affect the institution. She reviewed several specific ones including:

- Act 556 - Adds school personnel and adult volunteers to the list of required reporters under the Child Maltreatment Act; adds an exemption for attorneys who obtain information concerning child maltreatment in the course of providing legal representation.
- Act 355 - Authorizes two- and four-year institutions of higher education to designate a current staff member to serve as the homeless and foster student liaison. (For UACCB, the JAG grant addresses and Ms. Elizabeth Smith is the homeless/foster liaison for the campus.)
- Act 539 - Requires the Arkansas Higher Education Coordinating Board to create a Higher Education Consumer Guide that is designed for use by prospective students at a state-supported institution of higher education.

- Act 462 - Ensures a right of conscience for all healthcare institutions, healthcare payers and medical practitioners, prohibiting discrimination based on medical decisions made due to religious, moral, ethical or philosophical principles with limited exceptions.
- Act 724 - Authorizes online curriculum to satisfy up to 50 percent of a barber or cosmetological student's training program.
- Act 1038 - Requires the Division of Higher Education to develop a personal finance module for students to advise students with information on personal finance and macroeconomics.
- Act 688 - Authorizes the first day of school year to be as early as the Monday two weeks before Labor Day beginning with the 2022-2023 school year; prohibits waivers; provides for implementation of an alternate school calendar.
- Act 388 – Adds private, nonprofit higher education institutions to the Arkansas Future Grant Program.
- Act 539 – Requires the Arkansas Higher Education Coordinating Board to create a Higher Education Consumer Guide that is designed for use by prospective students at a state-supported institution of higher education.
- Act 1066 – Requires the Department of Education to create the Student Horizon Database with career and salary information for occupations that do not require a college degree and publish a job comparison manual for distribution to grade 7-12 students.

COVID Update – Ms. Jodie Hightower reported there are no positive, self-reported cases of COVID-19 on campus. She is tracking one person who is working from home.

Follow-up items:

- **HLC Accreditation Process** – Dr. Austin
 - **Previous updates:** 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. 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. She said she has nothing to the report on the accreditation process. She said the Arkansas Community College Association has arranged to have one of the HLC staff members give an update to ACC members. Dr. Shonk asked Dr. Austin about the future of regional accreditation bodies.
 - **Update:** Dr. Austin said they are pricing furniture for the Center for Teaching Excellence, which will require a budget transfer request in order to transfer funds from one line item to another.
- **Assessment Academy Progress** – Dr. Austin
 - **Previous updates:** 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. 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.

- **Update:** Dr. Austin said they have issued a student organization survey and another survey for advising. She said a third survey for student employees will be issued soon. They are gathering co-curricular assessment data. The group is determining which data to track. Dr. Shonk and Dr. Austin will build these items into the program review document which can then be tied to the budget.

Area Updates

Dr. Shonk reported the following for Academics:

- Letters of Notification were sent to ADHE. The deadline to submit was Monday, May 3, 2021.
 - Computer Numerical Control (CNC) – New CP in cnc tech and TC in cnc operator
 - General Technology – Inactivate A.A.S. (routinely doesn't meet viability standards)
 - Patient Care Technician – New CP
 - Business Services – Inactivate A.A.S.
 - Business Services – CP and TC (holding, looking at calling Banking and Finance) developed in response to Southside Charter school requests. This CP or TC would roll into either of the other business A.S. degrees.
 - Medical Office Management – Inactivate A.A.S. (although does not have bad graduation rates, however, we know they don't need two years.)
 - Medical Office Management – New TC
 - Teaching – New A.A.T., CP and TC (statewide, no submission required on these)

A program inventory is kept by ADHE with program review is conducted every seven years. If a program does not meet viability standards, a college can either delete or inactivate the program. Inactivating a program keeps it on program inventory for five years. At the end of the five year, the program is reviewed again. If it still fails viability standards, the program is not renewed and is removed from the program inventory. Dr. Shonk said the next step is moving these through the UA Board of Trustees.

- Vacant Positions
 - Director of Workforce and Career Services – Ongoing
 - Faculty – Oral Communications – Mr. Jacob Chisom, Offer / Acceptance, currently finishing one-year appointment at Monticello.
 - Faculty – Management and Supervision/Business – Committee meeting today – four applications
 - Faculty – Registered Nursing (one application, but looks good)
 - Faculty – NAH/Phlebotomy (grant not approved, so not actively searching for this)

Mr. Perrine reported the following for Student Affairs:

- His division continues to work on enrollment and recruiting efforts.
- Student Activities and Admissions have several activities planned for the summer including 5th grade day.
- They are conducting a special road show day on May 18, 2021 for sophomores and juniors.
- CRRSAA funds in the amount of \$544,425 have been distributed to students. May 7, 2021 is the deadline to claim funds, but they will be allowed to request until May 14, 2021.
- The Student Success Center is providing a finals goodie bag to students.
- Vacant position - TRIO advisor: He and Ms. Ronda McLelland are reviewing the position description and will complete the intent to hire within the next week.

Ms. Walker reported the following for Finance and Administration:

- Vacant Positions
 - Fiscal Support Specialist – There is only one candidate. The search is currently internal.
 - Records Management Analyst – Mr. Dustin McAnally has replaced Ms. Crystal Blue who has moved to the Network Administrator position. May 16, 2021 is his official start date in the new role.
 - Computer Lab Manager – position on hold. Mr. McAnally previously held this position.
 - Director of Information Services – pending – When Mr. Steve Collins retires at the end of the fiscal year, this position will be filled.
- Internal Audit has audited the College's CARES Act spending. The College has a call with IA tomorrow to answer additional questions. Ms. Walker has not had any feedback from them yet.
- State Vehicle Program – The College can have 10 vehicles registered with the program. Currently the College has nine registered. In order to drive the ambulance on the road and use it as a recruiting tool (drive in a parade), it needs to be registered. The group discussed getting it registered and an affirmative decision was reached.
- Workday – Ms. Walker said there are some issues to discuss regarding payroll. The faculty's first check will be August 15th (Sunday) and the 12th is the deadline for data entry. Faculty return to campus on Aug 11, 2021 which only gives them a day to review the information in Workday. Dr. Shonk asked if a one-page document with instructions on exactly how to verify and enter data could be created. She said it is possible, however, most likely faculty will have to enter data while they are off contract prior to their arrival back on campus. Dr. Shonk said they can log in off campus. Ms. Walker will contact Ms. Julie Johnson, human resource coordinator, to set up dates for on campus help sessions. She wants to keep the message that the time to review data is July 6, 2021 to July 16, 2021. She talked about some challenges with the data and Workday. She said she has requested information on how security roles are being pulled. Ms. Frazier said Mr. Fulkerson said the College failed some GL testing. Ms. Walker discussed the validation process. She said that many of files that Ferrilli has sent have had problems.

Dr. Austin reported the following for special projects:

- Dr. Austin asked if an end of the year report is due and when. Ms. Frazier said yes, and they are due to her by June 30, 2021. Ms. Frazier said she will share the reports with Mr. Perrine, interim chancellor, who will also share with Dr. Austin as the HLC liaison.
- The College is getting additional Perkins funds for next year. This is not a performance-based increase but is based on the state funding formula.

Ms. Frazier reported the following:

- She confirmed that the end of the semester is Monday, May 10, 2021, which is the agreed upon last date that mask wearing will be required. The Governor signed a bill that will end mandatory mask requirements and it will go into effect on July 27, 2021. Dr. Shonk said after May 10, the College can remove one-way directional markings and open the closed bathroom stalls. The group agreed that although masks not mandatory, CDC still recommends them, and people may choose to wear them. Ms. Walker said the College should keep PPE stations available after May 10, 2021. The group agreed.
- She asked the group if a virtual option for attendance at Friday's End of the Year meeting should be made available. The consensus was that a virtual option be made available for those unable to meet in person or leave their offices.

With no further business the meeting adjourned at 11:58 a.m.

Respectfully submitted by Ms. Jodie Hightower