

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
May 19, 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 Ms. Julie Johnson.

Dr. Shonk called the meeting to order at 9:08 a.m.

Mr. Perrine moved to approve the minutes from the May 5, 2021 meeting. Ms. Walker seconded the motion and the motion passed.

Video Conference System –Mr. Mark Cartwright, director of events, provided a revised quote from Jay Stanley and Associates (JSA). The revised quote includes adding the ability to live stream and the purchase of teleprompters. Items 8 through 15 were the added pieces listed on the quote provided. They discussed the placement of the camera facing the audience as well as the live video production console, which although a large expense, is needed for operating multiple cameras. The addition of camera plates allows for additional cameras to be mounted. The group discussed the teleprompter system including the need for a wired connection, a dedicated computer and person to run it. They discussed the challenges inherent in the use of them such as the height difference of speakers reading from them. Dr. Austin asked where they would be located. They would be on tripod on the stage. Dr. Shonk explained they are reflective glass that the audience sees through, but the speaker can see the script. Dr. Shonk said the speech classes could also use the system. Dr. Austin asked about training and noted the College would need to have additional people to run the various components. Mr. Perrine suggested hiring student workers to assist. Mr. Cartwright said that the College has hired students in the past for various large-scale events. Ms. Walker said the cost about \$200,000 to implement the whole project. She noted these quotes do not include replacing the current sound board. They discussed various ways to utilize the equipment into increase teaching and learning goals and opportunities.

Mr. Perrine motion to approve the issue of an RFP for improving and upgrading the audio/visual abilities in IH 103, NAH 902, Auditorium, and the Banquet Hall. Ms. Walker seconded and the motion was approved.

Workday – Ms. Julie Johnson, human resource coordinator, said hiring for currently advertised positions will be completed using current protocol. She said from June 1 to July 6 hiring will be postponed. She also said if there are positions that have been posted for a while, the hiring official might consider taking them down and reposting in July. She also discussed the protocol for hiring student workers, both part time and work study. She noted the hiring processes in Workday are very different from current practice. The use of the Personnel Action Form (PAF) will no longer occur. Dr. Shonk said he believes the new way will cut down the processing time by a lot. Ms. Johnson said the appointment letter will be included in the employee's dashboard and there will be reminders to review certain areas of the system.

Ms. Walker said the first challenge will be setting security roles. She said there will be tweaks to the system. She said currently, Ms. Walker, Ms. Johnson, and Ms. Lea Ramsey, Project One Campus Coordinator, can change or grant security roles. The position setup will flow through Ms. Johnson. She said the system allows for easy transfers of people from one division to another or from one position to another position. She said there is a way to see unresolved or incomplete tasks. Dr. Shonk said employees will have to retrain themselves to access Workday to view where the task is in the process rather than picking up the phone and calling people to locate the task's progress. Ms. Walker said her goal is to have security roles lined out by October. She said the College will gain many efficiencies such as signatures auto populated onto checks. She said it will take some time to get security roles lined out with the hiring piece because currently the Chancellor reviews and approves all PAFs (full-time, faculty, work study, part-time, etc.).

Ms. Johnson said originally hiring federal work-study students would go through the Human Capital Management (HCM) process through her office, however, hiring those positions will be through Financial Aid. The group discussed the need to work through this process in with Ms. Kristen Cross, director of financial aid. Mr. Perrine said hiring federal work study students is usually handled through financial aid offices.

They discussed whether VPN access will be needed to access Workday. Ms. Johnson said most things will be available from the mobile app and tasks can be delegated to someone else. Ms. Johnson said people will have access only to those people under their supervision. She said the budget piece is turned off right now but will be turned on later.

Ms. Johnson said career service award payments will automatically be calculated and awarded on payroll by the Workday system. She said allocations of payroll will be the same. For example, if an employee has their payroll divided to go into three accounts, the same allocation will be used for the career service award payment.

Discussion – MCB Renovation – Ms. Walker asked the group if there are any other changes or things to discuss regarding the proposed renovations. Dr. Shonk said he wants more information about enclosing the back part of the library and moving the student success center to that location. Dr. Austin suggested that the College request a timeline and phasing to plan out the remodel. She said ideally people would only move once. Dr. Shonk said the success center could be moved over the summer and to free up space. Ms. Walker said she expects to lease portable buildings to house people temporarily. She noted that two of the proposed plans involve renovation to the library and the Annex building. The group discussed building to flex and grow as the needs of the campus change. Ms. Walker said she would like Mr. Purifoy, the architect, to return to get his thoughts on phasing of the build. She will set up that visit and invite the Cabinet members.

Discussion – American Rescue Plan – Ms. Walker said \$1.7 million is shown in the G5 system. She said she has not seen anything to support relaxed rules for spending. Ms. Robin Britt, student accounts specialist, is reviewing student accounts to get an updated student accounts receivable amount. Ms. Walker has not finalized the numbers on lost revenue for this year yet but expects to have that soon. She sent an email to project director for CRRSAA regarding salaries for remote work. She would like clarification regarding using those funds to support salaries when worked a hybrid of remote and on-site.

Dr. Shonk asked purchases based on social distancing can be justified. Mr. Perrine said it appears so, because it prevents the spread of COVID. Dr. Shonk asked specifically about purchasing two sets of models for the science lab and library. Mr. Perrine said that purchase could also be in support student retention which is allowed under this funding. Ms. Walker said she also asked about the purchase of the boiler for Independence Hall. She wants to get federal approval for both the boiler and the monitoring system for the boiler. She said Mr. Wooldridge, director of facilities, is also looking at ventilation sanitizing systems. She said the video conference system expense is justifiable. They also discussed that there is a cap on the amount of money that students can receive from the College, but the College has not reached that limit yet.

Dr. Austin asked about paying for cell phones for those people working remote. They discussed providing stipends to people for the use of their cell phone for College business. Mr. Perrine said he is going to request cell phones for admissions recruiters, noting there are some positions that would benefit from a dedicated cell phone.

Ms. Walker said she is trying to determine exactly how much the College has to spend but estimates anywhere from \$500,000 to \$1 million.

Discussion – Provisional positions for Adult Ed – Ms. Walker has submitted three positions for approval at the board meeting. The request will not be finalized until June, but there should not be any issues getting them approved. The positions requested are full-time instructor, full-time life coach, and a request to move the

part-time assistant to full-time assistant. The instructor and life coach positions are new, and both are 12-month appointments.

Dr. Shonk said moving the assistant position to full-time requires also requires requesting an appointment under UACCB procedure 220.1.

Dr. Shonk made a motion to appoint Ms. Janet Rodgers to the full-time assistant position as allowed by UACCB procedure 220.1. Mr. Perrine seconded the motion and the motion was approved.

Ms. Mandy said the College has 40 provisional slots. There are ten now in use. That number will increase to 13 if the Adult Ed positions are approved. Ms. Frazier said now is time to ask for positions. Ms. Walker said she has identified the need for several more. Dr. Shonk said the College needs to review all slots to ensure everyone is in the right slot. Ms. Walker said the College has no open slots for non-classified personnel. Mr. Perrine asked how long someone can be in a provisional slot. Ms. Walker said she is not aware of a time limit noting that some positions that are granted funded remain in provisional status.

Discussion – Student Activity Funds – Ms. Walker said that she is looking for the documentation that authorizes giving \$500 in student activities funds to each organization annually. Since she cannot locate any specific policy or procedures, she would like to create a policy to document the process. The group agreed that a policy or procedure should be established.

COVID Update – Ms. Jodie Hightower reported there are no positive, self-reported cases of COVID-19 on campus. She also reported that she has utilized the recently purchase ZipWhip software to send and receive texts using the land line tied to her office. She reported the software is easy to use and very effective. Ms. Frazier asked if the program is paid for using CRRSAA funds. Ms. Walker confirmed that it is paid from those funds.

Mr. Perrine said he had a request from Ms. Hannah Flanery, marketing and communication coordinator, to remove the signage requiring the use of masks. The group agreed that those signs could be removed. They also discussed the decision to remove plexi-glass as a personal choice and those employees who would like to keep the shields in place may do so.

Ms. Walker made a motion to rescind UACCB policy 220.20 which requires students, faculty, staff and visitors to wear a face covering while on campus and to maintain social distancing of a minimum of six feet. Mr. Perrine seconded the motion and the motion carried.

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. 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.

- **Update:** Nothing to report.
- **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. 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.
 - **Update:** She is waiting to hear if the Academy will host an on-site conference in the fall at the Q Center.

Area Updates

Dr. Austin reported the following for special projects:

- The NC-SARA report was submitted on time.
- Work continues on the Center for Teaching and Learning Excellence. She hopes to have an open house in July to invite campus to view the progress.
- A Quality Matters cohort is set to start this week.
- Perkins – The budget is being finalized.

Mr. Perrine reported the following for Student Affairs:

- Admissions personnel held a Road Show at Southside schools highlighting the Secondary Career Center. The format is similar to 5th grade day with hands on demonstrations from nursing and welding. Admissions created a virtual inquiry card and received 75 responses. He said taking the program to the schools is very beneficial and he would like to dedicate some Windows tablets and hot spots to these efforts.
- Registrations are picking up, although headcount is still below 600. His goal is to reach 600 by June 1, 2021.
- Ms. Debbie Wyatt is assisting with the Advising Center, while director, Mr. Nate Pyle is on leave. Mr. Mickey Freeze has moved from TRIO to his office in the Advising Center.
- He and Ms. Cross have a meeting with the Arkansas Student Loan Authority today.
- He is working with Ms. Louise Hughes, director of student development, to increase testing capacity.

- He and Ms. Flanery met with Ms. Mandy Curtwright from Main Street Batesville to review opportunities to partner with them for events this summer.
- Financial Aid is updating the application for aid to include WIOA, FAFSA, and local scholarships.

Dr. Shonk reported the following for Academics:

- Nursing –
 - NCLEX first time pass rates
 - Traditional (LPN to RN) 4 fail / 3 pass = 42.8% 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) 19 fail / 45 pass = 70.3% pass rate
 - Total (w/ 4 from last year) = **66.1% pass rate (final pass rate)**
- Regional Workforce Grant – We have been awarded the grant.
 - Computer Technology - \$100,000 -
 - Drone
 - Mac Lab
 - Nursing and Allied Health - \$125,000
 - Autonomous Pharmacy
 - Transportation - \$300,000
 - Crew Cab Semi Tractor
 - 53' Trailers
 - Box
 - Flatbed
 - Mini Excavator
 - Skid Steer
- Arkansas Economic Development Commission (AEDC) Future Fit Program Demonstration June 3, 2021 at 11:00 a.m., Workforce Training Center – He and Mr. Harber went to Mountain Home a few weeks ago and saw this program. Everyone is invited to attend.
- U.S. Department of Labor / Delta Regional Authority Workforce Opportunity for Rural Communities (WORC) Grant –
 - Chamber, WRHS, UACCB, WRPDD, and Southside are all interested in this.
 - 30 groups will be awarded.
 - A program utilizing the Future Fit program is a possibility for this grant.
 - Deadline to apply is July 27, 2021.
- Vacant Positions
 - Director of Workforce and Career Services – Ongoing – One application was recently received. He will reach out to the hiring committee and suggest pulling the position until mid-July and then advertise statewide.
 - Faculty – Management and Supervision/Business – Two candidates invited to campus in early June
 - Faculty – Registered Nursing
 - Faculty – NAH/Phlebotomy
- Ms. Jeannette Youngblood will become the division chair of Cosmetology as the program is sufficiently established to now be housed with the Division of Business, Technology, and Public Service. Ms. Stephanie Baker will remain the director of the Cosmetology program. The move will allow Ms. Baker and the other instructor in the program to focus on instruction.

Ms. Walker reported the following for Finance and Administration:

- She provided leave reports for each area.
- She announced that Ms. Maddy Cooper, Grill assistant, has resigned. Her last day will be June 30, 2021. The Intent to Hire is complete. She said that is a position that will need to be replaced.
- She said Internal Audit is wrapping up its audit of CARES funding expenditures.
- The Secondary Career Center will also be audited. It will be conducted remotely. She will meet with Mr. Harber and gather items for it.
- She said the title for the Ambulance is not in the name of the College so it will have to be re-titled. She did find out registering the Ambulance will not count in the 10-vehicle limit because it is used for education and instruction.
- Two companies responded to the Security RFP. After the College selected one of the proposals, Ms. Peggy Jackson, purchasing coordinator, discovered the company is working with another UA school at a lower price per hour. Ms. Jackson successfully negotiated UACCB's costs down to that price which \$1.78/hour cheaper than what was quoted to the College.

Ms. Frazier reported the following:

- She expressed her appreciation to the group for working with her over the years.

With no further business the meeting adjourned at 11:33 a.m.

Respectfully submitted by Ms. Jodie Hightower