

University of Arkansas Community College at Batesville
Special Administrative Cabinet Meeting
July 28, 2021 / 2:00 p.m.
Room 104

Members present were Dr. Anne Austin, Ms. Mandy Walker, Mr. Zach Perrine, and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower, and Mr. Zach Harber were also present.

Mr. Perrine called the meeting to order at 2:08 p.m.

Finance and Administration Items – Ms. Mandy Walker provided a summary of reimbursements from HEERF funds. She reported that no lost revenue was taken for FY2020. She noted the amount of reimbursements for salaries in both FY 2020 and FY 2021. HEERF legislation allowed the College to reimburse itself for payroll expenses once working remotely was authorized. She said from April 1 – June 30, 2020, 100% of salary and benefits for faculty was calculated and reimbursed from HEERF. She said other positions during that timeframe through mid-July were also reimbursed, but not at 100%. She said she reviewed each position to determine how much of that job was completed remotely. For example, division chairs were reimbursed from HEERF at 50% while other staff were figured at 25%. She said that HEERF legislation offers no guidance regarding the percentage to use. She said for FY2022, from July 1, 2021, through the end of December, she calculated 50% of salary and benefits of faculty to be reimbursed from HEERF, because faculty were teaching a hybrid format. Division chair salaries and benefits were calculated at 25% and everyone else at 15%. She reimbursed money goes into unrestricted funds that the College can allocate as needed. She said the College could opt to not reimburse itself for FY 2021 and there is not a date listed in the law to end reimbursements for salary and benefits. She said the main stipulation for reimbursement is that regular work was disrupted, and it had a substantial impact on the College. The group consensus was to utilize funds for salary and benefits reimbursements to the extent that can be justified. She said the original process to receive funds is that the College must draw the money into the College account, then send that money to the state. The College submits paperwork, which the state approves, and the state sends the funds back to the College. Once received from the state along with approved spending plan, the College can spend money. The revised process eliminates the need to send drawn funds to the state. The spending plan must be approved before any funds can be spent.

She noted that ARPA funds must be drawn within 90 days of the award date, otherwise the Federal government can take the money back. Therefore, she had to make a purchase in order to avoid the potential loss of funds. A new sound board for the Independence Hall Auditorium has been ordered and will arrive in a couple of days. Once the equipment is received, she can request reimbursement. She said that between salary and benefit reimbursements and the sound board, ARPA institutional funds are fully expended. She said the deadline to draw funds is August 14, 2021. She said new ventilation systems and boilers are in the plan for HEERF - ARPA. She said she talked to the Department of Finance and Administration regarding the Method of Funding (MOF) document and how the project should be packaged. She said the entire group of purchases will go through as one project versus separate components. Once the MOF is approved, the College can make the purchase.

The group discussed spending funds earmarked for students. She has a list of student delinquent accounts and the letter to students is ready. The College plans to forgive debts accrued between March 13, 2020 and June 30, 2020. She said the letter may need to be updated to reflect that debt accrued prior to March 13, 2020 remains on the student's account. The letters do address future debt. She said the plan is to send letters out early next week – Monday or Tuesday. Dr. Shonk asked about reporting requirements after funds are moved into an unrestricted category. Ms. Walker said there are no other reporting requirements.

Ms. Walker reported the College did pass the internal audits on CRRSSA funds.

She asked the group to decide on the percentages of reimbursements for faculty and staff salary and benefits. She will send an email with a breakdown of all reimbursements. The group consensus was that the percentages reviewed earlier in the meeting are justifiable.

Mr. Perrine expressed appreciation to Ms. Walker for the extensive work completed in getting these figures compiled.

Photo Release Form discussion – Mr. Zach Perrine said he had a request from Ms. Jeannette Youngblood, division chair over the Cosmetology section, regarding posting client photos to the College social media account. The group discussed that this has been a topic before and there may be an all-encompassing policy established. Ms. Hightower will review UA Board of Trustees and US System policies and report back to the group. Mr. Perrine will draft a policy based off the UA Pulaski Tech policy provided in the meeting handouts. The group decided the College needs to have a policy or release form even if then is a general blanket policy. The group discussed having an event statement in the student handbook stating that a person’s presence at a college event, implies the understanding you could be photographed.

Hiring Committee – Dr. Shonk said the Ms. Vicky Bowren, administrative assistant for the Workforce Training Center, is retiring at the end of July. He made the following recommendation for the hiring committee to replace Ms. Bowren: Mr. Zach Harber, chair; Ms. Valerie Bennett, assistant to the vice chancellor for academics, Mr. Austin Muse, industrial technology instructor, Ms. Rachel Ratcliff, science faculty, and Ms. Elizabeth Smith, JAG Coach. Mr. Harber is the position supervisor. Ms. Bennett will work closely with this position. Mr. Muse and Ms. Ratcliff both teach in this area and Ms. Smith works with students likely to attend classes in this area. The group agreed with this recommendation.

Mr. Zach Perrine said that Ms. Kristen Cross, director of financial aid, is leaving at the end of the week. She has taken a position with the UA System office. He recommended the following people for the hiring committee: Mr. Perrine, chair, Ms. Stephanie Minor, administrative assistant in financial aid, Ms. Phyllis Gardner, financial aid specialist, and Ms. Jennifer Sinele, business office manager. An alternate of Ms. Pam Smith, assistant director of financial aid, was recommended as well. Mr. Perrine asked for a faculty member recommendation. The group suggested Dr. Larry Brown, math faculty, and agreed with the other recommendations.

Other Information Reviewed or Shared -

Dr. Austin said the Center for Teaching and Learning Excellence have worked on the schedule for faculty professional development. She on Wednesday, August 11, 2021, Faculty Senate will meet in the morning and an open house in the CTLE will be hosted. An assessment workshop will be held in the afternoon (1:30 – 3:30) with office time the remainder of the day. She said on Thursday, they will hold other sessions for faculty. She said and the group agreed that the message Thursday needs to be clear that professional development will continue throughout the semester and not be limited to one day. She said they would like to avoid the phrase, “welcome back”, as only about 15% of full-time employees are coming back. They are using terms such as “kick off” instead.

Mr. Perrine said reported that MHP out of Little Rock is working with the College regarding messaging and marketing. They produced an article on transfer opportunities already and an enrollment article will be posted next week. He said in August high school partnerships and WIOA will be highlighted and in September, the CTLE and the grand opening of the Workforce Training Center will be featured. He said that for the fall semester the social media presence of student ambassadors will be reduced to allow them to get more involved in campus activities. Dr. Shonk suggested having the new speech communications faculty member work with ambassadors on professionalism and public speaking.

Ms. Walker said previously she had asked Mr. Mark Cartwright, director of campus events and security, to obtain a quote to replace or recover the chairs in IH rooms 102, 103 and 104. The quote came in at \$40,000. She asked the group about room 104 and said documentation had been located to support a change in the setup of the room from a classroom to a conference room. She said if it is changed to a conference room then completely different chairs will be appropriate. The group discussed various way to change room 104 into a conference room with the flexibility for different set ups. They discussed purchasing stainless steel serving carts along with built in cabinets as possibilities. The group also discussed buying covers for the chairs currently in use in the banquet hall. Ms. Walker will speak to Mr. Heath Wooldridge, director of the physical plant, regarding these suggestions. They directed Ms. Hightower to research possible purchases to support the changeover to a conference room.

With no further business the meeting adjourned at 3:10 p.m.

Respectfully submitted by Ms. Jodie Hightower.