

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
March 2, 2022 / 2:00 p.m.
IH 103
Minutes

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

Dr. Shonk called the meeting to order at 2:00 p.m.

Mr. Perrine moved to approve the minutes from the February 16, 2022, February 21, 2022, February 24, 2022, February 25, 2022, meeting. Dr. Shonk seconded the motion and the motion passed.

UA Board Policy Revisions for March 16-17, 2022 BOT meeting – Cabinet reviewed the policies that are on the agenda for the UA Board of Trustees March meeting which are UA BOT policies: 230.1, 340.1, 475.1, 505.1, and 720.1.

CCSSE Communication Plan – The survey will be administered March 28-April 8, 2022 to all current degree seeking students. It will be fully digital, and no class time is needed. All students will login to the CCSSE site and use their email address to sign in. All students receive an email from CCSSE during the survey. Dr. Deltha Sharp, director of institutional research, recommended the college create a Blackboard class for CCSSE participation. All students on the list would be enrolled in the course. Dr. Sharp confirmed with Ms. Tiffany Guinnip, Blackboard administrator, that this task is possible. The idea is that instructors will be able to encourage students to participate in the survey. The CCSSE information will be within the Blackboard course and a link to the landing page for the survey.

The following communication plan is proposed:

- Dr. Sharp presents information to Faculty Senate on 3/10
- Chancellor email communication on 3/14 and 3/28
- Vice Chancellor Student Affairs email communication on 3/14 and 3/28
- Email to all students on 3/28
- BB Course opens on 3/28
- Social media post during two weeks of administration
- Bandit Buzz 3/14 and 3/28
- Flyers during week of administration of the survey
- News release 3/14 - there is a draft we can use
- Director and Division Chairs meeting – on 3/3
- All Campus Meeting – 3/9

The group agreed with Dr. Sharp's recommendation to create a blackboard class.

Remaining HEERF, PEER Review Letter, Program Approval – Mr. Perrine has the data and letter ready to be submitted. The deadline to submit the letter is March 4, 2022 in order to get on the agenda for the next PEER meeting. The deadline for all spending of HEERF funds is May 22, 2022. Regarding distribution of student funds, Dr. Sharp is gathering data. There are three plans proposed and will include students enrolled between March 2020 to present. Based on the number of names and the amounts, Cabinet can decide which plan to go with. Any remaining funds can then be put in indirect costs and the college will be able to access it. Mr. Perrine said the college will stay need approval from DFA and the federal project manager.

Dr. Shonk spoke to Ms. Mandy Walker regarding her part-time status and agree to a rate of \$2,000 for 40 hours for the month of March. Dr. Shonk said he would like to have a new chief financial officer in place by April 15, 2022.

Dr. Austin, who serves as the chair of the search committee, said there are still only two people who have applied. She asked if the committee should interview the two applicants. Dr. Shonk said there may be another person or two to apply.

HLC Accreditation Process – Dr. Austin said she and Dr. Sharp are in the middle of reviews of the first drafts. She has meetings scheduled with each criterion group to review progress and make suggestions for the second draft. April 1, 2022 is the deadline for the second draft.

****Hiring Committee Selections (if needed) –**

Updated: Ms. Casey Bromley, registrar, has two interviews scheduled for tomorrow to fill the administrative assistant position in the registrar's office.

COVID-19 Procedures – At 3 p.m., Dr. Shonk opened this portion of the meeting to the public and connected with members of campus via MS TEAMS.

Dr. Shonk said he had received guidance from Dr. Bobbitt on Thursday, February 24 regarding masking requirements. The UA Board of Trustees has decided to let individual campuses decide if a masking requirement is needed.

The next day, the Centers for Disease Control (CDC) provided new guidance for determining if masking guidance could be moved from required to recommended. Dr. Shonk explained the metrics of the new CDC rules, noting that an increase or decrease of just a single case could alter the category the county falls in. He also noted that some of the data used is by county and other data is based on a grouping of counties.

Dr. Shonk also mentioned that the state legislature is reviewing actions of colleges and universities across the state. He said all the k-12 public schools in the area have moved to recommended and most businesses have moved to a recommended state as well.

He opened the floor up for discussion. The discussion included a review of the county numbers as provided by Ms. Jodie Hightower, assistant to the chancellor and COVID liaison. She said state numbers and county numbers all peaked on the same day – January 24, 2022. On that day, there were 100,797 active cases in the state. That same week, the college reported 47 active cases, which is the highest number the college has ever reported. The week prior, 39 cases were reported and the week following Jan 24, 2022, cases dropped significantly to 21.

	Independence	Sharp	White
1/2/2022	189	122	378
1/24/2022 (Peak)	1260	421	2206
3/1/2022	83	36	128

Ms. Hightower said there are currently zero active self-reported cases of COVID-19 associated with the college. Since the start of the semester there have been 94 student cases of COVID and 25 cases in faculty/staff. The grand total is 119 cases for Spring 2022 as of today, March 2, 2022.

Dr. Shonk said if the college moves to a recommended mask state, then an instructor or staff member cannot require a person or class to wear a mask. He said they can encourage or ask them, but not require them to wear one.

After further discussion, Dr. Shonk made a motion to rescind UACCB policy 220.20 which put guidelines in place for mask requirements. Mr. Perrine seconded the motion. With no further discussion, the motion carried.

The group discussed communication of this change. Dr. Shonk will send out an email guidance today. An update will be posted to the web and Mr. Perrine will communicate to students. Mask required signs will be removed from doors and new mask encouraged signs will be offered and posted on the PPE tables, which will still be available.

Room 104 Renovation – Ms. Hightower said the new furniture has arrived and is being installed. She asked if there needed to be any new guidance regarding parties eligible to reserve the room. The group decided not to implement any restrictions but should keep the door of 104 locked until it is needed.

Area Updates

Dr. Austin reported the following for Special Projects:

- She received notification from HLC about the annual update report. A new system has been implemented and is now open for reporting. The annual update information is due March 28, 2022.

Mr. Perrine reported the following for Student Affairs:

- He said Ms. Elizabeth Smith, JAG career coach, was invited to attend a meeting with Mr. Ken Smith, the founder of JAG nationally. Mr. Perrine noted that Ms. Smith is now the most senior JAG coach in the state. Mr. Smith is looking for people to sit on a national advisory panel and has asked Ms. Smith to join the panel.
- Mr. Perrine said he is trying to find an office location for Ms. Amber Smith, admissions analyst. Currently, she is housed in the reception area of Admissions, however, this location is not conducive to achieving the goals for her position. The group discussed various options and decided to move her into an office that is currently designated for testing.

Dr. Shonk reported the following for Academics:

- He had discussions with Ms. Crystal Blue, director of information services, regarding the situation with email services last week. He said there is one particular server that the college has had problems with for a long time. He said Ms. Blue pulled hard drive out of that server because there are still missing emails, and the hard drive has all the permissions and rules the department has built over time. He told her to call Mr. Steve Fulkerson, UA System chief information officer, about this issue. He also talked to her about moving everything to a cloud-based system. Dr. Shonk said this issue affects the upcoming renovations in MCB. If the college moves to a cloud-based system, there is no need for a server room as large as the one they currently have. Ms. Blue is working with a vendor to see if there is a cloud-based Wi-Fi network system that would meet the college's needs. The current Wi-Fi system is out of date. She plans to test the new system in one building on campus. The group said they need to meet soon to discuss and finalize plans on MCB. The next project after moving human resources to the old FAE building is moving information services.
- Dr. Shonk said the college is looking for an off-site location to increase the college's presence in the community and are exploring partnerships to accomplish that goal.

With no further business the meeting adjourned at 3:54 p.m.

Respectfully submitted by Ms. Jodie Hightower.