

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 2, 2021 / 9:00 a.m.
Room 104
Agenda

Members present were Dr. Anne Austin, Mr. Zach Perrine, and Dr. Brian Shonk. Cabinet recorder, Lynn Bray was also present for Ms. Jodie Hightower who was on vacation.

Mr. Perrine called the meeting to order at 9:05 a.m.

Dr. Shonk moved to approve the minutes from the May 19, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.

Minority Recruitment and Retention Report/Plan – ADHE is requesting that UACCB submit the Minority Recruitment and Retention Report/Plan by June 30, 2021. UACCB has been using the 2013 – 2018 Minority Recruitment and Retention Plan. The group discussed taking this plan and updating it with a bare bones plan to ensure the plan is implemented. The need to align the Minority Recruitment and Retention Report/Plan with the UACCB Strategic Plan was discussed. The Cabinet mutually agreed to appoint the following individuals to serve on the Minority Recruitment and Retention Committee: Ms. Ronda McLelland, director of TRIO, as chair person; Ms. Jeanette Youngblood, division chair for BTPS; Ms. Van Taylor, transfer coordinator; Ms. Meagan Akins, director of Admissions; Mr. Cheyenne Diaz, advisor for Career Pathways; and Ms. Becky Warren, director of Adult Education, depending on her current workload. This committee will be tasked to review existing plan, update and suggest changes as needed based on alignment to the Strategic Plan. The committee needs to be prepared to present the Minority Recruitment and Retention Report/Plan to Cabinet on June 25, 2021. Mr. Perrine was tasked to notify the selected committee members.

Photo Policy for WorkDay – Mr. Perrine recommends cabinet establish a photo policy for user's WorkDay profile. He stressed the importance of consistency with these photos. Dr. Shonk recommended asking photographer Clark Sanders, who does the UACCB commencement photos, to take a head shot of all campus employees. Mr. Perrine will work with Ms. Hannah Keller, Marketing Coordinator, and Ms. Julie Johnson, Human Resources Specialist, to draft wording for the required photo to be used in WorkDay. This same photo could be used across other UACCB systems including the UACCB website and Blackboard.

Meeting Time Discussion – Mr. Perrine proposed moving the cabinet meeting time to start at 3:00 p.m. and maintain dates of the first and third Wednesdays. All were in favor of moving the meeting start time. This will be effective for the next cabinet meeting of June 16, 2021.

Discussion – Curriculum Approval Process – Dr. Shonk reported challenges with the current curriculum approval process, most notably that the committee only meets during the fall and spring semesters leaving approximately one-third of the year with no on-campus approval mechanism. Dr. Shonk will work with Dr. Seely, Faculty Senate President, to discuss options.

Discussion – Academic Appeals Committee – Dr. Shonk said the current Academic Appeals process does not begin until after final grades are submitted. If an appeal makes it to the Academic Appeals Committee, then it is difficult to find faculty to serve as most are “off appointment” during this time. Dr. Shonk will work with Dr. Andrew Seely, Faculty Senate President, to discuss options.

Discussion – Professional Development -- Mr. Perrine suggested that the August Professional Development open with a session overviewing the major projects including a Chancellor search update, HLC accreditation process, Strategic Plan update, enrollment update and budget review. A maximum of two hours would be allowed for this session. He further suggested the campus not close for an entire day of Professional Development, so we can better serve incoming students.

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:** Cabinet has requested this follow up item be assigned to Cabinet rather than Dr. Austin, since all Cabinet members have a key part in the HLC Accreditation Process. Cabinet discussed ways to educate campus about the process and the visit.

□ 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. As of May 19, Dr. Austin is waiting to hear if the Academy will host an on-site conference in the fall at the Q Center.
- **Update:** Cabinet is requesting the Assessment Academy Team, one by one, attend a future cabinet meeting to provide an update on their part of the assessment.

Area Updates

Dr. Shonk reported the following for Academics:

- Nursing –
 - RN and PN selection completed yesterday
 - 32 PN students accepted for fall
 - 36 RN pre-licensure students accepted for fall
 - 40 RN online and ?? for LPN to RN in the spring
 - None of the above students have been registered for their nursing classes yet, although some may already be registered for pre- and co-requisites
- Adult Education –
 - Currently 17 students in Adult Basic Education classes with 12 more scheduled to begin July 1, 2021
 - Currently six students regularly attending English as a Second Language classes
 - Budgets were due to the State office yesterday; however, ongoing delays on the State side have delayed that deadline
- Arkansas Economic Development Commission (AEDC) Future Fit Program Demonstration June 3, 2021 at 11:00 a.m., Workforce Training Center
- U.S. Department of Labor / Delta Regional Authority Workforce Opportunity for Rural Communities (WORC) Grant – Update from Technical Assistance Workshop in Jonesboro last week. Dr. Shonk attended this workshop; this grant is due July 17 and Dr. Shonk will be asking community partners if they want to participate with UACCB in this grant.
- Vacant Positions
 - Director of Workforce and Career Services – failed search, it will be reconsidered after implementing WorkDay
 - Faculty – Management and Supervision/Business – One candidate on campus today and one tomorrow
 - Faculty – Registered Nursing, minimal response, need to readvertise
 - Faculty – NAH/Phlebotomy, no response, need to readvertise
 - Staff – Adult Education Administrative Assistant III (New) – Janet Rodgers will begin in this new role July 1, 2021
 - Faculty – Adult Education Full-time Instructor 12 Month (New)
 - Staff – Adult Education Full-time Life and Career Coach (New)

Dr. Austin reported the following for special projects:

- Work continues on Perkins grant budget.
- Title III furniture and carpet has been ordered.
- Keurig and refrigerator will be purchased after July 1 for the Center for Teaching and Learning Excellence.

Mr. Perrine reported the following for Student Affairs:

- Work Study Positions
 - Starting July 1, Financial Aid will be the centralized area for this process.
 - WorkDay has module for work study students.
 - Departments will be allocated a work study budget.
 - The work study hiring process will be unique for students. They will have Financial Aid as the central point of contact and follow a process similar to hiring part-time employees.
 - Later in June there will be an orientation session for hiring managers about these changes. An additional session about how to post and hire work study positions will occur in July or August.
- Financial Aid Administrative Assistant position will be filled using CCRSAA funds; position to be posted soon.
- The Arkansas Student Loan Authority (ASLA) will be helping UACCB conduct outreach to students who have submitted the FAFSA. According to ARPA all FAFSA applicants need to have outreach to explain that they can receive professional judgment if their income has changed in the past year due to the pandemic. Additionally, ASLA will also help with some reengagement activities related to students who have not registered from Spring 2021 for Fall 2021 or who attended from March 13, 2020 to Fall 2020 semester and have not returned.
- Leave continues for Mr. Nate Pyle, advising director; Ms. Debbie Wyatt is doing a great job as interim advising director
- MCB Counseling and Advising Office Relocation
 - Work continues to relocate advising with new counseling office in old welding area
 - Testing moving to Advising area
 - Ambassador area moving to testing offices within the admissions suite
 - JAG office switching offices with SGA office
 - Low distraction testing area and activities office will be established in two hallway office spaces
 - Mr. Heath Wooldridge, director of facilities, is reaching out to contractors
 - Target completion of July 1, 2021.
- Established UACCB information session for Cedar Ridge students and parents on June 23. Those attending this session will receive a free Accuplacer test on June 29.
- Enrollment is over 700 students and 7,100 SSCH; this is 52% of both goals

Mr. Perrine reported the following for the Chancellor Office:

- Educational Summit will be held on June 23 from 9:30 to Noon.
- State of Arkansas passed law regarding plan for ARPA fund utilization; Mr. Perrine will be attending an upcoming webinar

With no further business the meeting adjourned at 11:04 a.m.

Respectfully submitted by Ms. Lynn Bray.