

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**August 4, 2021 / 2:00 p.m.**  
**Teams Online**

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

Mr. Perrine called the meeting to order at 2:00 p.m.

*Dr. Shonk moved to approve the minutes from the July 21, 2021 meeting. Mr. Perrine seconded, and the motion carried. Dr. Shonk moved to approve the minutes with clarification from Ms. Walker on highlighted date information from the July 28, 2021 meeting. Mr. Perrine seconded, and the motion carried.*

**Assessment Academy team member update** – Mr. Blayne Stewart, computer science faculty and teaching technology coordinator, presented to the group about his Assessment Academy team. He led the Critical Thinking team and noted that several of the faculty members originally on the team have left employment with the College. He said the team has a rubric and knows most of the metrics they would like to review but have not gone further due to the need to replace team members. He said critical thinking is a skill that all student should know before they leave college. Dr. Austin said she has asked Dr. Vernon Hoffman, science faculty, to pull assignments from his classes using BlackBoard Outcomes for evaluation. She said she has asked people to evaluate the data and needs another person to be an evaluator.

Mr. Stewart said prior to 2020 the issue was that not all assignments were in BlackBoard, but now they are, removing the hurdle in gathering and evaluating data. In spring 2020, classes went remote and everyone had to switch to an online method of delivery. In fall 2020, classes were conducted with a hy-flex model where courses were presented both in-person and online. Dr. Austin said it is not unreasonable to expect to have data available to review by mid-fall.

Mr. Stewart said the work completed is good but has not been consistent. Mr. Perrine asked if there is anything Cabinet can do to help. Mr. Stewart said the move to remote learning in 2020 corrected one of the biggest problems which is capturing data in BlackBoard. Another challenge is changing the mindset faculty have about assessment. Many think “assessment” relates to performance which relates to money and continued employment. He noted that for less experienced faculty, they want to know what they are being graded on rather than its true intent which is a way to gauge what students are learning and how successful are the methods used.

The group discussed ways to convey assessment not as a punitive endeavor but as a way to identify ways to equip and support faculty. Some things discussed include additional opportunities for professional development, resources from the Center for Teaching and Learning, and including faculty in planning events especially utilizing the common hour. They also discussed encouraging faculty to engage with students outside the classroom more and interacting with student affairs staff members.

**Covid-19 update** – Mr. Perrine reported that most of the Business Office personnel are in quarantine. Ms. Jennifer Sinele, business office manager, is on leave until Monday, August 9, 2021. This situation is impacting business operations. Ms. Sherrie Gunther, assistant to the vice chancellor for finance and administration, will be covering the cashier’s window the rest of the week.

The College has partnered with White River Medical Center to host a COVID-19 vaccine clinic on Tuesday, August 10, 2021 from 9 a.m. to 1 p.m. in IH Banquet Hall. Mr. Perrine will send an email to campus.

The group noted that many of the positive cases are in vaccinated people. Dr. Shonk reported that the Senate and House referred the recently filed bill rolling back the ban on mask mandates to the public health committee. Mr. Perrine said while the College cannot mandate mask wearing, it can encourage mask wearing and employees can model the behavior to influence others.

Mr. Perrine said enrollment headcount is at 1,054 today and the College needs a strong push for the next 14 days. The College identified about 218 students who will qualify for the debt relief program the College is able to offer through HEERF funds. Over \$125,000 in debt relief has been provided. He is hoping some of those students can be converted into students for the fall.

Ms. Hightower will begin sending weekly campus COVID reports again beginning this week. She said maintenance can put up plexi glass again upon request. The tables with PPE will continue to be available. The College is going to opt into a report from ADH and ADHE to match names of faculty, staff, and students to the state's vaccine registry.

Dr. Austin said that the group needs to provide consistent messaging on remote work and leave while dealing with COVID. Mr. Perrine said he thinks most people can work remote and he will post form to Teams for vice chancellors to fill out to authorize remote work. He said there is not any COVID leave available, but employees can use all other leave (sick / annual) they have accumulated.

Mr. Perrine noted the College does not have a way to accept cash outside the cashier's window. Students who showed up today to pay for and take the Accuplacer test were unable to pay for the test. The College absorbed the costs of the testing today for those students. Ms. Walker said Ms. Gunther will attend the cashier's window on Thursday and Friday and Ms. Hightower volunteered to assist with the dual control needed for cash management.

**Personal Record Change Policy/Procedure** – Mr. Perrine reviewed the proposed procedure 407.0. *Mr. Perrine moved to approve the procedure. Dr. Shonk seconded and the motion passed.*

**Position Consolidations** – Dr. Shonk reviewed a proposal to consolidate and distribute duties for several key personnel in Academics. The proposal includes:

- Continuing appointment for Mr. Doug Muse to serve as both the division chair for arts and humanities as well as math and sciences. Additionally, he will oversee education courses.
- Adding duties for career services to Ms. Jeanette Youngblood, division chair of business, technology and public service, and cosmetology.
- Adding director of workforce and secondary career center to Mr. Zach Harber's duties as director of career and technical education.
- Leaving the positions of Director of Workforce and Career Services, Director of the Secondary Career Center and Division Chair of Arts and Humanities vacant until enrollment numbers increase to support the additional supervisory positions. All three positions are currently vacant.

- Increasing the compensation for Mr. Doug Muse, Ms. Jeanette Youngblood and Mr. Zach Harber to more closely align salaries with the duties and responsibilities of these positions. A recent salary survey of community college salaries by ACC supports the increase.

The group discussed the proposal noting this is not intended as a long-term solution but rather enrollment driven. Dr. Shonk said the need to focus on faculty and re-engaging community partners is critical. The group discussed developing a scalable schedule such that when enrollment reaches certain levels, positions open for areas such as advising and faculty. They also discussed position versus people and duties assigned to each of the three personnel named above. They also discussed the need to review faculty salaries and deferred further discussion until a chancellor is named. The possibility of hiring a second administrative specialist was also discussed.

*Dr. Shonk made a motion to accept the proposed changes including duty assignments and compensation changes. Ms. Walker seconded and the motion passed.*

**Hiring Committee Timeline and Question selection** – Dr. Shonk said he will flesh the timeline out to add details and will provide a document at the next Cabinet meeting. Mr. Perrine asked if anyone has made any progress in filling open positions. The group noted several committees are in the process of reviewing applicants.

**Student Travel** – Mr. Perrine reviewed the proposed changes to the student travel policy, noting that much of the policy was about gathering rosters and forms. He said the spirit of the procedure still applies, but the procedure will defer to the regular travel procedure where applicable.

*Mr. Perrine moved to approved revised procedure 535.1. Dr. Shonk seconded and the motion passed.*

**Chancellor's Advisory Committee Discussion** – Mr. Perrine said he would like to continue holding the CAC meetings for the 2021 –2022 academic year. The group discussed utilizing the CAC to provide information to the campus but also bring in information. Dr. Austin said having the strategic planning teams and various action committees report to the CAC was a good way to inform campus of big picture visions for campus. They discussed limiting updates regarding calendar of event items and focusing on strategic planning, HLC reaccreditation, and other big picture items. Mr. Perrine referred to a handout of suggested members of CAC, including chancellor, vice chancellors (3), executive director of special projects, director of institutional research, faculty and staff senate presidents, student government association president and representatives for the three divisions under the vice chancellors. The assistant to the chancellor would remain the CAC recorder for minutes. The group will use TEAMS to communicate with the CAC members. Mr. Perrine asked that everyone determine representatives by September 1, 2021.

**Student Handbook** – Mr. Perrine provided an updated UACCB Student Handbook for consideration, noting that the counseling section and admissions sections had several changes. He said there was also a law passed in the last legislative session changing the way Deaf, deaf, and Hard of Hearing persons were addressed. Changes were made regarding that law as well. He expressed appreciation to Ms. Lynn Bray, assistant to the vice chancellor for student affairs, for coordinating and managing the updates to the handbook. He will bring the handbook back to the group in two weeks for a vote.

**Work-study in Workday** – Mr. Perrine said the process for hiring work-study students will be different now that Workday is in place. Students interested in work-study positions will need to fill out a form that Ms. Stephanie Minor, administrative specialist for financial aid, will coordinate. He said he and Ms. Walker have also reviewed both work-study and part-time positions. He said there are several areas where the jobs entail more than a traditional work-study position. Those areas include maintenance, tutoring, information services, the grill and the bookstore. He said the College only has funds for 12 federal work-study positions. He said from this a discussion of how to staff certain offices was needed. He said given this information he proposes moving the student success center out of MCB to the Library. This would provide oversight to part-time tutors and library staff and work-study personnel. Mr. Perrine is also researching partnerships with community organizations who may need assistance from work-study personnel. The group agreed with moving the student success center to the library.

**HLC Assurance Argument Team** – Dr. Austin reported there is nothing new to report and that assessment will be the focus for faculty professional development. She will wait to hold an HLC kick-off meeting until the week after classes start.

Mr. Perrine said at Thursday's Fall 2021 Kick-off meeting, faculty and staff will hear from Dr. Marla Strecker at the UA System office about Workday Student. He, Dr. Austin and Dr. Shonk will also speak. There will also be a virtual option to attend. Tumbler engraved with the UACCB logo will also be given out.

**Hiring Committee Selections (if needed)** – none needed

## Area Updates

Ms. Walker provided the following update for finance and administration:

- She said if other offices are impacted then Ms. Mandy Barber, part-time worker for the business office, may be able to help with phones remotely.
- She said regarding financial aid coding in Colleague, Ms. Jennifer Sinele, business office manager, knows how to set up the code but does not have access. Ms. Pam Smith, assistant director of financial aid, should have access to be able to adjust student accounts for debt relief. She said 217 students were sent letters regarding debt forgiveness being provided by the College through HEERF funds.

Mr. Perrine provided the following up for student affairs and the chancellor's office:

- Ms. Kristen Cross, former director of financial aid, is helping at Saturday's tax-free weekend event at the bookstore, and, in the evenings, is helping the financial aid office part-time.
- He said the lack of activity is concerning at this point.
- Update on vacant positions:
  - Director of Financial Aid: The salary was lowered the salary to \$50-55,000. Duties for advising VA students were transferred from financial aid to Ms. Tina Goodman, academic advisor. Mr. Perrine said VA advising is usually handled through the advising office. Ms. Goodman expressed interest in this duty several months ago.
  - Testing and Disability Services Specialist: This position was originally a classified position with a salary of \$34,000. They moved some of the salary savings from financial aid to this position to move it into a non-classified position. This was done to attract more qualified candidates.

With no further business the meeting adjourned at 3:57 p.m.

*Respectfully submitted by Ms. Jodie Hightower.*