

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 18, 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, Dr. Andrew Seely, and Ms. Julie Johnson were also present.

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

Dr. Shonk moved to approve the minutes from the August 4, 2021 meeting. Mr. Perrine seconded, and the motion carried. Dr. Shonk moved to approve the minutes from the August 11, 2021 meeting. Mr. Perrine seconded, and the motion carried.

Assessment Academy team member update – Dr. Andrew Seely reported on his faculty learning team which focused on General Learning Outcome number 2, “Increase proficiency with computation skills including understanding and applying mathematical concepts and reasoning as well as analyzing and using numerical data.” He said the group primarily focused on classes that would meet this objective. At their most recent meeting, they reviewed a rubric from the Association of American Colleges and Universities. He said having the rubric as a guide helped clarify the purpose of the faculty learning team for the group. He said having data captured in Blackboard will assist with evaluating if GLO #2 is being met. He said the group developed a list of classes and instructors that may have computation assignments in Blackboard that could be used to show students progressing from benchmark to milestone to capstone accomplishments. His team includes Mr. Andrew Muse and Ms. Marietta Candler. They plan to meet monthly.

Dr. Shonk asked what it will take to move from talking about collecting data to really collecting the data. Dr. Seely thinks the Center for Teaching and Learning Excellence will help, especially incorporating this piece with the Blackboard Ultra training that is upcoming. The CTLE will help faculty create measurable assignments that connect GLOs and assessment. They discussed the form that faculty fill out when redesigning courses and the possibility of adding a box to the form to ask if an effort was made to connect the redesign to assessment.

Mr. Perrine asked if there was anything else that administration can do to help the team. Dr. Seely said trying to remove the stigma concerning assessment is the biggest challenge. He said reframing how it is talked about it and utilizing the CTLE will make it a part of the regular conversation. Dr. Seely said framing assessment as an opportunity that everyone can work on together in an earnest attempt to review and evaluate courses is needed.

Mr. Perrine said Ms. Mary Claire Hill, public relations manager with MHP / Team SI, a public relations and marketing firm based in Little Rock will be contacting the CTLE to prepare an article to show-off and highlight the Center for one of the next stories.

Dr. Seely said he has gotten good feedback on how the faculty professional development was presented in early August. He said the goal is to foster faculty to take ownership of their own development. Dr. Seely said that mindset is starting to take root. He also said there was a good turnout at the CTLE open house on August 11, 2021.

Review of Hiring Procedure (Procedure 220.1) – Ms. Johnson said she has been working on policy but had some questions regarding certain pieces of the policy. She shared her screen with the group. The group decided to

keep Section II. A. but remove most of section B as it no longer applies. Dr. Shonk will provide information on committee structure and timeline. They decided to keep statement number 7, which allows the chancellor or supervisor to request that someone be interviewed by the committee. The group discussed how this process would occur in Workday. Ms. Johnson asked if an candidate should visit HR prior to the interview. The consensus was no as all paperwork is completed within Workday. The candidate will still meet with the chancellor and/or vice chancellor after the interview.

Regarding travel reimbursement for candidates, Ms. Walker said that process will flow through the vice chancellor over that position's vacancy. The group decided to make it a clarification or sub-point although there was discussion about if that information was already in a clarifying point or if it is covered by a system or BOT policy. Ms. Johnson asked about number 9, which states that the committee will forward three names to the chancellor for recommendation for hire. Multiple candidates cannot be moved forward in the Workday for this. The group discussed the need at this point in the process – after interviews and meeting by the committee to decide recommendations and the actual decision of who to hire in Workday – as an appropriate time to write a memo or have a conversation with the chancellor regarding the top candidates. The committee makes a recommendation and then the chancellor makes a final decision.

They discussed numbers 10 and 11 of the procedure that describes the process of making the offer and the process if a candidate declines the offer. They also discussed the process for when an internal candidate is not hired. As a courtesy, the group said the committee chair needs to inform the person face to face regarding the decision. They removed the option for HR to inform the person. Regarding the first part of number 10, the group decided to keep the information about how the process works through Workday.

Ms. Walker suggested including a flowchart to assist. Ms. Johnson said there is a flowchart available in Workday. They reviewed the clarifying points and decided they should all stay in place as is. Ms. Johnson also provided a document outlining the process for hiring full-time, part-time and direct hires. The group discussed if this was needed and decided numbers 5 and 6 would be included in the procedure. Below is a screenshot of the document:

B. Hiring Procedure

1. In Workday as the hiring manager, search open positions. Determine if a new position needs to be created.
2. If a new position needs created, the hiring manager will create it. Classified positions will have to use the ADHE job descriptions listed on their website. Non-Classified positions will need to use previous job descriptions or manager will need to prepare one to be entered into system.
3. If an unfilled position exists, the hiring manager will complete the start a job requisition business process.
4. Once all approvals have occurred HR will post the position externally and internally.
5. At the next available cabinet meeting the departments VC will request the cabinet to appoint a committee for the position.
6. The VC will then email the members to request their participation. HR will also be copied to allow the member to be given access to the job requisition in workday.

Part time positions:

I

Same as 1-4

No committee is required for part time or work study positions.

If we know someone we want to hire, HR can do a confidential job requisition and invite them to apply. This should only be used for part time positions not full time unless they have been appointed by the Chancellor.

Direct Hires can be done without going through the recruiting process. This process doesn't allow for the employee to enter information into the system it's a more manual process and creates offline paperwork

Workflow of Classified Positions Clarification – Ms. walker requested this item be tabled.

Misc. HCM Topics – Ms. Johnson had additional questions for Cabinet including:

Managing education update requests in Workday – This is addressed in procedure 407.0. The group said if there are hard copies of the transcripts in the paper files, then HR can scan, upload and verify the changes requested.

Business title change requests – Ms. Johnson said she has already had a number of people make a change request. The group discussed developing an Excel sheet with the appropriation titles which the group will review and approve titles. Dr. Shonk said the goal is to have the appropriation act title match Workday. Ms. Johnson said there are several titles in play – the business title and the position title. The position title remains with the slot. The business title is the common title that is used in the website directory, campus directory and course catalog. If there was an approved title list, the website, directory and catalog could be updated by that list.

Appointment letters – This item was tabled.

Offer letters – There is one letter that can be used for all positions and some of the language cannot be omitted while other language can be changed. Dr. Shonk said faculty and adjunct faculty need one separate letter. Prior to the implementation of Workday, there were separate letters. The group consensus is that if allowed to use a customized letter, the College should do that. Mr. Perrine suggested having a template for various positions. Ms. Johnson asked who would write those letters. Ms. Walker asked if there are old ones to use as models that could be brought forth to Cabinet for approvals. Ms. Johnson said there are samples.

Enacting policy 220.1 – Ms. Walker requested the Cabinet consider her request to hire utilizing Policy 220.1, Section II. A. 1. c. She said the person who held the accountant position retired recently and this is a critical position in the business office. Ms. Walker was alerted to an internal candidate with appropriate knowledge to step into this role with minimal training needed.

Ms. Walker made a motion to appoint Ms. Cheryle (Sherrie) Gunther to the position of accountant effective tomorrow, August 19, 2021. The group discussed the transfer. Ms. Walker said there are several pieces of her job that will move over to the accountant position as they are more business office functions. Mr. Perrine seconded, and the motion passed.

Resolution Regarding Banking Communication – Ms. Walker made a motion that Ms. Jennifer Sinele, Mr. Zach Perrine, and Ms. Mandy Walker have authorization to do any and all banking communication. Dr. Shonk seconded, and the motion passed.

Student Handbook – Mr. Perrine made a motion to accept the 2021-2022 Student Handbook as presented. Dr. Shonk seconded, and the motion passed.

Fence Project – Ms. Walker reviewed the situation stating that La Croix Optical asked the College to add on to and extend the fence to protect both properties from vagrants. She provided bids from two companies. Dacus Fence Co. based in Jonesboro has the lower bid. Mr. Perrine said the fence will extend into the scrub brush and will make it difficult for someone to walk between the two properties.

Ms. Walker moved to approve moving forward with hiring Dacus Fence Co. to build the proposed fence. Mr. Perrine seconded, and the motion passed.

Electrical Project at WTC – Ms. Walker reviewed the proposed project which will update the electrical system in the Workforce Training Center for welding in order to prevent damage to all equipment. She presented three bids from the following companies: Precise, Cushman's Climate Control, Inc., and Wade's Heating, Cooling and Electrical.

Ms. Walker moved to accept the bid from Wade's for the work. Dr. Shonk seconded, and the motion passed.

Business Continuity – Thresholds discussion – Mr. Perrine discussed issues related to general business continuity. He encouraged the vice chancellors to make sure that for every task within an office, two or more people know how to accomplish it. Ms. Walker said the business office now has multiple back up personnel for tasks. She said the Grill is short-staffed but is in the process of hiring additional personnel. She said although the Bookstore is currently short-staffed, Ms. Luanne Barber, bookstore manager, is researching selling books online.

Ms. Walker said her area of concern is procurement. There is not someone who can provide full-time back up for Ms. Peggy Jackson, procurement manager. Mr. Perrine asked if there was a partnership with the UA System office that could be arranged. She is unsure. She offered another solution which would move Ms. Barretta Robinson, procurement assistant, to a full-time position. Ms. Robinson is teaching a class now, which cuts down on the number of hours she can help Ms. Jackson. They discussed bundling the business office's open full-time cashier position with several areas (business office, grill, bookstore, etc). This would create a full-time generalist or flex position. She said on the appropriation act there are positions available. There are no extra or open spots in non-classified positions. She could request for an HR Director and Procurement Director position in non-classified position to provide two additional non-classified positions. Mr. Perrine recommended drafting a cashier/generalist position. She said the College needs to be cautious regarding salary spending as the majority of the budget is in salaries.

For Academics, Dr. Shonk said he suggests addressing the program involved if there is a flare-up of COVID-19 cases this fall. The group agreed with his suggestion. Mr. Perrine said he does not think there is a need for a "move to remote learning/business operations" plan at this time, however, he is aware that the College is not as nimble as it needs to be. For instance, in Admissions, much of their work is internal processing rather than recruiting as it should be. He said they will be hiring an admissions counselor, which will help. The group also discussed moving the receptionist from IH Lobby to the administrative position in admissions. Admissions may need to have one person dedicated to working documents. Testing is getting a clover to handle payments.

The group discussed the proposed renovations to MCB, which includes moving the business office out of MCB to the Annex to open the current business office space for a welcome center. Mr. Perrine said it could be a low-cost solution to move the business office out and to move admissions and reception in that vacated space. Ms. Walker asked if she could talk to Mr. Heath Wooldridge, director of facilities, about maintenance personnel competing this work. Dr. Shonk offered another suggestion which is to move Adult Education to the Annex and the business office to the current Adult Education space. This would give Adult Ed more space that it needs. Mr. Perrine said the work on the Advising Center is going well. Dr. Austin also said that if the registrar and her assistant move out, the Research, Planning, and Assessment office in IH will only have two occupants. Dr. Shonk suggested moving the vice chancellors to that suite to have them in the same area. The group also discussed the server room construction, which Ms. Walker said the quote for building is \$302,000. The idea would be to house student facing services in MCB and IH would be the administration building. They discussed what to do with the space that currently houses the vice chancellor for academics and the vice chancellor for student affairs. Suggestions included student space, SGA offices, or the mailroom could be moved or changed.

Progress on moving SSC to Library – Mr. Perrine reported he talked to Ms. Deanna Tillery, director of the student success center, about moving the SSC to the Library. Additional discussions with Mr. Jay Strickland, director of the Library, Dr. Shonk and Ms. Tillery are needed regarding logistics, but the main goal is to provide more services to students. Mr. Strickland has concerns about noise levels, but there are soundproofing options. These two distinct services are related, and a renaming of the facility may be considered, such as the RJB Library and SSC Integrated Learning Center. This would allow the Career Pathways offices to the vacated SSC in MCB. This would place all retention and advising activities on one hall.

HLC Assurance Argument Team – Dr. Austin holding meeting with teams until after the first week or two of classes.

Hiring Committee Selections (if needed) – Dr. Shonk has an adjustment to the committee for the administrative specialist in the Workforce Training Center. One of the people on the committee has decided to apply for the position. Dr. Shonk recommended replacing Ms. Valerie Bennett with Ms. Jessica Shelton, Title III administrative specialist. The group agreed with this recommendation.

Follow-ups:

- *Plan to Operationalize Assessment – Dr. Shonk/Dr. Austin* – Dr. Shonk said there are about three years' worth of program review forms completed. The division chairs working with them and Dr. Shonk and the chairs will meet next week. Dr. Austin said in her area there were two meeting rescheduled due to absences. They are working to integrate all the pieces to include regular meetings with action items developed.
- *Clarification on who will formally ask employees to serve on hiring committee* – Ms. Walker – The vice chancellors will complete this task as needed.
- *Photo release policy/procedure/form* – Mr. Perrine – Although there was only one reading of it, the group agreed that the form could be implemented.
- *CAC Reps to be named by September 1, 2021* – Vice Chancellors – Dr. Shonk asked if any of them had thought about having someone serving a second year. The group said they had no problem with a person serving a second year.
- *Hiring Committee Timeline and Question Selection* – Dr. Shonk (addressed above)
- *Furniture for IH Room 102, 104* – Ms. Hightower – Ms. Hightower said although she has briefly looked at furniture, she does not have any recommendations at this time. Ms. Walker said Mr. Wooldridge confirmed that draining is issue so an appliance with a portable tank would be ideal.

Area Updates

Dr. Shonk provided the following update for academics:

- WTC – Ms. Tiffany Guinnip is working on a quote for about \$12,000 that would place three cubicles in what is now the conference room. Ms. Walker said the purchase could be paid with ARPA funds. He will send information to the group and send a HEERF request as well.

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

- Ms. Robin Britt, student accounts specialist, is working on the non-payment list. Mr. Perrine asked if ZipWhip was used to notify students of their status. Ms. Hightower was unsure. Mr. Perrine requested that ZipWhip be used rather than having the advisors make phone calls. The group discussed using ZipWhip for additional offices, such as the high school liaison. Ms. Walker said the implementation of Nelnet should help as well.
- Dr. Shonk said he went to several open houses and the most frequently asked questions were how much the cost is, when do I pay and how do I pay. They discussed various ways to make it easier for current students to pay.

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

- Enrollment: 1178
- He plans to host an enrollment debrief session again this year and will get that scheduled.

- He asked about providing a bridge program for applicants that did not get accepted this fall. He asked if HEERF money could be used to provide an incentive for people. Dr. Shonk supports the idea. Dr. Austin said she is in favor of something that gets them engaged now, rather than saying coming back later. Mr. Perrine said incentives could include a free Accuplacer test or help with the FASFA. Dr. Shonk suggested developing a three-credit hour course like the strategies for college success course. It could start six weeks into the semester. It would take an unprepared student and make them prepared as they can be. Mr. Perrine asked if institutional funds could be used to support this class. Ms. Walker said she thinks yes but wants to double-check. The course would be free to these students.

With no further business the meeting adjourned at 5:12 p.m.

Respectfully submitted by Ms. Jodie Hightower.