

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
September 1, 2021 / 2:00 p.m.
IH Room 104

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

Mr. Perrine called the meeting to order at 3:06 p.m.

Dr. Shonk moved to approve the minutes from the August 18, 2021 meeting. Mr. Perrine seconded, and the motion carried.

Assessment Academy team member update – No report today.

ACC – Dr. Shonk received an email from Mr. Mike Leach with Arkansas Community Colleges Association regarding an initiative called “Caring Campus” that is facilitated by IEBC and funded through the ECMC Foundation. The initiative assists both faculty and staff in creating an environment that promotes student success. Dr. Shonk requested permission to participate in the program. The group agreed and asked Dr. Shonk to let Mr. Leach know the College is interested in participating. Mr. Perrine noted this initiative will partner nicely with the One Student One Staff initiative that Staff Senate sponsors.

Probation for New Hires timeframe discussion – Ms. Walker asked the group if the College would consider adding a probationary timeframe on new hires. She said anywhere between 60 and 90 days is typical. Dr. Austin said the College has done that before. Both Dr. Shonk and Mr. Perrine supports this idea as it helps ensure the person can be successful. Ms. Walker has had some people express concern about hiring without the probation time frame. The probation timeframe allows for both the new hire and the supervisor to determine if the job is a good fit for the person.

Library and Student Success Center Operational Structure – Mr. Perrine said that all parties concerned have been briefed. Ms. Deanna Tillery, director of the student success center, worked up a proposed layout for the library. He said one of the main concerns from all parties is how conflicts will be resolved. He would like to discuss this issue with Cabinet. Ms. Walker said it makes sense for both groups to be supervised by one person as it would feel fairer to everyone. Dr. Shonk said Mr. Jay Strickland, director of the library, has expressed concern about who is going to be in charge in addition to noise levels and classes having access to the computers. Mr. Perrine said HEERF funds can be used to purchase items to help with noise suppression and social distancing. He said the goal is to create a space that facilitates people going there and using the services. Dr. Shonk and Mr. Perrine asked the two directors to develop the operational structure for the area. Ms. Tillery laid out a plan that stations the noisiest areas up front and as a person moves through the space, it gets quieter. Dr. Shonk said the load on campus is primarily on the East side with nearly 600 students while only 200 are on the West side (average during the day). Right now, most students who use the library are nursing students, who would also utilize the tutoring center. The group discussed where in the organizational chart the library and success center should be housed, either Academics or Student Affairs. Mr. Perrine envisions the library as a hub for programming to assist engagement and increase student support. Mr. Perrine proposed to move the Student Success Center under Academics and keep both employees who currently sit in director positions at the director level. Mr. Perrine said they will need time to work out functional flow and figure who does what.

Mr. Perrine made a motion to move the Student Success Center under Academics reporting to Dr. Shonk. Dr. Shonk seconded the motion, and the motion passed.

Mr. Perrine said during this process he noticed the need to review salaries for several levels of staff including director level. The group discussed the need to review all salaries and provide in depth information for the new chancellor.

Procedure on Discrimination and Harassment (potential revised 410.2) – Mr. Perrine said the proposed procedure will cover non-Title IX issues and that the UA System office has approved the wording of the procedure. There was discussion regarding the need for a complaint form. Dr. Austin said within the Title IX process, she has an intake form that could be modified. She also said there is a need to clarify that Title IX only covers students. Dr. Shonk said that a complaint form may keep some people from reporting an issue. Dr. Austin said the intake form has been most helpful for her when reviewing Title IX issues. The group decided this is the first reading of the procedure. Mr. Perrine will make the changes and amendments noted and bring it to the next Cabinet meeting for a vote. The group decided the policy will be #410.5

Mr. Perrine said that MCB 206 will become a “Mothers room” once Ms. Maggie Beshears moves to the advising center.

HLC Accreditation Process – Dr. Austin reported that Ms. Shelly Wooldridge already has a draft of her section completed.

Hiring Committee Selections (if needed) –

- **Purchasing Specialist** – Ms. Walker said this will be an internally posted position to provide an additional position in the Business Office. The group reviewed her suggestions for committee members and the following were selected Mr. Dustin McAnally, Ms. Deanna Tillery, Ms. Jennifer Davidek, Dr. Bill Wood, and Ms. Peggy Jackson.

Area Updates

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

- She provided the financial statements that were submitted Monday to the UA System office. Total Net Position as of June 30, 2021: \$16,071,043. Cash, end of year June 30, 2021: \$3,644,508. They reviewed the statements in depth.
- She provided the proposed Travel Card Agreement for Employees and proposed Travel Card policy. She reviewed both documents with the group. The group noted that Procedure 265.0 (Travel) will need to be updated to reflect the new process.
- Ms. Robin Britt, student account specialist, has compiled a list of the students who have not paid for this semester. There are nine students with accounts totaling about \$12,000.

Dr. Shonk provided the following update for academics:

- He provided a proposed layout of the Annex building if the Adult Education group were to occupy the building. He said one wall needed to be built, a few walls removed, and some refreshing of paint. He said the building is cinder block now, sheetrock could be put in place. Moving to the Annex building would give the department significantly more classroom space. Other purchases that would need to be made include more desk chairs and cubicles.
- He provided a sample kit from LoftWall, the company that will be supplying cubicles for the Workforce Training Center. The quote is \$23,900. He suggested using this company for the Annex and the Library and selecting the same finish so that furniture could be switched out if the need arises.
- He said that an office for Marcis could go in the hidden office in old welding room in MCB.
- Follow up on SiteImprove demonstration – He said the service can be provided BlackBoard Ally and we already pay for the service. He said the only thing Ally doesn't do is find misspellings. The group reviewed the pros and cons of Ally and SiteImprove. Cost is a major consideration. The costs for Ally is already paid for with BlackBoard subscription.

Dr. Austin provided the following for Title III and Special Projects.

- The CTLE held the first series of trainings for BlackBoard Ultra. (12 attended)
- The CTLE met with Division Chairs where several good suggestions were reviewed.

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

- He said he met with Dr. Andrew Seely and Ms. Tina Goodman, Faculty and Staff Senate presidents, regarding professional development, noting that many thought all the pieces of the trainings were mandatory.
- Benefits update: No premium increases to the plan except for the Premiere plan, which will have an increase between 8-10% in January 2022.
- TIAA and Fidelity will start charging an annual fee.
- Sourcing from minority business owners needs to be a focus to meet state regulations.
- There are several Board of Trustees who are interested in Return on Investment and as a 2-year college, we are in a better position to show ROI through the annual economic security report.
- Ms. Walker is serving on a system committee to review a proposal made by PaymentWorks, a third-party company that verifies payee credentials and identifies and collects compliance related documentation. The cost for the College is less than \$1,000 and it will free Ms. Peggy Jackson to do other things.
- The Admissions office will be hiring another counselor soon. They plan to increase fieldwork and be more aggressive pursuing high school students.
- Mr. Mickey Freeze will chair the total advisor group. The idea was to form the group, launch it and then hand it over to the advisors. Dr. Shonk and Mr. Perrine will move out of lead roles in this group.

Follow-ups:

- *CAC Reps to be named by September 1, 2021 – Vice Chancellors –*
 - *Finance Admin – Adrian Walker*

With no further business the meeting adjourned at 5:38 p.m. *Respectfully submitted by Ms. Jodie Hightower.*