

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
September 15, 2021 / 2:00 p.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 out of the office.

Mr. Perrine called the meeting to order at 2:06 p.m.

Mr. Perrine moved to approve the minutes from the September 1, 2021 meeting. Dr. Shonk seconded the motion and the motion passed.

Assessment Academy team member update – Dr. Austin and Ms. Holly Goslin

Ms. Holly Goslin, Team lead for the Communication Faculty Learning Team, presented an update on the team's work on written communication. Ms. Megan Akins, Ms. Angie Strickland, and Ms. Holly Goslin evaluated documents from Comp II using the VALUE rubric for Written Communications. Blackboard Outcomes was used to perform the evaluation. A technical question regarding if Outcomes pulls the student's most recent submission was posed. Dr. Shonk will find out and report back. Cabinet asked how they could assist the faculty group. Ms. Goslin recommended that an assessment event happen in the four days following graduation instead of working on this review during the semester. Following the analysis portion, a Course Update Boot Camp could occur so faculty could discuss and plan improvement of fall classes.

Procedure on Discrimination and Harassment – 410.5 - Mr. Perrine

This procedure is ready for second reading and final approval. *Dr. Shonk moved to approve Procedure 410.5 on Discrimination and Harassment. Mr. Perrine seconded the motion and the motion passed.*

Title IX revisions – Dr. Austin

Mr. Perrine made a motion to approve the revisions of Title IX policy as directed by the U of A System office. Ms. Walker second the motion and the motion passed.

2021 Security Report – Mr. Mark Cartwright and Mr. Perrine

Mental health counseling needs reflected on page 6. October 15 or 16 this report needs to be submitted. Next cabinet meeting this report will be reviewed for finalization.

Bridge Program proposal – Mr. Perrine

This is a combination of the New Student Orientation program and the Strategies for College Success class in an 8-week II course. A faculty member needs to be assigned to teach the course. Dr. Austin asked about current students. Ms. Meagan Akins, director of admissions, is ready to promote the class. The group discussed the name of the course noting that "Fast Track" could be perceived as an accelerated class. It was recommended to ask employees for a program name and the winner receive a gift certificate.

HLC Accreditation Process - Cabinet

Dr. Austin working on a FAQ video. She will present a demo video at the next regularly scheduled Cabinet meeting on October 6, 2021.

Hiring Committee Selections (if needed) - Cabinet

Dr. Shonk announced Ms. Valerie Bennett will be moving to Administrative Assistant at the Workforce Training Center. Therefore, there is a need of a hiring committee for the Administrative Assistant for Academics. Dr. Shonk will chair the committee and the following individuals were selected to serve on the hiring committee: Mr. Doug Muse, Ms. Jeanette Youngblood, Ms. Tiffany Guinnip and Ms. C'aira Stewart.

Mr. Perrine received a recommendation from Ms. Louise Hughes to change her title from "Director of Student Development" to "Director of Testing and Disability Services" to better align with her actual role.

Mr. Perrine made a motion to approve the title change from "Director of Student Development" to "Director of Testing and Disability Services". Dr. Shonk seconded the motion and the motion passed.

Area Updates

Ms. Walker provided the following update for Finance and Administration:

- Ms. Walker said she met with Mr. Heath Wooldridge, director of facilities, regarding the recommendations for layout of the Annex building if it housed the Adult Education program. If Maintenance does the work of installing just the walls, it would be no more than \$8,000. If Maintenance handles the entire project including new flooring, the cost would be around \$15,000.
- Ms. Walker and Mr. Wooldridge will be issuing an RFQ in October for spring maintenance services. They are reviewing different tier levels based on different maintenance needs.
- Ms. Walker discussed with Melissa to move toward more grab and go type environment for the Grill and considering streamlining the process.
- The Bookstore is trying to get an estimate of remodeling the area, so checkout is at the back of the store with a cabinet in front. They indicated the implementation of the scan ID helped tremendously. Ms. Luanne Barber, bookstore manager, is reviewing how to improve the Tax-Free Weekend event. Considerations including pre-ordering books and processing the payment on the Tax-Free day are options.
- Ms. Walker contacted UA - Hope Texarkana to understand how their Grill and Bookstore operate.
- The building plaque requisitions have been entered.
- The last payment is on hold to the contractor for the Advising center due to incomplete work.
- Ms. Walker said Ms. Julie Johnson, human resource coordinator, is developing a policy on background checks since a new company is conducting the background checks. The base cost is \$50 per background check. This expenditure will need to be charged to the hiring department instead of coming from general institutional funding. A different background check may be required depending on the employee's duties.
- Ms. Walker held a meeting with the Finance and Administration department.
- Ms. Walker said the Information Technology ticketing system provides data, but additional guidelines could provide clarity as to when to call IT personnel versus entering a ticket for documentation. Ticket system for Workday now available for all areas of Workday.
- Ms. Walker gave an update regarding vacancies within Finance and Administration:
 - Director of Information Services position is open,
 - Grill position open
 - Bookstore will operate with two part time individuals.
 - Assistant to the Vice Chancellor for Finance and Administration will not be filled at this time, there will be an intern working in the office until November
 - Purchasing Specialist was open for internal candidates, this position now will be open for external applicants

- Ms. Walker says the Time and Effort will continue to be overseen by Ms. Sherrie Gunther, accountant, as part of her new role in the Business Office. Workday Time and Effort has been uploaded into Sandbox for testing.

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

- Assessment Academy - A meeting will be held at the end of October consisting of three days of virtual morning and afternoon blocks.
- The Que Team meeting is scheduled for tomorrow, September 16, 2021.
- Dr. Austin is updating the project for the Assessment Academy which is due by September 26, 2021.
- The annual Perkins review is scheduled for October 15, 2021.
- The Center for Teaching and Learning Excellence is hosting a reception for the first cohort on October 6 from 2:00 to 3:00 p.m. The Cabinet meeting will need to be adjusted for this date.
- Next week is the first major ACUE recruiting event. Dr. Seely and Dr. Austin are working on getting the next group.
- Dr. Austin suggested empowering the team to hire a Blackboard expert for directions about the Outcomes module.
- The evaluation report has been received back from Ms. Dianne Tebbetts. There was a suggestion to obtain Ramona Munsell's input on the evaluation report in order to have another person's viewpoint.

Dr. Shonk reported the following for Academics:

- In regards to the Regional Workforce Grant, the flatbed trailer has arrived.
- Dr. Shonk asked if Cabinet would like to continue a contract with Site Improve for accessibility on the website or use Blackboard Ally. Blackboard Ally will be used.
- The Loftwall Representative will be here next Wednesday, September 22, 2021.
- The Spring schedule is under development.

Mr. Perrine reported the following for Student Affairs and Chancellor Office:

- Mr. Perrine announced Ms. C'aira Stewart has been selected as the Admissions Recruiter. They will fill the Admissions administrative position. Mr. Perrine is pleased with Ms. Akin's recruiting plan for this year.
- The committee will have initial calls via Zoom with Financial Aid Director applicants next week. Mr. Perrine expressed appreciation to Ms. Kristen Cross for her assistance during the transition period to a new director.
- The Student Success Center has been moved under Academics.
- The Student Conference will be Friday and the P:CB planning luncheon will be Friday.
- Mr. Perrine said Ms. Akins and Ms. Becky Warren, director of adult education, are working to establish connections with GED students.
- Mr. Perrine says Ms. Akins is searching for ways to incorporate WIOA into P:CB functions. One possibility is looking at the high schools to provide student eligibility.
- The Community Picnic and Workforce Training Center grand opening will be held on September 21, 2021 from 4 p.m. to 6 p.m.
- Mr. Perrine will be traveling to Board of Trustees meeting this Thursday and Friday at Fayetteville.

With no further business the meeting adjourned at 4:58 p.m.

Respectfully submitted by Ms. Lynn Bray.