

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
October 6, 2021 / 2:00 p.m.
Room 104
Minutes

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

Mr. Perrine called the meeting to order at 2:03 p.m.

Mr. Perrine moved to approve the minutes from the September 15, 2021 meeting. Dr. Shonk seconded the motion and the motion passed.

Mr. Perrine moved to approve the minutes from the September 28, 2021 meeting. Dr. Shonk seconded the motion and the motion passed.

Access Control Proposal – Lonestar Communications – Mr. Heath Wooldridge, director of facilities, provided a proposal from Lonestar Communications, Inc. regarding installing access control devices on buildings on campus. He noted their proposal for the entire campus is \$121,303.00. He noted this does not include devices on the handicapped accessible doors. He also noted that a 120-volt AC power circuit for the headend equipment is not included. Ms. Walker asked if the company is on state contract. He did not know. She said the College will need to bid out this job and Mr. Wooldridge agreed. The group discussed the monthly charge and that it covers the card readers. He said the monthly fee is based on the number of card readers installed. The group also discussed installing the devices on one or two buildings. Mr. Wooldridge suggested installation at Row-Johns Building or Independence Hall, if a single building is targeted. Dr. Shonk asked if the College could engage a one-year contract with them. Mr. Wooldridge will ask. He also said is not aware of other companies in area/state that provide this type of device or services. Mr. Perrine asked if this expense could be justified through HEERF funds. The consensus was that it could not be paid for from HEERF funds. They discussed the on-going maintenance costs or fees, which an unknown. Mr. Wooldridge said while these devices would be a useful tool, potentially timesaving, they are a luxury item and not high on the list of priority items.

Mr. Wooldridge said Mr. Kevin Waruszewski with Lonestar Communications would like to visit campus which would be a good time to ask the other questions that have arisen. The group also noted that White River Medical Center has the same or similar system and meeting with their personnel regarding the system may help determine the College's next steps. In general, the group approved of the idea of installing in one or two buildings first and they also discussed installing in specific areas such as the business office, human resources or information technology. Mr. Wooldridge will invite Lonestar Communications back to campus and set up a meeting with the hospital.

Mini-Grant Request – Mr. Perrine provided a proposal for a mini-grant project. The Transfer Center has requested funding to take students to the UA-Fayetteville. The group would travel together, be greeted by Dr. Charles Robinson, interim chancellor, and attend a football game. The group discussed various options for travel. They decided that renting two vans and asking a third chaperone to attend would be a better use of funds. Dr. Shonk asked Mr. Perrine if he wanted to give the Transfer Center its own budget. Mr. Perrine said he would like to do so as it would give them greater flexibility to problem-solve. Mr. Perrine said he will have Ms. Van Taylor, transfer coordinator, meet with Ms. Peggy Jackson, procurement manager, regarding travel arrangements. Mr. Perrine said he believes this could and should be paid through the vice chancellor for students affairs budget. The

group consensus was to support the cost of the trip minus the bus rental cost of \$3,000. The goal is to keep total travel costs under \$1,000.

COVID-19 Federal Contract Requirements – Mr. Perrine provided information about the requirements, including thresholds and the definition of a federal contractor. He said the UA System office is gathering information about contractors at each campus. He noted that any contractor or sub-contractor could be subject to the requirements. He asked the group to send him information to pass along to the UA System office.

Congressional Partners – Mr. Perrine provided information regarding Congressional Partners, an organization that seeks out grants and applies on behalf of the College. The company requires a monthly retainer of \$6,000, which is beyond the College's present budget. Mr. Perrine said he wanted to bring this information to the group for informational purposes. He noted on page 3 section III there are several grants that UACCB might be interested in pursuing.

They also discussed New Growth, another organization, that currently works with UA Cossatot Community College. They also discussed the College's previous relationship Ramona Munsell and Associates, who assisted the College in applying for a Title III grant.

Hiring Policy – Mr. Perrine provided a draft policy, noting the highlighted area regarding background checks. The policy currently lists HireRight as the provider, however, the College may not have to use that company for all checks. Ms. Walker said the policy also needs to address the ability to invite someone to apply, which is now an option in WorkDay. At the next meeting the first formal reading of the policy will occur.

2022 HLC Conference – Dr. Shonk and Dr. Austin asked the group to discuss the arrangements for attending the HLC Conference in April 2022. They discussed the usual attendees – chancellor, two vice chancellors and three or four other faculty/staff members. There have been as many as nine attending. The group rides together in a rented van. The assistant to the chancellor typically reserved a block of rooms and they are assigned as attendees are confirmed. Dr. Austin said \$10,000 is set aside in the travel budget for this trip. Ms. Walker said Dr. Austin should contact Ms. Jackson regarding reserving a block of rooms on the ghost travel card. The group also discussed who might attend in 2022.

Assessment Academy team member update – Ms. Jeanette Youngblood provided an update on the professionalism faculty learning team. She said this learning goal is very hard to quantify and not all curriculums or programs are set up to teach or assess that piece. She will be meeting with the members at the end of the month. She said previously the group tried to identify classes where professionalism is overtly taught, however, there is not a rubric. The team is working to develop one. She noted that business courses tend to lend themselves to this criterion, but there are others. She said the team is also trying to identify areas where opportunities can be created that are not just an assignment such as capstone courses, presentations, or demonstrations. Team members are Ms. Youngblood, Ms. Tracy Broadwater, business faculty, and Ms. Stephanie Baker, director of cosmetology. Ms. Youngblood has also asked Ms. Ashley Walker, adjunct faculty member and writing lab faculty, to join the group. She said next steps for the team including establishing a rubric and collecting data through the rubric.

She said assessing soft skills, like professionalism, are difficult and as the composition of college students change, faculty are noting that timeliness, dress code, and basic hygiene need to be addressed more often.

Ms. Hightower said that part of the program that WIOA sponsors includes the student worker learning soft skills like professionalism.

Ms. Youngblood said during the professional development sessions in August, faculty noted there are places to teach professionalism in every course. One major piece is in modeling the behavior expected, such as email etiquette, dress code, and showing up on time. She told the group that in her technology class which includes nine high school students, they are watching *The Social Dilemma*, a series originally aired on Netflix, that reviews the effect of technology on people.

Departmental printers – Ms. Walker asked the group about departmental printers versus individual printers. She said she was told that a couple of years ago, the College moved to utilizing departmental printers rather than individual printers. Dr. Shonk said this is accurate and Cabinet was very clear that when individual printers age out or break, they will not be replaced. Ms. Walker said she appreciated the information and can now support Information Services in not replacing individual printers.

RFP for lawn maintenance – Ms. Walker said they are going to have an RFP for all the maintenance needs, rather than individual pieces, such as lawn mowing, maintaining flower beds, etc.

Security camera policy – Ms. Walker said that Mr. Mark Cartwright, director of events, developed a policy, which was sent to the UA System legal review. No legal issues were found. She said that sometimes the College receives requests for footage unrelated to campus events. This discussion and review is the first reading and a vote will be taken at the next regular Cabinet meeting. Ms. Hightower will format the policy. The group decided it will be policy #820.0. Dr. Austin said in the past Cabinet has discussed putting a statement in handbook or catalog, noting that activity is recorded. The group discussed the need to disclose this information.

Procedures for employees on travel in the event of a federal emergency – Ms. Walker said Ms. Jackson went to training last week where the need to have a policy that addresses procedures for returning employees who are on travel status when a federal emergency is declared. Ms. Walker said she reviewed a policy that UA- Little Rock has that addresses this issue. Dr. Shonk and Mr. Perrine briefly looked at UA BOT and System policies to see if any address this event. None were immediately found. She will provide more information at the next meeting.

Finance – Travel reimbursement once employment ends – Mr. Perrine said Mr. Daniel Winston has requested reimbursement for his travel expenses. Mr. Winston resigned last month. The group reviewed current policies and practices. They determined he can be reimbursed for expenses incurred while on a trip prior to his employment termination.

IRB Request – Dr. Austin said she received a request from Mr. Zach Harber. She will review his materials, email Cabinet a recommendation and request a vote. Ms. Hightower will gather the votes and post information to the my.UACCB.edu website and include information in the official Cabinet minutes.

HLC Accreditation Process – Dr. Austin has created short video FAQs using narrated PowerPoint presentations. She will send one out for everyone to review.

Hiring Committee Selections (if needed) –

Mr. Perrine – To fill an administrative specialist position in Admissions. The group agreed to the following committee: Ms. Casey Bromley, registrar, Ms. Tracy Broadwater, business faculty, Ms. Sherrie Stagner, TRIO personal development coach/student activities, Ms. Lea Ramsey, database administrator, and Ms. Meagan Akins, director of admissions, who will serve as chair.

Ms. Walker – To fill the Information Services record management analyst position. The group agreed to the following committee: Mr. Andrew Muse, math faculty, Mr. Dustin McAnally, computer lab manager, Ms. Louise Hughes, director of testing and disability services, Mr. Heath Wooldridge, director of facilities, and Ms. Crystal Blue, network administrator, interim director of information services, who will serve as chair.

Dr. Shonk – To fill the psychology instructor position. The group agreed to the following committee: Ms. Justine Yatska, TRIO academic support coach, Ms. Jeanette Youngblood, division chair BTPS, Dr. Bill Wood, history faculty, Ms. Angie Strickland, English faculty, and Mr. Doug Muse, division chair for math, science and arts and humanities, who will serve as chair.

Mr. Perrine – To fill the director of advancement position. The group agreed to the following committee: Ms. Jennifer Emery, college and life skills faculty, Ms. Pam Smith, assistant director of financial aid, Ms. Ronda McLelland, director of TRIO, a foundation board member, and Mr. Perrine, who will serve as chair.

Area Updates

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

- The search for the director of financial aid is going well. They interviewed a candidate last week and a second candidate will visit next week from Montana. He said he anticipates someone to be named quickly after next week. He hopes for a start date of November 1, 2021.
- The search for a marketing and communications director was deemed a failed search. In the meantime, he has approached a person to do some part-time work in marketing. Mr. Blayne Stewart's special project contract was extended for design work. Ms. Tiffany Guinnip's public relations class created a social media plan with content that will be utilized. He also spoke to another person interested in both advancement and marketing, but no decision was made. Ms. Hightower's position of assistant to the chancellor at one time included media relations duties. She has agreed to pick these duties up again.
- He is tabling the Smart Start program, the bridge program designed to help students become college ready, until the spring as there are elements still under development.
- The Advising Center is progressing; however, the furniture has been delayed. He hopes they will be moved in by the end of October.
- He provided a brief update on fall applications. As of September 30, there were 35 applications. On October 5, there were 81 applications. He is close to having a years' worth of data for comparison sake.
- In January, Admissions is holding a "sophomore experience" where everyone will apply so the College can get them engaged in some way. He said having two recruiters in field is helpful especially for building relationships.

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

- The audit is complete with only one question that is directed at the UA Foundation at UA System level.
- The RFP for video conferencing will be reviewed tomorrow. There are two proposals.
- Next Wednesday, she is hosting a budget manager meeting to discuss updates with WorkDay. Human Capital Management, procurement, and Information Services will all provide information and updates.
- She said information for the human resources survey completed for strategic planning is interesting and provided points to consider.
- She attended the Arkansas Association of Community College Business Officers meeting was elected to serve on the board for a 2-year term.
- She said she had planned to provide monthly budget reports, however, the beginning balances are still not loaded into WorkDay.

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

- Next Wednesday, the Center for Teaching and Learning Excellence will host a reception for faculty who has completed the ACUE Quality Matters program.
- The second cohort of ACUE kicked off last week.
- In Title III, the College will have its full allotment for year 2. There is about \$150,000 in carryover funds and a plan for spending that money is under development.

Dr. Shonk reported the following for Academics:

- The Spring 2022 schedule is live.
- Mr. Jeffery Torosian was selected for the TANF grant adult education position. This is a 12-month faculty position.
- There is still a need for a 12-month full-time welding instructor, however, there may not be another position available. Ms. Walker will review this situation. He said that money from the Department of Labor grant could be utilized to fund the welding instructor slot.
- His division along with several other partners are applying for a National Science Foundation ATE (Advanced Technological Education) grant.
 - Credential to be: "Advanced Geospatial Certification for Agricultural Technicians (AGCAT)"
 - Total Grant \$648,779
 - UA – Division of Agriculture would receive about \$186,018.
 - UA-Fayetteville would receive about \$182,735 for Computer and Spatial Technology.
 - An external evaluator would receive about \$45,000.
 - UACCB would receive about \$300,000 to pay for a full-time agriculture instructor for three years and program supplies and materials.

With no further business the meeting adjourned at 5:30 p.m.

Respectfully submitted by Ms. Jodie Hightower.