

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
November 3, 2021 / 2:30 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, was also present. Dr. Deltha Sharp attended via TEAMS.

Mr. Perrine called the meeting to order at 2:34 p.m.

Dr. Shonk moved to approve the minutes from the October 21, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.

REACH Strategic Planning – Dr. Deltha Sharp, director of institutional research, provided an update on Strategic Plan Action Items. Dr. Sharp stated that the REACH teams were meeting to come up with 2022 action items. She inquired as to the next step. Cabinet agreed that once the action item lists were completed, the document would be reviewed by Cabinet. Then, the document can be shared with CAC in the TEAMS files for conversation and approval.

CCSSE Notes: Dr. Sharp stated that CCSSE (community college survey of student engagement) is set to be administered during the spring 2022 semester. She further stated that this might be an opportune time to switch from paper and pencil survey to online. Cabinet agreed and asked that she proceed with scheduling.

Student Organization Advisor Stipends Discussion – Mr. Perrine requested that advisors of student organizations be granted a \$200 per semester stipend. He asked the group for thoughts regarding minimum levels of standards such as number of students in the organization or sponsoring x number of events. Dr. Shonk said student organizations need to be engaged more and this may be an incentive to increase engagement of faculty and staff with students. The group discussed how the need to sponsor or participate in student organizations has been communicated to faculty. Dr. Shonk noted the faculty appointment letter includes the information. Mr. Perrine said there are several organizations that have struggled to attract sponsors. Ms. Walker asked if other colleges provide stipends to advisors. Mr. Perrine said he is not aware of any. She said she will check to see if classified employees would be eligible to receive a stipend due to employment laws that may prohibit them from receiving extra income in this way. They discussed providing flex time instead or hosting a recognition event for sponsors to include a gift card or some other thank you gift. Mr. Perrine will prepare a new proposal to present at the next meeting.

Checklist for Hiring Policy #220.1 – Mr. Perrine provided the checklist for the hiring policy. After discussion with Ms. Julie Johnson, human resource coordinator, he recommends removing the checklist completely. *After a brief discussion, Mr. Perrine made a motion to remove the checklist; Dr. Shonk seconded, and the motion passed.* Ms. Hightower will remove the checklist from the website.

Follow-up from previous meeting – Ms. Hightower said Ms. Johnson confirmed there is no ability to issue the 9-month appointment letter via Workday at this time, however, she will inquire again in May, as other issues are resolved.

****HLC Accreditation Process** – Dr. Austin is hosting a lunch and learn on Friday, November 5, 2021. About 27 people are confirmed to attend. Mr. Perrine will provide an introduction. Dr. Austin will review the five criterion and core components. Dr. Sharp will provide a demo of the TEAMS One Note site. She said she will also review

the timeline and deadlines for drafts and evidence collection. She would like to include mock visits or interviews during professional development trainings to coach people regarding reviewer questions.

****Hiring Committee Selections (if needed) – Cabinet**

Computer Lab Manager – Ms. Walker recommended Ms. Crystal Blue as chair with Ms. Louise Hughes, Mr. Dustin McNally, and Mr. Andrew Muse as committee members. Cabinet agreed.

Marketing Coordinator – Ms. Perrine recommended himself as chair with Ms. Jodie Hightower, Mr. Blayne Stewart, Ms. C'aira Stewart, and Ms. Tiffany Guinnip as committee members. Cabinet agreed.

Welding Instructor – Dr. Shonk recommended Mr. Zach Harber as chair, Mr. Loyd Barry, Ms. Valerie Bennet, Ms. Debbie Wyatt, and Ms. Sherrie Stagner as committee members. Cabinet agreed.

Area Updates

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

- The audio/visual upgrade contract with Howard should go through final approval this month.
- Room 102 – Mr. Wooldridge and Mr. Cartwright are preparing a list of items needed and will order soon.
- Room 104 – Ms. Hightower is getting two separate quotes for furniture and chairs. Chairs will be purchased for room 102, 103, and 104.
- Next Tuesday through Friday Ms. Walker will be out of the office attending a conference.
- The RFP for Lawn Service is posted on the website. Review will take place in December.
- Boiler bids will be opened on Thursday. She said there are several. Installation will take place during Spring Break.
- The Bookstore underwent a remodel. The space is more open and functional for everyone.
- Mr. Perrine asked about items for peer review. She said there is a small amount of money left for students and the IT infrastructure project may be the only item the college needs an extension on. This project will have to be put out for bid by January 2022.

Dr. Shonk reported the following for Academics:

- He attended a meeting in Little Rock regarding two pilot programs. The first is a Teacher Education Residency Program where students will earn a certificate and hours toward an internship. The second is for an LPN program for high school students. The Office of Skills Development will oversee project implementation per Act 757. He will provide more information as it emerges.
- The college hosted the joint high school meeting, and it was well attended, nearing pre-COVID levels.
- HEERF funds will be used to purchase a dissection table. He is hoping to have it in place by May 2022.
- He noted that he and his staff have been busy covering classes for faculty members then last two weeks due to illness or other professional obligations.
- He said the college completed a full series of the student appeals process and, in this case, the student was granted the appeal.

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

- Docking stations finally arrived. They have been on backorder since April 2021. The CTLE is distributing them to faculty now.
- The gradebook portion of Blackboard Ultra training is set to begin soon.

- Last week, the Assessment Academy team, participated in a virtual Academy conference. She said the college will have to submit a Quality Improvement report.
- Today through Friday, she and several other CTLE personnel are attending a Quality Matters conference virtually. Topics covered include how to engage and build trust between faculty and students, the concept of a liquid syllabus, and coaching regarding language use.
- She inquired about the college hosting a COVID booster clinic. Ms. Hightower said she is finalizing the date and will send out information this week.

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

- The college was selected to participate in the Caring Campus initiative. After Thanksgiving, he plans to host a meeting with administrators and directors to select a coaches team. He said it is important to get total buy-in for this pilot program.
- On Tuesday, November 16, 2021, the college will host a mini-award ceremony with a lunch for NISOD and ACC awardees. Ms. Debbie Frazier will also be presented with her emeriti chancellor certificate. An invite will be sent to Cabinet. Luncheon to be held at noon in the Workforce Training Center.
- He presented an infographic from Clarus Corporation. Of note, 379 enrollments for Fall 2021 can be tied to the geofencing advertising that was done.
- He would like to hold a “visiting student” promotion for Summer 2022.
- Spring 2022 enrollment is at a headcount of 450.
- Applications for 2022 Fall are currently 430.
- He and Dr. Shonk met with Juntos Unidos last Friday. This is a promising partnership, and he looks forward to working with the group.
- Vacant Positions – He is reposting the Director of Financial Aid position as well as the revised Marketing Coordinator position. A new post for Director of Advancement will also be added to the job board.

With no further business the meeting adjourned at 4:23 p.m.

Respectfully submitted by Ms. Jodie Hightower.