

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
December 15, 2021 / 1:00 p.m.
IH 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 along with Dr. Deltha Sharip, Ms. Julie Johnson, Ms. Crystal Blue, Mr. Heath Wooldridge, and Mr. Dustin McAnally.

Mr. Perrine called the meeting to order at 1:00 p.m.

Dr. Shonk moved to approve the minutes from the November 15, 2021 and December 2, 2021, meetings. Mr. Perrine seconded the motion and the motion passed.

Strategic Plan Review – Dr. Deltha Sharp reviewed the strategic plan action items with the group. She went through action items for 2022 and carry-over items from 2021. The creation of a marketing plan has come up in several groups as well as expanding partnerships, collaborating more with PCB schools, and improving retention of high school students, 3rd party credential attainment, and transfer partnerships (8 semester degree partnership). She said she has transfer data now and will review it to see how it affects productivity funding. They discussed program viability scores.

Highlights:

Engage: Two main sections – students and employees. This group conducted several focus groups on employee recognition. Professional development, spotlighting employees, employee mentors, campus accomplishments, community involvement, workforce and community education were all topics of interest to this group.

Access: They discussed the definition of a hybrid program and noted the diversity, equity, and inclusion pieces of this goal is a discussion item for this meeting later in the agenda. They discussed a landing page for international students.

Communications: The creation of a marketing plan was a focus for this group as well as stakeholder access, policy for updating the web site, knowledge of opportunities through training, creating a schedule for professional development, the onboarding process – workday onboarding vs employee onboarding, cross-training, and defining communications channels were all topics for this group.

Help: This group's goals include enhancing and developing access to campus through technology, such as Zipwhip (a web-based service that allows traditional land line phones to send and receive text messages.) The group also would like all programs to have internship, volunteer experience or work-based learning.

Imaging Project – Mr. Perrine provided information regarding a document imaging management service that could be implemented. There is an opportunity for cost-sharing with UA Hope / Texarkana as well. The group participated in a Zoom meeting with the company, Hyland. They discussed the current situation with imaging on campus, applications used, and potential needs. Mr. Perrine will share the link to the demo recording with the group.

Office/Classroom Space Discussion – Mr. Perrine invited Mr. Heath Wooldridge, director of facilities, Ms. Crystal Blue, director of information services, and Mr. Dustin McAnally, database administrator, to join the group for an in-depth discussion on office/classroom moves. Dr. Shonk said the main question he receives is regarding the timeline for moves. Mr. Wooldridge said that Annex classroom 402 is complete and ready for classes in January. He said for his part he needs some clarification regarding updates or remodels that need to occur.

The following moves were discussed:

1. Old Advising Center – It was agreed that the central area carpet needs to be replaced. The cost estimate was \$3,500 for carpet and labor for whole area. Mr. Wooldridge said he can order as soon as the color is decided. The group said the carpet can be the same as the color used in the new advising center. Career Pathways will move into the old advising center.
2. FAE – Mr. Wooldridge said he met with Ms. Julie Johnson, human resource coordinator, regarding remodeling needs. They determined the need for a couple of walls and doors. He said his personnel could begin work in January. He said there are 8-10 workbenches that will need to be re-homed. The group decided to install 2x2 LED lights. He said the whole building is about 1,500 square feet. Regarding carpet, Ms. Johnson prefers carpet in the office areas, but the entry and bathroom could be left in the current tile. The estimate for the carpet is \$13,000 and \$2,000 for doors. The current classroom will need to be sectioned into offices, so Information Services will need to look at Internet/network set-up. Ms. Walker said she estimated that total remodeling costs would be about \$30,000. Mr. Blayne Stewart, computer science faculty, is currently officed in FAE. He will move to an open office in the Nursing and Allied Health building.
3. Old Student Success Center (MCB) to computer classroom – The group talked about different ways to set this room up. It was decided to set up something temporarily to get an idea of how the space could be arranged using the tables currently in the room. This would also allow the space to be used for introduction to college courses and testing services. The HESI exam for nursing students could be administered in the space too.
4. Adult Education to Annex building – Mr. Wooldridge said a camera system will need to be installed so Adult Education can monitor the testing area. He said Ms. Becky Warren, director of Adult Ed, indicated they may eventually want to put a wall up in old bandit burrow, but it is not needed initially. The group decided to leave the building as is with regards to carpeting and tile. The group also decided that the work benches from FAE will be housed in the room used as the bandit burrow and the room will be set up as a classroom.
5. Business Office to Adult Ed – Ms. Walker said after reviewing the needs of the office, a few walls will need to be installed and one wall will need to be removed.
6. Admissions/Registrar to current business area in MCB – The group decided to wait until later to decide how to configure this area. They briefly discussed utilizing a more open concept with floor to ceiling glass.
7. Testing and Disability services – They discussed possible locations including moving these offices which are now in the Admissions area, to where Information Services and the server room is located. Information Services will move to where Career Pathways is now.
8. Mac Lab – A space has yet to be determined for this area.
9. Bandit Burrow – A space has yet to be determined, but possible location could be where Admissions is now in MCB.

HR Workday Discussion – Ms. Julie Johnson reviewed the human resource onboarding workbook with the group. The group discussed the following items: workflow of “edit position restrictions” for adjunct faculty who are moving to full-time faculty, manager-initiated background checks, a report regarding personnel progress on training requirements, reference checks, work study job site and the direct hire option. She said the update coming in January is significant.

They also discussed the need to implement a remote work policy as this is becoming an issue more and more. It will also affect those who work or live in another state, because of tax issues.

With the “create request” function, three new forms can be created including conflict of interest, motor vehicle authorization, and proof of prior service.

She said one challenge now is the lack of ability to sign documents with a signature in the system. She said this feature is coming. A signature on the offer letter will be required soon as this serves as an acknowledgement of responsibilities of the position.

They discussed that Title IX and child maltreatment training will go through Workday.

She showed the group the changes that will be upcoming on the dashboard. The banner at the top of the Workday dashboard will be updated and can include a chancellor welcome, general info about the college, or a chamber resource for those new to the community.

Mr. Perrine asked about missing documents for applicants, noting there should be a way to send a message to an applicant to request those documents. Ms. Johnson has asked if the hiring manager could be allowed to do that, but her Workday contact will be to get back to her on that request. The group agreed that Human Resources should be the one to ask for missing documents from applicants. There was additional discussion on how this should flow and if a person needs to be designated as the recruiter for the campus.

The group also discussed the need to have a series of classes to help people understand the hiring process. Dr. Shonk said this could be the first piece of the professional development program for middle managers. Ms. Johnson also talked about updating of cost allocations, editing position restrictions, hiring restrictions, and changing position details.

Appointment of IT Director, Policy 220.1 - Ms. Mandy Walker made a motion to utilize the policy 220.1 to appoint Ms. Crystal Blue as Director of Information Services from interim IS director. Dr. Shonk seconded the motion and the motion carried.

Student Handbook update – FERPA – Mr. Perrine provided the following language to be added to the Student Handbook:

Federal Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. UACCB students have specific, protected rights regarding the release of such records, and FERPA requires that UACCB adhere strictly to these guidelines. Questions concerning the Family Education Rights and Privacy Act should be referred to the Registrar or the Vice Chancellor of Student Affairs.

When Do Student's FERPA Rights Begin?

At UACCB, a student is defined as someone who is conditionally admitted to the institution or someone who is currently or was previously enrolled in an academic program at the college.

A student at UACCB has the following rights with regard to his or her educational records:

1. To inspect and review all educational records pertaining to him or her.
2. To request the amendment of his or her educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
3. To refuse consent to disclose directory information by informing the Director of Student Information/Registrar in writing within ten days of the first scheduled class of each academic session that he or she does not want that information disclosed. Directory information at UACCB is defined as name; address; telephone number; email address; photograph; major field of study; dates of attendance; degrees received; scholarships, honors and awards received; and participation in officially recognized activities.
4. To consent to disclosure of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosure without consent.

5. To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with FERPA requirements.
6. To obtain a copy of the college's FERPA policy. The policy is available upon request from the Director of Student Information/Registrar and in the Row Johns Library. The student is responsible for a copying fee.

Mr. Perrine made motion to accept and implement the highlighted change to the FERPA policy. Dr. Shonk seconded and the motion passed.

Discussion of lawn maintenance RFP – Ms. Walker said only one vendor submitted a bid. She provided a handout regarding the costs for the institution. In the RFP, there is a clause that the college can void the contract with a 60-day notice, due to various reasons. She said that cost savings was not the main goal for this bid, but rather the goal is to reduce the number of hours maintenance personnel spend on maintaining the grounds. This will give maintenance personnel time to work on other areas of campus that need more skilled labor. The bid is for a two-year contract. The group was in consensus to proceed with entering a contract with Ozark Gateway Lawn Care.

UA Board Policies for Review – Mr. Perrine shared the policies that will be voted on at the next Board of Trustees meeting. The group reviewed and saw no issues with proposed changes.

Professional Development – The group discussed the implementation of a professional development calendar noting that some items will need to be mandatory. They discussed potential training on community college 101, budgeting, and other topics. Dr. Shonk suggested the group outline a skeleton schedule and appoint a committee to flesh out and implement.

Dr. Shonk reviewed the proposed schedule for the Spring Semester 2022 Kick-Off Activities. The group discussed the order that presenters will speak and the topics that will be covered. He would like the comments to be short and positive. He intends to reiterate his goals of transparency, communication, and empowerment.

On January 3, 2022, from 9 to 11 a.m. he and the vice chancellors will address the campus. There will be a virtual option available. He asked the group to send him any other items that need to go on the schedule for the week.

Incident Report Form proposed language update – Mr. Perrine asked the group if the following or something similar could be added to the incident report form, which is located at <https://www.uacsb.edu/incident-report-form>.

“If you get hurt, tell your boss and company nurse.”

Employee on-the-job Injury

Has Company Nurse been contacted regarding this incident? [Yes/No] {Can we add a date here too?}

Contact employee's supervisor, employee or supervisor then calls the Company Nurse Line injury contact center at 1 (855) 339-1893, use code QR120

This would be inserted under the Student Conduct Violation section. Ms. Hightower will ask Vision Amp to update the form.

DEI Initiatives & Persistent DEI Group – Mr. Perrine met with several people regarding diversity, equity and inclusion activities and how to promote on campus. He would like to institute a persistent DEI group with both faculty and staff to help the campus grow. The group agreed and it will report to Mr. Perrine.

ADH College and University Hesitancy Project Grant – Dr. Shonk reviewed this grant. The application is due December 31, 2021. The group discussed what could be done to promote vaccination such as social media efforts and vaccination clinics. The group will review and provide feedback to Dr. Shonk regarding the project.

HLC Accreditation Process – Dr. Austin said there are good discussions going on and some groups are meeting and putting words on paper. In January, she will bring the team leads together to address any concerns or questions.

****Hiring Committee Selections (if needed)** – None at this time.

Area Updates

Mr. Perrine reported the following for Student Affairs:

- Ms. Amber White has been named Admissions Analyst with a start date of January 3, 2022.
- Ms. Debbie Wyatt has accepted the position of Director of Financial Aid.
- Ms. Shannon Haney has accepted the position of Director of Advancement with a start date of January 3.
- He is meeting with the marketing coordinator hiring committee tomorrow.
- He said that Workday Student activities are increasing.

Ms. Walker reported the following for Finance and Administration:

- She asked some questions about the timeline for implementation the Imaging Project the group reviewed earlier.
- HEERF money – She provided a spreadsheet, noting that the federal project manager must approve all expenditures. She reviewed her calculations for indirect costs noting that there are about \$1,400,000 in indirect costs for which the college could be reimbursed. She said the group needs to review and decide how to spend the remaining money, as the approval process is long and cumbersome. The group discussed submitting the request for the indirect costs and agreed the request should be submitted.
- She will apply for an extension in spending the HEERF funds but is not confident it will be granted.
- She said there is about \$500,000 in student money left to be distributed.

Dr. Shonk reported the following for Academics:

- Ms. Serena Martin, assistant to the vice chancellor for academics, is leaving at the end of the year. He said this is a needed position and with his transition to the chancellor's office, there is a need for consistency in this position. He said he feels the administrative assistants that support the vice chancellors should be at higher level than other administrative assistants. He said there is a labor market rate adjustment that could be implemented, which would allow the salary to be 15% higher, moving the starting salary from \$25,700 to \$29,600 at high end. If said if this position is increased, then the assistant to the vice chancellor for student affairs salary needs to be adjusted as well. He said it is critical to have coverage in the vice chancellor for academics office. He proposes to move Ms. Jessica Shelton, administrative analyst for Title III, in there for a short timeframe of four to six weeks. Ms. Valerie Bennet, who previously held the assistant to the vice chancellor for academics position has agreed to handle some of the more time-consuming activities required of this position until a permanent replacement is selected.
- He reported that the semi-truck that the College ordered cannot be delivered by the end of the year, which is a grant requirement. The College was given a three-month extension.

With no further business the meeting adjourned at 6:07 p.m.

Respectfully submitted by Ms. Jodie Hightower.