

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
February 2, 2022 / 2:00 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.

Dr. Shonk called the meeting to order at 2:16 p.m.

Mr. Perrine moved to approve the minutes from the January 19, 2022, meeting. Ms. Walker seconded the motion and the motion passed.

Great Colleges to Work For, Customized Question List – Dr. Deltha Sharp provided handouts for custom survey items for the Great Colleges to Work For survey. She said the college paid to have 15 custom questions listed on the survey which will run from March 7, 2022, to March 28, 2022. She said the company provides a draft email to be sent by the chancellor, but it will need some customization by Dr. Shonk. She asked the group to highlight the questions they would like to see on the survey, and she will combine the items and report back. She said 55 questions will be received by all personnel, but the college can send some additional questions to faculty and adjunct faculty. She also provided list of questions that Dr. Andrew Seely, the director for the Center for Teaching and Learning Excellence, suggested for faculty. She said the college can ask one more demographic question which she provided four choices or said they could write one. Dr. Sharp said the college can also add one additional open-ended question. The group discussed various options and wording for a question that would be future-focused such as what can the college do in the next five years to aid student success and strengthen the community. Once she has compiled the information, she will report back to Cabinet.

Inclement Weather – Dr. Shonk sent an email to the campus community informing them that campus will be closed tomorrow, February 3, 2022. The group discussed who is responsible for which tasks during inclement weather events and who serves as back-up to primary contacts. Given the nature of this incoming storm and the timing, the call to close was not difficult to make. In the future, he would like to meet with a group to discuss plans 48 hours prior to the weather event. He suggested creating an inclement weather workgroup. Suggested members for this workgroup were Ms. Holly Goslin, Mr. Mark Cartwright, Ms. Tina Goodman, in addition to members of Cabinet.

MCB Mailboxes – Mr. Perrine has received several comments about how mailboxes are labeled. They group discussed the mailroom in general including who is responsible for the room and the equipment in it. They discussed various ways to improve the space. In the short term, the group decided whoever is responsible for sorting mail, will oversee arranging the mailboxes. They also discussed developing a workroom separate from a breakroom and creating an actual breakroom where faculty and staff can go to have a break or eat lunch. Dr. Shonk also suggested thinning the subscription lists as much of the incoming mail is trade magazine or bulk mail. Also, the group decided that if an envelope arrives that does not specify the recipient other than “UACCB”, the piece should go to the chancellor’s office for review, as there have been times when sensitive mail was received did not go to the correct mailbox. They also discussed the possibility of the UACCB Foundation obtaining its own post office box.

Dr. Shonk asked Mr. Perrine to reach out to EAB to see how other campuses handle mail.

Potential Activities Event – Mr. Perrine said in preparation for March, which is disabilities awareness month, Student Activities would like to invite a magician to campus whose show is a low stimulation magic show. Mr. Perrine noted the magician is on the Autism spectrum. He asked the group what they thought about holding such an event and perhaps inviting area schools. The group agreed to the idea of hosting both the magician and area schools.

The group also discussed bringing other performers to campus as well as COVID precautions such as masking and social distancing.

Commencement Discussion – In the past the chancellor's office, director of development, and the registrar coordinated commencement activities. The group discussed who traditionally coordinates at other colleges. Dr. Shonk asked the group if Mr. Mark Cartwright, director of events, could be the point person on the commencement ceremony as he has been involved in the preparations and operation for several years. The group also discussed having additional people help Mr. Cartwright with sound and lighting. Dr. Shonk asked Ms. Hightower to gather a group to discuss commencement preparations in the next week or two.

HLC Accreditation Process – Dr. Austin said she has met with several people and groups and progress is being made with development of the initial argument.

HLC Conference – The group discussed attendance at the conference in April. Dr. Shonk plans to attend the President/Chancellor's track. Dr. Austin reported that the following people have expressed interest in attending: Mr. Zach Harber, Mr. Blayne Stewart, Dr. Andrew Seely, and Ms. Tina Goodman. Dr. Shonk asked Dr. Austin to survey the campus for anyone else interested in attending. Additionally, the group discussed consolidating the two separate HLC budgets into one.

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

Vice Chancellor for Finance and Administration – Dr. Shonk asked for recommendations for a chair for the committee. After some discussion of qualified personnel, Dr. Anne Austin agreed to chair the committee. Other committee members will be Ms. Jennifer Sinele, Ms. Julie Johnson, Ms. Lynn Bray, Ms. Jodie Hightower, Mr. Doug Muse, and Ms. Sherrie Gunther. The committee may also request the UA System office to review the applicants with the committee.

There is an expectation that this role may take some time to fill. Dr. Shonk decided to split supervision of this division under multiple people rather than moving it all under a single supervisor. One of the changes he suggested is moving supervision of the Bookstore and the Grill to Mr. Heath Wooldridge, director of facilities. The group agreed with this temporary assignment.

Area Updates

Mr. Perrine reported the following for Student Affairs:

- Ms. Meagan Akins, director of admissions, had her baby February 1, 2022, and will be on maternity leave.
- Ms. Caira Stewart, admissions counselor, is handling many of the duties during Ms. Akins leave, but Mr. Perrine is sensitive to not overburden her as she is heavily involved in recruiting activities.
- Ms. Debbie Wyatt began duties as the director of financial aid yesterday. Ms. Kristen Cross will be available in a part-time capacity to assist with the transition.
- Advising personnel are working with the registrar's office to complete degree audits.
- Student Activities has been very busy already this semester and attendance has been good.
- He reported that a student he met at the Mama Unidos/Juntos Unidos event a few weeks ago stopped by his office yesterday. She asked him for help filling out the scholarship form. He is happy this high school student is making use of resources available and reaching out for assistance.
- Census data is nearly ready for submission.

Ms. Walker reported the following for Finance and Administration:

- She is working on the consolidated pieces of the budget and has had feedback from some budget managers who are working on their budgets. So far, there have not been any complaints regarding the budget spreadsheet.
- Ms. Jennifer Sinele, business office manager, and her committee have interviewed people for the fiscal support specialist. She hopes to be able to make an offer to a candidate soon.
- Mr. Heath Wooldridge, director of facilities, is almost finished with the new human resources office, located in the building formerly known as the Fine Arts building (FAE). He expects everything to be finished by the end of February. Carpet and labor costs for this project will be about \$15,000. There are some items on backorder such as light fixtures.
- She said that Mr. Wooldridge has asked what project his crew needs to focus on next. The group agreed the next step is moving Adult Education into the Annex building and preparing the current Adult Education building to house the Business Office. The group said the Business Office should price furniture for the move.
- She has drawn down all monies that can be on HEERF and CRSSA grants.

Dr. Austin reported the following for Special Projects:

- IPEDS information is being gathered for input.
- She has not seen information on the HLC annual update, but it usually opens mid-February. The update requires input of financial information and is a large portion of the required information needed for the update.
- She is working on the mandatory annual performance report for the Title III grant.
- For the Center for Teaching and Learning Excellence, they are hosting events and offering training.

Dr. Shonk reported the following for Academics:

- The search for the vice chancellor of academics has been narrowed down to three finalists. The committee plans to have them visit campus the week after next (February 14 – 18, 2022).

With no further business the meeting adjourned at 4:05 p.m.

Respectfully submitted by Ms. Jodie Hightower.