

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
November 16, 2022 / 2:00 p.m.
IH 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, Dr. Zach Perrine, Dr. Anne Austin, and Dr. Brian Shonk. Minutes recorded by Ms. Jodie Hightower.

Dr. Shonk called the meeting to order at 2:02 p.m.

Dr. Perrine moved to approve the minutes from the November 2, 2022, meeting. Mr. Hankins seconded the motion and the motion passed.

IRB request – Dr. Anne Austin reviewed the request from English faculty, Rocky Majors, regarding a student perception's in co-creating of curriculum project. She said she has reviewed the proposed project and he has provided all appropriate paperwork.

Dr. Austin recommends the Cabinet approve the request. Mr. Wooldridge seconded the motion and the motion passed.

IT Updates: Secure Score, Student Multi-Factor Authentication and Licenses – Dr. Perrine shared information from Eric Wall, Chief Information Security Officer at the UA System. He said Crystal Blue, director of information services, has been working with Mr. Wall to increase security on apps, devices, data, and identity. Dr. Perrine said that when Internal Audit initially requested this information in September, UACCB's score was 56%. Since working with Mr. Wall and implementing strategies to increase security, the College's score is now 84.13%.

Dr. Perrine said one additional way to increase security is to require students to use multi-factor authentication (MFA) beginning January 1, 2023. He said there are nearly 18,000 students in Active Directory. IT plans to only provide A1 licenses (for software) to current students. This will cut the number of students down to around 6,000 in Active Directory. To get the students ready for MFA, information will start going out on November 28, 2022. He plans to ask the marketing workgroup to prepare communication pieces for this roll-out.

Dr. Perrine said he will have some policies to present to Cabinet between Thanksgiving and Winter Break that will address some of the concerns in the Baker Tilley Audit.

On-Campus Recruitment Events - Dr. Perrine said there have been times this semester when some rooms or meeting areas have been double-booked. He said although those situations were handled it does merit some consideration about how rooms are scheduled. He said the College is a busy place and it brings many people to campus for recruiting events as well as community events. He would like to include the LINKs group in this discussion to prevent double bookings in the future. There needs to be a coordinated effort across campus. Dr. Shonk said there is a need for an all-campus activities calendar that includes all events or meetings. The group discussed working with the LINKs group to address the issue and software to assist with scheduling. The group also discussed using HEERF funds for this project, as the software and accompanying hardware can be expensive in the initial set-up. Dr. Perrine said the College is up by 20% year to date on applications for the Spring 2023 semester and is up slightly year to date for the Fall 2023 semester.

Great Colleges to Work For – Dr. Brian Shonk said he requested information on participating in this survey. He said he received an email from them saying the College had agreed to do two surveys. Dr. Shonk provided the signed project agreement dated January 2022 in the materials for the meeting. He asked everyone to review the agreement. He said the College may conduct a general survey in 2023 and a more in-depth one later. Dr. Shonk said he will research the features of the surveys.

HLC Accreditation Process – Dr. Shonk said he was proud of the participation levels of staff and faculty for the HLC team review sessions. He said everyone was professional and represented the College well. Dr. Austin said the HLC review team must turn in a report to the HLC Liaison within 14 days of the visit. The liaison has a week to review the report and then sends to the College to review for “errors of fact.” The IAC, who decides accreditation status, does not meet in December so it will be January or February before a final report is presented.

Hiring Committee Selections – None currently.

Dr. Shonk said the College will contract Dr. Deltha Sharp to assist regarding institutional data, such as the information needed for IPEDS.

Mr. Wooldridge asked about collecting keys. The group agreed that the supervisor should be the one to collect, recognizing that sometimes people leave before turning in assets. The College cannot hold the last check, so they discussed billing the person for items not returned.

Area Updates:

Dr. Perrine reported the following for Student Affairs:

- He and Debbie Wyatt, director of financial aid, attended a Project One: Workday Student meeting in Little Rock. He said they are progressing on the transition.
- Advising is queuing up students to meet with for the Spring 2023 semester.

Dr. Smith reported the following for Academics:

- Genafer Foree, director of adult education, started November 1, 2022.
- Rana Dowdy has moved to MCB in the administrative suite.
- She announced that nursing faculty including Mary Brewer, Amy Bullard, and Elizabeth Keck will be leaving the College.
- The nursing division has the following open positions: Director of Nursing, 2 faculty, and 1 simulation coordinator.
- She said there are three applicants for the administrative analyst position for the Vice Chancellor Suite.
- They are extending the on-ground nursing application until December 15, 2022.
- She reported the online nursing class is full, with six on the waiting list.
- Adult Education review team will be on site December 1, 2022.
- The curriculum proposal process passed through Faculty Senate.
- She provided a draft student complaint policy to the group to review. She described the basic steps outlined in the policy.
- She asked the group to consider the validity of policy 415.1 and made the following motion.

With the move to Deans vs. Division Chairs, this policy is no longer relevant. Dr. Smith moved to eliminate policy 415.1, appointment of academic division chairs; Mr. Wooldridge seconded the motion and the motion passed.

Mr. Hankins reported the following for the Business Office:

- The Business Office is working on billing grants and collecting reimbursement money.
- He said there is about \$4 million in the bank.
- The audit is officially closed.
- The area is looking forward to Workday Student implementation.

- He, Jennifer Sinele, and Peggy Jackson met with Mr. Wooldridge regarding the remodeling needs for the old Adult Education building. The building will become the Business Office, which will allow the front of MCB to become the Welcome Center.

Dr. Austin reported the following for Special Projects:

- She said there is \$21,000 in Perkins funds and through competitive opportunities the College could receive up to an additional \$50,000. She said the College might be able to combine the funds, but that approach may be risky. Dr. Smith asked if the College had investigated CDL simulators. Dr. Smith and Dr. Austin will schedule a meeting between them and the deans to review equipment items that may be needed. Dr. Shonk said a 1-ton service truck would also be a good investment.

Dr. Shonk reported the following for the Chancellor's Office:

- The UA System announced that Dr. Summer DeProw is the chancellor for UA Pulaski Tech and Dr. Charles Robinson is the chancellor at UA – Fayetteville.
- He will be out of the office Friday, November 18 and may be out the following Monday.
- He has not heard from the Title Company regarding the closing date for the 2210 E. Main property.
- He attended the Community Engagement Organization (CEO) meeting today and was asked about the purchase. He said there is much excitement about the purchase and what it means for the College and community.

Mr. Wooldridge report the following for Facilities and Auxiliary Services:

- He is waiting on UALR before proceeding with work on the cybersecurity lab.
- He has purchased LED lights for the new Business Office and his crew began painting the offices.
- A second company has provided a quote on signage, but he still needs a third one.
- He is planning a tour of nearby campuses with the signage workgroup.
- He and his team have identified a way to get power to the East entrance road sign. Dr. Harber's heavy equipment students will help dig the trench for this project.

With no further business the meeting was adjourned at 3:07 p.m.

Respectfully submitted by Jodie Hightower.