

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
January 18, 2023 / 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 2:03 p.m.

Dr. Smith moved to approve the minutes from the January 4, 2023, and the January 6, 2023 meeting. Mr. Hankins seconded the motion and the motion passed.

Official Title Change Request – Dr. Perrine asked the group to consider an official title change for Sherrie Stagner whose current title is TRIO Personal Development Coach and Student Activities.

Dr. Perrine moved to re-title her position “TRIO Personal Development Coach and Transfer Liaison” to better reflect her job duties. Mr. Woolridge seconded the motion and the motion passed.

Policy Review/Revision Discussions –

Complaint log – academics – Dr. Smith brought forth new policy for review and consideration. The policy addresses issues that are not a formal appeals request. She said the college needs to have a record of the complaints received by her office. She compiled information from several areas and will format this policy according to our policies. This policy has a form that will be utilized to log the complaints and would come to Cabinet to review. The group reviewed the form. There is an area for a narrative to explain the issue and what the person would like to see happen. This will separate complaints from actual appeals. There will be a link in the policy and in the catalog and handbook. Dr. Austin said some training might be needed such as if you have the power to correct the problem, then you should correct it and report what occurred. Dr. Smith said this log would be items that cannot be corrected easily or without multiple party's input. Dr. Perrine said sometimes people go to who is familiar rather than who is the correct person to handle the situation. Dr. Smith said they did put who to register a complaint to on the syllabus, but it is something the College needs to do a better job of communicating. The group also discussed providing a drop-down menu for areas of complaint. Dr. Perrine said they could also create the form under a general email such as communications@uaccb.edu so that several people would get the notification when someone logs a complaint. They also talked about creating a list of general areas of who to call which could be on a shared file. In general, this policy will help separate general grievances from actual appeals.

They discussed various ways to capture and sort and process complaints. Cabinet would then review them twice a year. Dr. Perrine said asked if the College would need three other policies for student affairs, facilities, and finance. He said the policies could use the same form to capture the complaints. The group said probably not. This gives students a place to report any issues that they cannot easily resolve. Dr. Smith said HLC will want to see that we have a process. Dr. Austin said we can also identify recurring issues and address them.

Academic Suspension/probation/re-enrollment requests – Dr. Smith and Dr. Perrine have been reviewing this since she began in April 2022. Dr. Perrine said Debbie Wyatt, director of financial aid, is reviewing the SAP to be sure it is in compliance. Dr. Smith said she required several things of students when granting re-enrollment status including check-ins with an advisor, limit to the number of credit hours they may take each semester and attain at least a “C” in each class. She said they have been using this practice since the summer. She said they are moving in the right direction but need a policy to support the practice. She said there is a form for this policy too. The student will have to upload a letter of support

and unofficial transcript. The SAP still has formal appeal process. She said this helps the student understand they must have behavior change.

Census Reporting (second reading) – Dr. Smith reviewed the revised policy with the group and said the registrar has also reviewed it.

Dr. Smith made a motion to approve. Dr. Perrine seconded and the motion passed.

The group also discussed a system for updating policies on an annual basis. Dr. Shonk said he can add line on his Monday email. That will serve as comment period as minutes are not official until Cabinet minutes are approved at the next meeting. This would allow for a week to comment. Also, the group discussed reviewing all policies every year and adding a “last review date” on them. They discussed doing this over a calendar year vs a fiscal year. They also discussed keeping archive and where archived items need to be housed and who is responsible for it.

Years of Service Awards – Dr. Shonk said the group needs to review this policy for a number of reasons. First with the change in logo, the lapel pin design needs to be updated. Also, there is a question of if the items offered for each years of service achievement is still appropriate. Dr. Shonk asked if a work group should be formed. They discussed various employee appreciation programs each had seen at other colleges. Dr. Shonk noted he would like all employees to have a lapel pin. He asked them to think about what they would like to see happen.

IRB Request for Approval – Dr. Austin said there are two files in the Teams folder. Dr. Zach Harber, dean of workforce education, has grant application with NSF to receive funding for drone technology. One of the things not checked in that application is the box “not a study of human subjects”. Dr. Austin said she believes this is exempt from needing IRB approval.

Dr. Austin made a motion to acknowledge the review of the project and agreement that it does not need approval as it is not a study involving human subjects. Dr. Smith seconded the motion and it passed unanimously.

Dr. Smith will follow-up with Dr. Harber regarding the status of this project.

Safety Committee Updates – Ms. Hightower, chair of the safety committee, said they plan to conduct a fire drill on the morning of February 8, 2023 in the Nursing and Allied Health building. Committee member, Jennifer Davidek, confirmed there is not any testing that day that this drill would disturb. Ms. Hightower was approached by the chair of the Hometown Health Coalition (through the health department) regarding a location on campus to hold a NARCAN training. The group plans to provide training free of charge to public school personnel. Ms. Hightower confirmed with Mark Cartwright, director of events, that March 28 from 9 a.m. to 12 p.m. in NAH 902 is reserved for this training. UACCB will have 50 spots for personnel and nursing students to attend.

Workday Team Stipends – Dr. Perrine provided a worksheet with recommendations for one-time stipends to staff who are integral partners on the Workday Student development team. He said this most recent piece of Workday Student development has taken a lot more time than originally anticipated. He provided a timeline for deployment of Workday Student. He would like to provide a stipend to the group at the end of the architecture and configuration portion of the project. He also provided a historical review of stipends paid in the past to members working on Workday implementation. The group discussed leaving the payments in tiers. He will leave the file in the group folder for review and discussion. Dr. Perrine will bring a formal motion at the next meeting.

On-Boarding Report-Out – Dr. Shonk said he thought session went well. Dr. Perrine said he added the PowerPoint and glossary presented at the NEO on Tuesday, January 17, 2023 on the Teams folder. He said overall it went well, and believes the College can schedule regular trainings. He also noted the group of six new

employees provided good feedback. The group discussed issues with onboarding including the time from applicant acceptance to onboarding. Dr. Perrine said the UA System office is working on text messages to prompt people to act as well as using Docu-sign for acknowledgement. There is an app to help convert from Workday to Active Directory. Mr. Steve Fulkerson, UA System chief information officer, will send information to Ms. Crystal Blue, director of information services, and she can get that implemented on UACCB campus. Information Services has also been working through an issue with concurrent employees. Dr. Perrine said there is also a concern with the student application for admission to the College. Currently, the Workday student application is not up to the same quality that the College currently has. They are working to correct this.

Board of Visitors meeting review – Dr. Shonk reviewed the agenda for tomorrow’s Board of Director’s meeting. Ms. Hightower said six BOV members had confirmed at the time of this meeting. Dr. Perrine confirmed he invited the six new employees. Dr. Shonk said the agenda will include a discussion on the Gateway Center. He also said the board will be tasked with forming a nominating committee. There are two members who are rolling off the board having served for nine years. There are two others who can be reappointed and two others who have had attendance issues and will be asked if they want to continue to serve. In April, the board will vote on new members and reappointments. The June 2023 meeting will be the last one for the two members rolling off the board. Dr. Perrine will provide an enrollment report; Dr. Smith will provide an Academics update and Mr. Hankins will present financial information. Dr. Austin will brief the group on HLC if they receive word from HLC. One of the things Dr. Shonk said he would talk about in regard to the Gateway Center is the potential for a capital campaign supported by the UACCB Foundation. The College has never attempted a capital campaign previously.

HLC Accreditation Process – No new information to report.

Hiring Committee Selections –

Dr. Shonk requested the following people for the hiring committee for Director of Institutional Effectiveness and Research: Dr. Anne Austin, Ms. Shannon Haney, Mr. Andrew Muse, Ms. Lousie Hughes and Dr. Shonk as chair.

After the meeting, Dr. Shonk requested approval for this group via email. It was approved by Dr. Perrine, Dr. Smith, Mr. Hankins and Mr. Wooldridge.

Area Updates:

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

- He anticipates completion of the remodeling of the new business office at the end of the month. He said furniture could be moved in the second week of February.
- The contractor installing audio/visual updates will come back in February for final programming.
- He anticipates the Grab-N-Go area in RJB lobby to be ready for business by the end of February or the first part of March.
- The Grill is averaging \$750-\$800 a day.
- Custodial contract coming up for re-bid. The deadline for bidding is February 1, 2023. The committee will review and a decision made by March 3.

Mr. Hankins reported the following for the Business Office:

- He is working with the federal American Rescue Plan officer to get the College caught up on reimbursements. Once that is settled then we will have a much better picture of overall finances of the College. At that point, a decision can be made regarding IT infrastructure upgrades.
- The business office is busy working on end of year reports and settling the spring semester student accounts.

- Regarding the FY 2024 budgeting process, he is working out how to do that most effectively.
- The College has been maintaining about \$3 million in cash-on-hand monthly, which is where he is most comfortable.

Dr. Austin reported the following for Special Projects:

- Title III – As part of a learning consortium, faculty presented projects last Friday to the group. The trainers were very complimentary about how engaged our faculty are and their eagerness to learn.
- They plan to continue in the learning consortium and will host a program for adjunct instructors.
- The annual update process is open for HLC.
- Assessment Academy – The project nearing the end and will wrap up in October. Hopefully the group will be able to return to the Q Center near Chicago for the conclusion of the program.

Dr. Smith reported the following for Academics:

- The nursing NCLEX pass rate is 88.88% with 16 of the 18 who tested passing the exam.
- She continues to address policies affecting the Academics division.
- The summer schedule will be completed on Friday. Work on the fall schedule will begin next Monday.

Dr. Perrine reported the following for Student Affairs:

- Nothing additional to report.

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

- He said the MLK Jr. Day of Service volunteer project went well. The group cleaned up trash along Main Street in downtown Batesville.
- The architects will be on site at the Gateway Center tomorrow at 11 a.m. for a walk-through of the building.

With no further business the meeting was adjourned at 4:00 p.m.

Respectfully submitted by Jodie Hightower.