

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 16, 2021 / 3:00 p.m.
Room 104

Members present were Dr. Anne Austin, Ms. Mandy Walker, Mr. Zach Perrine, and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower was also present.

Mr. Perrine called the meeting to order at 3:01 p.m.

Ms. Walker moved to approve the minutes from the June 2, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.

Ms. Walker moved to approve the minutes from the special meeting held June 7, 2021. Mr. Perrine seconded the motion and the motion passed.

Proposed Photo Usage for Profile on Workday Platform Procedure – Mr. Perrine reviewed the proposed photo usage procedure for all on-campus and cloud-based software, platforms or applications. This is the first reading of the proposed policy. It will be voted on at the next Cabinet meeting.

Evaluations – Mr. Perrine asked evaluations need to be conducted this summer. Ms. Walker said the increase in salaries for classified employees this year is based on legislative action. She said everyone else will receive an increase of 2% due to an adjustment of the pool. Dr. Austin asked if all evaluations will be done at one time due to the switch to Workday. Ms. Walker said all evaluations can be done within Workday and they will be evaluated based on a calendar (January to December) timeframe. She said evaluations will be conducted in January and must be completed in March. They discussed hosting professional development in November and December for supervisors to learn how to evaluate employees.

Project One Student Team Leads – Mr. Perrine said the Workday Student platform is further along than what was initially thought. They have requested a Student Lead be appointed for the student portion. An Institutional Project Coordinator will also need to be selected. Mr. Perrine said the selection is due to the System Office by July 1. He noted this role as well as the Student Lead will be a two-year commitment. The group discussed the need to have someone who has authority to make decisions and assign tasks. He said there are other schools who are putting someone in Student Affairs as the student lead. They discussed the technical team lead being the director of info services, which we will need to fill as soon as possible after Mr. Collins retires. They discussed the functional team grouping and who would be the SME to lead those groups. They discussed who to place in the change management role (change champion).

Dr. Shonk moved to make Mr. Perrine the Student Lead and the Institutional Project Coordinator for the Project One student side. Ms. Walker seconded and the motion passed.

CRRSAA and ARPA Planning – Ms. Walker said the expenditure plan for CRRSAA and ARPA funds is due by June 18, 2021. She said the plan must detail more than just a general outline of what will be purchased. She said that requests must fall into narrowly defined categories and cannot include lost revenue or student loan forgiveness. Ms. Walker said that ARPA could be used for technology infrastructure (lines, switches, Wi-Fi, server room), boiler replacement, video conferencing, or HVAC systems (air handling units). Dr. Shonk said models for A&P would cost around \$50,000 and be justified through ARPA due to the models assisting with social distancing. Ms. Walker said that she was advised to provide a method of financing for these requests as well. She said the College can make multiple requests to the state for these funds, however, if the College does not spend everything that first estimated then the College must report why it did not. Then another plan to use the remaining money must be submitted.

They discussed various possibilities of the renovation of MCB including moving or rearranging classrooms and office locations.

Area Updates:

Ms. Walker made a motion to request four faculty 12-month positions from the pool positions. Dr. Shonk seconded the motion and it carried.

Ms. Walker provided an update from Ms. Julie Johnson, human resource coordinator, regarding Workday and job postings. She said the preferred method is to provide a link for current openings until Workday is implemented. Once live, another link will be added that will direct users to all opening system-wide through Workday. The group discussed contacting Vision Amp now to get them started on re-working the website to make the appropriate changes once Workday is live.

Ms. Walker said that Workday asked for cell phones numbers of the employees directly involved in implementation, however, the group decided not to require employees to provide this information.

Mr. Perrine encouraged everyone to complete the Workday training modules in Blackboard. He also asked everyone to encourage their employees to complete them as well.

Mr. Perrine asked Ms. Walker if there that can be completed now, prior to July 6, 2021 (Go live date for Workday) so that purchasing items after that date runs smoothly. She said everything must be uploaded by June 24, 2021. Regarding personnel action forms for part-time employees, Ms. Johnson will work with budget managers to work this out. Dr. Shonk said they are meeting on June 19, 2021 to line out the process for adjunct instructors for the second half of the summer term.

With no further business the meeting adjourned at 5:10 p.m.

Respectfully submitted by Ms. Jodie Hightower.