

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 8, 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 3:02 p.m.

Dr. Shonk moved to approve the minutes from the June 16, 2021 meeting. Ms. Walker seconded the motion and the motion passed.

Dr. Shonk moved to approve the minutes from the special meeting held July 1, 2021. Ms. Walker seconded the motion and the motion passed.

Proposed procedure 901.0 Photo Usage for Profile on Work Platform – Mr. Perrine reviewed the proposed procedure.

Mr. Perrine moved to approve the policy as amended. Dr. Shonk seconded and the motion passed.

Workday Team Stipends – Ms. Walker proposed additional pay for the team who assisted with the Workday implementation. She said other colleges have also provided stipends for the Workday implementation team. They discussed the breakdown she provided with four tiers of payment. They also discussed the service that the group has provided to the College. They discussed using this experience as a template for the student side of Workday implementation.

Ms. Walker moved to provide stipends based on the table provided. Dr. Shonk seconded and the motion passed.

Personnel Payroll Issue – Ms. Walker provided information regarding Mr. Dustin McAnally's salary. Based on federal laws, his salary put him into the non-exempt status, which requires a timesheet and payment for overtime. She proposes raising his salary to \$36,000 because he meets the other requirements for being an exempt employee. His current salary is \$35,290.74. Ms. Walker noted that other IT personnel are in exempt status positions. They discussed other positions that are classified but are considered exempt.

Dr. Shonk moved to raise Mr. McAnally's salary to \$36,000 to move him to exempt status. Mr. Perrine seconded it and the motion passed.

Faculty Pay and Salary Conversion discussion – Dr. Shonk reviewed the policies provided, which are UACCB 415.2 and UA BOT policy 435.1. Dr. Shonk said the College now only has 9-month or 12-month faculty except for nursing faculty who are on 11-month contracts. With the move to Workday, the College is paying everyone over 12 months. The group identified the local policy that conflicts with the UA BOT policy and determined the need to defer to the BOT policy. They instructed Ms. Hightower to update the local policy to note that it is superseded by the UA BOT policy 435.1 as revised on March 18, 2021.

Team Selection Discussion – Workday Student Elevate Kickoff – Mr. Perrine said he learned that the Project Coordinator will be the same person for all 2-year colleges. He will retain the Student Lead role. They discussed the various roles and current personnel on campus who would logically fill the roles outlined.

Assessment Academy Update – Dr. Austin said she has learned there will not be a live in-person event at the Q-Center this fall. Mr. Perrine asked her to have one of the Assessment Academy team members to report to Cabinet at its next regular meeting. Mr. Perrine said it is critical to work on assessment for our HLC visit. Dr. Austin said the transition with new leadership and a new financial platform will be a challenge for the College when the HLC team visits. They discussed strategies to address HLC accreditation regarding assessment and how the HLC team reviews and ranks each of the criteria. She said the College needs to do a better job of documenting meetings. The group discussed way to prepare the campus for the review team. She and Dr. Seely have discussed getting assessment on the agenda for faculty senate as a standing item. Dr. Shonk suggested having faculty fill out a form with questions such as how they identified a problem and what they did to correct it and how it was determined if the changed worked. Dr. Shonk said doing a curriculum inventory over the next year would be helpful as well. Dr. Austin said for those who are finishing up the ACUE course, there is a piece regarding course redesign. She said encouraging the faculty who have taken the ACUE course to redesign their courses would be a good strategy.

Mr. Perrine asked Dr. Shonk and Dr. Austin to develop a plan for the campus to operationalize the strategies discussed. They discussed having the teams meet monthly and limiting the time of the meetings to lessen meeting fatigue and burnout.

Professional Development discussion – Mr. Perrine said in the past the College has held a single one-day large scale event for professional development that included both staff and faculty. He suggested the College host a compressed meeting a day or two prior to the start of fall semester classes. He also suggested keeping professional development active all through the year by offering classes or workshops on safety, HLC, management and supervision, and assessment. Dr. Austin said the CTLE is working on their calendar as well. She said they also talked about having longer sessions to review data and decide next steps. Dr. Austin said in years past the College hosted professional development over the course of a week with each day having a different focus. They discussed perhaps having a Welcome Week for faculty and staff.

Area Updates:

Dr. Shonk provided the following updates for Academic Affairs:

- Pyramid Analytics – The connection went down last week and is still down. Ms. Lea Ramsey will be able to work on it after Workday is running smoothly.
- Curriculum sent to -
 - UA Board of Trustees
 - A.A.S. in Business Services – propose to move to inactive status
 - A.A.S. in General Technology – propose to move to inactive status
 - A.A.S. in Medical Office Management – propose to move to inactive status
 - Certificate of Proficiency in CNC Operator
 - Technical Certificate in CNC Production Technician
 - Technical Certificate in Medical Office Management
 - ADHE
 - Associate of Arts in Teaching
 - CP in Teaching
 - TC in Teaching
 - TC in Medical Office Management
 - CP in Patient Care Technician

- A.A.S. in Business Services to inactive status
- A.A.S. in Medical Office Management to inactive status
- Minority Recruitment and Retention Report (see handout) – Dr. Shonk reviewed the data.
- High School Technology Project – Ms. Holly Goslin, English faculty, is working on this project to identify the skills that high school students lack when they start attending UACCB courses. She is working with Mr. Blayne Stewart, computer science faculty, to develop a SharePoint site to direct students to so they can learn those skills. He is posting how-to videos.
- Arkansas Economic Development Commission (AEDC) Future Fit Program – Dr. Shonk said the College is waiting on an MOU from the state.
- U.S. Department of Labor / Delta Regional Authority Workforce Opportunity for Rural Communities (WORC) Grant – Update – progress – They will be reaching out to the group over next few weeks. The due date is July 21, 2021.
- Vacant Positions
 - Director of Workforce and Career Services
 - Faculty – NAH/Phlebotomy
 - Faculty – Adult Education Full-time Instructor 12 Month
 - Administrative Assistant (Industrial Technology) – Vacant July 31, 2021

Ms. Walker provided the following updates for Finance and Administration:

- The Arkansas Legislative Council Personnel Committee will meet July 20, 2021 and the College will be requesting four new faculty positions. They will meet in October to review all positions.
- She is still waiting to hear from the Department of Finance and Administration on the Method of Finance that was submitted for the renovation of MCB for a room for the advising team.
- The Arkansas Legislative Council Peer Committee will meet July 19, 2021. The contract for Securitas is on the agenda.
- She said the first quote for a fence to run along the back side of campus was \$18,000. Mr. Heath Wooldridge is seeking a second quote.
- Mr. Zach Harber and Mr. Wooldridge are meeting with Precise Heating and Air to examine the transformers and discuss solutions.
- She said the audit for the Secondary Career Center is complete and no issues were reported.
- Vacant Positions
 - Director of Information Services
 - Grill Cook
 - Accountant
 - Bookstore Clerk
- She presented an invoice for Clean Catalog and asked which department should pay for the expense. It is not an expense the College has had in the past as this is a new service. The group consensus was to utilize the academics budget for payment. Dr. Shonk will see that the invoice is entered.

Mr. Perrine provided the following updates for the Chancellor's Office and Student Affairs:

- The College has entered an agreement with MHP/Team SI to assist with public relations and marketing for July, August and September. They will assist with social media, web content, outreach to the Hispanic community, as well as prepare two stories a month. College personnel met with the MHP team today. The

main metric to evaluate the success will be the number of applications. Ms. Walker mentioned a new Hispanic magazine that contacted her about advertising. She will provide the information to Mr. Perrine.

- He requested a revision to the Academic Calendar for FY 2021 -2022. He noted that Career Day is a long-standing tradition on the calendar, however, Admissions, the group traditionally responsible for the event has requested to partner with Ms. Elizabeth Smith, JAG coordinator, on an event that she is planning, an Opportunity Fair. They discussed the history of Career Day and the potential created by combining the Opportunity Fair with Career Day.

Ms. Walker moved to remove the career day from the academic calendar, Dr. Shonk seconded and the motion passed.

With no further business the meeting adjourned at 5:15 p.m.

Respectfully submitted by Ms. Jodie Hightower.