

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 16, 2021 / 2:00 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 2:03 p.m.

Dr. Shonk moved to approve the minutes from the July 8, 2021 meeting. Mr. Perrine seconded, and the motion carried.

Hiring Committees – Ms. Julie Johnson asked the group to decide how the decision of selecting hiring committees will route through Workday. She said when a hiring official submits a request, they do not have to enter the names of the hiring committee. Human Capital Management (HCM), either Ms. Julie Johnson or Ms. Cheyenne Manuel, administrative specialist, can add names or send the request back. Ms. Johnson said her question is deciding “who” is doing “the what.” The group reviewed two handouts – Positions: Create Position and Recruiting: Create a Job Requisition – Departmental Initiators. The recruiter coordinator also known as the chair of the search committee can move a candidate forward, but the other committee members cannot. The group discussed having Cabinet approve the committee members. They also discussed how those people are selected.

There were concerns about holding up the intent to hire to confirm the selection committee. The intent to hire previously served as proof the vice chancellor and chancellor approved of the need to hire. Another question asked was if a job could be posted before a selection committee was named. Ms. Johnson said she believed so, however, the recruiter and recruiter coordinator both must be on the job requisition. She said the recruiter coordinator or HCM can name the committee. They discussed the following as a process for the workflow – hiring manager enters job requisition, recruiter coordinator is selected, approval by HCM and vice chancellor, vice chancellor brings forth need for a selection committee to Cabinet, committee is selected, those names are given to the hiring manager to add to requisition. They discussed the various ways to select committee members and decided a five-person committee would be sufficient. Two of the members would be named from employees within the functional area of the position to be filled. Two would be from outside the functional area and the recruiter coordinator (committee chair) would be the final member.

She said approvers can be added to a job requisition so that if the committee chair is not the supervisor, the supervisor can be an approver. Approvers move the requisition forward but cannot move candidates forward. Only the recruiter coordinator can do that. When Ms. Johnson or Ms. Cheyenne, initiate the position, the approval routes differently. She said due to that issue, she and Ms. Manuel do not need to initiate job requisitions.

There were questions as to who can see the applicants. Ms. Johnson said that all vice chancellors could be listed as ex-officio members so they would be able to review applicants. The group agreed to this process.

Regarding creating positions, Ms. Johnson suggested that department heads be allowed to enter them. Once those positions are established then the College can re-use them. She said that department heads will need to have that permission to create positions granted to them. She requested they be given that permission before the start of the fall semester. Mr. Perrine asked that an inventory of positions that need to be created be completed.

They discussed resignations and Ms. Johnson explained they can be done within Workday. The employee can upload their resignation letter and their supervisor can upload a formal acceptance of the resignation.

Ms. Johnson said two things that the Chancellor will approve are changes to the starting salary for full-time employees and the hiring of a full-time position. The salary change situation occurs when a starting salary is negotiated that is higher than what the position has listed in the job requisition.

Ms. Walker asked if it would be beneficial to have training for the people on search committees. There was unanimous agreement that training is needed. They discussed providing training in conjunction with the other changes being made. They also discussed an outline for the way a search committee would be conducted. It was noted that additional guidelines for questions, timelines, and meetings is needed such as asking questions in the same order, or specific order to gain the best performance. They also discussed the need to determine where those documents created during the interview should reside. Mr. Perrine asked Dr. Shonk to bring his outline to Cabinet to for review. The consensus was to adopt a scale from 1 to 10. They also discussed the questions as some may need to be more technical and those committee members outside the functional area may need guidance as to what an ideal answer to those technical questions would be. They discussed various ways to conduct training for selection committee members. It could be annualized en mass or as needed through a learning module on Blackboard or Workday. They decided that when training is conducted, Ms. Manuel should provide the training.

The group broke at 2:57 p.m. and reconvened at 4 p.m.

Mr. Perrine asked Ms. Johnson to draft a new hiring policy with the required steps needed.

Travel forms for free webinars – Ms. Walker reviewed the procedure previously used. If an employee wanted to attend a free webinar that takes them away from their normal job, the employee had to fill out a travel form. She said there is no way to do that in Workday as everything is tied to a dollar amount. She thinks this situation needs to be handled between the supervisor and employee and not come through her office.

They discussed the use of travel forms for meetings that are off site with no costs involved. This would ensure that liability is covered for the College and the employee. They discussed having an email chain between supervisor and employee as proof of permission to attend. The group discussed professional development versus travel. Ms. Walker said often a webinar even when a fee is required, is not travel, as the person never leaves their duty station. This situation needs the approval of the employee's supervisor for travel with no costs and professional development. She said approval is needed for events that take an employee away from their regular duties, but not in the way it has been done. The group reasoned since supervisors have the ability/authority to approve leave time, they should also have the authority to approve attending webinars and other professional development.

The group decided to modify the current practice of submitting travel forms for any no-cost webinars or professional development. The employee's supervisor will have approval authority. No travel form (or spend authorization) is needed unless the event is off campus. Webinars for professional development will be paid out of the department's M and O budget rather than the department's travel budget.

Student Travel – table – The group decided to table this issue.

Employee badges – Workday issued employee numbers – Employees were issued new employee identification numbers in Workday. Ms. Lea Ramsey asked if the College will be issuing new badges with the new number. The Cabinet discussed the need for employee numbers, however, the timing of issuing new badges now along with the cost to replace all employee badges is substantial. The group noted there are few times that the ID number is used (gas purchases, p-card).

Emerging Needs –

- Ms. Johnson said there are a few other items that need to be addressed.
 - **Legal name:** She said she has had several people request their legal names be changed. She said this type of change does not require a document to change it in Workday. However, the College's practice in the past has been to require evidence to support the change as a person's legal name must match the social security card because there are issues with W-2s and taxes if not. The group decided to keep the practice of requiring a document to support the change.
 - **Preferred Name:** She said that a person can also change their preferred name which also does not require a document. The group asked Ms. Johnson to ask Workday and other campuses about their policies.
 - **Title change:** She said most titles are the ones listed in the appropriations bill. She said the "business title" is the one that can be changed.
 - **Education:** She asked how requests for changes to education be handled. The question is if a change is allowed upon uploading of official transcripts received. They discussed the need for a policy to allow education changes. They discussed including this type of information in open enrollment.

The group decided that one single policy for all these items is needed. Ms. Johnson will draft a policy for review.

Clarification policy UACCB 901.0 - She asked for a clarification on the photo policy (UACCB 901.0). She said there have been a few photos submitted that are questionable as to if they meet the guidelines. Mr. Perrine said that Mr. Blayne Stewart, computer science faculty, is going to set up his camera prior to the start of classes and be available to take professional photographs for those wanting them. She said another question is whether a person has to have a photo on display. The group decided to table any action on this item.

Payroll change – Ms. Johnson said that mandatory retirement will only be taken out of a person's main full-time paycheck. In the past, mandatory retirement was taken out on all of payroll checks. This affects those full-time faculty and staff who teach overload or adjunct courses. This change will save the College some money as the College will no longer be required to contribute to retirement based on those checks. She and Ms. Walker said the employees affected do not know that this change is coming. The group decided to inform the campus via email through Mr. Perrine's weekly campus update.

Workflow of classified positions - Ms. Johnson said as an example, if the last person in the position made \$60,000, the job requisition will auto fill at same pay level. Ms. Johnson has no way to know if that is the actual correct pay. Ms. Walker said if the position is classified, the pay must be adjusted back down to the base pay. If the pay listed is above base, then Ms. Walker is required to get a labor market report. The group asked Ms. Johnson to find out if classified positions can be routed to Ms. Walker for approval first so she can review the pay rate.

Official Functions – Ms. Walker said that she is working with System Office personnel to create a form within Workday. She said the form will not link to a spend authorization, but there would be an approver. She said right now, employees still need to use the paper official function form. She does not think it needs to be routed through her office. She said once everyone can see their budget, it will be better. She requested that Mr. Perrine add this information to the campus weekly update.

Personnel Action – Dr. Shonk requested the Cabinet consider a personnel change as outlined in the UACCB policy 220.1. *Dr. Shonk moved to change Ms. Marietta Candler, from Division Chair, to an 11-month faculty member and change Ms. Michelle Bishop, nursing faculty, to a 12-month Division Chair position with August 1, 2021 as a target effective date. Mr. Perrine seconded; motion passed.*

Finally, the group discussed external job postings on the Workday site. There is a question as to whether other job sites (like Indeed, Monster) sweep the Workday site. They discussed the ad for the chancellor position on higheredjobs.com noting it was purchased for a specific timeframe.

With no further business the meeting adjourned at 5:30 p.m.

Respectfully submitted by Ms. Jodie Hightower.