

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**October 21, 2021 / 3:00 p.m.**  
**Room 104**  
**Minutes**

Members present were Dr. Anne Austin, Ms. Mandy Walker, Mr. Zach Perrine, and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower, Mr. Heath Wooldridge, Ms. Julie Johnson and Mr. Mark Cartwright were also present.

Mr. Perrine called the meeting to order at 3:04 p.m.

*Dr. Shonk moved to approve the minutes from the October 6, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.*

*Dr. Shonk moved to approve the minutes from the October 11, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.*

**REACH Team placement** – Mr. Perrine provided information from Dr. Deltha Sharp, director of institutional research, regarding the need to replace team members on several strategic plan committees. The group discussed names submitted and recommended adding Ms. Crystal Blue and Mr. Blayne Stewart to the ACCESS team and Mr. Heath Wooldridge to the HELP team.

**Travel discussion** – Ms. Walker provided the current policy. She said there are some updates needed including an update to terminology such as a TR1 is now a “spend authorization”. She also said that she recommends removing the requirement to provide meal receipts unless a grant requires them to be kept. She recommends that meals be reimbursed for the actual amount up to the federally allowed amount. The group agreed with these recommendations. She noted that on page 4 under receipts, policy state original receipts are required for parking, taxis, shuttles and miscellaneous expense of \$25 or more. She said she recommends the group set limits. She also recommends the policy be the same for employees as well as guests, limiting amount reimbursed to per diem; meal allowance, and using trip optimizer. Guest will have to show receipts for meals. She will bring a policy with revisions to the next meeting. The consensus was that changes were necessary and fair.

The Business Office is creating a spreadsheet to assist employees develop spend authorizations. She said there are a couple of people who are beta testing the form and once the details are complete, she will launch it campus wide. That spreadsheet will be able to be added to the spend authorization as justification. The spreadsheet could also be used to fill in actual expenses for expense report.

**Offer Letters** – Ms. Julie Johnson, human resource coordinator, asked Cabinet to decide on the language of the offer letter in Workday. She asked the committee to decide if it wants one letter that can work for all employment categories or if there is a need to have a template for full-time, part-time and adjunct faculty separately. The group indicated they wanted to have a template for all cases that can be modified by removing pieces that do not apply.

Mr. Perrine asked if this offer letter would be in place of appointment letter. Ms. Johnson said no, there will not be any appointment letters, except for 9-month employees. She said there are concerns that the letter is too terse. Mr. Perrine asked if there is a way to deliver the 9-month appointment letter via Workday. The group asked Ms. Johnson to see if this is possible. There was discussion about other items that may be addressed through Workday, such as job description acknowledgement.

Ms. Johnson said the job descriptions for classified positions are provided by ADHE and are pre-loaded in the system. All other non-classified positions will need to have the job descriptions entered into Workday. Dr. Shonk asked if the job descriptions could be developed within a workgroup so that like jobs have the same or similar description. He also said there are some things that need to be standard in all job descriptions. Ms. Johnson said that classified job descriptions need to be reviewed as well because sometimes they do not match what the position actually does.

Ms. Johnson said she will contact Workday about the offer letter template and the ability for the 9-month appointment letter to be delivered via Workday. The group discussed the need for a signed copy of the letter if the person must check mark a box in Workday accepting the offer. If there is no need for a printed copy with signature, the group agreed to remove the last paragraph regarding the “signed and dated” statement.

Ms. Walker said provisional positions that are funded by a grant receive a letter every six months that must be reviewed and acknowledged. That letter affirms the person understands that they work for a grant.

Ms. Mandy said she and other met regarding unresolved issue of when Information Services should be informed about a new employee. That group determined the ideal time for informing Information Services is after a person acknowledges/accepts the offer. Ms. Walker said unfortunately, there is no trigger in the Workday system to notify IT that a new person is coming on deck. She said she is working on a JIRA ticket through Workday to request something be created to trigger this action. Ms. Johnson said this really is an active directory issue. IT must set up the new employee in active directory to establish the person’s email and Blackboard accounts. If something could be set up in Workday, it would eliminate the need to fill out the form on my.uacsb.edu to request a new employee set-up.

Mr. Perrine asked if there is a new hire report that could be run in Workday. Ms. Johnson said she will check, but she knows the at UACC – Morrilton, human resources informs IT about new hires. Ms. Walker noted that IT personnel have limited access to information in Workday.

The group also discussed the need for conversations to clarify situations that cannot be easily handled through Workday. They also discussed strategies for recruiting employees such as moving current employees up through the ranks, reaching out to the Hispanic community, and participating in recruiting events. They also discussed listing all the benefits in advertisements highlighting paid time off pay, holidays, employee discounts, etc. Ms. Walker asked Ms. Johnson to develop a boilerplate for that information.

**IH 104 Remodel Recommendations** – Ms. Jodie Hightower provided recommendations from the committee formed to work on remodeling room 104. She said the group met with Mr. Jeff Johnson and Mr. Chase Hutchings with Sharp Office Supply.

Mr. Heath Wooldridge, director of facilities, gave Cabinet members a brief overview of the recommended changes including replacing the current hanging lights with LED ones integrated in the ceiling panels. The white board lights would be removed. He said the center lights would be dimmable on a separate circuit. In order to run power to the recommended conference table, trenching conduit would be required. He estimated a cost of \$2,500 to \$3,000 for 12 lights.

Mr. Mark Cartwright, director of events, described the recommended equipment for video conferencing. He said network jacks will be integrated in the table. He also recommended adding a dedicated phone to room 104. He said the committee recommends two large (70+ inches) televisions for the South facing wall in addition to cameras, speakers, and microphones. He said the camera would be mounted between TVs, above head height. He said cost is estimated to be between \$5,000 - \$6,000 for the system and TVs.

Ms. Walker asked if Sharp Office Supply is on state contract. Ms. Hightower will find out. Ms. Hightower said the timeline is 6-8 weeks for furniture. Mr. Wooldridge said the lights could be delayed but his crew could also start on them. Ms. Walker asked about replacing the chairs in rooms 102 and 103. This would allow the current chairs from rooms 102, 103, and 104 to be moved into banquet hall.

The consensus was to move forward with purchasing from Sharp Office Supply if they are on state contract. Funds to be provided through CRSSA, institutional funds, and the UACCB Foundation. The group also discussed providing Windows Surfaces for Board of Visitors meetings to allow easier access to documents.

**\*Hiring Policy** – Mr. Zach Perrine provided a copy of policy with highlighted changes. They discussed them and made suggestions for changes.

*Dr. Shonk moved to approve the changes; Ms. Walker seconded, and the motion passed. Mr. Perrine will update with approved changes. Ms. Hightower will to the website.*

**Assessment Academy team member update** – Dr. Austin said all team members have reported. The group will be attending a mid-point round table virtually next week from the CTLE. The group decided to remove this as a standing agenda item.

**\*\*HLC Accreditation Process** – Dr. Austin reported that Ms. Shelly Wooldridge, psychology instructor, has written a draft of her assigned section. Dr. Austin said she would like to host a kick-off meeting in November to get people engaged and trained to write the argument. The group decided to have a lunch on November 5, 2021 with lunch provided by the Chancellor's office. Ms. Hightower will coordinate with Dr. Austin.

**\*\*Hiring Committee Selections (if needed)** – Cabinet

Mr. Zach Perrine presented a revised position job description for Marketing Coordinator. Ms. Walker asked if this position would be allowed a flexible schedule. Mr. Perrine said not initially, but it could be something to consider later. Recommended for committee: Ms. Hightower, Ms. C'aira Stewart, Mr. Blayne Stewart, Ms. Tiffany Guinnip and Mr. Perrine to serve as chair. Cabinet agreed with this committee recommendation.

He also provided a proposal to move some items from the Marketing Coordinator back to the Assistant to the Chancellor's position as recommended by the initial search committee for the Marketing and Communications Coordinator. There is no net increase in cost to institution for the transfer of these duties and the subsequent pay raise to the Assistant to the Chancellor's position.

*Mr. Perrine moved to accept the changes to the Marketing Coordinator and Assistant to the Chancellor positions; Dr. Shonk seconded, and the motion passed.*

## Area Updates

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

- She provided a financial update outlining allocated funding, those received, those the institution is waiting to receive. There is \$1.6 million that can be drawn from the G5 system. She said there is about \$2 million in the operating account. She said the institution will receive a sales tax check and that will cover payroll. She is making sure to keep G5 drawn down. She said she must upload expenditures into AASIS, which is how the state determines the amount the institution can draw down.
- Pre-fiscal session budget hearings begin Tuesday, January 11, 2022. Higher Education is set to go first.
- The institution was allowed to ask for an additional 2% in state appropriations, which she did request. She also asked for an increase in 8% for cash appropriations. This was submitted October 20, 2021.
- She asked about registration dates for fast-track courses. She would like to meet with the business office, bookstore, and student affairs, specifically, the registrar and financial aid to determine dates. Dr. Shonk said those dates once determined can be added to the calendar easily.

Dr. Austin provided the following update for Title III and Special Projects:

- She asked if the CTLE needs to be its own cost center as they have had issues when the need to buy food for receptions (official functions) occurs. She said they have been using the VC for Academics planning budget for those items. Dr. Shonk said some money could be moved from that planning budget to create a CTLE planning cost center.
- The CTLE is hosting a faculty/staff FERPA training. A trainer will be brought to campus to provide the training.
- There is Blackboard Ultra training on Friday.
- The second ACUE class has begun and there are about 15 faculty members participating.
- The QM conference is the first week of November. Faculty will attend virtually.
- Perkins Funding – She will be updating to the institution's needs assessment. She said this is the time and place to put in new programs. She said if programs are not listed then funds from Perkins cannot be used to support them.

Dr. Shonk reported the following for Academics:

- Search Committee for Psychology Faculty –
  - Six applicants to date
- Models and Dissection table – He would like to buy one for the NAH program. The institution received a quote of \$83,525 plus tax. Batesville High School recently purchased one. Link to table: <https://www.anatontage.com/table8/>
- Semi-trailer for the CDL program -
  - He said Landshark Transportation has a good, used boxed trailer with good tires and good brakes. They are asking \$6,000.00 for it. He said he does not want to spend grant funds, but there is a real need for the trailer. The consensus from group was to purchase the used trailer offered by Landshark.
- U.S. Economic Development Administration ARPA grants – Their funding is at \$3 billion this year when it is normally about \$300 million. <https://eda.gov/arpa/> <https://www.eda.gov/funding-opportunities/>
  - He is looking specifically at the Good Jobs Challenge grant which will create regional workforce systems. The grant will be given to 25 – 50 grantees at \$5M to \$25M. Application is due January 26, 2022. He would like to approach this as a regional endeavor with many partners including but not limited to Ozarka College, Black River Tech, Arkansas State University - Newport, UACCB, WIOA, and the chambers of commerce.

- National Science Foundation Advanced Technological Education (NSF ATE) grant:
  - "Advanced Geospatial Certification for Agricultural Technicians (AGCAT)"
    - Total Grant \$648,779
      - UA – Division of Agriculture \$186,018
      - UA-Fayetteville – Computer and Spatial Technology \$182,735
      - External Evaluator - \$45,000
      - Application was submitted on October 13, 2021
        - The institution should hear if the grant is funded in about six months.

Mr. Perrine reported the following for Student Affairs and Chancellor Office:

- UACCB was selected to participate in the Caring Campus Initiative. The staff component will go live in November. Mr. Perrine is the staff liaison and Dr. Shonk is the faculty liaison. There were eight Arkansas schools that applied and only room for four schools.
- There are 285 applications for fall 2022.
- The Administrative Analyst position is posted for the Admissions Office. This person will be the applications processor.

Ms. Walker said it would be helpful to create a SharePoint site for each grant with all the pertinent documents. In addition to reducing paper, people responsible for the grants can keep up with all the information that is needed. Consensus was to proceed in creating a SharePoint site for each grant.

With no further business the meeting adjourned at 5:46 p.m.

*Respectfully submitted by Ms. Jodie Hightower.*