

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
November 15, 2021 / 2:30 p.m.
Former Student Success Center - MCB
Minutes

Members present were Dr. Anne Austin, Ms. Mandy Walker, Mr. Zach Perrine, and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower, was also present along with Ms. Crystal Blue, Mr. Heath Wooldridge, and Mr. Dustin McAnally.

Mr. Perrine called the meeting to order at 2:32 p.m.

Dr. Shonk moved to approve the minutes from the November 3, 2021 meeting. Ms. Walker seconded the motion and the motion passed.

MCB Moves – Mr. Perrine introduced Ms. Crystal Blue, Mr. Heath Wooldridge, and Mr. Dustin McAnally as guests. The group discussed the potential moves that could be made within MCB. Mr. Perrine asked Mr. McAnally and Ms. Blue if the old Student Success Center could be turned into a high-capacity computer lab/classroom. The group discussed if this would be a long-term or short-term solution. The consensus from the group is that yes, the room could be turned into this type of classroom. This would add to the computer lab space versus replacing a computer lab. These changes and upgrades could be purchased with APRA funds. Mr. Wooldridge asked if the maintenance department should arrange the furniture currently in the room to see how things would look based on today's discussion. The group agreed this would be helpful, even if only one row was mocked up to aid in visualizing the space. Mr. Perrine asked Mr. McAnally and Ms. Blue to review all the technology needs and gather a list. Mr. Wooldridge, Mr. McAnally, and Ms. Blue will work together on the plan.

Mr. Wooldridge reported that he and Ms. Becky Warren, director of adult education, conducted a walk-through of the Annex building and determined there are no immediate construction needs for them to move from the current Adult Education building to the Annex. She does have a deadline to be moved by January 1, 2022. The group discussed other needs in the Annex such as lighting and technology. Mr. Wooldridge said the building will need a camera in what is now the Human Resources office to properly conduct test monitoring.

They discussed other potential moves – such as records, financial aid, CPI, and admissions.

Cosmetology Notice of Expectations – Dr. Shonk provided a document outlining the behavioral expectations of those participating in the Cosmetology Program or receiving its services. He described a situation with a client who was belligerent. The document was presented to Cabinet.

Dr. Shonk moved to accept the document as presented as the Cosmetology Notice of Expectations. Mr. Perrine seconded, and motion passed.

Process for Acquiring Missing Documents for Employment Applications – Mr. Perrine said he has experienced situations in which missing application documents have been an issue. He would like to have clarification on who is supposed to contact an applicant to request missing documents. He is concerned about creating an issue if the hiring manager contacts the candidate. The group agreed that Human Resources personnel should be the one to contact applicants for missing documents. They discussed the limitations of the Workday application system.

Policies to Satisfy Health Department Regulations – Ms. Walker provided proposed two procedures that are required by the Arkansas Department of Health for the Grill operation. They discussed that the policy for dealing with cleanup of fluids is more a procedure that the custodial service, Marcis, should follow. She thinks the College's policy is that Marcis handles all cleanup.

Ms. Walker moved to suspend the rules of a second reading. Mr. Perrine seconded, and motion passed.

Mr. Perrine moved to accept Policy #730.0, Policy for Sick Employees as amended. Ms. Walker seconded, and the motion passed. Ms. Hightower will format the document and post to the website.

Ms. Walker moved to provide the cleanup procedure to Marcis for them to follow. Mr. Perrine seconded, and the motion passed.

****HLC Accreditation Process** – Dr. Austin said the meeting went well and several of the teams are meeting and forming their arguments.

****Hiring Committee Selections (if needed)** – There were none. The group discussed the number of openings and various ways to increase employee retention.

Other Business:

Title Changes – Mr. Perrine had two requests for title changes in the Workday System. They were:

- Mr. Nate Pyle – from Special Instructor Trainer to Director of Advising
- Mr. Mickey Freeze – from Special Instructor Trainer to Academic Advisor

The group agreed with these requests.

Mr. Perrine asked for a clarification on the campus calendar. The campus is closed December 22, 2021, through January 2, 2022 with personnel returning to campus on January 3, 2022.

Area Updates

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

- She provided a document regarding the College's financial information that included audited numbers. She provided ratios for comparison purposes. This information will be given to the Board of Visitors and posted on the webpage for review.
- She discussed various changes in Workday that will be coming soon.
- She provided a synopsis of her attendance at the National Association of College and University Business Officers conference in South Carolina last week.
- She reported that the contract for audio/visual upgrades and the Method of Finance for the infrastructure upgrades will go through the state legislature committee tomorrow.

Dr. Shonk reported the following for Academics:

- He reported that UACCB did apply to be part of the Arkansas Department of Education's teacher education and LPN programs offered through high schools.

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

- Workday Student is ramping up and the volume of work is increasing.
- The College is working with DocuSign. The first documents to be piloted are the high school concurrent forms. This will help with high school onboarding.
- The director of financial aid position search is ongoing.
- The searches for marketing coordinator and director of advancement are ongoing.
- He said that changes in Workday came up at the UA System meeting held last week.
- Enrollment is starting to slip but is still solid.

With no further business the meeting adjourned at 4:13 p.m.

Respectfully submitted by Ms. Jodie Hightower.