

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**January 5, 2022 / 2:00 p.m.**  
**IH 104**  
**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.

Dr. Shonk called the meeting to order at 2:01 p.m.

*Mr. Perrine moved to approve the minutes from the December 15, 2021, meeting. Ms. Walker seconded the motion and the motion passed.*

**COVID 19 Updates** – Ms. Hightower reported that while the CDC guidelines for the general public have changed, there is not agreement from the Arkansas Department of Health to apply those guidelines to college populations. The group decided to proceed with the guidelines used in Fall 2021 until further guidance from ADH and CDC is received. ADH plans to hold a Zoom call on Friday, January 7, 2022.

**Non-classified and Non-exempt full-time employees working part-time on campus** – Mr. Perrine brought forth for discussion and decision an issue that has come up concerning comp time. Both Ms. Justine Yatska and Ms. Sherrie Stagner work part-time for the college in addition to working a full-time job. The Workday system rolls their time up as overtime or comp time. Both of these employees work full-time in student affairs. Ms. Yatska provides tutoring part-time and Ms. Stagner proctors tests for Adult Ed part-time.

Dr. Shonk asked if these individuals could be paid using the Period Activity Pay function. This is how adjunct faculty as well as a few others who are working on special projects. Dr. Shonk called human resource director, Julie Johnson into the meeting via phone. He asked if they did PAP for them if that will solve issue. She will research and get back to them. Mr. Perrine noted these employees are participating in these activities outside the hours of their full-time positions.

The group also discussed continuing Period Activity Pay for Ms. Tiffany Guinnip and Mr. Blayne Stewart to continue their work with marketing efforts.

**Library Discovery Service** – Dr. Shonk spoke with Mr. Jay Strickland, director of the library, regarding a service that combines all the electronic databases the college uses and provides one search bar for all of them. Dr. Shonk said the quote is for about \$7,000. He thinks providing this is a good idea and since the budgeting process begins soon, now is the time to review. Dr. Austin asked if there is data on students using databases. They discussed the budget for physical assets. Dr. Shonk noted that money could be re-allocated within the library budget to support the expenditure. No action or decision was made on purchasing this service.

**Library Layout** – Dr. Shonk said that Mr. Strickland also brought forward an idea for re-arranging the layout of the library. Dr. Shonk provided a copy of Mr. Strickland's idea and he noted that the diagram shows removing the reference shelves and replacing them with computers carrels. Dr. Shonk said Mr. Strickland indicated that he had reviewed the idea with Ms. Deanna Tillery, director of the Student Success Center, which is located inside the library. Dr. Shonk said he would like for them to work together and line this out further. Dr. Austin asked about security cameras in the back area of the library. There are not any in that area and they discussed possibly adding cameras in those areas.

**Julie Johnson Title Change** – Ms. Walker said she had planned to request a position from the pool but the System Office is not in support of that idea. Instead, Ms. Walker is proposing a change in title, with no change to financial obligation, for Ms. Julie Johnson.

*She moved to change Ms. Johnson's title from "Human Resources Coordinator" to "Director of Human Resources." Ms. Walker said Ms. Johnson's job duties are consistent with those of a director position. Mr. Perrine seconded the motion and the motion passed.*

Ms. Walker also noted there is a push to move most people out of classified positions, however, there are issues with annual leave accrual and loss of sick leave pay when this move is made.

**Discussion of Failed Searches** – Ms. Walker said in the past, the committee chair wrote a letter to the chancellor with a recommendation to fail a search. This is now done through Workday. Ms. Walker asked if there is still a need to write a letter. Dr. Shonk reviewed the process through Workday. He and the others agreed a paper memo to the chancellor for failed searches is not needed.

Dr. Shonk asked if any of the group is aware of other colleges who have a remote work option. He said if there are, the group may need to have a serious conversation about allowing certain positions to work remote. They discussed various opportunities and challenges with allowing this option, noting that clear expectations and support/training for supervisors is needed.

They also discussed building up middle management through obtaining resources and training.

**HLC Accreditation Process** – Dr. Austin said the team met today to review the process, answer questions, and rally the troops. She said things are moving along and she is encouraged by the level of participation. She feels we are making progress. Dr. Shonk asked if the college needed to ratchet things up yet. Dr. Austin said she would like to wait until February 15, 2022, before making that decision. She said if there is not enough done by the end of April, then her summer will be very busy. Dr. Shonk asked if it would be helpful to pay someone to write and flesh out sections. She said at this time no.

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

**Finance and Administration** – Ms. Walker requested the following people serve on the committee for the fiscal support specialist: Ms. Jennifer Sinele, chair, Ms. Sherrie Gunther, Ms. Tiara Lusk, Mr. Billy Stidham, and Mr. Dakota West.

**Academics** – Dr. Shonk requested the following people serve on the committee for the vice chancellor of academics: Dr. Larry Brown, chair, Ms. Angie Strickland, Mr. Blayne Stewart, Ms. Tiffany Guinnip, Ms. Ashlyn Canard, Ms. Luanne Barber, and Mr. Nate Pyle. He said he anticipates hosting a small student session, a faculty/staff session, and a meeting with Cabinet.

**Academics** – Dr. Shonk requested the following people serve on the committee for the administrative assistant for the vice chancellor of academics: Mr. Doug Muse, chair, Ms. Jeanette Youngblood, Ms. C'aira Stewart, Ms. Tiffany Guinnip, and Ms. Peggy Jackson. They discussed various options for this position.

The group agreed to these recommendations.

**Area Updates**

Mr. Perrine reported the following for Student Affairs:

- Registrations are 891 (headcount) with 9256 SSCHs. He expects to beat projections.
- He expects to take a slightly more aggressive approach to recruiting through marketing efforts.
- His team is tightening up processes to stem any leaks where students are lost in the process.

Ms. Walker reported the following for Finance and Administration:

- The budgeting process will be a fluid, dynamic process and will give people more insight and ability to plan and prepare better. She showed the excel spreadsheet for the budget template.
- Workday updates: The dashboard has been updated.

Dr. Austin reported the following for Special Projects:

- There will be an ADHE/Perkins meeting on campus on February 8, 2022. It will be a regional advisory group.
- UACCB was funded for Perkins reserve totaling \$45,000 to buy models for the EMT/Paramedic program.
- CTLE is hosting a faculty workshop tomorrow for assessment.
- IPEDS will open in the next few weeks. It is usually open about 6-8 weeks.
- Title III is progressing. The focus will be obtaining an instructional designer so that course redesign work can occur. She would like to hire a contractor for this position. In this year's budget, there is a teaching technology supply line item of \$8,000. The CTLE personnel discussed creating an application for faculty to request these funds stating the purpose. Later the faculty would have to provide information on the results.

Dr. Shonk reported the following for Academics:

- He said looking pretty good for classes. His office is working waitlists. They received many forms for high school students over the break.
- The college will address the Arkansas State Board of Nursing tomorrow to assure them that the school has done everything to make sure pass rates are better.
- He received an email from ADHE regarding an LPN program for high school students. He said it is an aggressive program including A & P I, and II. ADHE wants high schoolers to take both but have backed off requiring that as they have received feedback from colleges across the state. There is grant money to support the program. He said he will have to review further to determine if it will work for UACCB.
- Regional Workforce Grant – The purchase of a new truck fell through, however, Mr. Zach Harber, director of workforce training, found a used truck that could be purchased for \$65,000. The dealer is in Little Rock. He said once that purchase is made, the program can begin.
- FutureFit – The Department of Labor approved the proposal. Ms. Jeanette Youngblood is working with Ms. Jennifer Sinele in the business office to set up the cost centers to put the program in place.

Dr. Shonk reported the following for the Chancellor's Office:

- The Board of Visitors meeting is scheduled for January 20, 2022. He would like to get materials to them earlier. He said the goal is to get materials to Ms. Hightower two weeks prior to the meeting. Then a week before the meeting, the agenda, minutes, and materials will be sent to them to review.
- The group discussed ideas for increasing participation from BOV members. He asked Mr. Ted Hall, chair of the BOV, to bring to the group a proposal to change the start time of the meeting. There will be three options presented to the board – 1) Move to 5:30 p.m. – dinner with round tables, new employees, students, BOVs – 6 p.m. meeting start lasting for 30-45 minutes. 2) Move to Lunch time 3) Keep the same.
- Since there are only four meetings, agendas could go be built for the year.
- He would like to increase communications to them by sending information more often with highlights of what's going on at the campus.

With no further business the meeting adjourned at 3:38 p.m.

*Respectfully submitted by Ms. Jodie Hightower.*