

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
February 16, 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 2:00 p.m.

Mr. Perrine moved to approve the minutes from the February 2, 2022, and the February 4, 2022, meeting. Dr. Shonk seconded the motion and the motion passed.

Notify HCM Director of hiring committee selections – Ms. Julie Johnson, human resource director, asked to have notification of committee selections. Ms. Hightower will notify Ms. Johnson as the decisions are made. Ms. Hightower also created a list of committees assigned to vacant/open positions that is housed in the files section of the Cabinet team on Microsoft Teams.

Additional “Campus Closed” days (Spring Break, Christmas) – Dr. Shonk said this topic came up during the All-Campus meeting on February 14, 2022. He said based on the policies that he found, and the rules set by the state, giving more leave time, will probably require the use of annual leave. Mr. Perrine also noted that in spite of closures, the required amount of work for many staff members does not diminish if the campus closes. Dr. Shonk said communicating that leave is available for employees to use at any time.

They also discussed public schools and the changes that were being implemented and how that would impact delivery of concurrent and career center courses.

CCSSE potential dates (March 28 – April 8), messaging, future meeting w/ Dr. Sharp - Mr. Perrine said Dr. Sharp asked for potential dates for the delivery of the CCSSE survey. The time frame suggested is after Spring Break. She also asked about delivering texts to encourage participation. The group discussed having a meal and the price of admission is completing the survey. They discussed the length of time it takes to complete the survey and agreed to the timeframe of March 28 – April 8, 2022, for the survey.

Student Organization Constitution Review: UACCB Unity – Mr. Perrine presented a constitution for a newly formed student organization. He provided feedback to Ms. Justine Yatska, TRIO advisor and staff sponsor of the student group. She incorporated those changes, and he reviewed the constitution. He said there is interest from about 30 students for this organization.

Mr. Perrine moved to approve the UACCB Unity student organization constitution. Dr. Shonk seconded the motion and the motion passed.

Campus Cybersecurity – Dr. Shonk said there was a cyber-attack on a UA System institution. It was concerning multi-factor authentication. The UA System office is working with all campuses to ensure that data is secure but is focusing on Microsoft applications.

Internal Audit Risk Assessment – Dr. Shonk had a meeting with Ms. Laura Cheak and Mr. Craig Nunemaker, UA System internal audit personnel. She told Dr. Shonk that the auditors usually visit campus, but with COVID they have not been leaving the office. She will be providing a risk survey that Cabinet needs to rank the top five threats to campus.

Vice Chancellor for Finance and Administration Discussion – Dr. Shonk said there is only one application so far. He would like to keep the posting up for two weeks and if there were no additional applications, he would like to re-advertise with the possibility of dividing the job. The group discussed how to split the areas including the bookstore, grill, facilities, and human resources. Dr. Shonk and other have reached out to potential candidates, but none have been tempted away from their current positions.

Dr. Austin asked if the College could outsource to a CPA. Ms. Walker said she recommends splitting the job into parts before hiring a CPA as higher education financial reporting and accounting have very specific requirements.

Dr. Shonk said the worst-case scenario is that the College does not hire anyone, and the College asks the UA System office for assistance from another campus.

Guided Pathways / Rural Pathways Project – Dr. Shonk said the National Center for Inquiry and Improvement (NCII) has announced a rural guided pathways project for rural community colleges. NCII received a grant from Ascendium to further the rural pathways program. The project will include 15 rural colleges who are selected by competitive application.

The program will be very structured and will include community and public k-12 school district stakeholders. He said Guided Pathways has served the College well and a second, deep drive could be very good for the College. The only costs to the College are attendance at three “convening” with teams of up to eight. Dr. Shonk did note there are some items to consider including initiative fatigue and Guided Pathways fatigue. Dr. Austin said it aligns with Perkins, which is a good.

Application is due on March 1, 2022, and the College plans to apply. He said readers will narrow it down to 25 and have Zoom interviews with those schools before making the final decision.

UA System Chancellors’ Meeting Report– Dr. Shonk provided the notes from the Chancellor’s meeting last week. He pointed out a few items of interest.

Property Insurance – The College has a \$2.5 million deductible. Currently, the College pays 14.5 cents of every \$100 for its properties and the UA System office expects the rates to increase to 19 cents, but the deductible will go down to \$250,000. He said there will be some requirements to meet to obtain that deductible.

The RFP to change the 3rd party healthcare insurance manager will be posted soon. UMR is the current manager, but there may be a change with this RFP. There will be a new dental provider.

Mr. Steve Fulkerson, UA System Chief Information Officer, has proposed creating a system-wide Chief Information Systems Officer, which would cost the College \$5,000. Dr. Shonk said Mr. Fulkerson is pleased with Baker-Tilley, the company providing information systems audits for the System. Dr. Shonk said the last time Baker-Tilley visited, the process was a “trust, but don’t verify” audit. The next time it will be trust and verify. Dr. Austin said the report provided by Baker-Tilley two years ago was very good and provided feedback that the College could implement. Ms. Walker said Ms. Crystal Blue, director of information systems, and her team need to update the disaster recovery plan, if they have not already done so.

HLC Accreditation Process – Dr. Austin said she will have two more meetings with each criteria group to assist them with writing. The first draft was due February 15. She is working with Dr. Deltha Sharp, director of institutional research, who is well versed on accreditation. Dr. Sharp is going to take on some additional tasks to help Dr. Austin. Dr. Sharp will receive period of activity pay so that she can complete some tasks outside of normal business hours. Dr. Austin also indicated that if the College intends to hold a mock visit, it needs to be

scheduled soon. Dr. Shonk said he knows a couple of people who do that frequently but wants to wait until a vice chancellor of academics is selected.

The group also discussed which positions on campus that could have some flexibility with scheduling. They discussed possibly having a pilot program where some positions have flexibility with work hours or locations. Mr. Perrine said the student affairs area has positions that are primarily student-facing and are not inclined to be done remotely. Dr. Shonk said they would discuss this topic further to identify core operational activities and determine which positions could be part of the pilot program.

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

Ms. Walker asked to clarify the committee for the Network Administrator position. The committee members are Ms. Crystal Blue, Mr. Dustin McAnally, Ms. Louise Hughes, Mr. Heath Wooldridge, and Ms. Jeanette Youngblood. The group agreed with this assignment.

Ms. Walker also made a request for a replacement on the committee for the Human Resources Specialist. She asked that Ms. Candy Mitleff replace Ms. Lynn Bray on the committee now that the job would be posted externally. The group agreed to the change.

Area Updates

Dr. Austin reported the following for Special Projects:

- The College can apply for a federal distribution of SSARP (Supplemental Support under the American Rescue Act) funding. The College is eligible under Priority 4 guidelines. The deadline for application is April 4, 2022.

Ms. Walker reported the following for Finance and Administration:

- HEERF funding has not been released yet by the program administrator. There have been some issues in how funds are applied to student accounts.
- Provisional positions have been requested for the WORC grant. She said the College can advertise the positions, but not fill them until the request goes through committee.
- She held several meetings to assist people in developing their cost center budgets.
- The finance piece for IPEDS is finished.
- HEERF for quarterly reports are finished to date.
- She is preparing data for HLC reporting.
- Mr. Heath Wooldridge, director of facilities, is meeting next week with three companies who have entered proposals.
- She is working with Mr. Zach Harber, director of career and technical education, on reimbursement for the Mentor grant. They discussed different ways to account for grants. Currently, all grants are posted under a single cost center manager, and it is not working well. Ms. Walker talked with the UA System office about various ways to account for different grants. This is an issue that will need to be worked out.
- Regarding spend categories, currently, there are hundreds of them that can be selected. She suggested paring the list down to 50 or so categories that the College will use. She said the System office is working on them right now too, both consolidating and building new ones. She thinks it would really help to line those out.
- Regarding the bookstore, there are a few colleges in the state that have an all-in or all-out approach. Either a student gets all their books from the College bookstore or none of them from the College. Ms. Walker said she thinks it might help Ms. Luanne Barber, bookstore manager, plan better. Ms. Walker said currently, the College rents many of the books.

- There is around \$2,100,000 that has not been pulled down from the state treasury from approved appropriations.

Mr. Perrine reported the following for Student Affairs:

- He said enrollment and registration number look good.
- He provided a link to the Workday Student landing page demo for the student application. All users have to create an account because this becomes the user's hub. He said the interface is clean and lean without a lot of extra fluff. He said you can tell Workday learned a lot from HCM/Finance development. The UA System is still about 2.5 years out from implementation of Workday Student.
- He said there will likely be a new application with Vision Amp prior to the Workday one. He and others are working with Vision Amp on updating the current student application.
- CPI director search – Three finalists have been selected and will be on campus March 1 for interviews.
- Pre-registration is going well. Process seems to be going very well with very few snags.
- P:CB – Most of the visits have been scheduled with those schools.
- Applications have slowed down, but not a terrible thing and they are nearly lined up with same time last year.
- Zipwhip – Dr. Shonk has had questions about using this service from faculty. Mr. Perrien and Ms. Blue have a meeting with Podium, a similar replacement service, tomorrow. Zipwhip as a service is going away.

Dr. Shonk reported the following for Academics:

- Last Friday, February 11, 2022, Dr. Shonk visiting the Innovation Hubs in North Little Rock and Ft. Smith with members from the Batesville Chamber of Commerce.
- He reported there has been a minor issue with Self-Service regarding the visibility of the course schedule.

With no further business the meeting adjourned at 3:29 p.m.

Respectfully submitted by Ms. Jodie Hightower.