

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
March 21, 2022 / 9:00 a.m.
IH 104
Minutes

Members present were Dr. Anne Austin, Mr. Zach Perrine, and Dr. Brian Shonk. Dr. Holly Smith was a special guest. Minutes recorded by Dr. Brian Shonk

Dr. Shonk called the meeting to order at 9:02 a.m.

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

Outstanding Alumni Discussion – Cabinet discussed the process for nominating persons to serve as UACCB Outstanding Alumni. After discussion, it was determined a list of potential Outstanding Alumni be created and updated in order that we may more strategically identify Outstanding Alumni.

“Workday Student” Support Team Stipends – Mr. Zach Perrine presented a plan to recognize through a stipend the additional work tasked to persons working on the various Workday Student implementation teams. This is like the process used for Workday Human Capital Management and Workday Finance. The main difference is the previous stipends were issued in a “lump sum” after the projects were complete. This process would provide the stipends when specific milestones are met.

Recommended Additional Pay for Workday Implementation			
Tier 1	Requested Amount	Additioanl Pay/\$11 Std Hourly Rate	Column C / 6 months
Tiffany Guinnip	750.00	68.18	11
Tracey Thomas	750.00	68.18	11
Dustin McAnnally	750.00	68.18	11
Tier 2			
Debbie Wyatt	500.00	45.45	8
Jennifer Sinele	500.00	45.45	8
Meagan Akins	500.00	45.45	8
Casey Bromley	500.00	45.45	8
Deltha Sharp	500.00	45.45	8
Tier 3			
Nate Pyle	250.00	22.73	4
Robin Britt	250.00	22.73	4
Crystal Blue	250.00	22.73	4
	\$ 5,500.00		

Electronic Student Travel Form - revise Off-Campus Travel Procedure 535.1 to include link to electronic version of form: [Microsoft Forms](#)



Microsoft Forms

Debate Club Constitution – Mr. Zach Perrine presented a constitution for a new student organization, UACCB Debate Club. Club sponsors are Mr. Jacob Chisom and Mr. Jeff Torosian. Mr. Perrine made a motion to approve the constitution as presented and Dr. Shonk seconded the motion and the motion passed.

Background Check Process – Ms. Julie Johnson, Human Resources Director, was present for this portion of the meeting. The implementation of Workday allowed us to work with HireRight, a vendor for pre-employment background checks, to assist with our pre-employment background checks. HireRight is a thorough service and overall is working well. The challenge is that many background checks are being significantly delayed due to smaller city and county Clerks' offices not responding in a timely manner. Previously, our process was to conduct state and federal background checks, not city or county. We determined to use the al-a-carte services of HireRight and conduct state and federal criminal background checks, social security number check and social

security number verification, motor vehicle records check, sexual offender registry check, and credit checks and drug screenings based on position.

Academic Calendar 2022-2023 – Dr. Shonk presented copies of the 2022-2023 Academic Calendar for first review. The Academic Calendar will be sent to appropriate campus personnel for final review. The Academic Calendar will be presented at the next Cabinet meeting for final review/approval.

Organizational Structure – Dr. Shonk opened discussion related to changes in the structure of the UACCB organization. These changes are in large part driven by lower enrollments and the change of the Vice Chancellor for Finance and Administration position to a Chief Financial Officer position. The following changes were proposed:

1. Chief Financial Officer provides supervision of Procurement and Business Office.
2. Vice Chancellor for Student Affairs provides supervision of Information Services.
3. Vice Chancellor for Academic Affairs provides supervision of Registrar/Student Records.
 - a. Rename Project Manager for Academics position and adjust salary based on added responsibilities.
4. Director of Facilities provides supervision of Auxiliary Services – Grill and Bookstore.
 - a. Rename position and adjust salary based on added responsibilities.
5. Chancellor provides supervision of Human Resources.

HLC Accreditation Process – Dr. Anne Austin reported the accreditation process is progressing on schedule. The workgroups assigned to work on various parts of the self-study will begin reconvening after Spring Break.

Hiring Committee Selections – No new hiring committee selections requested.

Area Updates

Dr. Austin reported the following for Special Projects:

Mr. Perrine reported the following for Student Affairs: Enrollment update with 149 days left in registration: 330 students, 4179 SSCH (average 12.66 per student). Applications at 735. Previous year was 298 heads, 3774 SSCH, and 708 apps. Numbers this year higher due to nursing students already being added, but momentum still is there. Enrollment trending a break-even, potentially up, if 8.5 students register for 82 hours each day.

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

With no further business the meeting adjourned at 11:25 a.m.

Respectfully submitted by Dr. Brian Shonk.