

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 6, 2022 / 2:00 p.m.
IH 104
Minutes

The members present were Dr. Zach Perrine, Bruce Hankins, Heath Wooldridge, Dr. Anne Austin, and Dr. Brian Shonk. Minutes recorded by Jodie Hightower.

Dr. Shonk called the meeting to order at 2:00 p.m.

Dr. Perrine moved to approve the minutes from the June 15, 2022, meeting. Mr. Hankins seconded the motion and the motion passed.

UA Batesville Fit – Dr. Perrine said this is a new organization involving students, staff, and faculty. Meagan Akins, director of admissions, and Dr. Andrew Seely, director of the Center for Teaching and Learning Excellence/Science faculty, are the co-sponsors. He provided a constitution for the group that uses the standard format for student organizations. This allows them to utilize student activities funds to assist with participation in events, such as races. The name – “Team UACCB” – has been the name that has organically developed. *Dr. Perrine moved to approve the student organization and its constitution. Mr. Wooldridge seconded, and the motion carried.*

Professional Development – Dr. Perrine said he and Dr. Smith met with the PD Workgroup several weeks ago. He said the group was at an impasse, needing guidance from administration. He showed some of the work they have done. The main question from the group was “who mandates the required elements?” Dr. Perrine said he told them Cabinet ultimately would need to decide. Dr. Austin said this is a mind shift for her and perhaps others because PD here at the college has been two days a year, at the beginning of each academic semester. This is PD is an ongoing calendar activity with routinely scheduled trainings. Dr. Perrine talked about different levels of PD, such as division, departmental, or job type. Dr. Perrine said he spoke to Tiffany Guinnip, director of academic services, about tracking of completed work. This could be done through BlackBoard. He and Dr. Smith are willing to continue working with the PD workgroup. Dr. Shonk asked if there is a need to re-name the first week of the semester. The group agreed this would assist with shifting the mindset. Suggestions included welcome week, convocation, or in-service. Dr. Perrine also said that there is an ongoing discussion about new employee onboarding and how these (PD and Onboarding) complement each other rather than compete. Different components that our housed at various areas of the college, so that the responsibility does not fall on one person or office. Dr. Shonk said this also highlights the need for a rubric to use for evaluations regarding PD, such as x number of trainings is good, y is great, z is excellent. He also said the Cabinet members need to reiterate that PD occurs throughout the year.

Managing Payment – Dr. Perrine said he wants to talk about handling students who are dropped for non-payment. He reviewed the applications and enrollments, actuals, and projected numbers. He said last spring there was good interaction between financial aid, business office and advising which made the process better for everyone involved. Dr. Perrine and Mr. Hankins will meet to line out a plan to handle this.

LINKs Group Procedure Review – Dr. Shonk said several people came to him after LINKs meeting to ask what he wants them to do. First, he said he wants the group to become familiar with the current UACCB procedures, and second, see how UACCB fits within the UA System policies and BOT policies. Finally, he wants them to learn how a procedure is adopted and what that process entails. Dr. Shonk said he does not anticipate making any major changes this year, but once the HLC accreditation site visit has been completed and feedback received, the college could begin rolling out a new policy manual and reflecting current practice and policy.

Dr. Shonk also said that he had always been told the college could have only procedures, rather than policies. However, when he asked that question to UA System legal counsel, the response confirmed that the college can

have both policies and procedures. He explained the difference between procedures and policies, which he noted was a question from the group of people who came to his office. He said he anticipates that the review process of the college's procedures will take at least a year. Dr. Austin also said the college has several procedures that are re-stating of state laws. She suggested eliminating those and compiling a procedure manual that references the state or other applicable laws.

Risk Management – Dr. Shonk received an email from Laura Cheek, chief audit executive, at the UA System office regarding fraud risk notifications identifying two potential compliance risks. The first is [Fraud Risk Alert Notification Number: AN2022-01](#) and the second is [Fraud Risk Alert Notification Number: AN:2022-02](#). AN2022-01 contains two notifications. The first is regarding “rehire eligibility”, often referred to as “not eligible for rehire”. An employee who is separated as “not eligible for rehire” in accordance with [Board Policy 405.6](#) is not eligible for employment at any UA entity – two-year schools, four-year schools, the extension service, Winthrop Rockefeller Institute, et cetera. This does not happen often, but it does happen. This fraud alert notification basically states that Workday can “block” persons marked as not eligible for rehire from applying for open UA positions. The notification further directs each entity to check their employment records back to 2013 to ensure all persons separated as not eligible for rehire are so identified in Workday. The second part of this notification addresses [I-9 compliance](#). The [I-9 form](#) is a Department of Homeland Security employment eligibility form and it requires positive identification, meaning new hires must physically present identifying documentation. For a short period, Workday allowed a “direct hire” option, which basically bypassed many of the required onboarding steps, including the I-9. The federal government is very serious about the I-9s and fines range from \$224 to \$2,236 for each occurrence. I-9s must be completed within the first three days of employment.

AN2022-02 addresses the timing of when an employee is “terminated” in Workday and when payroll occurs. “Terminated” in Workday terms means separated from the institution either by retirement, resignation, termination, or other means. In short, some institutions were not identifying employees as terminated in a timely manner and/or of the correct day allowing for those terminated to be paid too much. UACCB appears to be in good shape on both fraud risk notifications.

Budget –

3rd Quarter System Office Report – Mr. Hankins provided the 3rd quarter report showing the operating income/loss and the increase/decrease of net position. He said there is a lot of challenges between integration with colleague and workday, and creating this report highlighted them for his office. They discussed grants and how they are set up in Workday and how that can affect reports.

FY 22/23 – He reported that he and Julie Johnson, director of human resources, have not submitted the final salary numbers into the budget. He said that the dollar amount of salaries approved by the BOT is more than what actual salaries are. The difference becomes a salary contingency line which could be utilized for additional adjunct faculty or other adjustments that are required (i.e. pay increase due to earning a higher degree).

Renovation Project Updates – Mr. Wooldridge said the carpet was installed in the Annex Building and Adult Education moved into the building last week. There are a few things left to move over, but for the most part everything is moved. Total costs for the project were about \$36,000, which is good. He said he is proud of the work his team did completing the renovations. He said his guys are learning and their skill sets are improving. He said if there were an opportunity in the future, he would like to renovate the bathrooms and the front doorway tile.

Mr. Wooldridge said his crew has begun initial work on renovating the Information Services area in the Main Campus Building (MCB). He is ordering office doors tomorrow. He plans to have those office completed by the end of July. In the Cosmetology building, new shampoo stations need to be installed along with adding tilework to waterproof the area surrounding the stations. He expects that work to take about seven to 10 days to complete.

He has not heard back from the company regarding installation of the vehicle charging station. He said initially, he had planned to install the grab and go cabinetry for the Grill in RJB, however, with Kids' College taking place in that building this week, he will delay. Also, he said they believe they will be able to hire someone to assist at the Grill. If paperwork checks out, they should start mid-July.

Dr. Shonk asked what everyone's thoughts are about a food truck on campus. Dr. Austin said if it was tied into an internship, entrepreneurship or required service to receive for scholarships, it could be a great addition as well as access to funding. There was support from Cabinet for this endeavor. Mr. Wooldridge asked if the college would have a dedicated staff person to run the truck. Dr. Shonk said ideally, there would be a manager over the truck.

Finally, Mr. Wooldridge asked for clarification on how the college is collecting keys from people separating from the college. He said we need to have a system for collecting. Dr. Perrine asked what the prompt is for actually collecting the keys.

HLC Accreditation – Dr. Austin said her team is very close to handing everyone Criteria 1 to review and expects to have the document to them by Friday. Next week, the team will focus on Criteria 2. Initial editing work on Criteria 3 is also in process. Dr. Sharp, director of institutional research, is preparing a cross-walk of evidence related to each criteria.

Hiring Committee Selections –

Dr. Perrine said the committee for a Career Coach at Concord Schools will not be needed as they decided not to participate.

Ms. Johnson has requested an email with the names of selected committee member after the Cabinet meeting at which they are approved. Ms. Hightower will send her the list of committee approvals.

Area Updates:

Dr. Perrine reported the following for Student Affairs:

- Vision Amp, the website vendor, will have a new application ready to launch next week and it will go live on July 14, 2022.
- His office has been working with the Grill and the business office to find a way to put money on a card for students to purchase food at the Grill. Students could either use financial aid funds or personal money to load the card. First Community Bank has agreed to provide 1,000 cards. Dr. Perrine asked for a recommendation on the dollar amount limits for the cards. They agreed the ceiling should be \$250, but students could add funds in smaller increments.

Dr. Austin reported the following for Special Projects:

- She said they are mid-year with Title III funds.
- The Simulation Lab cameras were approved through Perkins funding.
- Blayne Stewart, teaching technology coordinator/computer science faculty, and Tiffany Guinnip are attending the BlackBoard World conference next week.
- She will be meeting with a consultant to locate course redesign assistants.

Heath Wooldridge reported the following for Facilities and Auxiliary Services:

- He said his staff are busy handling general workorders as well as renovations in process.

Bruce Hankins reported the following for the Business Office:

- The business office is finishing the reporting on FY 2022 and starting on the next fiscal year. The college received \$200,000 more this year than what the appropriation was.
- They discussed the state's \$1.6 billion surplus and possible implications it will have on higher education.

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

- Marketing – He is working to hire a contractor for specific design assistance and social media coordination. He said she will be hired for three months and will first complete an assessment of all marketing materials. He would also like her to develop a strategy for digital marketing. The marketing committee will still meet to assist with direction and implementation of marketing plans.

With no further business the meeting was adjourned at 3:33 p.m.

Respectfully submitted by Jodie Hightower.