

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 3, 2022 / 2:15 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 2:15 p.m.

Dr. Perrine moved to approve the minutes from the July 20, 2022, meeting. Mr. Hankins seconded the motion and the motion passed.

Remote Work Policy – Dr. Shonk said he asked if other schools have a policy for remote work and was told no, however, he found a policy from the University of Arkansas – Fayetteville. He would like everyone to review the links to the policy he provided in the agenda for today’s meeting and have this serve as the first review. In two weeks, he would like the group to hold its second review of the policy and adopt it for UACCB. He said after reviewing the Fayetteville policy, few people would qualify for a remote work arrangement, but it would address the issue.

Dr. Shonk reported that he attended a presentation by Ted Abernathy, who works for all the state chambers, and is nationally known. Dr. Shonk one of the interesting pieces of data Mr. Abernathy showed is the number of available positions to the number of people able to work. The data shows far more positions than people. In addition, with immigration extremely limited, there is a greater need to fill positions. Dr. Shonk said the data provided showed that in most areas for every one person there are two open positions. Both the East and West coast are hiring people and letting them remote work, which further limits the hiring pool within the South and Midwest.

Dr. Austin noted that the policy is heavy on supervisor discretion. She said the LINKs group, which consists of deans and directors, is not accustomed to making personnel decisions and suggested training this group.

Dr. Shonk said based on the parameters of the policy, the college will only have four to five people at any one time that would be under this policy. The group discussed various ways to ensure accountability and consistency with application. The also discussed the need to work on onboarding and making sure that mid-managers are empowered and trained.

Sick Leave Policy, 420.0 – Dr. Shonk said the college’s leave policy needs to be reviewed as it requires employees missing five or more days to get a note from the doctor or healthcare provider to return to work. The UA Board of Trustees policy on sick leave states an employee needs to provide a note from the doctor or healthcare provider to justify the leave time. He reviewed the Pulaski Tech policy with the group and suggested revising the UACCB policy. They discussed the various scenarios where this applies. The group reviewed the Pulaski Tech policy as the first reading, noting the places where changes should be made, and will have a second review and vote in two weeks.

The group also discussed Policy 421.0, which is the Influenza policy. The group discussed the items in the policy in violation of System policies, like allowing for the accrual of negative leave balance, while the System forbids this. The group discussed the context in which the policy was created and discussed the need for this type of policy considering the recent pandemic. They discussed removing the policy entirely and if the need occurs in the future due to some unforeseen health emergency, then a temporary policy or policies could be established.

Dr. Perrine made a motion to move policy 421.0 to inactive status. Mr. Hankins seconded and the motion passed.

Employee Compensation – Mr. Wooldridge said during a presentation on procedures for hiring workstudy personnel, the group learned workstudy students will be paid \$12 per hour, while part-time employees are \$11 per hour. He noted that of his seven-person crew, three of the full-time people are not making \$12 per hour. He asked how the workstudy hourly rate was established. Dr. Perrine said the college must pay minimum wage (\$11 per hour), but if the college has enough federal workstudy fund, it can pay more. Currently, tutors are paid more than minimum - some up to \$15 per hour – because they cover subject area such as math, science, and A & P. Dr. Perrine explained how these decisions were made. Dr. Shonk also noted the lack of students seeking workstudy positions.

Dr. Shonk said if a cabinet member has a part-time employee that they want to increase the wage, the cabinet member should bring the request to Cabinet for review. Dr. Shonk said the college's lowest employee is making \$14.50 per hour when counting the benefits. He wants to move the minimum starting salary to \$13.50 per hour but realizes this will take time. Dr. Perrine said he would be in support of moving the lowest paid employees being bumped up at a proportionately higher rate than others. The group discussed the possibility of merit raises and how to get the lower paid employees more compensation per hour. Dr. Shonk said the college can request a labor market rate adjustment and the process is relatively easy. They discussed the workforce and demographics. Mr. Hankins said he and Mr. Wooldridge should review the actual job duties of his personnel, because they may qualify for a higher position which would justify a pay increase. Mr. Wooldridge asked about the scenario of running out of federal workstudy dollars and having to move workers to institutional funds as part-time employees. He asked if the hourly wage would have to be reduced as well. Dr. Perrine said the college should not be in a position where employees would need to be moved to part-time. They discussed how the procedures work in Workday.

Budget – Mr. Hankins said he is entering the data that Ms. Julie Johnson, director of human resources, supplied into the template from the System office. He said he sent the NACUBO summaries, and if there is a need for training, he would be able to do it. The salary pool for adjunct and part-time employees is about \$700,000. He said it would be easier to manage if the funds were in one budget, rather than broken out by department. The schedule for federal awards is due the 15th. The business office should have all the year-end reports completed soon. He said making sure the organization chart within Workday is correct and all cost allocations are correct will make reporting easier.

Rural Guided Pathways, Oct 19-20, 2022 – Dr Shonk said the next workshop will be held in Cheyenne, Wyoming, in mid-October. He and Dr. Perrine will be attending that workshop. The Board of Visitors meeting is scheduled for October 20, 2022. He said Dr. Smith, Mr. Hankins, Mr. Wooldridge and Dr. Austin would coordinate the meeting.

Proposed schedule for Convocation – Dr. Austin provided a proposed schedule for the week of the 15th. She said she met with CTLE personnel to line out the training and intended audiences. She said times have not been established. Mr. Hankins said he and Ms. Peggy Jackson, procurement manager, plan to have a training course on using the travel card. Dr. Smith said the curriculum committee will have to meet as well, but it does not have to be listed on the formal schedule.

Space Utilization – Dr. Shonk reported on the status of renovations. He said the work on the new Information Services space in MCB is coming along nicely. He discussed his ideas for the old adult education building which will become the new business office. He said there are two classrooms that could be divided into four offices. Each would have a window. He said in MCB, where the Center for Teaching and Learning Excellence is now, would be an ideal location for the I-Mac lab as well as the cybersecurity program. He is considering moving the CTLE to the vacant space that CPI used as its computer lab. CTLE would still have access to meeting rooms. He suggested that the back office in the old CPI area could become a lounge or breakroom for employees. He said that leaves two other offices to use as temporary housing while other areas are renovated. He explained a change to the planned renovation to Information Services that would make it more efficient.

Mr. Wooldridge said his crew are working on the Cosmetology building this week. They have pulled the old shampoo stations and assembled the new ones. They are also tiling the backsplash areas around the shampoo stations. He said there are some special considerations, but everything is workable.

He said he hopes to have his portion of Information Services finished by end of this week so that painting and carpet installation can occur next week. He said the whole project should be completed by the end of next week (August 12th).

Mr. Wooldridge said the college should receive 90% of the installation costs back on vehicle charging station rebate. He has all the rebate paperwork completed and submitted. The business office set the rate at .15/kw. Mr. Hankins said it is set up as an auxiliary service in Workday. Dr. Shonk asked if Mr. Wooldridge had determined if UACCB could install a station itself.

Dr. Perrine reported on moving offices in his division. For JAG, Ms. Elizabeth Smith could move into Ms. Tiffany Guinnip's old office in MCB (next to the VC of Academics old office). He would then move the White River Behavioral Health team that rotates in that office to another office on the old Advising hallway. He said Ms. Amber White would move to Ms. Jennifer Pitts old office, in the Admissions Suite.

Dr. Smith said there are four empty offices in the Nursing and Allied Health building and when Mr. Blayne Stewart moves out, that would be five offices. She said Mr. Mickey Freeze, academic advisor, and Ms. Maggie Beshears, director of counseling, will rotate use of one of the offices. She said she would be open to housing others in that building when or if needed.

Dr. Shonk reported that the college made an offer on the old pole plant property on Main Street, but it was not accepted or countered. The college is now talking to Mr. James Street who owns property behind the college. He said they will have the property appraised. Mr. Wooldridge said he remembered an appraisal on the property in question about two years ago. Dr. Shonk will research that appraisal.

The group also discussed using the money from the Regional Workforce grant. The college can build a building, but due to the deadline to use the funds, the college needs to move quickly. He said Nabholz Construction has expressed interest in working with the college. There are another 1 or 2 companies interested as well. Dr. Shonk said deadline is to have everything done by June 30, 2023. This space will be used for manufacturing training. He said essentially, it will be a large open space with bathrooms and two-three offices. He said they are looking at the grassy area behind the Maintenance and WTC buildings for this structure. He said the size would ideally be 60 x 120ft, but based on the quote, the size may be reduced to 50 x 100. Mr. Wooldridge said things to consider including parking, sewer, water, and property lines. Mr. Wooldridge asked if the college could make an addition to the WTC. Dr. Shonk and Mr. Wooldridge decided to look at the property after the meeting.

HLC Accreditation Process – Dr. Austin said she received information regarding Federal Compliance Filing. She said there are eight parts to the filing. She said one of the things the college needs to establish for compliance is a formal credit hour policy. She said she was unable to locate one. Dr. Austin said the filing reports are moving away from long written narratives to more links to the institution's policies. She said she will forward the email to the group for their review.

Dr. Austin asked if Dr. Shonk has a format in mind for the upcoming HLC review time blocks. He said he anticipated starting at the beginning and working through each paragraph. She agreed this is a good idea.

She said the federal compliance team will conduct their review after the HLC lock date (mid-October), but prior to the HLC team site visit. She said the assurance argument and evidence are in good shape, but evidence may need to be culled. She said it is important to have the right piece of evidence to support the argument.

She said beginning the week of August 29, her team will start loading the core components and loading/linking evidence. During the second week of October, a double-check will be conducted to ensure accuracy and link viability. She will be writing the introduction and the criteria summaries.

She said the group needs to decide how to train people. Dr. Austin said beginning the week of Sept 5, she would like to hold hour long meetings with small groups across campus. She said she has identified 17 groups so far. She said she wants to meet with each cabinet member to decide when to meet with the various groups identified. Dr. Shonk asked if the group wanted a small group to do a mock visit. Dr. Austin said ideally, a mock visit would occur after the October lock date and a week or more before the site visit in mid-November.

She also said the college needs to plan out the hospitality portion for the site visit team. The team chair will reach out to the institution with its requests. She said the group pays for its own hotel rooms, but it would be good to reserve a block for them to use. Ms. Hightower will contact the preferred hotel in Batesville. Dr. Austin indicated that having lists of restaurants and local businesses or services (like the hospital) would be helpful to the site visit team.

Hiring Committee Selections –

None currently.

Area Updates:

Dr. Smith reported the following for Academics:

- They will roll out eight-week classes for the supervision and management program.
- There are 54 of 84 RN students returning for their final semester.
- The college will move Simple Syllabus in the Spring and implement fully in Summer 2023.
- The college hired Rocky Major as English faculty. He is coming from the Russellville area.
- The Teacher Education faculty search was failed and has been re-posted.
- ECD – only 2 apps; another person coming in to look at campus and ask questions.
- Ind Maint. – Shonk interviewed him. Former student, lots of experience – Shonk said he was really good.
- Adult Ed director is open. Interim will be named.
- SSC – 70 enrolled now, last year was 78; 2 in the LPN pilot. Met with ADH today. May pull out of that pilot program.
- She is working to make sure that all SSC options are listed on the class schedule change form.
- (Ask her about the HLC – AS Gen Tech, some things are imbedded., some things are not for credit)
- Working on 4 draft policy – academic suspension appeal process, prior learning assessment policy, grievance and academic appeals, and curriculum approval process. (will put a small taskforce together for the curriculum one) Heath asked if there is an age requirement for heavy equip – not for compact, but will on heavy equip.
- Computer tech – 1, health professions – 14; want to implement a one year program for CNA

Dr. Perrine reported the following for Student Affairs:

- He said the Student Affairs division is busy with recruiting and enrolling students, as well as many preparations for the fall semester.
- He also said Workday Student is holding many meetings this week.

Dr. Austin reported the following for special projects:

- She, Dr. Deltha Sharp, director of institutional research, and Ms. Holly Goslin, English faculty, are working hard on the the HLC assurance argument.

- The CTLE is focusing on assessment.

Heath Wooldridge reported the following for Facilities and Auxiliary Services:

- He said that Ms. Louise Hughes, director of testing and disability services, and Ms. Jennifer Pitts, testing and disability services specialist, conducted an ADA compliance check. Mr. Wooldridge said they noted several things including auto door closures for both the Workforce Training Center and the Adult Education Building. Dr. Shonk said both buildings need to be outfitted despite the expense. He said signage on the buildings and crosswalks came up as well.
- Dr. Smith said with the move of the Adult Ed department, the signage to denote the Adult Ed building needs to be addressed. Mr. Wooldridge said he can move the sign from the other building to the Annex.

Bruce Hankins reported the following for the Business Office:

- He said the group is feeling better about Workday, its processes and reporting.

With no further business the meeting was adjourned at 4:46 p.m.

Respectfully submitted by Jodie Hightower.