

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
September 21, 2022 / 2:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 2:03p.m.

Dr. Perrine moved to approve the minutes from the September 7, 2022, meeting. Dr. Smith seconded the motion and the motion passed.

Mini-grant request for Transfer Trip – Dr. Perrine said this trip previously has been a success and Transfer Coordinator, Van Taylor, would like to sponsor it again. The trip expenses are under \$2,000 and provide an immersive experience for the students. Students must apply and be vetted in order to attend. Dr. Shonk said since this is a trip that have become recurring, the expenses need to be added to the Student Activities budget. Dr. Smith asked how many transfer trips are conducted throughout the year. Dr. Perrine said the college takes students to Arkansas State University in Jonesboro, University of Central Arkansas in Conway, and University of Arkansas at Monticello. Dr. Shonk said the trip to the University of Arkansas - Fayetteville is different because the group travels on Friday and returns on Sunday instead of only going for a one-day trip. While there the students tour the campus and attend a Razorback football game. Last year, Dr. Charles Robinson, interim chancellor, personally greeted the students.

Dr. Smith suggested Ms. Taylor check with Arkansas State University about their community college night program.

The group decided to support transfer trips as this type of activity supports increasing productivity funding. They also discussed building a better relationship with Arkansas State University. Dr. Perrine noted that between Fall 2019 and Fall 2021, UACCB students who transferred to the U of A – Fayetteville, saved over \$150,000 through the Transfer Achievement Scholarship. This scholarship allows students who complete their associates credential at UACCB transfer to U of A while paying UACCB per credit hour tuition rates.

The group unanimously approved of the trip.

Get Inclusive (Professional Development provider) – Dr. Perrine said he participated in a demo of the Get Inclusive program. The list price is \$8,000, however, since he knows what another a U of A system school pays, he hopes to negotiate a lower price. Dr. Perrine said these trainings are needed for both students and employees. He said the sign in tied to the person's email address. Dr. Austin asked if this would replace the SUNY Student Conduct Institute (SCI) training. He said no; this would be in addition. He said the SCI would still be used for investigator training for Title IX. Dr. Shonk said he looked at it and thought it looked good. Dr. Perrine said they would have to determine which trainings were required as annual or bi-annual. Dr. Smith said at a previous institution they found this training to be helpful for adjunct faculty or improvement plans as well as the onboarding process. Dr. Perrine said this would be a low-maintenance tool that the college could deploy now. Dr. Smith said this also provides consistency and tracking opportunities. Dr. Perrine said he can ask additional people for their opinions. Dr. Smith suggested asking the Professional Development workgroup and the Onboarding workgroup.

Procedure 404.00, Flexible Work Arrangements, Including Remote Work – Dr. Shonk said this is the policy he adapted from the U of A – Fayetteville policy. He said the application form needs a bit of work. Dr. Shonk said he has an email from JoAnn Maxey, U A system legal counsel, stating she approved of the policy as written for the Fayetteville campus. Dr. Shonk said the policy does not actually increase the number of people eligible for

remote work, but rather puts the burden on the employee to justify remote work status. Dr. Shonk also said that the policy does allow for the possibility that remote work may be at request of the institution. He also noted that the policy addresses situations where a schedule needs to be temporarily adjusted and therefore does not need a formal agreement. The group discussed the need for written expectations if someone were to receive this status.

Dr. Perrine moved to approve the policy. Dr. Smith seconded and the motion passed.

Workday Offer of Employment Template Letters – Dr. Shonk said the need for several templates arose due to work study positions. Julie Johnson, director of human resources, used language provided by Debbie Wyatt, director of financial aid, for the work study portions and then Ms. Johnson developed the template for full-time employees. If these are approved, they would go to Workday to be uploaded in the system. The templates are for full-time and extra-help (including work study) positions. Ms. Johnson will be able connect the correct template with the person/position in Workday. Dr. Shonk asked everyone to look at letters today by 5 p.m. and he would let Ms. Johnson know if they can be sent to Workday.

Merit Increase – Dr. Shonk said that although the college did not meet its enrollment goal, it was close, and the enrollment is up 2.5% from last fall. He said he and Mr. Hankins believe the college will have the funds to provide a merit increase an average of 3% to all full-time employees. This will cost \$125,000 to \$150,000. The group discussed the drawbacks of providing a merit now or waiting. Dr. Shonk said salary is always in the top three complaints from employees. He noted that the college's priority is serving students, but in order to serve them well, the college must take care of its employees. They discussed the boost to morale that a raise will bring.

They discussed salary at length noting the college is not competitive in certain jobs. Dr. Smith said the college needs to budget for and commit to raises. They discussed possibly raising tuition or fees or adding fees. They are discussed financial reserves. Mr. Hankins said the net position is up \$1 million and part of that is cash of \$250,000. They also discussed salaries that grant funded and how much would it cost the institution if it had to absorb those salaries. They talked about current grants, and which positions they would need absorb.

Dr. Shonk asked if they dedicated \$150,000 to raises how would it be divided. He said it needs to be tied to an evaluation and by law, people who have been employed less than 12 months, are not eligible. He said Mr. Nick Fuller, ADHE assistant director of finance, said to give a merit raise, the college must have a plan. Dr. Shonk said he would propose breaking it down by tiers using the breaks that health insurance premiums use. He suggested the lowest tier receiving up to 5%, the middle tier up to 4%, and the top tier up to 2%. The group discussed various ways to divide the money. Dr. Shonk asked for a spreadsheet with all employees and salaries, so they can run various scenarios. He asked if anyone is opposed moving everyone making under \$13.50/hour, up to that amount. No one disagreed to this. Dr. Shonk said Ms. Johnson said is unable to determine what the benefits costs to the institution will be until a breakdown is determined.

Spring Schedule Update (OfCourse Implementation) – Dr. Smith said she uploaded information regarding OfCourse into Teams. She said the college will run a little late with release of the Spring schedule. She said there may be some issues because the fast-track courses are sandwiched between the 16 weeks classes. Her team is working to separate them out and they will be meeting with the Total Advising Group and Dr. Vernon Hoffman, faculty senate president. Dr. Hoffman will sit in on this meeting to report to faculty. Dr. Smith said she plans to coach advisors on how to talk to students about short-term classes.

She also uploaded a summary of the curriculum changes for the next semester into Teams. These changes will be on the January AHECB meeting agenda. Dr. Perrine said he spoke to Ms. Tiffany Guinnip, director of academic services, does not see a problem explaining why and what the college is doing with the programs. Dr. Smith said faculty are excited about being able to put in a requested time to teach courses through the OfCourse platform.

Dr. Austin asked about Simple Syllabi and its implementation. The group discussed Dr. Andrew Seely's role in the implementation and training the faculty as the director of the Center for Teaching and Learning Excellence.

HLC Accreditation Process – Dr. Austin said things are moving forward and she will begin uploading portions of the argument along with some evidence. She is reviewing the argument and working on smoothing out some rough areas. She said she does feel confident about the way it is shaping up. She asked if Dr. Shonk has been notified of our review team members. Dr. Austin said our affiliation link is not working. She is working with HLC to determine the issue, which is on their website.

Hiring Committee Selections –

Dr. Austin said her hiring committee interviewed a very good candidate this week and had previously interviewed another candidate with strong qualifications.

Area Updates:

Dr. Smith reported the following for Academics:

- The first session of Caring Campus for faculty is on Friday this week.
- Interviews for the director of nursing positions are being conducted this week.
- The college is hosting the data science regional group today on campus. Jennette Youngblood is leading this meeting.
- The Adult Education building ribbon cutting is tomorrow at 10:30 a.m.
- She uploaded information about the CyberSecurity grant into Teams. The college plans to apply for this grant.
- She said her team is also looking at ways to use the CyberSecurity lab beyond the program. She said they may try to host esports events in there.

Dr. Perrine reported the following for Student Affairs:

- He interviewed a person for the part-time language interpreter position. He is working to get them hired and onboarded quickly.
- Interviews for the student life coordinator position will be next week.
- He reported that the Student Government Association will meet next week.
- Tomorrow he will be in Little Rock attending a CAO/CASO meeting.
- Regarding Workday Student, he said every possible group is meeting and doing homework.

Dr. Austin reported the following for special projects:

- She said they are closing out year for Title III, but waiting on quotes to make some end of the year purchases.
- Regarding Perkins grant, they are meeting in person October 24 – 25 and will pay for a student success focused individual to attend as well as the college's Perkins liaison.

Mr. Hankins reported the following for the Business Office:

- He is still working on the Series 17 report. He said there are some issues retrieving correct data from Workday.
- He said the closing book is due next week.
- He reported that the auditor is on campus.
- The Financial Statement was sent to the System Office and feedback was positive.
- Financial Aid Checks are going out this week.
- He said he is moving Jennifer Coan, fiscal support specialist, to a sponsored programs/grants position that will oversee monitoring budgets for those programs.

Dr. Shonk said he will be in Little Rock tomorrow for an ACC Presidents and Chancellors meeting. He reported that John Hogan, president of National Park College, is the new chairperson.

Dr. Shonk also reported that he attended the CEO luncheon today. He learned that the Chamber and City of Batesville are working to develop a heritage trail. The city has received a donation of 85 acres and the city will apply for grants to build the trail. He noted this property is adjacent to the pole plant property.

With no further business the meeting was adjourned at 3:34 p.m.

Respectfully submitted by Jodie Hightower.