

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
October 5, 2022 / 2:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 2:01 p.m.

Dr. Perrine moved to approve the minutes from the September 21, 2022, meeting. Dr. Smith seconded the motion and the motion passed.

Ad Hoc Committees – Dr. Shonk said the group had discussed having the Ad Hoc committees report out and the first one to report is Employee Engagement. Ms. Julie Johnson provided findings of the group. Employee Engagement conducted surveys as well as focus groups for new employees which resulted in over eight pages of data to review. Several items of note are:

- There are some issues with Workday notifications. Ms. Johnson said some of that is by design, while others are a true problem.
- Feedback indicated that new employees would like an appointment with HR to fill out insurance forms. Ms. Johnson said previous feedback indicated that people did not want that.
- One of the questions, did you have access to everything you needed on day one? indicated an issue with access to email or computers. Dr. Smith added that it took nearly two weeks for her to gain access to her email.

Ms. Johnson said she created a new hire in Workday Sandbox to test the hiring process. She said a person must complete a questionnaire after they are hired. They have the option to provide a remote I-9 form. There is a link at the bottom right of the email that links to the onboarding information. She said currently it goes to my.UACCB, which they do not have access to at this point. She is working with Blayne Stewart, Computer Science Faculty who facilitates the public website, to create a page on the public website.

She asked the status of my.UACCB as she understood it would be phased out. The group discussed the challenges in phasing out the intranet of my.UACCB. They also discussed the new hire request link that currently resides on my.UACCB. The group asked if this could be added to Workday. Ms. Johnson said no. She said while Workday creates an account for the new hire, it does not automatically create an Active Directory account. She said sometimes when a supervisor forgets to submit the new hire request, it can take time for the person's email to be set up. She said this does not occur often, but it is a pain point in the communication, between Workday and Active Directory. Ms. Crystal Blue, director of Information Services, informed Ms. Johnson that the Workday Integration team is working on this at a system level as it is a problem across the system.

Ms. Johnson's office has developed a checklist for supervisors, but there is also information to be found in Workday. She reviewed the My Department's Human Resources dashboard. There is a My Team's Onboarding Progress tab that she reviewed as well. They group discussed how the dashboard may look different depending on the number of people on the supervisor's team.

Dr. Shonk asked how long it should take a person to complete onboarding tasks. She said about 30 minutes. She said prior to Workday implementation, she or another person on her team would sit with a new hire to review documents, but she had feedback that this was unhelpful. The group noted that some people are more inclined to use help while other prefer to review by themselves. Dr. Shonk asked if they could invite a new employee to complete paperwork in HR. Ms. Johnson said they offer that to people but not everyone takes that opportunity. Dr. Perrine suggested that hiring managers should confirm that new hire tasks are completed. Ms. Johnson

showed them the My Team's Learning dashboard. She said that each manager can create a learning plan for their team. She said based on a person's role; different training can be assigned. Dr. Perrine asked if there is a way to have a list of things that are assigned, and a list of trainings needed based on various roles.

Onboarding Workgroup – Ms. Julie Johnson provided the following report on the progress of the Onboarding Workgroup. She requested that Dr. Shonk include the new hires in his Monday Chancellor's email. She said she can provide that information the Friday prior to the email. Dr. Shonk requested a template for new employee announcements. They also discussed if photos will be required. Ms. Johnson asked who is supposed to give a campus tour to new employees – HR or supervisor?

She said the workgroup recommended the following:

- A shared document that both HR and the supervisor can see the progress
- A checklist to review the hiring process steps
- A supervisor checklist
- An "Introduction to Campus" day with a welcome gift, time at HR for paperwork completion, introduction to Cabinet, an organizational chart and phone use instructions.
- Overview with supervisor at the end of the day to review information received and answer questions
- Mentor program – Ms. Johnson noted this recommendation was tabled by the committee because it is a large project.

Ms. Johnson provided two sets of documents along with the QRG from Workday regarding the hiring process. She said one is basic with simplified directions and the other is very detailed. The group reviewed the documents noting that when a system is new, more detail is often better. Dr. Shonk asked everyone to review and provide feedback to Ms. Johnson.

Mr. Wooldridge asked when a new hire request should be made using the link at my.UACCB. Ms. Johnson said it should be made after the offer letter is accepted in Workday. Mr. Wooldridge also asked when a new person should start. He asked if it needs to align with payroll dates (1st or 16th of the month). Ms. Johnson said yes.

They also discussed the upcoming budgeting cycle and how it will need to be different from last year because of using Adaptive through the Workday platform.

Dr. Perrine said Workday seems to be hyper-focused on hiring and perhaps it does not need to be. He said he thinks the college needs to take a couple of days to introduce new people to the school, culture and platforms used. The group discussed this and how to implement an onboarding process. They also talked about the need to block time to do this. They also questioned what other schools are doing for their onboarding process.

Dr. Perrine said providing a handout or some type of deliverable lets people know Cabinet is listening and trying to help. Dr. Shonk said some of the people have not been trained on how to train people. Dr. Shonk would like to have a meeting to discuss this with the hiring managers.

Information Services Staffing and Projects – Dr. Perrine announced that Dustin McAnally is leaving UACCB, and his last day will be October 14, 2022. Dr. Perrine plans to have the Database Administrator position posted as quickly as possible. He also said the Mr. McAnally can return to part-time status after 30 days of separation. Mr. McAnally has agreed to work part-time for the college to support the data transfer from Colleague to Workday for the Workday Student implementation. Dr. Perrine said that the UA System Project One team is looking for a third party to assist with the data extracts for all schools. Workday would like to have extracts by October 21, 2022. This is a huge challenge and Mr. McAnally is working on it and also documenting the process and the steps to accomplish it. Mr. Wooldridge asked if the college could hire a third party to assist. Dr. Perrine said it is possible

but costly. They discussed increasing the base compensation for the Director of Information Services as well as the Database Administrator compensation.

Dr. Perrine asked everyone to support Ms. Blue, director of Information Services, during this time as her department will be sorely understaffed. He asked everyone to use the ticket system whenever possible.

Investment Grade Audit Update – Dr. Shonk said he and Mr. Wooldridge met with Entegriy regarding their recommended changes from the energy audit conducted earlier this year. Mr. Woolridge said Entegriy is working on a final scope of work with costs. He said Entegriy believes the college will have the highest savings through updating the lighting and HVAC equipment and controls. They recommend 38 units be replaced throughout campus. He said he expects a final report and cost estimate by the end of the month.

Shonk said spend \$1.2 million to save \$39,000. Money they would have to spend eventually because of aging. Will have to pay them for services thus far, even if we don't do anything.

Credit Hour Policy – Dr. Austin said a vote is needed on the proposed policy, 590.0 – Credit Hour. Dr. Smith reviewed her suggested changes.

Mr. Hankins moved to approve the Credit Hour Policy (590.0) with Dr. Smith's recommended changes. Mr. Wooldridge seconded the motion and the motion passed.

HLC Accreditation Process – Dr. Shonk said at the October 3rd All-Campus meeting they announced the names of the review team. Dr. Austin said she is glad to see a good group of people with technical college or community college experience. She said that she and Dr. Deltha Sharp, director of institutional research, are in the process of loading information into the HLC review system. She said they have loaded the evidence for Criteria 1 and 2. They are nearly ready to start connecting the argument to the evidence. She said she is nervous, but thinks the college is in a good place. She said the goal is to have it loaded by Thursday of next week. The lock date is October 17, 2022. Dr. Austin said she has met with all the faculty groups. Starting next week, she will meet with the other groups. She said the argument is solid while recognizing the weaknesses and challenges the college faces.

Mr. Wooldridge said he received a quote from White River Soft Wash to clean the main entrance and walkways, which includes all around IH and ASB. The quote is \$7,800. Mr. Wooldridge said he does have some concerns regarding the eaves and soffit areas. The group said to proceed with this purchase.

Hiring Committee Selections –

Administrative Analyst – Vice Chancellor Suite

Dr. Holly Smith (chair)

Dr. Zach Perrine

C'aira Stewart

Tiffany Guinnip

Mark Cartwright

Dr. Smith made a motion to approve. Dr. Perrine seconded, and the motion passed.

CPI Academic Advisor

Dr. Zach Perrine, co-chair

Shaneka Brown, co-chair

Debbie Wyatt

Van Taylor

Jacob Chisom

Dr. Perrine made a motion to approve. Mr. Wooldridge seconded, and the motion passed.

Area Updates:

Dr. Smith reported the following for Academics:

- She said the email surveys to instructors for OfCourse did not go out. Information Services is working with OfCourse regarding the issue. She expects emails to launch tomorrow. Her office has decided on the format, and it allows them to make manual changes.
- The curriculum committee workgroup met yesterday. The proposals are coming together now and will be brought to Cabinet once complete. She said Dr. Vernon Hoffman, Faculty Senate president, will be making a presentation to Faculty Senate.
- She said the Joint High School meeting went well and noted that the Workforce Training Center is a good location for this meeting. She said they talked about challenges they all face and many solutions were discussed. Some of the topics included ADA accommodations and Chromebooks. Dr. Shonk said he talked to Dr. Mike Hester, superintendent of Batesville School District, about using UACCB heavy equipment to cut a ditch for Batesville Schools. He is working with UA System Legal on this request.

Dr. Perrine reported the following for Student Affairs:

- He met with the SGA members yesterday and said he is excited to see the initiatives these students are taking. One current project includes having hygiene products available around the campus.

Mr. Hankins reported the following for the Business Office:

- The auditor should be finished next week.
- He is working on the remediation report.

Dr. Shonk said the tailgate party was great and he received positive feedback from the community members who attended.

With no further business the meeting was adjourned at 4:59 p.m.

Respectfully submitted by Jodie Hightower.