

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

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

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

Dr. Perrine moved to approve the minutes from the October 5, 2022, meeting. Mr. Wooldridge seconded the motion and the motion passed.

Safety Committee – Report and Recommendations – Mr. Wooldridge and Ms. Hightower provided several updates and requested Cabinet approval of the Emergency Procedures Manual. The Nursing and Allied Health division requested the Mass Casualty Incident (MCI) Training event occur in June 2023 rather than April 2023. EMS/Paramedic instructor, Jennifer Davidek, will be on leave in April. She has a major role in the planning and preparations for this event. The Cabinet agreed with this schedule change. The Safety committee requested permission to schedule First Aid and CPR class for the spring. The committee also recommended that employees have the option to take the virtual Stop the Bleed training course during the month of December and test on those skills in January 2023 during convocation week. The Cabinet agreed to these requests and recommendations.

Mr. Wooldridge moved to accept the updated Emergency Procedures Manual as presented. Dr. Perrine seconded and the motion passed. Ms. Hightower was instructed to post the manual to the public website as well as my.UACCB.

Get Inclusive Go-Live – Dr. Perrine attended a demo session yesterday. The company provides training for safety, FERPA, and Title IX. He recommended pushing Title IX training to faculty and staff as soon as possible. Dr. Perrine said it will take about five weeks to get the program set up and live for campus use. He requested that Ms. Jeanette Youngblood, Ms. Hightower, and Dr. Smith to be added to group to review the training due to their roles related to the topics covered by Get Inclusive. He said the go-live date is tentatively January 1, 2023.

Dr. Shonk showed the group the Arkansas Division of Higher Education employee policy manual. He suggested using it to model a handbook for the college.

Investment Grade Audit Report and Review – Mr. Wooldridge said the company, Entegrity, completed their report and presented their findings last week. He said the main recommendations were to upgrade/update lighting to LEDs, and to replace HVAC equipment and HVAC controls. The total estimated costs for the recommended updates is \$1.2 million with an annual savings of \$70,000. The total project payback is about 20 years. They estimate the savings on lighting to be about 50-70%.

Dr. Shonk said the college needs to decide to either proceed with the recommendations or opt to continue as it is. When asked about water usage, Mr. Wooldridge said there is no savings for water usage because of the improvements the college has already completed (automatic flush toilets, and sensors on sinks). They agreed that the report affirms the college is a good steward of resources. Dr. Shonk noted that during his one on ones sessions with Maintenance staff, nearly all of them mentioned that changing lightbulbs is a near daily event. Mr. Wooldridge said he would like to continue changing out fixtures and bulbs with LEDs as they burn out. Mr. Hankins asked about the lighting sensors to automatically turn on and off lights. Mr. Wooldridge said it was not recommended as there is no cost savings. Dr. Shonk said he plans to send the report to UA System Vice President for Planning and Development, Chris Tomason, for his review and comments. Mr. Wooldridge said the Auditorium and Banquet Hall lights were changed to LED fixtures several years ago. He also noted there are four fixtures they have not changed as it is not safe to do so with their position over the stage area.

Nine-Month Faculty Leave – Dr. Shonk said there is an issue with current UACCB policy and system policy. With the implementation of Workday, holiday hours are automatically assigned to everyone, even faculty. The college is required to provide leave for President’s Day, Veteran’s Day and the employee's birthday. The college has traditionally “banked” those holiday hours and taken them during the winter break. He said several years ago, Cabinet allowed for faculty to convert two days of unused sick leave for personal days. This is not allowed by system policy and will need to be addressed soon.

Regarding the 3 days, Cabinet will need to make a decision about how these hours are used. The recommendation from Human Resources is to allow employees to use the hours with a calendar year of earning them.

Prior to Workday, someone, usually an employee from HR or the business office, would email to remind everyone to enter holiday leave time.

They discussed the holiday pay and the requirement for everyone to enter their own holiday time versus that being done automatically by Workday. Mr. Hankins said he will ask his contact at the System office what other schools are doing.

Dr. Shonk said he will present recommendations to the Cabinet at a later date.

FY 23 Mid-Year Merit Increase – Dr. Shonk shared a spreadsheet detailing the proposed salary increases. He said there are six people earning below \$13.50/hour. He said five of them are positions the college can increase without special permission. The sixth position will need to have a market rate adjustment which is supported with data, but will still need permission to adjust. Dr. Shonk recommended that these six positions identified have their base rate adjusted to \$13.50/hour. The Cabinet agreed with this recommendation.

He also showed that the salary spread for 9-month faculty is about \$11,000, which is not out of line. He also recommended that the strategy for the college should be to give 3% raises for the next several years.

He said the legislative personnel committee meets tomorrow where they will hear from the ADHE the recommendation to move all classified positions to non-classified status. If passed, this will allow the college more flexibility to review jobs and make arguments to increase wages based on skills or job requirements.

The group discussed starting salaries for several fields the college now provides training and noted the difficulty in attracting students to certain programs despite a high starting salary. Dr. Shonk said he has completed the required ADHE forms and letter for the merit increase. He sent these items to Dr. Bobbitt for review and approval prior to submitting to ADHE. The effective date will be January 1, 2023, if approved by the System and ADHE.

2210 E. Main Street Closing Update – Dr. Shonk provided an update on the purchase of the property at 2210 E. Main. There is a discussion between the UA System legal team and the title company regarding mineral rights. The UA System is requesting an additional title search as well as insurance in the event an unrecorded deed for mineral rights is presented. Since this is usually paid for by the seller, the title company is reluctant to proceed.

Dr. Shonk shared a photo from the groundbreaking of the Batesville Rubber Co., the building at 2210 E Main Street. The photo was dated October 26, 1960.

HLC Accreditation Process – Dr. Austin reviewed the tentative schedule with the group. They discussed scheduling with the Board of Trustees members to visit the review team and as well as moving the time for the student session to coincide with the common hour from 11:15 a.m. to 12:00 p.m. Dr. Shonk recommended using 104 for the meeting sessions. Ms. Hightower confirmed the reservation of 104 for both Monday and Tuesday.

The campus tour is scheduled for 7:30 a.m. on Monday. Mr. Wooldridge and Ms. Tina Goodman will conduct the tour. Mr. Wooldridge also said a cart will be parked at Southeast side of Independence Hall for review team use.

Dr. Austin asked the group to think about the different people they would like to attend each criterion session. She said to select individuals who will have knowledge of the materials covered by that particular criterion. She will share the agenda for them to review and once finalized, she will send to campus personnel. Dr. Austin said the review teams are not supposed to do an exit review and it usually takes two weeks receive a report back from HLC. She said the final ruling and letter of accreditation will most likely be in March 2023.

Hiring Committee Selections – Dr. Shonk reported that Dr. Smith would be requesting committee for both the director of nursing and nursing instructor positions.

Area Updates:

Mr. Wooldridge report the following for Facilities and Auxiliary Services:

- The lighting has been installed and the walls painted in the cybersecurity lab. His personnel will be finished with their work in a couple of weeks.
- He said he met with Mr. Hankins, Ms. Peggy Jackson, and Ms. Jennifer Sinele to discuss renovations to the former Adult Education Building. This building will house the Business Office.
- He said Maintenance removed all the extra furnishings that were left in the building and he expects to start work soon. Mr. Hankins said the status of the cashier window is still undetermined.
- He is working with a company on new signage for campus entrances, but due to the cost, will need additional quotes from at least two more companies. He has called 3 other companies about quotes but has not heard back from them. In preparation for new signage, his crew has removed the shrubbery around the signs.

Dr. Perrine reported the following for Student Affairs:

- He said enrollment for the spring is steady, but the college is lagging a bit on student semester credit hours year to year. He said they lost some advising time and are down 18% on SSCHs.

Mr. Hankins reported the following for the Business Office:

- The federal officer approved the last payment to students made from HEERF funds. He said the college now officially has no more student money in HEERF.
- The Legislative Audit is complete, and reports are finished. He said there were a few supplemental comments. One is on the Foundation and because it is a repeat finding, it will go to the legislative committee. There also was a finding on collateralization. The college is within the parameters now, but it was over the limit. They did mention that we may have some things mis-classified in Workday, but they know that is partly due to the implementation of Workday and learning a new system.
- He has set a target date of March to have reports completed and matched to run parallel with the Workday and reporting requirements. He expects a better a better integration when Workday Student goes live.
- There is still \$1.8 m in G5 for institutional funding and he is working to get the reimbursement request submitted.
- He said there is a comprehensive report due in April to the federal government regarding CARES expenditures. He plans to have the bulk finished by winter break.
- He also said the college will probably not have all the CARES funds spent by winter break, but it will be nearly all spent.

With no further business the meeting was adjourned at 4:10 p.m.

Respectfully submitted by Jodie Hightower.