

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**December 14, 2022 / 2:00 p.m.**  
**IH 104**  
**Minutes**

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

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

*Dr. Perrine moved to approve the minutes from the November 16, 2022, meeting. Dr. Smith seconded the motion and the motion passed.*

**Business Titles in Workday** – Dr. Perrine said this is a bit of housekeeping. He and Julie Johnson, director of human resources, discussed the need for Cabinet level approval for changes to business titles in Workday. The group discussed this and decided that post-conversion updates to business titles could be approved by a Cabinet member and reported to Cabinet. The group agreed that if substantive changes need to be made, then Cabinet approval is needed.

With this in mind, Dr. Perrine said he updated titles for:  
Ronda McLelland - Director of TRIO Student Support Services  
Philip Landers – Career Coach - Cave City  
Jennfier Ford – Career Coach - Southside  
Alex Vanegas – Community Liaison

Dr. Perrine made a formal request to change Van Taylor’s title from Transfer Coordinator to Academic Advisor. He plans for Sherrie Stagner in TRIO to start coordinating transfer trips as 25% of her salary is for student services support. He noted that often TRIO and Ms. Taylor worked together on trips. He said her other duties related to transfers would be divided between Nate Pyle, director of academic advising, and C’aira Stewart, student life coordinator.

*Dr. Perrine made a motion to change Van Taylor’s title from Transfer Coordinator to Academic Advisor effective January 1, 2023. Mr. Wooldridge seconded the motion and it passed unanimously.*

**The Gateway Center, New Location Approval** – Dr. Smith said since the College will be using the new facility to teach CDL classes, it will need to have approval from HLC and AHECB/ADHE. Dr. Smith noted that the deadline for adding items to the January agenda of the Arkansas Higher Education Coordinating Board has passed, Dr. Shonk will need to call AHECB/ADHE to request special exception to place it on the agenda for January. She also said that HLC will need to conduct an on-site visit, according to the information she researched. Dr. Austin said she will call the College’s HLC liaison to confirm an on-site visit is needed. Dr. Smith will prepare documents for Dr. Shonk to get to ADHE. Programs to be taught at the site initially will be Compact Equipment, Heavy Equipment and CDL.

Dr. Smith provided the requirements for site approval by both organizations.

**AHECB/ADHE:**

Section 1, Item 3 states:

New off-campus instruction centers where students can receive a minimum of 50 percent of the credits in a major field of study that are required for an existing certificate or degree from the institution. Instruction may be delivered on-site, through distance technology or correspondence. The Letter of Intent must be submitted prior to the signing of any agreement to establish off-campus instructional facilities.

**Higher Learning Commission:** available at <https://www.hlcommission.org/Accreditation/substantive-change.html> with more specific information available at <https://www.hlcommission.org/Accreditation/locations.html>

This requires an application for additional location/substantive change (see attached) and even non-credit workforce training requires the location approval (highlighted). And takes approximately 3-6 months after submission for approval and requires a site visit. Information and definitions:

**additional location (Based on federal definition)**

A facility that is geographically apart from the main campus, where instruction takes place and it is possible for students to do one or more of the following:

- Complete 50 percent or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.
- Complete 50 percent or more of a degree completion program (even if the degree completion program provides less than 50 percent of the courses leading to the degree).

An additional location may qualify as a branch campus under circumstances that meet the definition of the branch campus.

There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition.

An additional location typically does not have a full range of administrative and student services staffed by the facility's personnel. Such services may be provided from the main campus or another campus.

A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility. Note: This requirement does not apply for locations in which there is a general computer lab that students might use for distance delivery courses.

An additional location has active status when students are enrolled. Its status is inactive when students are not enrolled. The status can change between active and inactive without approval from HLC. However, a location may only be classified as inactive with no student enrollment for a maximum of two consecutive years. At that point, HLC will require the institution to close the location.

**additional location confirmation visit**

A visit to an institution's new additional location to confirm it is operating as described in the institution's original substantive change request.

**Remote Work Requests and Discussion** – Dr. Perrine explained an employee in his division has requested a remote work option. However, he said that Human Resources is also reviewing whether this request is an ADA accommodation. They discussed the situation at length as there are several factors involved. There is the remote work request which if HR determines it is not an ADA accommodation, then Cabinet would need to consider the remote work request. Dr. Shonk recapped the policy and noted that the request is for a temporary arrangement due to health reasons. Dr. Perrine did clarify that leave time would be used for doctor appointments. Mr. Wooldridge asked about the person's accrued leave time. Dr. Perrine said they have very limited time available and had to make arrangements regarding holiday break. There is a concern that remote work would become an expectation as part of the position. Dr. Austin said there may be a hierarchy with ADA accommodations being the priority, but she said this could also fall into an FMLA area. She said one of the main questions for ADA is whether remote work is considered a "reasonable accommodation" under the ADA. Dr. Smith said the College may want to complete the remote work form as a back-up form.

In the future, Dr. Shonk said there will be an ADA functionality in Workday. Dr. Shonk said that remote work policies need to be reviewed by UA legal and then uploaded to Workday which would allow Colleges to document the process in Workday.

They also discussed how often an employee should touch base with the supervisor to determine if remote work should continue. They discussed the documentation that various situations such as physical therapy which is for a set timeframe vs cancer for an indefinite duration. The group decided that the employee needs to work with their supervisor to develop a timeframe.

The group also discussed other scenarios where a request for remote work might occur, such as a car break-down requiring an adjusted work schedule. This is a situation where the supervisor could have the flexibility to adjust the employee's schedule without full Cabinet approval needed. The group also noted that there are already a few people who have a documented variance to normal work hours. They discussed reviewing those requests via Cabinet on a regular basis. They decided to document these flexible work requests into an MS Form. HR would keep the documents, as the group agreed the supervisor should not be responsible for this on their own. The documentation could be reviewed by Cabinet monthly to ensure the request does not adversely affect the College. They also discussed using Docu-Sign for this form but agreed HR should own the forms and vet the documentation.

**HLC Accreditation Process** – Dr. Shonk said he received an invoice for team travel of \$12,000. Dr. Austin said the College is in a holding pattern until it receives the report from HLC. She noted that HLC offices close from December 16 to January 2, 2023. If nothing is received this week, then it will be January.

**Hiring Committee Selections** – None yet.

#### **Area Updates:**

Dr. Smith reported the following for Academics:

- There were 46 students who participated in the register nurse pinning Friday, Dec. 9, 2022.
- Regarding the Administrative Analyst for the vice chancellor suite and the Administrative Assistant for Workforce Training, the committee have verbal acceptances from William Wang for the analyst position and Jenna Kuykendall for Workforce. Both will have a start date of January 3, 2023.
- Director of Nursing – They will have a response soon regarding the acceptance of this position. The College will go to the state board in January.
- Predictor – for NCLEX –
- Summer schedule opens tomorrow.

- With the consolidation of Arts and Humanities with Math and Sciences to form the Division of General Education, the Dean of the division is spread thin. Additionally, there is no administrative support person for this area. Dr. Smith and her team have created a Department Lead program that will allow faculty from those areas to assist the dean and develop leadership skills. They will rotate out during the semester allowing eight people the chance to participate. The Department Lead will not supervise any faculty. She will have a full proposal and application by end of the week. Interested parties will have to apply. This is a trial run and will just be for a semester.
- Her team is working on the faculty handbook and program handbooks. Dr. Smith asked if there is a calendar for submitting these items to UA System Legal Counselor to review. Dr. Shonk said there is not. She said priority will be the faculty handbook and Faculty Senate has a March 1 deadline to her office. She plans to have an effective date of April 1.
  - Dr. Shonk said that JoAnn Maxey, UA System Lead Legal Counsel, is retiring. She said all student/academic and personnel questions go to Sarah James.
- She said LPN students were in the middle of their final exam yesterday when the power went out on campus. They are giving everyone the chance to re-test tomorrow. Students can keep the higher score. A different test will be given.

Dr. Perrine reported the following for Student Affairs:

- He thanked everyone for sending people to the EAB presentation by Dr. Hubbard this morning. He will aggregate the information and deliver to the LINKs group as actionable items. He said this was Dr. Hubbard's first time to visit Arkansas.
- Enrollment update – The College is 8% down on headcount and 6% down on SSCHs. He met with Nate Pyle, director of academic advising, and Meagan Akins, director of admissions, to review the data. They reviewed their processes and Dr. Perrine said they are doing the appropriate things. He said the College is 19% up on applicants. He said they noted that there are many transfer students on the reports, which means that likely there will be many last-minute registrations for classes.
- IT – Crystal Blue, director of information services, made a verbal offer and received a verbal acceptance from Johnny Babb for the Systems Administrator position. His start date will be January 3, 2023. They are moving through the background check. He said the other applicant was solid, although not quite what the College needed for the Systems Administrator position. Dr. Perrine said the department does have another tech-type position and Ms. Blue plans to offer him that position.
- He said there are still openings for admissions counselors and an administrative assistant for financial aid.
- He said Workday representatives will be on site February 13, 2023 for the All-Campus meeting. He said he and a few others heard updates from Workday last week and UACCB continues to shine in the system with regard to producing requested items and developing needed items. The Workday presentation will be a showcase for the student piece to everyone. Marla Strecker and Sam Higgins will be here. Dr. Perrine said he would like for as many people as possible to be on the testing team. There will be extensive training this summer.

Dr. Austin reported the following for Special Projects:

- The College submitted a Perkins application for \$43,000 for equipment for Workforce and technical trades.
- There is a form for people to use if they need IR support. Dr. Deltha Sharp, IR consultant, will be used mainly for IPEDS reporting.
- She said Stephanie Minor, administrative analyst for Title III, is doing well and has been very helpful.
- Legislative Liaisons will meet in January via zoom.

Mr. Hankins reported the following for the Business Office:

- The Business Office sent out the bills for Spring 2023. They are hopeful this process will be automated and electronic when Workday Student is implemented.

- The custodial contract is up for renewal. The College will have to issue an RFP. He hopes to have bids to review in February. This will need a committee.
- The ARPA report is due January 10, 2023. He will need Dr. Sharp's assistance to gather data.
- He said he is trying to get all the money owed to the College on the institutional side as he is not positive any new requests will be approved.

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

- He expects the renovations to the new business office (former Adult Ed building) to be completed by February 1, 2023. He said the doors are on order and the rooms have been divided. Finishing sheetrock, lights, and painting are the remaining items.
- The company contracted to install the audio system upgrades in Independence Hall and the Nursing and Allied Health building are on-site. He is hopeful that installation can be completed before Winter Break.
- He received a second quote for signage at the road. He will review and bring a recommendation forward to Cabinet.

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

- He is working on the highlights slide show for the meeting on the 16<sup>th</sup>. He would like for everyone to enjoy and celebrate this year's accomplishments.
- In January, he hopes to be able to report on the HLC visit and would like the All-Campus meeting to be a launching pad for 2023 using the analogy that the campus is writing the next book in the UACCB series. He would like to review the College's mission, values, and vision as well as Strategic Plan. He would like to get the College into the habit of documenting the good work it does. Ideally, this document would be built and shared at the next year-end meeting in December 2023.
- Regarding the Gateway Center, he said although not many people have toured it, they all have a unique vision. He said it has been interesting to hear what other people imagine for the building.
  - The lock has been keyed to take our master keys.
  - He said there is about 10,000 sq feet that is already divided into offices and one room that could be used as a classroom. The College has \$750,000 to make repairs or renovations. The roof will need to be repaired.
  - The previous owner moved the scrap metal.
  - He is not sure when the architect will send an engineer to measure the building. Dr. Smith asked about French drains, Mr. Wooldridge confirmed the building does have them.
  - An electrician has been on site. They may temporarily use residential power for the front part of building and leave the back alone for now.
  - They also discussed various ideas for the building – auto repair, food courts, makers space, classrooms, manufacturing, event venue, conference center, hospitality programs, commercial kitchen, and others.
- Dr. Shonk said he attended a meeting with UA System Vice President for Planning and Development, Chris Thomason, regarding a \$1 million grant the System received for workforce training. They would like to develop a website where prospective students can research jobs and find a UA System school that offers programs to meet that job. Dr. Shonk said there will be regional meetings and expects one to take place in late February for this area.

With no further business the meeting was adjourned at 4:35 p.m.

*Respectfully submitted by Jodie Hightower.*