

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
January 4, 2023 / 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 December 14, 2022, meeting. Dr. Smith seconded the motion and the motion passed.

New Student Organization Review: UACCB Art Club – Dr. Perrine said Justine Yatska and Stephanie Holder volunteered to be the organization’s advisors. He reviewed the constitution with the group noting there are six students interested. He said there are several community members or groups including the Batesville Area Arts Council who are interested in helping.

Dr. Perrine made a motion to approve the UACCB Art Club Constitution. Mr. Wooldridge seconded the motion and it passed.

Get Inclusive Update – Dr. Perrine said the software suite is robust and two pieces in particular, Voices for Change (Title IX) and the faculty/staff/employee module are good. Dr. Perrine said they will customize some of the content. He included a spreadsheet of previous professional development requests from the Professional Development Workgroup and marked the ones that are covered in the Get Inclusive suite.

He said he and his team would like to push the student portion out as soon as possible. Regarding the employee portion, the group needs to decide how to roll it out. They discussed having a small group or LINKs try it. They also discussed potential integration with Workday although there is none currently. Personnel could save certificates earned from Get Inclusive and load into Workday under the Career – Training tab in the employee’s profile area. The Get Inclusive system does allow group administrators to assign learning modules to users using their email address.

Workday Workflow/Permissions Discussion – Dr. Smith said over the last several months, she and others have experienced situations where security permissions or roles are not quite correct. She said she talked to Julie Johnson, director of human resources, who suggested she look at the job requisition area for process information. Dr. Smith asked if there could be a spreadsheet or checklist. Dr. Perrine said he talked to Crystal Blue, director of information services, about the original integration document when the conversation took place to see who was assigned which permissions.

Currently, Ms. Johnson and Jennifer Sinele, business office manager, assign security permissions. Dr. Perrine said when Workday Student goes live, those permissions would be assigned by Ms. Blue. The group noted that once full integration occurs, the need for special permissions will decrease.

Mr. Hankins said Workday is not currently setup correctly to accommodate IPEDS reporting. He said the NACUBO pieces are incorrect. He said his security roles have changed because he needed to be able to do certain things concerning the budget. However, this means that there are some things that he sees and can approve, but he really should not have access to them. The group discussed various situations where an item for approval goes in several people’s inbox. Once it is approved, it disappears from the inbox and there is no way to see if someone did approve it or any other action taken.

Mr. Hankins said they he will have to assign each budget manager a unique identifier for use with the Adaptive software for budgeting. He noted that UA – Fayetteville has three levels approvals. He said the NACUBO pieces need to be hard coded to certain things. With the budgeting process starting soon, the first place to begin is with salaries. He will be working with Ms. Johnson and Ms. Sinele on this portion.

Dr. Perrine asked if there is any way to identify the missing or incorrect information. The group discussed the importance of entering data correctly on the front end. Mr. Hankins said it will be difficult to make sure the IPEDS data is correct. Ms. Hightower was charged with setting up a meeting to review the organization chart.

Dr. Shonk asked who should be responsible for assigning security permissions when Workday Student goes live. Dr. Perrine suggested Ms. Blue with a backup of Johnny Babb, systems administrator. Mr. Hankins said that security roles and permissions are separate in other systems, but in Workday, it seems that they are combined. Dr. Perrine said assignments should be based on role (faculty, admin assist.)

Operating Procedure Revision Request – Procedure 585.0 Census Data Reporting – Dr. Smith said she plans to bring at least one policy to each meeting as she works through the policies concerning faculty. She provided Procedure 585.0 in the Teams folder. She reviewed the proposed changes noting they made it vague in some areas and clarified the policy in other areas. One change of note is that the policy changes moved reviewing to be done by the vice chancellor for academics rather than the registrar. They group discussed clarifying the 5th day for all terms. She will update and replace. The group worked through other possibilities including the classes on the weekend and whether the policy needed to clarify, to include all weekdays, unless otherwise noted by program. This review served as the first review of the policy 585.0 for changes.

The Gateway Center Update – Mr. Wooldridge is working to provide temporary power and lights at the property. This should be completed in a couple of weeks. Dr. Austin asked if the plumbing is functional. Mr. Wooldridge said it is probably not functioning. He noted though there is a water leak, and it is unclear if it is on the side of the city or the College. Dr. Shonk said he was out with the engineers to do the scans for the 3D rendering. The group discussed having a scan of the concrete to learn the depth and condition. The group agreed this would be a good investment.

HLC Accreditation Process – Dr. Shonk said he has not received anything. Dr. Austin said they have an IAC meeting and she said people probably looking at that meeting as a deadline to review reports.

Hiring Committee Selections – Dr. Smith said Ramonda Housh has accepted an offer as the director of nursing with a start date of January 9, 2023. She said they have not hired another nursing faculty member yet. Dr. Shonk said the College is investing a lot of resources in nursing program to get it right. Dr. Smith gave the group a brief history of Ms. Housh's experience.

Area Updates:

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

- His crew is on schedule for completing Business Office during the first week of February.
- The audio/visual system updates for Independence Hall and the Nursing and Allied Health building were completed over winter break, however, there were some technical issues that Ms. Blue is working with the contractor to correct.
- He will be reconfirming quotes on the road signage since so much time has passed since first receiving them.
- He said the Grab and Go area in RJB should be ready by mid-February.

- At the warehouse, there are close to 100 file boxes ready for destruction. Chuck Martin, maintenance coordinator, will be confirming those boxes with the responsible parties. Mr. Wooldridge said the warehouse receives about 10 boxes per month to keep for varying lengths of time.

Dr. Perrine reported the following for Student Affairs:

- He provided a report from Alex Vanegas, Hispanic community liaison, regarding the documents and items he has translated to Spanish. Dr. Perrine said Mr. Vanegas is still working on the catalog and website. Due to the amount of data contained, it is an ongoing project. He said a workgroup will need to pare down the website by department or function before Mr. Vanegas translates the site. He also said Mr. Vanegas has identified many potential areas for working with Hispanic community members.
- He provided data for 2022 from Maggie Beshears, director of counseling:
 - Therapy Sessions
 - Total Sessions – 826
 - Walk Ins – 30
 - Crisis – 22
 - Closed charts – 62
 - Students graduated – 34
 - WRBH student referrals – 42
 - Employee referrals – 18
 - Groups
 - Boundaries (All students) – 20
 - Employee self-care – 9
 - Level 4 RN – 31
 - Level 1 RN – 10
 - LPN – 6
 - Cosmetology – 22
 - Mental health Education classes (15 classes)
 - Employees – 117
 - Community Members – 26
 - Dr. Smith said she asked for data for the nursing program and 38 nursing students sought counseling services.
 - Dr. Perrine said there is still a request to hire a second counselor for students. This is an active search by White River Health.
 - Dr. Perrine said the College is expanding QPR training, which is a suicide prevention program. C'aira Stewart, student life coordinator, will attend a train the trainer course for QRP.
 - He said the College is receiving \$7,500 from a Blue and You grant to develop a rest and relaxation space.
- Enrollment update: Admissions received an additional 30 applications for spring 2023.

Dr. Smith reported the following for Academics:

- Software – Anthology evaluations will be ready soon.
- Blackboard single sign-on transition went well over the winter break.
- She met with Department Leads yesterday and they are very excited about this new opportunity.
- She and her team are putting together program handbooks. They should be ready to go to UA System Legal by the end of this month.

- Dr. Smith said William Wang was hired for the vice chancellor suite. Part of his role will be assisting with Blackboard which will free up Tiffany Guinnip, director of academic services, to work on the wait list.
- Jenna Kurkeydall was hired as the administrative assistant in the Workforce Training Center.
- She received the latest pass prediction rates for the most recently graduated RN cohort. This group of students will start taking their NCLEX soon. From the LPN to RN cohort, there is a 96% average probability of passing the NCLEX.

Dr. Austin reported the following for Special Projects:

- Dr. Deltha Sharp, data consultant, began work gathering data for the Spring IPEDS report.
- She expects to hear Friday if the College received the reserve grant from Perkins.

Mr. Hankins reported the following for the Business Office:

- He has reviewed reports through December. He is working to finish the report for the American Rescue Plan which will need to be loaded to the website.
- The business office is gearing up for the Spring semester start.
- He said he tasked them to work with Financial Aid to work on student accounts.
- The data validation stage for Workday Student is underway.

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

- The Chamber of Commerce hosting their annual Gala on the 27th. The College has a table and he asked who would be interested in attending. Dr. Perrine, Dr. Smith, Mr. Hankins, and Mr. Wooldridge were all interested.
- He reminded the group that author, Mark Perna, would be on-site tomorrow.

With no further business the meeting was adjourned at 3:43 p.m.

Respectfully submitted by Jodie Hightower.