

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**February 15, 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 2:00 p.m.

*Dr. Perrine moved to approve the minutes from the January 18, 2023, meeting. Mr. Hankins seconded the motion and the motion passed.*

**My.UACCB Transition** – Dr. Perrine said the workgroup, including him, Holly Smith, Tiffany Guinnip, Jodie Hightower, Blayne Stewart and Crystal Blue met again last week. The group created a stage-out of moving things off of the internal site. The question now is where to put the items that are still on there the site. He said high-capacity links, like to Office 365, Blackboard, Workday and Colleague, will be going to the my.apps page. He will be bringing this to the Senates as well and to the Links groups for additional review and discussion. A decision on which items need to be archived is needed. He said the group also discussed the need to update the website (uaccb.edu) as the content needs to be reviewed and refreshed. Dr. Perrine will meet with Blayne Stewart, Alex Vanegas, and Jodie Hightower to establish get a Spanish-language landing page.

**IT Staffing** – Dr. Perrine reported that Johnny Babb is working out in IT and as they were about to post the last open position in IT, a former employee, Dustin McAnally, expressed interest in returning to UACCB. He and Ms. Blue, director of information services, reconfigured that open position to oversee the stewardship of data, pulling data for reporting, and making ties to Blackboard. Dr. Perrine said Mr. McAnally has already been working with the College part-time to assist with data pulls for Workday Student implementation. Dr. Shonk said this is an instance where the College needs to invest in personnel which includes salary. They discussed the position and the needs of the department and the College in relation to student support. Dr. Perrine said he will probably be coming back to Cabinet about other reconfigured positions in the department. Dr. Austin said when Colleague was first implemented there was supposed to be a software expert in each area for the program, but that did not happen. She asked if Workday Student would have that. Dr. Perrine said yes, the content goes back to the department. Regarding continuity of operations, Ms. Blue has built in some redundancy with these positions, so that she does not always have to be the back-up person. They asked if Mr. McAnally's position is an on-site or remote position. Dr. Perrine said on-site. He also noted with the IT infrastructure upgrade coming it will be important to have on-site support.

*Per policy 220.1, Part II. A. 1. c., Dr. Perrine made a motion to appoint Dustin McAnally to the position of Data and Applications Administrator. Dr. Smith seconded and the motion passed unanimously.*

**2022 Performance Reviews** – Dr. Shonk said most of the reviews are done inside Workday. The exception is faculty performance evaluations. He said all reviews are due for completion by March 31, 2023, for the previous calendar year. If you have not reviewed and update the job responsibilities for your direct reports, you have until March 1, 2023, to complete those. After that Ms. Johnson will send out the Workday pieces to complete the evaluations. Questions were asked regarding whether to use old or new job responsibilities if they changed mid-year and if these reviews will be used for FY 24 merit increases. Dr. Shonk said they should probably use current job responsibilities and yes, these would be tied to any merit increases in the upcoming fiscal year. The group discussed bringing the supervisors and managers together to go over this information as well as provide training. Dr. Shonk said one challenge will be achieving consistency in the evaluations. He said he has not looked at what merit might be this year, but he is hopeful that it can be similar to last year, which was 3%. He said that Ms. Johnson indicated that some positions may not automatically trigger an evaluation, so managers would need to pay attention.

**Director of Human Resources** – After a brief discussion, Dr. Shonk made a motion to move Julie Johnson to the human resource specialist position and move Jodie Hightower to the director of human resources position effective March 1, 2023. Dr. Perrine seconded and the motion passed.

**Testing and Disability naming** – Dr. Perrine said the College is at a point where it is looking to see what else it needs to be doing. He said the issue he is coming forward with today, came up at his team’s directors meeting. Ms. Louise Hughes, director of testing and disability services, said many people do not like or use the term “disability”. He asked her to review best practices across nation. With a universal design concept in mind, she conducted an informal poll. Of the choices including an open-ended response, the term “Accessibility and Testing Services” was the clear preference.

*Dr. Perrine made a motion to change the name to “Accessibility and Testing Services” from “Testing and Disability Services.” He will come back with requests to changes business titles at a later meeting. Mr. Woolridge seconded the motion. Dr. Shonk asked if “Testing” could be changed. After a discussion, the motion was tabled.*

There was discussion and Dr. Perrine will go back to Ms. Hughes for additional consideration. They also discussed creating a workgroup from various department to make recommendations regarding accessibility. Dr. Perrine said they will need to change the language and narrative, which in turn may bring more students to this area.

**HLC Accreditation Process** – No new information to report. Dr. Austin said she will call HLC, to ask if the College made the February or April meeting list.

**Hiring Committee Selections** – None at this time.

### Area Updates:

Dr. Smith reported the following for Academics:

- She reported the following NCLEX pass rates, noting there are five left to test from December graduates.
 

Pass	34
Fail	5
Graduate Pass Rate	87.18%
Total Pass Rate (ASBN)	85.00%
Total Graduate Testers	39
% of Graduates that have tested	88.64%
- They have three interviews this week for nursing faculty including clinical coordinator, simulation instructor, and PN instructor.
- ACEN report went in today and the College is appealing on good cause.
- She shared the secondary center flyers highlighting heavy/compact equipment, industrial technology, cybersecurity fundamentals, EMS, health professions and pre-nursing. This information will be posted on the website. Some of these programs will be offered to 10<sup>th</sup> grade students in addition to 11<sup>th</sup> and 12<sup>th</sup> graders. There will be another link with the class codes crosswalks that high school counselors will use. The college will not offer construction and they took machining out. She said CNC operation will be offered after 1<sup>st</sup> shift and is not intended to be a high school program. The re-structure and flyers will help students and parents understand the requirements and coursework.

- She announced that the director of Adult Education position is now vacant. She will work with the department to fill roles until a new director is selected.

Dr. Austin reported the following for Special Projects:

- She said the ACC Manager Training by Dr. Ricky Thomkins was very well received. They discussed possibility bringing him back to campus for another training.
- The Center for Teaching and Learning Excellence hosted a ThingLink demo today. She said about 15 people attended. The CTLE purchased the software for the College. She said faculty are interested in accessibility. Dr. Andrew Seely will be doing some training for those interested in using the software.
- The annual application to Perkins opened. She will be updating the application to include the new programs added in the last two years.

Mr. Hankins reported the following for the Business Office:

- Update on ARPA funds – The College is able to draw down \$470,000 of the \$1 million it is owed.
- He has been pulling data out of Workday to begin the budgeting process for FY24. He is hoping to send out some test sheets on Friday to people to review. Dr. Shonk said the College should consider an increase in tuition and fees this year.
- The Business Office is in its new location in the former Adult Education building. He expressed appreciation to the Maintenance department stating they did a great job with the remodel. Mr. Hankins said there is still some question about the cashier's window and how to handle that since Workday will transition to cashless system. The group discussed the possibility of kiosks in the welcome center.
- He said the budget sheets this year will have spend categories on them. He would like to turn on budget checking, but the system has not given an answer about whether it will be on or off.
- Workday – The group discussed the need for a glossary of terms even if just an informal one.

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

- He said the workgroup is still in process of conducting the review of custodial vendor bids. There were eight bids. He said he anticipates a recommendation by March 3. He said the group met today to review bids and will decide which vendors to invite to present to the group.
- The audio/visual upgrades with Howard Industries is nearing completion. They are scheduled to be on-site Monday to finishing up, but it may run into Tuesday.
- The Business Office is basically finished. Ms. Peggy Jackson, purchasing manager, and Mr. Hankins have yet to be moved.
- The Grab and Go in RJB is nearing completion and plans are to open in March.
- The Grill made \$3,800 this week, in part due to the events hosted by Student Affairs.
- He purchased non-skid paint for the Footbridge, but is waiting for better weather in order to paint it.
- He asked the group to consider purchasing a new vehicle. He said the 15-passenger van, is in need of replacement. He said the state is not funding any new fleet vehicles. He anticipates the cost to be around \$30,000. He said they will have to buy per the state contract. Anything the College purchases will have to come out of college funds. The group discussed various options. They agree this needs to be reviewed in a workgroup setting.

Dr. Perrine reported the following for Student Affairs:

- He expressed his thanks for help on Be Pro Be Proud simulation. It was a great event over the last three days.
- His next project is working on enrollment projections.
- Counseling – He will be reaching out to White River Health to discuss fees and cost structure.
- He watched a webinar on the Career Coach program. He said was contacted by an additional school interested in adding a career coach.

- Workday – He said the data extracts have taken a lot of time, but they are seeing a light at end of the tunnel. He noted that UACCB has had the best data in the group, but they have had some issues with integrating Guided Pathways into Workday Student.

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

- He said now is a good time to provide employees with some comfort that although some things are changing, major changes will not occur. This is more about resetting and realigning.

With no further business the meeting was adjourned at 3:40 p.m.

*Respectfully submitted by Jodie Hightower.*