

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**May 3, 2023 / 3:00 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. Tiffany Guinnip.

Dr. Shonk called the meeting to order at 3:03 p.m.

*Dr. Perrine moved to approve the minutes from the April 19, 2023 meeting. Dr. Smith seconded, and the motion passed.*

**Rescind SOP 410.2 – Staff Anti-Sexual Harassment Policy** – Dr. Smith made the motion to rescind the policy, and Dr. Perrine seconded the motion. The motion passed.

**Mainstay** – This software is chatbot and text messaging service. He mentioned we have been dissatisfied by Voxie, which was the company that purchased the initial texting service we were using. With Voxie, we are on a month-to-month payment basis, and we can terminate the use of the software with a 30-day notice. This software uses a localized AI which creates responses for a chatbot that lives on the website. If the system cannot answer a question, they question will be escalated to a live person. Voxie is around \$3,500 a year. Mainstay will cost around \$16,000 a year, but it has added service from what we are getting from Voxie. Dr. Perrine noted that this would need to come out of IT's budget. Mr. Wooldridge asked about cost, the base cost is \$10,000, continued learning is \$5,000, and you pay \$1 per headcount. Dr. Smith commented that this software was very helpful and when she has used it, a work group would meet once weekly to work through questions and AI responses. She also mentioned that her experience has been that employees use the chatbot as well. Dr. Shonk discussed the need to look at softwares and services that could be reevaluated. Ms. Guinnip suggested that Respondus Lockdown Browser is not widely used and is a cost of nearly \$8,000 a year.

The discussion continued about a look into where costs are on campus and evaluating budget areas. Mr. Hankins mentioned that a lot of funds are expended through part-time extra help and he also commented that travel budgets be looked into for the next year, as those costs have greatly increased. Dr. Shonk asked when we would move forward with this new software. Dr. Perrine suggested waiting until the new fiscal year and try to time the changes, so we have the least overlap of the softwares as possible.

**Policy and Procedure Template** – Dr. Smith commented that she would think about renaming the first section to "Process and Scope" and also adding a section to outline the responsible party. She also suggested we add a related information section where you can link out to federal policies and other documents that might be associated. Dr. Smith also suggested a review date section be added to note that each year the policy has been reviewed and no changes be made. Dr. Shonk was in favor of all the suggested updates but asked that the related information section be removed from policies if it is not used. Dr. Austin added that this would be a good way for us to catch any policies where we are duplicating rules and regulations or policies that exist at the system level. Dr. Smith made a motion to accept the policy and procedure template with the updates posed, Mr. Wooldridge seconded, the motion carried.

For further discussion, Dr. Perrine suggested that we update our policies into the new format. Dr. Smith asked that we look through the policies in small sections to revise. Dr. Shonk suggested LINKS can review a small group of policies at a time and work to put them in the new template.

Dr. Perrine also suggested that at this time, we should also review the numbering structure of the policies and revise the sequencing. Dr. Shonk expressed that related policies should be stacked in numbers.

Dr. Austin suggested there might need to be a hierarchy of policies so the policies can be easier to find and also to be better able to see the scaling of the policies. Dr. Austin also suggested there be a glossary of terms. Dr. Shonk asked if this would be good to put into a policy that would identify terms used within the policies.

Dr. Shonk also suggested we do not call them operating procedures and officially call them policies. Dr. Smith commented that in her experience the system has policies, and the schools are allowed to have procedures. Dr. Perrine checked UAPTC and noted that they have policies. Dr. Shonk made a motion to refer to the overall documents as policies, but they may be referenced as policies and procedures. Dr. Perrine seconded the motion, motion carried pending consultation and approval of the UA System Office.

**Grade Renewal Draft Procedure** – Dr. Perrine asked that the members of cabinet review the submitted draft policy and provide comments. Dr. Perrine commented that he wanted this to be a first draft and to review a future draft for approval.

**Select and Register Mark Perna Team for July 25<sup>th</sup> ACC Training** – Dr. Perrine said this will be an all-day event. Dr. Shonk commented that Dr. Perrine is attending through ACC Leadership. Dr. Shonk would like all of the cabinet to go to the meeting, with one person staying on campus. Dr. Smith asked if this presentation would differ from the work we have completed with Mr. Perna. Dr. Shonk clarified we will have exceeded more work than what is at this workshop but feels it will be good for UACCB representatives. Dr. Perrine asked if we would select individuals who are in the current workgroup or if we would select those who have not had a chance to work with Mr. Perna. Dr. Shonk asked that by Wednesday of next week we be ready to submit names. Dr. Perrine suggested Emily Brockway and Cheyenne Diaz as attendees.

**Student Awards** – Dr. Perrine wanted to provide information on the student awards ceremony and praised Ms. C'aira Stewart for taking a fresh look at this. He commented that the faculty have been reviewing the structure of the awards. The faculty commented that they would like to scale the awards back to 5-6 awards and tie them back to Guided Pathways Initiatives. The suggestion was to also begin considering students who are being awarded technical certificates, not only associate degrees.

**Review Outstanding Awards** – Ms. Guinnip delivered the total for votes on the nominated faculty, adjunct faculty, and staff polls. Ms. Holly Goslin was selected as Outstanding Faculty Member. Ms. Sandee Steiner was selected as Outstanding Adjunct Faculty Member. Ms. Tracey Thomas was selected Outstanding Staff Member. Dr. Shonk asked the group how we move forward and develop a standard policy on how the individuals are selected. Dr. Smith suggested we develop a process that goes through HR. Dr. Shonk suggested that the cabinet develop a process of nominations and reviewing from awards. Dr. Austin suggested this would be a good opportunity to allow faculty to review their policy for

nominating individuals. Dr. Smith commented that she was unable to find any policy or structure for faculty nominations. Dr. Smith commented that she has worked with a structure that one nomination from each divisional area, which provides faculty candidates from each area. Dr. Shonk agreed this would be a good model and that each vice chancellor would be allowed to nominate an individual. There was discussion about additional criteria for nominees being that they be in good standing with the institution, and this worked well within human resources.

The group suggested they come back together during the summer to review the processes and discuss how to move forward.

**Hiring Committee Selections** – No hiring committees were needed.

### **Area Updates**

- Dr. Shonk met with Tara Smith about shared services after the System Foundation meeting. Shonk asked her where the system is at on shared services. Ms. Smith let Dr. Shonk know there would be a meeting this week for shared services. The system office is not ready to complete shared services, but proposed we could have shared services with UAHT or UABA. Ms. Smith is going to speak with one of the campuses to ask if they would be interested in having a shared service with us. Dr. Austin asked if we have thought about or looked into hiring a third-party service to complete payroll. Mr. Hankins commented that employees would then have an additional app they would have to use to view their payroll information.

Dr. Shonk met with Steven Fulkerson to speak about Workday not supporting non-credit workforce. He indicated we would need to be a few years patient with the integration with the software. Dr. Perrine asked if we would need to move forward with the softwares that have been viewed for non-credit workforce. Dr. Shonk suggested we may need to speak with other campuses to see if we can get system pricing.

- Dr. Perrine provided an update on the current work with Workday Student and he and the admissions team is concerned with the admissions application. He and the admission team continue work with Project One to ask for continued improvements for the application.
- Dr. Smith commented that Jennifer Hesser starts next Monday as the new nursing instructor. A formal acceptance has been received for the Director of Adult Education, Ms. Cheryl Toon. Interviews for the Director of Academic Services position will be held next week.
- Mr. Hanks commented that the budget has been sent to the system office. The budget is around half-built in adaptive at this point. Going forward, budget managers will be allowed to moved money around in their M&O budgets, but not their salary accounts. Dr. Perrine asked that we look at budget amounts as a cabinet before budget managers are allowed to allocate their funds. The general revenue from the state was pulled in yesterday and were able to pull \$922,000 down, and we have around \$300,000 left. The business office has a plan to be caught up on grants at the end of the month. He commented that they would ask that service payments for the coming year be held if they can to be paid on July 1<sup>st</sup>. Mr. Hankins also commented that the

student receivables see slightly high and he needs to investigate to see if something is not applied appropriately.

- Mr. Wooldridge commented Howard Industries was on campus today working on the audio upgrades and finishing today. This will complete the \$230,000 upgrade to the systems. IH, ASB, HR, Business, Maintenance, and RJB have all been upgraded to the new security cameras. The previous business office suite is close to complete on demolition. He is working on quotes and bids for projects moving forward with the Gateway Building, he is hoping to get a few of those complete before the grant runs out. The entrance signs will be updated next week. May 15<sup>th</sup> the vice chancellor's suite will begin carpet repair.
- Dr. Austin had no updates.

With no further business the meeting was adjourned at 4:52 p.m.

*Respectfully submitted by Tiffany Guinnip*

#### **Action Items**

- Review of current process and possible policy development for nominations of Outstanding Staff, Faculty, and Adjunct Faculty