

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 7, 2023 / 2:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 10:08 a.m.

Mr. Wooldridge moved to approve the minutes from the June 1, 2023 meeting. Dr. Smith seconded, and the motion passed.

Budget – Cabinet – Mr. Hankins noted that there was an issue with the budget with the budget reports as far as seeing what is available within the budgets. He commented when they see their budget in the system it pulls money from multiple sources, rather than a reflection of actually seeing their funds. Mr. Hankins also commented that some reports are developed by other schools and have not been vetted and you may not be getting all the information with no way to verify the information. Dr. Shonk commented that we need to have a master list of reports that employees need to use to get the information they are looking for accurately. Mr. Hankins commented on the need to now have to work backwards from report results to make sure the information the user is getting. Dr. Shonk commented also that the system or another school could also change the reports and there would need to be a numbering system and a process to notify users of report updates. Dr. Perrine asked if there is a way to look at the budgets and see funds that should not be in the budgets (there was an instance of funds showing in the student activities account from a local business that we do not receive anymore). Mr. Hankins commented they are loading budgets based on actual funds and grand funds, so they should not load monies in the budget that are not accounted for. Dr. Shonk asked how much we overspent our budget in the past year. Mr. Hankins commented that at this moment we are approximately \$300,000 in the positive. Mr. Hankins explained that there is an amount that has to be transferred out of E&G each year for deferred maintenance for buildings. The budget gets placed in a special fund that would fall in the maintenance area to do upkeep of the building. Mr. Hankins commented that for the year end we are going to have more cash than what we had at the end of last year and have a good net position, but he said the budget for next year will be close. Dr. Shonk commented he would like to be able to address budget managers and let them know if we did not overspend in the ending fiscal year or if we need to work in the coming year to stay within budget limits. Mr. Hankins commented that the upcoming year will not have budget tracking will not be turned on. Mr. Hankins also commented there will need to be a review of employees and if they are being paid out of the correct cost centers. He said we will be reviewing with the cabinet at some point. Mr. Hankins suggested because transfers can be completed in the system, there may need to be a period when transfers between accounts on paper submitted to the business office and the transfers reviewed before they are actioned in Workday. There was a discussion of developing a document which shows the breakdown of the NACUBO functions and listing all accounts under the functional area, so employees on campus have a better understanding of where funds are being expended.

Policy Additions or Updates – Dr. Perrine commented that there are a lot of policies we have found that were duplicated and some “policies” were only referenced in the catalog and handbook that should actually be a policy. Some of the policies are changes of past meeting notes. Dr. Perrine noted that we need to look further at the number sequence of the policies.

Formatting Revisions Only

- a. 280.1 - *Academic Affairs Complaint Log Process* (Previously Approved, formatting change only) - Dr. Smith -
- b. 406.10-[Compensation Procedure for Division Chairs - Assistant Dean Teaching Adjunct Classes](#) -INACTIVATE-Dr. Smith – Approved at previous meeting
- c. 415.1- *Appointment of Academic Division Chairs*-INACTIVATE- Dr. Smith – Approved at previous Meeting
- d. 510.1 - *Institutional Scholarships* (Previously Approved, formatting change only) – Dr. Perrine

Second Reading or Update

- e. 280.0 - *Complaint Process* – Drs. Smith & Perrine – Second reading of the updated complaint process. The policy was developed based on the academic affairs
- f. 280.2 - *Student Affairs Complaint Log Process* – Dr. Perrine
- g. 500.0 - *Conditional Admission Policy* – Dr. Perrine – The policy was within another policy; pulling it out to be its own independent policy.
- h. 500.1 - *Admission Policy and Requirements* (plus discussion, placement plan revision?) – Dr. Perrine – May need to table the discussion; Researching to see if there is a rule anywhere that states we have to keep the 5-year policy on placement scores. The change would be to remove the 5 years or older statement on test scores. Dr. Smith commented that at ASUN there was a 7-year policy only on English and math courses with an option to test out. She further commented that this would be a further tool to recruit and bring in the non-traditional student population. Dr. Shonk commented he was in support of striking the language to get rid of the 5-year requirements.
- i. 500.2 - *New Student Orientation* – Dr. Perrine – Corrected the name of an office
- j. 501.0 - *Academic Standards of Progress* – Drs. Smith & Perrine – The request to re-enroll process were reviewed and updated.
- k. 510.3 - *Project College Bound Graduates* – Dr. Perrine – Changing policy to allow all PCB graduating students to give the scholarship.
- l. 570.0 - *General Requirements for Graduation* – Drs. Smith & Perrine
- m. 575.0 - *Evaluating Transfer Credit* – Drs. Smith & Perrine

Dr. Perrine motioned to approve the changes to all the proposals listed above from letters e-f. Dr. Smith seconded the motion and the motion carried with no further discussion or comments.

First Reading

- n. 501.1 - FERPA (1st reading) – Dr. Perrine – This only existed in the catalog; developed an independent policy.
- o. 560.0 - Student Code of Conduct (1st reading) – Dr. Perrine – This only existed in the student handbook; developed an independent policy.
- p. 5XX.0- *Course Substitutions (1st reading)* -Holly – Dr. Smith commented that course substitutions have become an issue. The update to the policy will require non-acts

course substitutions will go through the Dean for recommendation and final approval by the Vice Chancellor of Academic Affairs, removing final decision from the Registrar's Office.

480.1-General Dress Code Discussion – Dr. Smith commented that the policy is vague and there is also not anyone to police the policy. Dr. Shonk commented we would need a policy to fall back on in case the became a problem. Dr. Smith commented we would be able to use a professional conduct policy. Dr. Shonk asked if we have a professional conduct policy in place before inactivating the current dress code policy. Dr. Perrine asked if the next course of action would be for Jodie to develop a replacement policy that would be used in onboarding.

Concurrent Scholarship Policy 510.2 – in relation to tuition/fee changes – Cabinet – Dr. Perrine spoke with the business office about fees that are calculating for summer II for concurrent students. He commented that two of the three standing semester fees were being charged to concurrent students, however in the new fee structure, there is a single \$15 administrative fee. Dr. Perrine motioned to amend the amount from the two \$5 fees to a single \$15 fee. Dr. Smith seconded the motion and the motion carried with no further discussion. Dr. Perrine also commented that in the update, there is an independent line that shows Online Tuition in the statement, which the business office cannot remove. He further commented that there has to be a process in the back end that allows courses to be charged the online tuition rate. He is going to work with IT to look in the back end of Colleague so we can identify where this fee is generated. Dr. Perrine further commented that we needed to look at the concurrent scholarship and found we are losing \$50/credit hour per student on the concurrent challenge scholarship students. Dr. Shonk commented that he is going to speak with Dr. Bobbitt about working with the legislature to update the state scholarship policy.

Benefits Eligibility – Dr. Shonk commented that he recently learned that if you work 20 hours or more a week you are benefits eligible. Dr. Shonk said that UA Fayetteville has this set up as percentages. He also said UA Fayetteville allows employees part-time to be benefits eligible, however they have to pay an increased premium. Dr. Shonk asked the cabinet about their thoughts on us offering this benefit. Mr. Hankins and Wooldridge commented on the high expense amount this would be to the institution. Mr. Bruce also commented this would help with the retention of part-time employees. Dr. Shonk clarified that we currently have to offer employees benefits at 20 hours and the information can be found on the UACCB benefits page on the UA System website. Dr. Shonk did make it clear that to be eligible the employee would have to be at least a half-time employee with at least a 9-month appointment. Dr. Shonk said he would like to look at it more, but his initial thought is to move the amount to 30 hours.

Hiring Committee Selections

- a. Human Resources Generalist - Jodie Hightower (chair), Jennifer Sinele, Becky Warren, Johnny Babb, and Adrian Walker – Dr. Smith commented that Becky is on one committee now and will be on another upcoming committee. She asked that she be replaced on this committee. Dr. Shonk commented he thought her input would be important on this committee, with Becky hiring a large number of employees; though he said he would move Becky off the committee if needed. Becky Warren was requested to be replaced by Jenna Kuykendall. Mr. Hankins asked if we are looking at the UA Extension Office continuing to do payroll or if payroll would come back in house after this position is hired. Dr. Shonk said we are still getting final answers on payroll, but we are hoping to leave it with the external office.

- b. Business Technology Faculty – Jeanette Youngblood (Chair), Blayne Stewart, Deanna Tillery, Valerie Bennett, and Elizabeth Taylor
- c. Career Coach – Hillcrest, Southside (Zach Perrine (chair), Philip Landers, Three (3) representatives from each high school, Hillcrest: Johnson, Netrefa, Nunally, Southside: Hodges, Ford, TBD) – Dr. Perrine commented that Jennifer Ford will be transitioning to a full-time counselor at Southside High School and we have a new career coach established at Hillcrest High School.

Dr. Perrine made a motion to approve all proposed search committee. Mr. Wooldridge seconded the motion and the motion carried with no further discussion.

Area Updates

Heath Wooldridge – Lights have gone up in the interior of the Gateway Center. There is other electrical work happening and prep work for painting will begin next week. The roofing company will also be on site next week to begin staging the roof work on the building. Equipment for the cybersecurity classroom has been coming in, and they have been working on the training room for this program. The new security cameras are in almost all the buildings.

Bruce Hankins – The MOF has been approved for the additional \$250,000. Dr. Shonk asked how this was able to be approved without going to committee. Mr. Hankins clarified that it has to do with the amount requested and we were not over the threshold.

Brian Shonk – Board of Visitors is next Thursday, June 15. Dr. Shonk commented that we will have resolutions for the board members, this will be Mr. Hall's last meeting chairing, and the new board members have been invited.

With no further business the meeting was adjourned at 11:43 a.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
- Strategic Planning Committee meeting for Cabinet and HLC workshop group (Follow-up Meeting with Cabinet and HLC Workshop team scheduled for June 16)