

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 12, 2023 / 2:00 p.m.
Room 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 2:03 p.m.

Mr. Bruce Hankins moved to approve the minutes from the July 5, 2023 meeting. Dr. Holly Smith seconded and the motion passed.

UADA Print Shop – Dr. Shonk – The extension office sent a letter to let us know they would not be completing our printing for marketing anymore, because they did not want to invoice and produce PO numbers. Dr. Shonk worked with the office and as long as we use the interdepartmental charge functions in Workday, they are happy to serve us. Mr. Hankins added that the business office does receive notification of approval for the charges they are going through. Dr. Shonk commented there is a need for there only to be a few contacts, probably Jodie Hightower and Emily Brockway.

Get Inclusive/Vector Solutions – Dr. Shonk – Dr. Shonk commented that we signed up to do mandatory training from this company. Ms. Hightower received a message earlier today that the system office has signed a contract with Vector Solutions. We signed a three-year contract with Get Inclusive. Dr. Perrine did make note that he did check on the front end to make sure there was no system contract in play for this software.

FY24 Budget/Workday – Cabinet – Dr. Perrine commented that he was concerned that budget managers were going to see their budgets and be confused about the budget amounts. Mr. Hankins said that the budget was just posted fully, other than grants, yesterday and the business office will begin making budget adjustments so budget managers will see their true budgets. Mr. Hankins did make the comment that there will be a need to train the budget managers or those with appropriate security roles to move money and make budget transfers.

2022-2023 ACT Class Profile – Dr. Zach Perrine – Dr. Perrine commented that the information is only captured on students who plan to take the ACT. He commented that this is a good report that has many need comparisons and highlights incoming test scores, high school GPAs, and information on desired institution.

Trustee Todd Workforce Meeting #2 Update – Dr. Shonk – Trustee Todd is heading a committee which is a meeting of the two-year schools. His meetings have focused on the workforce in response to the Governor's priority on workforce efforts. Trustee Todd would like to create a document to send to Governor Hutchinson based on need and amount needed, though the group decided not to move forward with this. What a narrowed goal of the meetings was determined to be is for Chancellor's to provide two outcomes they would like to have from these meetings. Dr. Shonk also commented that Trustee Todd would like a report from the colleges on the students who have graduated, what jobs they

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 12, 2023 / 2:00 p.m.
Room 104
Minutes

have attained, if they are working in their field of study, and their range of wages. Dr. Shonk commented with the group that the institutions do not have access to these documents.

- a. **Two or More Outcomes** – Dr. Shonk asked cabinet to think about and suggest what outcomes we would like to see to send recommendations to Trustee Todd. Dr. Perrine suggested moving ARFuture and Workforce Challenge funds to a model similar to the concurrent challenge model. Dr. Shonk suggested a grant process for career and technical education.
- b. **UofA Workforce Response and Training Center**

ACC Presents Mark C. Perna: Engineering Explosive Growth in Retention, Completion & Community Buy-In – The ACC workshop will be held on July 25, 2023 from 8:30 a.m. -4:30 p.m. and we are allowed to have ten attendees. There is a need to select the ten campus members who will be in attendance for the event. Suggestions for the event were listed as below:

- a. **Dr. Holly Smith**
- b. **Dr. Brian Shonk**
- c. **Ms. Tiffany Guinnip**
- d. **Business Office Representative**
- e. **Ms. Tammy Pearce (if available)**
- f. **Mr. Clayton O'Neal (if available)**
- g. **Mr. Randall Warn**
- h. **Mr. Loyd Barry**
- i. **Ms. Dana Cox (tentative)**
- j. **Ms. Jeanette Youngblood**
- k. **Ms. Debbie Wyatt**
- l. **Ms. Emily Neely**
- m. **Ms. Emily Brockway**

College Catalog – Cabinet – Dr. Shonk commented that we wanted to redo the college catalog. Dr. Smith commented that the idea was to scale down the narrative and update the language as policy rather than just existing in the catalog. Dr. Shonk commented that we need get the catalog for the upcoming year as soon as possible and working on restructuring the catalog in the next year for the 2024-2025 release. Dr. Perrine commented we have made great strides in the policy work toward this, but he agrees that the major changes may have to update the structure in the upcoming year. Dr. Austin commented that not all students know to go to the catalog for information and we might need to consider a reference document to direct students on where to go to get information. The conversation prompted a conversation about the progress on potentially getting a chatbot. Dr. Perrine commented that he had pushed this to revisit in September when we have a clear picture of the budget for the upcoming year.

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 12, 2023 / 2:00 p.m.
Room 104
Minutes

Strategic Planning – Cabinet – Dr. Shonk commented that he would like everyone to be coming from the same place. He said he has been sharing out the messages he is getting from his one-on-one meetings, which is we are here to improve lives. He noted that he felt this could not be a mission statement but would like to have this worked into a purpose statement. He asked cabinet to give thought to adding a purpose statement. Dr. Shonk commented he has reviewed data on the one-on-one conversations from last year and Ms. Guinnip, without names, pulled themes from the responses for strengths and weaknesses. Data found was as follows with number of mentions:

Top Strengths: Connection to Community (27), Student Resources (24), Working Environment (23), Employees (20), and Continued Improvement (15)

Top Weaknesses: Communication (31), Compensation (21), Consistency (7), Employee Input (7), Employee Orientation/Training (6)

Dr. Shonk commented that it seems that the themes are picked up from administration on what employees are focused on. He commented on the need for focus groups to better understand employees' thoughts on why these are strengths and weaknesses.

System Office – Required Changes to the Code of Conduct, Title IX Policy and Free Speech Policy – Dr. Perrine – Dr. Perrine commented that there are updates coming to our Code of Conduct and Freedom of Speech policies on campus due to changes in updated legislation. Dr. Perrine commented that he will have updated policies next week, as we are required to have these policies updated by August 1st. He also commented that the legal team at the system is doing a great job at looking at federal legislation to look at further updates to the Title IX policy changes coming in October.

Welcome Back Week – Cabinet – Dr. Shonk commented on the need to be in the right frame of mind for the welcome back week. Dr. Shonk shared that we are working to complete information to get the motivational speaker on schedule. Dr. Shonk provided information on what we are looking for, which is lighthearted and positive messages for the campus employees. Dr. Shonk commented on how they weaved the speaker into the sessions, and suggested posing the speaker as a new employee to ask questions and have him jump in throughout the presentation. He then asked if he would do a presentation at lunchtime.

Policy/Procedures

- a. **585.1 Process for Student Withdrawal – Dr. Smith** – Expanded the process and removed the faculty drop from the policy. There are forms that will accompany these processes, which are simple and easy to follow. These request forms will be available within the student forms portal on the website. Definitions were added to the policy and completed/updated the procedure. Administrative drop is a from that does require student notification before it is completed.
- b. **586.0 Request for Course Substitutions – Dr. Smith** – This policy requires alignment between course outcomes for course substitutions. There are also stipulations that the substitutions have to be submitted before the beginning of a term.

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 12, 2023 / 2:00 p.m.
Room 104
Minutes

- c. **587.0 Request for Independent Study – Dr. Smith** – There was not a formal request for an independent study. Dr. Smith commented on the need to review the requests and for students/advisors to provide reasons as to why the request is being requested. Dr. Shonk commented that in the past we have not paid faculty for independent study and then later they were paid the per student head for independent study. Dr. Shonk commented that he felt we needed to have a process for payment for faculty if they complete the independent study. Mr. Hankins commented that he is familiar with an additional fee added to independent study requests to cover administrative costs and help cover faculty costs.
- d. **588.0 Request to Repeat Course Enrollment – Dr. Smith** – Dr. Smith commented on this policy is the language pulled from the catalog and then also adding more defined language, especially for specific programs like nursing. The new policy does include a request form and commented that she felt it was important to keep a record of why courses are repeated.

Dr. Smith made a motion to approve the policies and procedures noted in items a-d above. Dr. Perrine seconded the motion and the motion carried with no further discussion or comments.

- e. **505.4 – Revisions to Financial Aid (first reading) – Dr. Perrine** – Formalization of language that is in the college catalog.
- f. **505.5 Return to Title IV (first reading) – Dr. Perrine** - Formalization of language that is in the college catalog.

Dr. Perrine made a motion to approve the policies and procedures noted in items e-f above. Dr. Smith seconded the motion and the motions carried with no further discussion or comments.

Hiring Committee Selections – no committees needed

Area Updates

- **Dr. Smith** – RN pass rates will be released on July 31. The pass rates for 84. PN 75. Applications closed on July 7th with 41 total applicants. Simple Syllabus launched in Summer II and there have been many small glitches, but it has gone well, and it has worked out well for the term as testing. They are working on entering the OER textbooks within the syllabi.
- **Mr. Hankins** – Notified everyone that Ms. Peggy Jackson is out this week for an unexpected loss in her family and should be back on campus next week. He also commented he has been speaking with a few groups about their budgets and taken notes to work with Workday to make updates. He also commented that while speaking with the System Office team for Workday, he found that they have an easy ability to edit the reports we run and have made changes quickly if we request the changes. Mr. Hankins has also requested that the system office number the reports that are developed so we can reference and run the correct reports.
- **Dr. Perrine** – Updated that Workday Student testing is going well and UACCB continues to lead in the testing. He commented that admissions is asking for a testing environment and sandbox because admissions is going live in September. He did learn that there is a bit of a bottle neck with data updates and conversions and how the systems are updating. The team was asked to

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 12, 2023 / 2:00 p.m.
Room 104
Minutes

submit issues and requests through Jira tickets, so the subject matter experts will be submitting tickets to request the software updates we need as an institution. The hiring committees are meeting next week to move forward on the hiring of the Hillcrest and Southside career coach positions.

- **Mr. Wooldridge** – All the Gateway projects are completed and now there are areas to clean up around the property.

Meeting was adjourned at 3:58 p.m.

Minutes respectfully submitted by Tiffany Guinnip.