

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
November 29, 2023 / 2:00 p.m.
Room 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, and Dr. Brian Shonk. Minutes recorded by Ms. Tiffany Guinnip.

Dr. Shonk called the meeting to order at 2:00 p.m.

Approval of the minutes for the November 8, 2023, Cabinet meeting was tabled.

Pre-employment Reference Checks – Dr. Brian Shonk – Ms. Jodie Hightower found out we can do reference checks on our finalist applicants within Workday. This would send an email with a few short questions for the applicants. Dr. Shonk commented it would be nice to use for director level and above and faculty. Mr. Wooldridge asked if everyone felt that the responses would be completed. Dr. Smith commented she had used similar software at a previous institution and said they typically got good responses for the checks sent out.

- a. Hire Right – Faculty/Directors and Above
- b. \$9.45 per reference

Hiring Process – Centralize to Human Resources – Dr. Brian Shonk – Dr. Shonk commented that Ms. Hightower has spoken about centralizing the hiring process for the hiring process. The idea is we would have an internal form that is completed, and this would be submitted to human resources. From there, human resources would then complete the steps within Workday to hire a new position, rather than supervisors doing this. Mr. Wooldridge commented that he felt this would be good practice to have a centralized office that can give guidance on how these requests to be completed. Comments were made that many hiring managers do not know how to complete this process and human resources are correcting errors on the back end at this time now. Dr. Shonk presented a form that was created by human resources and that it would need to be looked at to add some information that is not on the form and get the form into a digital format, possible DocuSign.

Progressive Discipline Actions, Procedure XXX.XX – Dr. Brian Shonk – Dr. Shonk commented that Ms. Hightower worked with legal council to come up with a policy for a progressive discipline policy. He commented that this is a first draft of this policy and asked Cabinet to further review this policy and potentially take action on approval of the policy the next Cabinet meeting. Dr. Shonk commented that there was discussion if it be a two or three “strike” policy. It is currently drafted as a three “strike” policy. Dr. Smith asked if there would be a formal documentation process for the discipline procedure for filing within personnel files. She also asked if it would include a process for a performance improvement process.

Purchasing Procedures 320.0 – Dr. Brian Shonk – See notes under agenda item “Internal Audit, Procurement Card Analytics”

Shared Governance – Dr. Brian Shonk – Dr. Smith heard in a meeting with the system office that Faculty and Staff Senate and Student Government Association have a report out. This policy is at the system level, but they also noted that campuses will be required to have individual policies. Dr. Shonk

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commented that rather than creating something new, selecting a particular Wednesday of the month and inviting those individuals to come give a report out.

Internal Audit, Procurement Card Analytics – Mr. Bruce Hankins - We were selected for a p-card audit, and we are responsible for submitting comments on the findings. Dr. Shonk shared that for the most part we did well with the p-card audits and the biggest findings were that the purchasing procedures need to be updated. Mr. Hankins commented that Ms. Jackson has worked on updating the policy. Dr. Shonk asked that Mr. Hankins send the draft updates out to cabinet after today's meeting, and they vote on the policy via email. We would like to have the policy updated to send with the comments submitted to the system office. Dr. Shonk commented that most changes to the policy are simple changes like the bank we are using and reviewing process that might be able to be moved to electronic processes.

Title III, Project Director Approved – Dr. Holly Smith – Dr. Shonk commented that Mr. Blayne Stewart has been approved to be the program director for the Title III Grant. Dr. Shonk commented that the grant was written to have a project advisory council. Members for the council would be Dr. Holly Smith, Dr. Vernon Hoffman, Ms. Dawn Smith, Ms. Sherrie Stagner, and Ms. Rhonda Loper. Dr. Smith asked if she needs to organize the PAC meetings or if the director schedules and oversees. Dr. Shonk said she is there to oversee.

- a. Project Advisory Council (PAC) – Dr. Brian Shonk
 - i. “A Project Advisory Council (PAC), to be appointment by Ms. Frazier will include the Vice Chancellor for Academic Affairs, faculty senate president, and online faculty member, an academic advisor, and the Institutional Researcher. The PAC, will meet at least quarterly, is structured to support communication between the projects and other UACCB constituents and to monitor all project activities.”

Gateway Center Update – Dr. Brian Shonk and Mr. Heath Wooldridge – Dr. Shonk commented that he and Mr. Wooldridge spoke with he two realtors and the CEO of the party interested in renting the space and met them to tour the space earlier today. He commented they were happy with the space.

Budget Discussion – Dr. Brian Shonk – Dr. Shonk commented that all cabinets members should have access to the budget report within Workday (departmental Budget vs Actual) and at the overall budget. Dr. Shonk commented further that he would like for cabinet to have a meeting to understand the financial reports better and be able to better look at the overall budget for the college. Dr. Shonk commented on the report you see tuition overall, which includes all student tuition billed at the current point. He noted he would like to be able to see the tuition by the semester. Mr. Hankins showed where you should be able to view funds by each semester, but he commented that we are not to a point within Workday where we can filter that because not all of the Colleague data has been converted over to Workday. Dr. Shonk explained he is interested in understanding this so cabinet can best understanding the funding sources for the welcome center and to make the best determination for raises in July.

Hiring Committee Selections (if needed) – Cabinet – None Needed

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Open Discussion

a. Dr. Holly Smith

- i. There believe they have had 39 of 40 accept the position in the online RN program and 6 accepted positions within the on-ground program. This would put the upcoming class to 75. She commented that looking at the scores from applications are high and she believes this will be a successful cohort and hopes this will help build back up the program.
- ii. The adult education site review had a few recommendations that they will begin to work on.
- iii. Dr. Smith commented that the NAH faculty and staff take the towels home each evening to wash in their own personal washing machines. The thought was to take the men's locker room within the gym in NAH and make it into a laundry room for NAH to use. Dr. Shonk also asked if we could also look at our services to get the items laundered and a week's supply dropped off for a week.

b. Dr. Brian Shonk

- i. Dr. Smith spoke with Dr. Shonk earlier this week about where to locate the new faculty on campus. There are 2 empty offices in RJB, which they would like to move Andrew Muse and one of the new math faculty in that office. Dr. Smith commented that the only way to fit that many faculty in RJB is to make offices out of the workroom in RJB. The thought was to put a wall up within the workroom and put in a new doorway in the hallway to add an office in the building.

c. Mr. Heath Wooldridge

- i. The cosmetology remodel is scheduled to begin on December 12, and the chairs are the only items that are not in for the remodel.
- ii. Mr. Wooldridge asked if there was still a consideration of bringing security and grounds keeping back on campus. Dr. Shonk commented that yes, this is something that would still be of interest to look into.

Meeting was adjourned at 3:30 p.m.

Minutes respectfully submitted by Tiffany Guinnip.