

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**September 28, 2021 / 9:00 a.m.**  
**Room 104**  
**Agenda**

Members present were Dr. Anne Austin, Ms. Mandy Walker, Mr. Zach Perrine, and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower was also present.

Mr. Perrine called the meeting to order at 9:00 a.m.

**Welding Instructor Appointment -**

*Dr. Shonk made a motion to utilize UACCB procedure 220.1 II. A. 1. c. to recommend and appoint Mr. Loyd Barry to replace Mr. Daniel Winston as Welding Instructor for the Workforce Training Center. Mr. Perrine seconded the motion and the motion carried. Mr. Winston emailed Sunday September 26, 2021 resigning effective immediately.*

**Part-time hiring approvals -**

There have been some delays with hiring due to number of approvals required in Workday. Mr. Perrine would like to institute a procedure whereby a memo will accompany the hiring recommendation that will name the start date of the part-time worker. He will include this into the hiring procedure that will be voted on at the next regularly scheduled Cabinet meeting.

**Other Topics**

- The annual Security Report is due Friday, October 1, 2021. Mr. Perrine will update and move to Dr. Austin so that Title IX information can be updated. From there, the report will be reviewed by Mr. Mark Cartwright, director of events, who will submit the report. The report must also be posted to the website.
- Dr. Shonk requested using HEERF funds for new, social distance friendly work surfaces for ASB 303. Currently, the lab is configured in pods where groups of four sit very close together. He said faculty have asked for a remodel of this space. He would like the on-call architect, Fennell-Purifoy, to evaluate and provide recommendations. Dr. Shonk described the need for a professional to come in a look at the room to see how to make it more usable. He said that the work surface is a special material.
- Dr. Shonk announced the College was awarded \$1,075,943 by the Department of Labor, Delta Regional Authority, Workforce Opportunity for Rural Communities grant program. Partners include White River Health System, the North Central Arkansas Workforce Board, the Batesville Area Chamber of Commerce and several employers. Dr. Shonk will send the proposal to the group so they can review the entire project which has three paid personnel. The project will pay students to complete the FutureFit program.
- Dr. Austin reported that Ms. Melissa Rust, vice president for university relations, is tracking a number of bills filed in the state legislature related to vaccination requirements.
- Mr. Perrine presented the following list of requests for business title changes. These changes would apply to business titles in Workday and not for the position title as listed in the College's appropriation.

Name	Current Title	Proposed Title
Blayne Stewart	Faculty	Computer Science Faculty
Jay Strickland	Librarian	Director of Library Services

Deanna Tillery	Special Instructor/Trainer	Director of Student Success Center
Louise Hughes	Director of Special Programs	Director of Testing and Disability Services
Joe Young	Extra Help	Tutor – TRIO
Joe Young	Work Study	Tutor – Student Success Center
Tammy Smith	Administrative Specialist I	Receptionist
Evanuline Taylor	Special Instructor/Trainer	Transfer Coordinator
Tina Goodman	Special Instructor/Trainer	Academic Advisor/Veteran Coordinator

Everyone agreed with the proposed title changes. The titles will be updated on Workday and on the Website.

- Ms. Walker is working to obtain additional personnel positions. She is asking for the following positions: human resource director, information technology specialist, and two project program specialists.
- She is also working on drawing down federal funds.
- Ms. Walker said the search committee for the Director of Information Services recommended a failed search. She requested that an interim serve for six months after which time, the position could be re-evaluated and re-advertised. She noted that salary and the ability to work remote are the biggest issues noted by candidates. Dr. Austin asked about using an outside party to assist with these responsibilities. Ms. Walker recommended Ms. Crystal Blue to serve as the interim director of information services for a period of six months beginning October 1, 2021 in the IT director position as interim. Ms. Walker further recommended paying Ms. Blue salary equal to what the position of director earns. The group discussed various ways to determine pay and she will a proposal bring to Cabinet. The group agreed with the recommendation.
- ARE-ON – Ms. Walker said the College is working to arrange renting equipment from them to include a router. Dr. Shonk said the College could look at other companies to assist with storage and managing data.
- Dr. Shonk said that Ms. Serena Martin has been hired as Administrative Assistant for Academic Affairs. She starts Monday, October 4, 2021.
- Mr. Perrine said the search for the Marketing and Communications Coordinator was deemed a failed search. He is working to cover the role through dividing the duties up and outsourcing some things. He has approached a potential candidate about a part-time marketing specialist position that would include social media duties. He would like to extend Mr. Blayne Stewart's special project role. He is also recommending the public relations piece move back to the Assistant to the Chancellor position. Dr. Austin asked if this position could be remote. Mr. Perrine said much of it could be done remote, with someone on campus to provide photography as needed on a part-time or on-call basis. Dr. Austin also suggested hiring someone to analyze and review what the College needs regarding the position.
- Ms. Walker said audits are nearly finished with no findings so far.

With no further business the meeting adjourned at 9:55 a.m.

*Respectfully submitted by Ms. Jodie Hightower.*