

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
December 2, 2021 / 3:00 p.m.
Chancellor's Office
Minutes of Special Called Meeting

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 3:00 p.m.

Ms. Walker brought forth two personnel items for consideration.

- Add full-time Fiscal Support Specialist to handle travel, fleet vehicles and other duties formally fulfilled by the assistant to the vice chancellor for finance and administration.
- Add full-time Human Resource Specialist – This would be an internal search to fill this position.

Mr. Perrine moved to approve the recommendations that Ms. Walker presented. After discussion of administrative support concerns and needs, Dr. Shonk seconded the motion and the motion carried.

Hiring Committee Request –

Ms. Walker recommended Ms. Julie Johnson, as chair, Ms. Peggy Jackson, Mr. Doug Muse, Ms. Lynn Bray, and Ms. Janet Rodgers for the HR Specialist hiring committee. The group discussed and agreed with the selection.

Dr. Shonk reported that nursing instructor, Micah Moody, is leaving the RN position at the end of the year. The hiring committee recommended is Ms. Michelle Bishop, as chair, Ms. Robin Britt, Ms. Amy Bullard, Ms. Marietta Candler, and Mr. Mickey Freeze. The group discussed and agreed with the recommendations.

Other Business -

Ms. Walker gave an update on other business from Finance and Administration including the search for vacant information services positions and implementation of the Nel-Net online payment portal.

Ms. Walker also asked about moving spaces stating she and Ms. Johnson toured the Fine Arts building. She would also like the group to consider adding a drive thru push-out window in the current Adult Ed building for receiving payments. She said CRRSSA funds could be used to pay for this.

Dr. Shonk said soon after January 3, 2022, action to move offices should begin. He noted that Human Resources will probably need to be the first move as Adult Education needs to have a classroom in the Annex building where HR is currently housed by the start of the Spring 2022 semester.

Mr. Perrine said a verbal offer has been made to a candidate for director of development. There are three viable candidates for the director of financial aid position and there are no developments on filling the marketing coordinator position.

Dr. Shonk reported he has filled the psychology instructor position.

The group reviewed the agenda for tomorrow's semester year end meeting.

With no further business the meeting adjourned at 3:50 p.m.

Respectfully submitted by Ms. Jodie Hightower.