

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**January 19, 2022 / 2:00 p.m.**  
**IH 104**  
**Minutes**

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

Dr. Shonk called the meeting to order at 2:01 p.m.

*Mr. Perrine moved to approve the minutes from the January 5, 2022, meeting. Ms. Walker seconded the motion and the motion passed.*

**COVID 19 Update** – Ms. Hightower reported there are 47 positive cases of COVID associated with the campus at the time of the meeting. Thirty-five are in the student population and 12 in the employee population. Four are staff and eight are faculty. Most of the public k-12 schools have moved to AMI days for at least two days due to absences. Dr. Shonk said he talked to one of the division chairs about attendance here. Students are attending.

Dr. Shonk said there is a weather front moving in this week and it is expected to be brutally cold, not impactful otherwise. Dr. Shonk will keep an eye on the weather and notify the group if anything changes, but he did not expect any reason to close campus. He asked the group to notify him via text if the weather is bad in their area.

**Server Room** – Dr. Shonk said they had a meeting yesterday about the renovations of the old Career Pathways room in MCB to become the server room. He said facilities director, Mr. Heath Wooldridge's concern is that there is a gas meter on that side of the building. The plans call for a generator which would require a long trench. Ms. Crystal Blue, director of information services, also had some concerns. Dr. Shonk said he has concerns regarding the fiber network and the plans for it. He said the fiber branches out but never ties back. Because of that campus is losing throughput because it does not loop. Therefore, an upgrade in switches may be necessary.

The group discussed alternate plans and the exact needs of Information Services, including workroom space, offices, and proximity to student services. After additional discussion regarding the pros and cons of moving the server room, the group decided to put the project on hold and get input from an engineering or networking company. Dr. Shonk will try to meet with Ms. Blue and Mr. Woolridge later this week.

**Board of Visitors meeting discussion** – Dr. Shonk said the meeting is tomorrow at 4 p.m. One of the things on the agenda is a discussion regarding meeting time. He plans to present three options. He asked for input from the group about how to make the meeting more productive. The group discussed the role of the Board of Visitors as well as the goals for them. The group reviewed the by-laws of the BOV. Finally, they discussed the agenda for tomorrow's meeting and the flow of the items.

**HLC Accreditation Process** – Dr. Austin said things are going well, but she does need to check with some people. Dr. Shonk asked if it would be helpful to schedule one-on-one meetings with team leads. She said she would make that offer to them.

**\*\*Hiring Committee Selections (if needed)** –

Mr. Perrine requested the following people serve as the hiring committee for the Director of Career Pathways Initiative: Mr. Zach Perrine, chair, Dr. Anne Austin, Ms. Debbie Wyatt, Ms. Becky Saffell, and Ms. Barretta Robinson. The group agreed with this recommendation.

## Area Updates

Mr. Perrine reported the following for Student Affairs:

- Enrollment is trending in the right direction, and he thinks it will hit the projected target.
- He said the “dropped for non-payment” list is under 50, which is good. He noted that everyone is working well together, and the process is working very well.
- He reported that student organizations are being formed or re-formed including:
  - Debate Team – Sponsor: Mr. Jacob Chisom, oral com faculty
  - Phi Theta Kappa – Ms. Jennifer Pitts, testing and disability services specialist, and Ms. Amanda Cannon, nursing faculty
  - 1<sup>st</sup> gen student group – Ms. Sherrie Stagner, TRIO advisor, student activities coordinator
  - Unity for LGBTQA – Ms. Justine Yatska, TRIO advisor
- He said student affairs personnel are developing ways to increase diversity, equity, and inclusion.
- The volunteer activity held on Monday, January 17, 2022, in support of Martin Luther King, Jr Day was successful and several students attended.

Ms. Walker reported the following for Finance and Administration:

- Ms. Ann Brown is stepping down from Marcis, the company that holds the custodial contract for the college. She will continue until a new supervisor is hired. After a supervisor is hired, she will still work at night, but not supervise.
- Ms. Barretta Robinson, fiscal support specialist, will be coordinating scheduling for cars and WEX cards instead Ms. Sherrie Gunther, accountant.
- Ms. Julie Johnson, director of human resources, will send out the new payroll schedule. Ms. Walker said these dates are firm and there is no grace period.
- She plans to schedule a meeting next week for all budget managers to review the budgeting spreadsheet that she has created. She will get each person a password to their budget. She went through the spreadsheet and described the color-coding system for the group.

Dr. Austin reported the following for Special Projects:

- She suggested the group see Ms. Jessica Shelton, administrative analyst in Title III, for a glimpse at the Workday Student portal. She recently started a master’s program at a college that is using it.

Dr. Shonk reported the following for Academics:

- Strategic Plan Action Teams – Dr. Deltha Sharp, director of institutional advancement, asked who he would like to serve on the teams. The group discussed the initial appointments stand and replace those, as necessary.
- The all-campus meeting will be held Monday, January 24, 2022, at 3 p.m. in the IH auditorium. The scheduled will allow each Cabinet member five to 10 minutes for updates from their respective area, allowing time for questions at the end.
- The Director and Division Chair meeting will be on the 25<sup>th</sup> at 3 p.m. in IH 140/W.

Dr. Shonk reported the following for the Chancellor’s Office:

- The search for a Vice Chancellor of Academics: A solid pool of 14 applicants is being reviewed.

With no further business the meeting adjourned at 4:00 p.m.

*Respectfully submitted by Ms. Jodie Hightower.*