

University of Arkansas Community College at Batesville
Special Called Cabinet Meeting
August 5, 2022 / 3:00 p.m.
MCB 239
Minutes

The members present were Dr. Holly Smith, Mr. Bruce Hankins, Dr. Zach Perrine, Mr. Heath Wooldridge, Dr. Anne Austin, and Dr. Brian Shonk. Minutes recorded by Jodie Hightower.

Dr. Shonk called the meeting to order at 3:03 p.m.

Student Affairs – Personnel Policy 220.1 – Dr. Perrine said with Ms. Jennifer Pitts move to the Career Coach position at Batesville School, there is now an open position for a disability and testing specialist. Dr. Perrine said would like to place Mr. Billy Stidham, admissions counselor, into that position. Dr. Perrine has talked to all parties involved: Ms. Meagan Akins, director of admissions, Ms. Louise Hughes, director of testing and disability services, and Mr. Stidham. Dr. Perrine said he can hire a recruiter faster than replacing a testing specialist. Also, making this move now would allow the recruiter position to be posted quickly.

Dr. Perrine made a motion, utilizing UACCB Personnel Policy 220.1, to appoint Mr. Billy Stidham to the testing and disability specialist position. Mr. Wooldridge seconded the motion. Dr. Shonk noted his support for this move. After further discussion, the motion passed unanimously.

Policies and Procedures update – Dr. Shonk said he intends to bring Sick Leave Policy, 420.0 and 421.0 to the group at a later time.

Admissions Policy and Requirements – Dr. Perrine presented the proposed policy:

Overview

The purpose of this procedure is to explain the nature of student recruitment at UACCB.

Practice

UACCB does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admissions activities, or making decisions regarding the award of student financial assistance. UACCB also refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

This is the first reading of the Admission Policy and Requirements policy.

Credit Hour Policy – Dr. Perrine said this is a long read and would need to review it with other people before placing this before the Cabinet for review and vote. The group reviewed the proposed policy but declined to take any action until Dr. Perrine reviewed the policy with all concerned parties.

Off Campus Travel Policy, 535.1 – Dr. Perrine brought forward the Off Campus Student Travel policy for clarification. The college moved to an online form for the Travel Plan and the indemnification form. Dr. Perrine went through the modifications noting access to both forms will be on the “myforms” tab on my.UACCB.

Dr. Perrine moved to approve the revisions made and to move both the Travel Plan and the indemnification form online. Dr. Smith seconded the motion and it passed.

Remote Work Policy – 404.0 – Dr. Shonk reviewed the changes he made including changing “university” to “college”. He also took out the reference to the staff handbook. He will send to UA System General Counsel to review. The group further reviewed the policy and discussed the part concerning state of residence for an employee. The group had concerns about limiting to talent pool to the state as this may be counterproductive to hiring the best talent. Dr. Shonk will ask General Counsel about that section (V.) specifically.

This serves as the first reading. The group did note the policy would give supervisors authority to allow sporadic or one-time remote work decisions. Dr. Shonk said currently, Dr. Deltha Sharp, director of institutional research, Dr. Anne Austion, executive director of special projects, and Ms. Shannon Haney, director of development, are in a pilot program at the college for remote work. Dr. Shonk said that he would entertain allowing others to work remote. Mr. Wooldridge asked if Career Coaches would fall under this policy. Dr. Shonk said they do not as the duty station is the high school, but college provides the technology.

Hiring Committee Selections –

Admissions Recruiter

Meagan Akins, chair
C’aira Stewart
Dr. Larry Brown
Dakota West
Phyllis Gardner

The group agreed with the recommendations.

They discussed the schedule for the week of August 15th concerning the HLC Cabinet review.

They reviewed an email from HLC regarding a student opinion survey that will need to be sent out via email in September.

Mr. Hankins said Project One has the college’s budget and it is now in the testing phase. The salary part will be ready for testing on Monday. He and the System Office discussed strategy for adjunct and part-time salaries. He noted the only one school has their budget completed. He said this fall the System Office will send review teams to colleges to check on things and follow-up on problems.

With no further business the meeting was adjourned at 3:45 p.m.

Respectfully submitted by Jodie Hightower.