

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 17, 2022 / 2:00 p.m.
IH 104
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 Ms. Jodie Hightower.

Dr. Shonk called the meeting to order at 2:03p.m.

Mr. Wooldridge moved to approve the minutes from the August 3, 2022, meeting and the August 5, 2022 meeting. Dr. Perrine seconded the motion and the motion passed.

LINKs Professional Development – Dr. Shonk asked for thoughts on having the group listen to or read a book on positivity. They discussed various ways to create an environment that is challenging, encouraging and optimistic. They also discussed ways to teach the campus about shared governance and what does and does not fall within the shared spectrum. They also discussed ways to provide mentoring to middle managers such as those in the LINKs group.

Facilities/Maintenance Coordinator – Dr. Shonk said he and Mr. Wooldridge have discussed the creation of a position to take on some leadership, administrative and coordination aspects of facility management to serve as a back-up person to be the point person when Mr. Wooldridge is off-campus. Mr. Wooldridge said that the implementation of Workday has changed how he manages his day.

The group discussed the need for the position and agreed the additional support is needed. They decided to post the position versus appointing a person to the position.

Mr. Wooldridge made a motion to add the Facilities' Coordinator position. Dr. Perrine seconded the motion and the motion passed.

Clery Reporting – Dr. Shonk said he updated the system to list Mr. Mark Cartwright, director of events, as the contact person since Mr. Cartwright has been the person responsible for this report for the last several years. Mr. Wooldridge is listed as the second contact.

Remote Work Policy – Dr. Shonk would like to table this for now.

Sick Leave Policy, 420.0 – Dr. Shonk would like to table this for now.

Student Recruitment Policy – Dr. Perrine reviewed the policy again and noted it is ready for an approval decision as well as formatting and assignment of a number.

Dr. Perrine made a motion to approve the Student Recruitment Policy, noting that Ms. Hightower will apply the correct formatting and assign a number. Mr. Wooldridge seconded, and the motion passed.

Credit Hour Policy – Dr. Perrine said this policy is not ready for a vote and he would like to have Dr. Smith and Dr. Austin review it. The group decided to table the policy for now.

HLC Working Meeting Friday Morning – Dr. Shonk said we had to cancel the first two meetings, but he would like to meet Friday so that Dr. Sharp and Dr. Austin can walk them through the thought process and point out what areas they need help in the writing process. Dr. Austin said there are about 300 pieces of evidence that will eventually be linked to the argument. Dr. Austin said that criteria 3, 4 and 5 are the ones that need to be reviewed heavily for accuracy. She said she will make sure that the final draft is uploaded for 4 and 5 for Cabinet to review.

HLC Accreditation Process – Dr. Austin said she has a plan and is keeping an eye on the calendar.

Hiring Committee Selections –

Facilities Coordinator (tentatively) – The group agreed on the following selection:

Mr. Heath Wooldridge, Chair

Mr. Dakota West

Ms. Tammy Smith

Ms. Casey Bromley

Ms. Valerie Bennett

Dr. Shonk expressed appreciation for the talented personnel that have been recently hired.

Area Updates:

Dr. Smith reported the following for Academics:

- She said her office is working to get all the students off the waiting list and into classes.

Dr. Perrine reported the following for Student Affairs:

- They are pulling down the signs in bathroom that have the summer schedule listed.
- He said there are some issues with the new enrollment application, and they may have to pull it down until VisionAmp can make corrections. Admissions has been creative in work-around.
- Currently, the college is on hitting its goals on enrollment and is currently 2.5-3% down over last year. There is still an opportunity to add students for the second 8-week courses this fall and the spring semester.
- He said the new format for New Student Orientation has been well received. He also noted there is a slightly more non-traditional group of students this fall.

Dr. Austin reported the following for special projects:

- She reported that Perkins will conduct a desk review only this year and the college was not selected for a supplemental review.
- Perkins will be resuming live meetings at WinRock and the college can send a second person. The meeting will be in late October.
- September is the last month in Title III grant cycle, and she is completing year-end review. She said the college will need to engage a third-party reviewer.
- The Assessment Academy report due in next couple weeks to report on what the college has done since the mid-year review.
- She said Cabinet will most likely be excused from HLC proceedings, but LINKs will be utilized heavily. Dr. Smith said she will have several weeks of reports from Deans that link activities to the strategic plan.

Mr. Wooldridge reported the following for Facilities and Auxiliary Services:

- The renovation of the Information Services area is ongoing. He plans to have the framing, locks and painting finished by the end of the next week.
- He expects to have the shampoo station installation in Cosmetology completed by next Wednesday.
- They are finishing running power for the installation of automatic doors for WTC and Adult Ed (Annex). The company has the equipment on hold for us.
- He reported that the Bookstore sold two Microsoft Surfaces the first day they were available.
- Mr. Hankins asked if anyone had charged a car yet. Mr. Wooldridge said no and the app is not recognizing the site yet, but they are working on it.

Mr. Hankins reported the following for the Business Office:

- His office is currently compiling reports for both the System Office and ADHE.
- Workday continues to undergo updates and changes. One of the updates is how grants are put into the system and how grant managers interact with them.

Dr. Shonk asked for discussion on reporting data as well as other personnel matters.

With no further business the meeting was adjourned at 4:05 p.m.

Respectfully submitted by Jodie Hightower.