

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
September 7, 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.

Dr. Smith moved to approve the minutes from the August 17, 2022, meeting. Dr. Perrine seconded the motion and the motion passed.

Affirm Hiring Committee Selections –

Dr. Smith made a motion to affirm the hiring committee selections reviewed via email for the Director of Nursing and practical nursing instructor positions. Dr. Perrine seconded and the motion passed.

Safety Committee Requests – Mr. Heath Wooldridge and Ms. Jodie Hightower asked the cabinet to consider bringing Active Shooter training to campus through Criminal Justice Institute. They also asked the Cabinet to approve seeking NARCAN supplies as well as training to support this effort. Finally, they requested that Stop the Bleed training and supplies for bleeding response to be provided and/or purchased. The Cabinet agreed with the Safety Committee requests with the condition that Active Shooter training is mandatory for all employees. NARCAN and Stop the Bleed training would be optional.

New Student Organization – Dr. Perrine said a student as approached him about CMI Soul. Elizabeth Smith volunteered to be a sponsor of the group and it already has five members. He provided an organization constitution for members to review.

Dr. Perrine moved to approve the student organization of CMI Soul. Dr. Smith seconded the motion and the motion passed.

Mr. Hankins asked regarding setting up an agency account for the organization. Dr. Perrine said they could wait until the group is more solidly formed and preparing to spend funds.

Admission Policy and Requirements, 500.0 – Dr. Perrine said this is a housekeeping item to ensure that the language in the catalog matches the policy. Yellow highlighted words are new language. Previous language: a reading score of 63 or higher on the COMPASS, or 36 or higher on the ASSET, or 30 or higher on the Accuplacer, or 220 or higher on the Next Generation Accuplacer to be admitted.

II. Practice

Minimum Admission Requirements:

The University of Arkansas Community College at Batesville welcomes all individuals who meet the following two criteria:

1. (a) Have a high school diploma from an accredited high school or home school;
or
- b. Have a General Educational Development® diploma (GED);
or
- c. High School, home school, or GED students who meet the requirement for Concurrent or Dual Enrollment

2. In addition, all students must have
 - a. a composite score of 15 or higher on the ACT; **or**
 - b. an average score of 30 or higher on the Accuplacer, or an average score of 220 or higher on the Next Generation Accuplacer to be admitted

Dr. Perrine moved to accept the changes highlighted in yellow to the Admission Policy and Requirements, 500.0 Mr. Wooldridge seconded the motion and the motion passed.

Update to Scholarship Structures, 2023 – 2024 – Dr. Perrine said for several months his team has been looking for ways to increase the number of students who can get students, while keeping costs contained and within the law. He said currently students are potentially eligible for several scholarships that could be stacked. He said while this is technically allowable, it is not equitable. He reviewed the provided spreadsheet and word document outlining the costs per semester currently expended and the recommended scholarship structure for the 2023-2024 year.

He said many of the scholarships have been tuition only. The new structure allows for all charges to be eligible. Dr. Perrine said the Chancellor's Scholarship has the most changes with an award of \$3,000 per academic year. He said the goal was to limit scholarship to \$450,000. There are several advantages to the recommended structure including no hand calculations are needed and more students would be eligible including those who are completing their GED or non-traditional student that are not recent high school graduates. The one caveat is there will be hard deadlines for applying for these scholarships. Dr. Shonk said he approves of a hard dollar amount rather than specifying only tuition.

Dr. Perrine moved to approve the new scholarship structure to be implemented in FY 2024. Mr. Hankins seconded and after some discussion, the motion carried.

Discussion – Frontier Scholarship – Dr. Perrine asked the Cabinet to review and discuss the New Frontiers Scholarship, policy 515.1. He asked about the history of the policy and reasons for its implementation. They discussed various reasons to have multiple tuition rates. The group decided that ultimately more research and analysis needs to be done to consider any changes to this scholarship or tuition rates.

ADHE Approved Programs Document and Use – Dr. Holly Smith provided a [Copy of Approved Degree List Aug2022 UACCB\(draft changes\).xlsx](#). She said this is a living document and will be updated as programs are updated, added, changed, or deleted. She said there a tab that break down the funding sources for each program. She noted that the highlighted program are ones that could be Title IV eligible but have not been certified. Her team will keep adding to this and the goal is to have a spreadsheet for advisors to reference. There will be only a limited numbers of editors for the spreadsheet. She also described how she plans to organize the future spreadsheet.

Nursing Updates – Dr. Holly Smith review the numbers of nursing students. There are 56 new students including 18 LPN and 38 RN. There are 27 continuing students. Five of the continuing students are in the LPN program. Dr. Smith said that 7 of 9 LPN students who graduated this past summer have passed.

Dr. Shonk said he talked to Gary Paxon, White River Health president and CEO, about the hospital supporting the nursing program with guest lecturers.

She noted the atmosphere is positive in the Nursing and Allied Health division. She said there is one applicant for the Director of Nursing position. They have decided to extend the search. She also expressed appreciation for the great job that Becky Warren, dean of health professions and Hong T Nguyen, administrative assistant, are doing for the program.

Long-term Unfilled Positions – Dr. Shonk asked the group to make decisions regarding the unfilled positions below:

- *Division Chair for Arts and Humanities* – The group decided to remove this position.
- *Marketing Coordinator* – The group decided not to fill this position yet. They will seek to extend the contract for part-time marketing support with Emily Brockway until the end of the year.
- *Administrative Specialist for VC Finance and Administration* – The group decided to keep this position on hold. Mr. Hankins discussed potential changes in the business office. Dr. Shonk asked him to make a recommendation regarding the business office based the changes that known to be coming with Workday.
- *Computer Lab Manager* - Dr. Perrine said this position is not needed at this time. The group agreed.
- *Administrative Specialist for Student Affairs* – Dr. Perrine requested to change this position to a Student Life Coordinator. He proposed to take some funds allocated to the computer lab manager position and funds for the administrative specialist position to create this new position. He said that student life and student activities are going well and need a full-time person to support these activities.
- *Administrative Specialist for Academic Affairs* – The group discussed making this position a shared administrative position for Academic Affairs and Student Affairs. Both Dr. Smith and Dr. Perrine agreed a shared position would be sufficient. They also noted that Tracy Thomas, assistant registrar, would be taking on additional duties to support Academic Affairs.

Program Revisions/Additions/Deletions – Dr. Smith said the corrections or updates the college is making will be on the October Arkansas Higher Education Coordinating Board agenda. There will be additional programs on the January agenda as well.

They would like to keep the Certificate of Proficiency for compact equipment operation and add a new Technical Certificate in heavy equipment. They plan to change the name of mechatronics to drafting and design and will add a CAD design program. Dr. Smith said this aligns with local employers and positions available. There were four classes in all the skilled trades programs. Those will now be Certificates of Proficiency. This will allow the Secondary Area Career Center students to complete a CP in a semester. She will bring the program sheets once they go through the curriculum committee. She said the cybersecurity program is moving through the curriculum committee now and the TC will require some course changes including the addition of discreet math. She said they plan to move drywall and masonry CPs to inactive status.

HLC Accreditation Process – Dr. Austin asked Dr. Shonk to review Criteria 3 and 4 for accuracy. Dr. Perrine has reviewed Criteria 2 and 3. Dr. Smith asked the original requests for some evidence items. She is trying to locate requested items but need the context. Dr. Austin will check with Dr. Sharp. She said she feels comfortable with the pace and feels like it is coming together. Dr. Perrine said that Emily Brockway, part-time marketing contractor, is ready for content for the HLC FAQs/flyers.

Hiring Committee Selections –

Student Life Coordinator –

Dr. Perrine, chair
Sherrie Stagner
Jodie Hightower
Tiffany Guinnip
Jacob Chisom

Area Updates:

Dr. Smith reported the following for Academics:

- She asked if they had any questions about the software that Tiffany presented yesterday.

Dr. Perrine reported the following for Student Affairs:

- He said the first two weeks of the semester have been a success and each of the offices in his division have made progress.
- He said Admissions is attending the articulation workshops.
- Financial Aid were able to assist students who otherwise would not have been able to return to college.
- The new Career Coaches at Batesville High School and Cedar Ridge High School are getting settled.
- He and Pat Mulick will present at the ACC Conference in October. They will discuss the partnership for mental health on campus between the hospital and the college.

Dr. Austin reported the following for special projects:

- Assessment Academy update six is due by Monday and she is making progress and will have it submitted on time.
- The hiring committee for the Title III administrative analyst conducted interviews in the last week.
- She said Title III will be making large purchases for technology in the classrooms.

Mr. Hankins reported the following for the Business Office:

- He said the business office is closing in on deadlines, which are this Friday, for submitting reports to the System Office.
- He has been responding to emails from SEMA and sending reports to ADHE.
- They are also still working to de-bugging Workday.

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

- His crew finished the IT suite area.
- They started moving furniture the Mac Lab (MCB 239).
- Ongoing: The Grab and Go station in RJB is coming together and some of the equipment is in place.
- He is working with Julie Johnson, director of human resources, on the title for the new position in Maintenance. He said he plans to post the job next week.
- He reported that the Bookstore sold another Microsoft Surface. He also noted they are selling a lot of clothes.

Dr. Shonk said he had a late evening email from Angela Hudson at the System Office regarding contacting Trustee Fryer, chair of the building and grounds committee. Dr Shonk met via Zoom with Dr. Fryer at 9:45 a.m. this morning. He feels good about the acquisition of the property on Main Street.

Dr. Shonk said he has been invited to sit on a panel to discuss partnerships at the Arkansas Deans Association meeting. The meeting will be held September 19-20 at Arkansas Tech University.

With no further business the meeting was adjourned at 3:42 p.m.

Respectfully submitted by Jodie Hightower.