

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
March 15, 2023 / 3:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 3:00 p.m.

Dr. Perrine moved to approve the minutes from the March 15, 2023, meeting. Mr. Hankins seconded the motion and the motion passed.

Testing and Disability Services naming – Dr. Perrine requested title changes for Testing and Disability Services. Rename unit to Access and Testing Services (individually referenced they would be either Access Services or Testing Services). Change the director's title to Director of Access and Testing Services. Change the support role title to Access and Testing Services Specialist. *Dr. Perrine made a motion to approve the change and Mr. Wooldridge seconded. Approved.*

Campus Pulse Survey Fall 2022 Results – These were reviewed question by question and discussed.

IT Policies: Data Classification, Data Management, Drive Data Deletion – Dr. Perrine said that when the College underwent the Baker Tilley Audit, there were recommendations for some additional policies to secure data. These have been sent to the System office pending Cabinet approval. This serves as the first reading of the proposed policies. These are standard-type policies congruent with other System and sister campuses policies. *Dr. Perrine made a motion to approve all three policies and Mr. Wooldridge seconded. Approved.*

Title IX Policy Updates, 410.3 – Name and title changes only due to personnel changes. *Dr. Perrine made a motion to approve and Mr. Hankins seconded. Approved.*

Policy 410.4 – Updated to reference new Access and Testing Services. *Dr. Perrine made a motion to approve and Mr. Hankins seconded. Approved.*

Workday Stipend – Approved methodology for determining stipends for extra duties performed for Workday Student. *Dr. Perrine made a motion to approve and Mr. Wooldridge seconded. Approved.*

Custodial Services Contract Update - Mr. Bruce Hankins and Mr. Heath Wooldridge presented the results from the custodial services contract review committee.

Administrative Assistant for Chancellor's Office – This position is currently open. Additionally, the search for the newly created position of Director of Institutional Effectiveness and Research (an extension of the previous Director of Institutional Research role) has reached a decision point, with a finalist being offered the position but turning it down. Discussion revolved around readvertising the Director of IE/IR as Director of IR only and then combining the IE portion with the Administrative Assistant for Chancellor's Office. All present were in support of this option. (note: as confirmation, an email vote was conducted on March 21, 2023, with unanimous consent to approve appointing Tiffany Guinnip to the position of Assistant to the Chancellor with added Institutional Effectiveness duties).

UA System Board of Trustees meeting March 14 – 15, 2023 – Dr. Shonk attended this meeting and provided a report of activities. The meeting was short (likely the shortest one in ten years). UAMS has many high-profile projects ongoing or about to start. They are becoming a nationwide leader among medical schools in the nation.

The composition of the Board has shifted over the last few years with several new Trustees representing the business/finance sector.

Gateway Center Update – There is no extension allowable for the \$750,000 Regional Workforce Grant. Projects using the funds must be completed by June 30, 2023. The re-roof of the Gateway Center will cost more than \$750,000 and take a much longer time. Smaller projects to “rehabilitate” the building, in line with the grant approval, will be utilized to spend down grant funds.

HLC Accreditation Process – Now that the final site visit report is scheduled for IAC review in April, this item will be removed from the standing agenda item.

Hiring Committee Selections – Steering Committee for Director of Institutional Effectiveness and Research will be utilized for a committee for Director of Institutional Research.

Area Updates:

With no further business the meeting was adjourned at 5:18 p.m.

Respectfully submitted by Brian Shonk.