

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**April 19, 2023 / 2:00 p.m.**  
**IH 104**  
**Minutes**

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

Dr. Shonk called the meeting to order at 2:30 p.m.

*Dr. Perrine moved to approve the minutes from the March 15, 2023, and April 5, 2023, meeting. Mr. Hankins seconded, and the motion passed.*

**GPA Workgroup Recommendation** – Dr. Perrine commented that the workgroup had completed research and that they had researched other UA System schools. Dr. Perrine commented that we would need to develop a formal policy for review. Dr. Perrine clarified that students would only be allowed to keep coursework that is applicable to their current degree program. He also clarified that students would only be able to evoke this process once and this would not remove academic suspension/probation or financial aid suspension/probation processes. Dr. Smith commented that we would not want to have language within a formal policy that limited the number of years particular courses would still be relevant. There was also discussion that courses would not be accepted as substitutions for degrees, had the courses they took in the past with a passing grade not offered anymore. Dr. Perrine will approach the workgroup again and ask for more information on their sources and guide the group on next steps.

**New Frontier Revision** – Dr. Perrine began to revise and look through the New Frontier policy. Dr. Perrine commented that he believes it would be advantageous to offer in-district rates to those students who are attending PCB high schools but did not want to dip into scholarship funds. Dr. Shonk commented on the benefit this provides to high schools who choose to partner and become PCB schools. Dr. Austin asked if there had been financial aid appeals from students who did not receive the in-district rate but should have. Dr. Perrine commented that no, he has not seen that issue specifically, but questions come most often from students and school personnel from Cave City. Dr. Shonk noted that we would take this as the first review of the policy. Dr. Perrine asked where we would be able to see the statute for the sales tax. Mr. Hankins was able to provide a copy of the resolution from the Business Office files. Dr. Shonk and Dr. Perrine will look for a copy of the ballot language.

**Academic Complaint Logs** – Dr. Smith commented that they have worked on a academic complaint log which is combined with student services and a report out could be provided. Dr. Smith said she has to decide where the form and log would live. A discussion began about the potential to create a SharePoint site where it would be accessible, but not owned by an individual on campus. There was a discussion about beginning a discussion about the architecture of the beginning of potentially developing a range of SharePoint sites for different areas. There was also a need to begin moving away from my.uacsb. Dr. Perrine clarified that each area would have their own copy of this form; the consensus was this is the intention. Each form for the areas would have its own procedure with individual number. There was also discussion of the need to create a parent procedure explaining the complaint process on campus as a whole.

Dr. Smith made a motion to accept the proposed form. Dr. Shonk asked that the language be changed from bi-annual to reference review of complaints at the end of the fall and spring terms. Dr. Smith

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updated the language. Dr. Austin made a comment that there are reporting agencies that require information to be publicly available on complaint information. Dr. Smith commented that this information can be posted on the website.

There was further discussion about the logistics of the form being a Microsoft Form. A notification would be sent to emails when the complaints are submitted and then would be accumulated in an Excel file for review. Mr. Wooldridge asked if there should be a timeline for response to complaints made. Dr. Smith commented that this would be hard to establish, because each individual complaint would have a different response and course of action. Ultimately, it was decided that the students would receive a submission receipt of their complaint being submitted.

Dr. Perrine seconded the motion made by Dr. Smith, and the motion passed.

**Faculty Workloads SOP 406.1** – Dr. Smith commented that there is no reference in the policy to any faculty other than 9-month faculty. Dr. Smith updated the language within the policy to also include 12-month faculty, updated the title to accurately reflect the Vice Chancellor for Academic Affairs, and changed the language to reference deans rather than division chairs. Dr. Smith made the motion to approve the changes. Dr. Perrine seconded the motion, and the motion passed.

Dr. Smith noted the need to have a process to update policy and procedures on the website to make sure of the most updated versions. Dr. Shonk commented that the executive assistant to the chancellor will review policies for typos and submit finalized versions to the webmaster for posting to the site. It was decided the executive assistant would add the revised dates to the policies as the cabinet approval date.

**Faculty Senate and Committee Actions** – Dr. Smith spoke about the need to update the Cabinet on the updates from both the faculty sub committees to review their changes.

- a. **Curriculum Committee Manual and Structure** – Dr. Smith commented there are proposals that have been approved through the curriculum committee, and these proposals will be provided to cabinet once they have been brought to faculty senate. A clarifying point that was added to the curriculum committee meeting is that someone from each identified office has to be present at the meeting.
- b. **Academic Appeals Procedure** – Dr. Smith commented on the academic appeals procedure committee has been working on the procedure and said they should soon have a new procedure to present.

**2023 Outstanding Selections** – Dr. Shonk commented that the process is not great, and work is going to need to be completed on the nomination process for the award. Dr. Shonk also asked the question as to why we have a nomination process, and the Administrative Cabinet does not select the recipients. Dr. Smith commented that each campus has a different process. Mr. Hankins commented on his experience with this had a criterion to rank the nominees. Dr. Shonk commented on the fairness of the award, because the CTE are less known. Dr. Shonk commented we will proceed forward with the nominees for the 2023 year and a Microsoft form will be sent for the Cabinet's selection.

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**FY24 Budget Discussions** – Dr. Shonk is speaking with Dr. Bobbitt on Friday at 2:00 p.m. to talk through the changes we would like to make to the tuition and fees and explain the changes to the tuition structure for online courses and fees.

Mr. Hankins commented that the office is working on the salary permissions. He has divided the salaries into the respective funding streams. The funds are sorted by the cost center. He commented that this will let everyone see where everyone is getting paid from. He also commented that there is going to be a larger discussion about changing and updating the cost center for employees to be accurate to their position. After the spreadsheet has been reviewed Mr. Hankins will sort like positions into specific columns so fringe can be calculated. This work will allow a budget book to be in a viewable format and better allow input into adaptive. Mr. Hankins commented there are many gaps within the HCM/Finance system, but this will allow us to have a cleaner look at the budget at the same time next year.

Mr. Hankins commented that he and Ms. Jodie Hightower found there are allotted positions that were not appropriated correctly. Ms. Hightower has been working to adjust the positions and the positions should be corrected for the new academic year beginning in July. Mr. Hankins also commented that there are issues with the payroll reports that are produced with Workday, in that the reports are not easily sortable to view information. He commented Workday is aware and they are beginning to look at the output from some of the reports.

**Hiring Committee Selections** – No hiring committees were needed.

**Area Updates**

**Dr. Smith** – An offer was made for an RN faculty member and a verbal acceptance was received. A second round of more in-depth interviews will be conducted for the Director of Adult Education.

With no further business the meeting was adjourned at 4:39 p.m.

*Respectfully submitted by Tiffany Guinnip*

**Action Items**

- Review of current process and possible policy development for nominations of Outstanding Staff, Faculty, and Adjunct Faculty