

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 14, 2023 / 2:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 10:00 p.m.

Dr. Perrine moved to approve the minutes from the June 7, 2023 meeting. Mr. Hankins seconded, and the motion passed.

Organizational/Structure Changes - Dr. Shonk commented that he had been speaking to Dr. Perrine and Dr. Smith about changes for the organizational structure due to the changes in our enrollment. Dr. Perrine commented on the idea of developing a navigator model where there would be additional services and experience added for a student experience. The idea would be for there to be a single person a student is working with on their educational journey. To attain this, Dr. Perrine would like to combine admissions and advising into the same department. Dr. Perrine commented on the importance of streamlining processes. Dr. Shonk further explained we would create a position similar to a “dean of enrollment services” who would oversee all advising and admission functions. The thought is moving Meagan Akins into the role and close her vacant recruiter position and potentially raising salaries. Mr. Wooldridge clarified that the position that would be closed would just be the open recruiter position in admissions.

Dr. Smith announced the plan is to not fill the fourth dean position when Mr. Muse retires. She commented that she understands this will be an issue on campus, but this is something that needs to happen. The analyst position in the Academic Office will not be filled, and Jenna Kuykendall will come to the academic part of the week to fill the role of this position. Ms. Jeannette Youngblood will become the Dean of General Education. The upcoming academic year will serve as a transition year with Mr. Muse and Ms. Youngblood working together. There are two department leads selected for both Math and Science and Arts and Humanities, and a department lead will be selected for Ms. Youngblood’s current division. Dr. Zach Harber will take over the Future Fit grant and Tiffany Traw will move over to the Workforce Training building and work for Dr. Harber. The focus within Career Education will also broaden prior learning credit and non-credit course work. Ms. Becky Warren will keep Nursing and Allied Health and will take over the Secondary Career Center duties. Ms. Ramonda Housh is leaving her full-time position but will continue to work with us part-time to guide through the transition into the new curriculum. Ms. Dana Cox will serve as the Director of Nursing. Mr. Wooldridge asked when Ms. Housh would be transitioning; Dr. Smith verified that she will be transitioning to part-time at the end of June. Ms. Amy Plaster will begin working on July 1st, filling the Director of Academic Services role, she will be taking leadership of the Learning Resource Centers. The Registrar’s Office and Academic Services Coordinator will remain under Dr. Smith. Dr. Smith would like to evaluate any excess funds to hire a full-time heavy equipment instructor. Dr. Smith also commented that career services will likely move out from Ms. Youngblood, and they are evaluating where this might land between academics and student services.

Mr. Hankins commented on the need to get everyone together in a conference room to chart out where the changes are going to occur and make sure everything is accurate on the HR and budgeting side. Mr.

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Wooldridge commented on what the level of enrollment would be for positions to be with the fluctuation of enrollment. Dr. Smith commented that she is elevating the role of the Deans and they have more responsibility than the traditional roles of the division chair roles of the past. Dr. Shonk clarified that at 1,050 students, that is low for how we are operating. He further commented that we need around 1,200 students for our structure to function as we are now. He also said at around 1,400 students, that would be the level we would be looking to expand staff/faculty on campus.

Dr. Shonk would like to send out the updates on these changes to campus in his June 26, 2023 Chancellor Communication email and the positions changes to take effect on July 1, 2023.

Remodel of MCB and Gateway Center – Dr. Shonk commented that we need to develop a plan to look at the future of the welcome center in MCB and the space cannot sit as it is for an extended period of time. Dr. Shonk commented that we need the welcome center/one-stop-shop to be able to continue to bring students in and serve them. He commented that we will need to figure out a way to make this plausible within the next year. Dr. Shonk commented that the Gateway Center work is going nice and hopes in a few weeks the group can go look at the updates on the center. Mr. Wooldridge commented that the contractors are all on sight for the jobs in progress now, but said he is concerned about some of the contractors finishing on time.

FY24 Budget – Dr. Shonk commented that Mr. Hankins has been working with the other members of the cabinet. He presented the beginnings of the budget book for the upcoming year, without the departmental budgets. Mr. Hankins commented that this would be the document he presented to the Board of Visitors and drew attention to the budget versus actuals from years prior. Dr. Shonk asked a question on deferred maintenance and asked if this was on the Gateway Center and Independence Hall. Mr. Hankins said that at this time, we have deferred maintenance on Independence Hall and the Workforce Training Center; next year we will begin accounting for the new Gateway Center. Mr. Hankins provided an update that the budget has been built in adaptive, and that he only needs to make a few adjustments at this point.

Fall Convocation – Monday, August 14, 2023 – First Community Bank offered to provide lunch to all of our employees for the welcome week. This is the first day faculty are back on campus. We would have liked to have the meeting on another day, but this was the day our facilities were available, and the day First Community could provide lunch.

Board of Visitors – Thursday, June 15, 2023 – Dr. Shonk asked Mr. Wooldridge to provide an update on the Gateway Center. Mr. Hankins to show information from the budget book. Dr. Shonk asked Dr. Perrine and Dr. Smith to provide a few comments on the Strategic Planning trip and plans for the upcoming year.

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Policy Additions and Updates

Second Reading or Update

- a. **501.1 FERPA – Dr. Perrine** - Formalizes campus FERPA policy in this form as opposed to in Catalog or Handbook
- b. **510.3 – Project College Bound Graduates** - Updates the previous New Frontier Scholarship based on current technological processes and spirit of the original policy
- c. **560.0 – Student Code of Conduct** - Formalizes campus Code of Conduct policy in this form in this form instead of it being located in the Student Handbook
- d. **540.0 – Campus Communication** - Formalizes campus communication policy in this form in this form instead of it being located in the Student Handbook
- e. **545.1 – Identification Cards** - Updates language of ID cards removing previous technology usages for cards, now more generalized

Dr. Perrine made a motion to approve 501.1, 560.0, 540.0, and 545.1, above. Mr. Wooldridge seconded, and the motion was approved; it was noted that 510.3 was approved at the June 7, 2023 Cabinet meeting, and the policy was only reviewed again to clarify the language, as in the previous copy strike through language had been left.

First Reading

- a. **561.0 – Student Organizations – Dr. Perrine** – This is a policy to have a self-standing student organization policy from the handbook. They are also keeping a running list of organization on the web.
- b. **710.1.2 – UACCB Facilities Use Agreement – Mr. Wooldridge** – Commented that we have been asked more frequently about fundraising on campus. Mr. Wooldridge cited UA System policy that states that fundraising is only to be conducted for campus business and supported by the system; not fundraising by independent/private entities. He would like to add this language to the form that fundraising is not allowed on campus grounds. Dr. Shonk asked for clarification as to if we would like our policy to read that we do or do not allow fundraising on our campus. Mr. Wooldridge commented that it was under his understanding we could not allow this in the facilities. Dr. Austin commented that she believed the policy originated from a time when we had many political parties using spaces for fundraising, and the policy was changed to keep the campus neutral. Dr. Shonk asked that this be researched further, and this be revisited.
- c. **820.0 – College Security Camera Policy – Mr. Wooldridge** – Mr. Wooldridge commented that most of the new security cameras are installed. There are a few points in the current policy that need to be changed, which includes the request form to be updated to reflect the current structure (updating Vice Chancellor of Finance and Administration to Executive

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Director of Facilities and Auxiliary Services). Mr. Wooldridge responded to Dr. Perrine on who has access to the camera, which is IT, Security, Events, Vice Chancellors, and Chancellor. Dr. Perrine commented on it might be best to define who has access to view the security footage.

Mr. Wooldridge made a motion to approve the updates to 820.0 Dr. Perrine seconded, and the motion was carried with no further discussion.

****Hiring Committee Selections (if needed) – None needed**

Area Updates – No updates

Adjourn – Adjourned 3:30