

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 21, 2023 / 3:00 p.m.
Room 104
Minutes

The members present were 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 3:45 p.m.

Dr. Perrine moved to approve the minutes from the June 14, 2023 meeting. Dr. Smith seconded and the motion passed.

Personality Training – Maggie Beshears – Ms. Beshears tested the cabinet members on their color personalities. She asked on how to we should display the colors. There were suggestions on maybe purchasing additional tags to attach to nametags. There was a discussion of purchasing athletic bands. Further planning will be held on introducing the concept to campus in welcome week.

Room Scheduling – Dr. Smith commented that the problem is that it is not an issue with who does it, but the issue with where it happens. Mr. Wooldridge commented that there are frequent issues with rooms. Ms. Guinnip commented that she and Mr. Mark Cartwright had heard a presentation from a vendor about scheduling. She explained that the system they had reviewed would provide forms and auto scheduling of requested rooms for faculty and staff with an option for external parties as well that includes billing. She explained that the sales representative let them know the UA System was looking into a system contract, as the company is the sole scheduling software that integrates with Workday. Dr. Shonk asked Ms. Guinnip and Mr. Cartwright to get a quote on the software.

Policy Additional or Updates

Second Reading

- a. 5XX.0 - Course Substitutions – Dr. Smith
 - i. Revisions include the addition of list of acceptable rationale for course substitution requests, a timeline for requesting a course substitution, oversight of consideration and approval reassigned to Academic Dean and VCA for courses not included in the ACTS equivalency listing, moves Registrar's role to transcription only for non-ACTS courses, and provides an updated form with all required information. – The process had become very loose in what substitutions were being allowed and approved. There were substitutions that were happening because of degree plan changes when the new degree would not hurt the current students. There were also instances of substitutions approved when students did not complete the correct course work. This will help the process and make a streamlined process to ensure all substitutions are following a fair and structured process.

Dr. Smith moved to approve the adoption of the new Course Substitution policies. Dr. Perrine seconded and the motion passed.

- b. 561.0 - Student Organizations – Dr. Perrine
 - i. Formalizes student organization policy in this form instead of it being in the Student Handbook

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Dr. Perrine made a motion to approve the updated policy. Mr. Wooldridge seconded, and the motion passed.

First Reading

- a. 4xx.xx - Accommodations Pertaining to Pregnancy, Childbirth, and Related Medical Conditions – Dr. Shonk – Dr. Shonk explained that we have to have a policy in place to say every supervisor will be trained on parenting, pregnancy, childbirth, and related medical experiences. The requirement would be that each front-line supervisor would receive training every three years. Dr. Shonk did ask for cabinet to review section VIII. Administrative Review section of the policy. His question was if someone has a complaint about the process, who do they go to. Dr. Shonk commented that he had thought about Dr. Perrine (Title IX Coordinator) would go to this representative and asking the Cabinet for their opinions. Dr. Perrine said he would not mind serving this role. Dr. Austin commented that this seems like a good placement because Title IX also used to cover employees until recent legislative changes. The Cabinet agreed that it would make most sense for the Title IX Coordinator to be listed as the person to send complaints to.

Hiring Committee Selections – No hiring committees were needed.

Area Updates

Mr. Wooldridge – Commented that the work on the Gateway Center is going well. He is a little concerned about the work completing on time, but he feels they will complete the work. Painting was finished today. The roof work is coming along and should be complete by Friday. The electrical work should be completed by next Wednesday. The construction of the partition wall should be complete by the end of next week. The demolition is working, but he is concerned about finishing it on time. The back fill for the truck bay is coming along.

Dr. Smith – LPN and RN applications close on July 7th. They have not had enough students to apply to fill the LPN program, so are not sure what to do with the cohort. RN applications are looking good. Dr. Smith also commented that the cosmetology program is also brining in a lot of applications.

Dr. Shonk – Commented that he had spoken with Dr. Bobbitt about the two parties interested in leasing additional building space. Through the conversation, Dr. Bobbitt requested an RFP be placed for leasing the warehouse space.

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