

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 28, 2023 / 2:00 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 2:05 p.m.

Dr. Perrine moved to approve the minutes from the June 21, 2023 meeting. Mr. Hankins seconded and the motion passed.

Agenda “Lockdown” – Dr. Shonk voiced the need to lock down the agenda for Cabinet meetings before the meeting starts. He noted that the agenda has been changed after the meetings begin with everyone having access to the live agenda. He noted Ms. Guinnip will begin locking the agenda before the meetings begin to prevent changes after the meeting has begun.

Gateway Center/Regional Workforce Grant Update – Mr. Heath Wooldridge and Mr. Bruce Hankins – The electrical work was completed on Tuesday and the architect signed off on that work. Today, the architect looked at the roofing project, which was completed last week, and approved the work. The separation wall is complete with a small amount of clean up remaining. The two jobs in progress is the demolition of the office area to the front of the building and the filling of the truck well. It looks like the work should be completed by Friday and all invoices have been received and entered. Dr. Smith suggested on Friday Cabinet take a trip to the center to see all the updates. Dr. Shonk thanked Mr. Wooldridge for all his work organizing the work and bringing together all the vendors. Mr. Hankins commented that invoices were being entered this afternoon and they have checked with ADHE. ADHE let the business office know as long as the required documentation is submitted by Friday, June 30, the grant funding will process.

Welcome Center Update – Mr. Heath Wooldridge and Dr. Brian Shonk – Dr. Shonk commented while the architect was here they had him go to the MCB to look at the future welcome center space. Dr. Shonk noticed the trim on MCB around windows and doors is painted dark brown while on other building it is a light beige color. Dr. Shonk asked the architect to look at the front of the building to remove the front of the office windows to create a glass entrance. The architect said he felt this was a possibility. The architect also commented that East Arkansas Community College is completing a similar project to create a welcome center. Mr. Hankins commented that the front of the building should be painted a light color to match the other buildings.

Update/Discussion on Organizational Changes – Cabinet – Dr. Shonk wanted to follow up with the group to get their feedback to see if there needed to be further discussions on feedback from their employees. Dr. Smith commented with the changes in personnel within Nursing and Allied Health, she is suggesting that herself and Ms. Amy Plaster will work heavily on Secondary Career Center to allow Ms. Warren time to adjust the staff within nursing. Dr. Smith announced that Ms. Jennifer Davidek has submitted her notice and there will be a need to reevaluate that salary to be competitive to hire a new director for the EMS program. Dr. Perrine commented that the weekend seemed to be a good time for employees to reflect on the changes and that the response seems to be positive. Dr. Shonk commented Ms. Jodie Hightower on her work on adjusting everything on the back side and her work to discover new functionality within Workday.

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“Convocation” Week Updates – Cabinet – Dr. Shonk commented that he place Convocation in quotations on the agenda as it is open for discussion. Dr. Perrine commented that he likes the term “Kick-Off”. Mr. Wooldridge asked about the Open House activity on Friday. Dr. Perrine answered that this is an event where students can come and tour and take care of last-minute business before classes begin. Dr. Smith commented that she had a request to change the Wednesday academic schedule, and that she would send her requested changes. Mr. Hankins suggested a motivational speaker he knew that we could bring to campus.

Policy Additions and Updates: Discussion was held about there not being any time for review and comments for the campus at whole. Decision was made that there will be a process put in place to share changes with campus and comments brought back to cabinet.

Second Reading or Updates:

- a. **4xxx.xx – Accommodations Pertaining to Pregnancy, Childbirth, and Related Medical Conditions – Dr. Shonk** – Dr. Shonk commented the only changes to this policy was to indicate that the Title IX Coordinator would be the person complaints can be addressed to. The policy language was not updated. The policy will be reviewed and considered at the next meeting.

First Reading:

- b. **505.1 – Federal Financial Aid Eligibility and Requirements – Dr. Perrine**
 - i. Formalizes federal financial aid eligibility and requirements policy in this form instead of it being in the Student Handbook or Academic Catalog
- c. **505.2 – Satisfactory Academic Progress – Dr. Perrine**
 - i. Formalizes satisfactory academic progress policy in this form instead of it being in the Student Handbook or Academic Catalog. Dr. Smith commented that she is working on a policy for incomplete grades and the policy that she is writing will differ from the language in the SAP policy. Dr. Perrine commented that the language for standards of academic progress for financial aid and academics is not always the same. Dr. Smith further commented that in her experience this could cause issues. Dr. Perrine commented that if an issue arose he would be willing to revisit the policy and align the language.
- d. **505.3 – Financial Aid Stacking and Over Awarding – Dr. Perrine**
 - i. Formalizes financial aid stacking and over awarding policy in this form instead of it being in the Student Handbook or Academic Catalog
- e. **505.6 – Financial Aid Grievance Process – Dr. Perrine**
 - i. Formalizes financial aid grievance process policy in this form instead of it being in the Student Handbook or Academic Catalog Dr. Smith commented on this policy and asked about the grievance process for students to submit. Dr. Perrine commented that this is a process that needs to be formalized and that this policy will need future revisions to round out the policy fully. What has been developed to this point covers the

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information that was in the catalog and handbook and the language makes us compliant with ADHE requirements.

Hiring Committee Selections (if needed) – Cabinet

- a. **Computer Support Technician – Dr. Perrine** – Dr. Perrine announced that Mr. Jordan Brock has submitted his resignation this week.
 - i. Crystal Blue (Chair)
 - ii. Dustin McAnally (Direct Contact)
 - iii. Chris Middleton or Adrian Walker (Maintenance Representative) – Mr. Wooldridge commented that Chris works with IT closer and Adrian is serving on a committee.
 - iv. Louise Hughes, Billy Stidham, Janet Rodgers, or Sherrie Stagner (Testing Representative) – Ms. Janet Rodgers was selected.
 - v. Blayne Steward or Randall Warn (Academic Representative) – Dr. Smith suggested using Jenna Kuykendall as she has been using a lot of technology. She also suggested Ms. Stephanie Minor. The Cabinet agreed to add Stephanie Minor to the group.

Dr. Perrine made a motion to approve the hiring committee. Dr. Smith seconded and the motion passed.

Area Updates

- **Dr. Perrine** – Workday testing period began yesterday with a rough start. The afternoon was better yesterday, and the morning has been smooth today. He further commented that student finances seemed to be smooth while other areas were a little less. He feels that spirits are pretty high, and everyone is doing well.
- **Mr. Hankins** – The budget was sent to Project One and the operating budget should be in the sandbox by tomorrow afternoon for viewing.
- **Mr. Wooldridge** – Commented that there is a stand still on the preparation for the cybersecurity room. He assumed that there is a delay in receiving equipment because of end of year processing. He said he is concerned about getting the room completed by classes starting in August. Dr. Smith commented that tables and chairs have been selected and ordered.
- **Dr. Shonk** – Commented that changes are needed to be made to the new college signs. Sample sign formats were displayed, and Mr. Wooldridge commented that with the potential changes presented we will likely need to have a complete rebuild. Mr. Wooldridge was concerned about the sizing of the letters on the signs now versus what could potentially fit.

With no further business the meeting was adjourned at 3:11 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