

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**July 5, 2023 / 2:00 p.m.**  
**Room 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 2:00 p.m.

*Dr. Perrine moved to approve the minutes from the June 28, 2023 meeting. Mr. Wooldridge seconded and the motion passed.*

**Policy 405.7 – Personnel Action Form** – Dr. Smith commented that the policy is outdated and references the old PAF policy and forms we do not use on my.uaccb. The question became if we create a policy for the PAP hiring in Workday to replace the policy or if we can rescind. The discussion was made that we do not need a policy and we will follow the process in Workday.

*Dr. Smith made a motion to rescind the policy. Dr. Perrine seconded the motion and it carried. Dr. Austin did make comments about the need to potentially leave the policy on the website for historical references.*

**Financial Aid 505 Policies from Catalog/Handbook**

- a. **505.1 – Federal Financial Aid Eligibility Requirements – Dr. Perrine** - Formalizes federal financial aid eligibility and requirements policy in this form instead of it being in the Student Handbook or Academic Catalog
- b. **505.2 – Satisfactory Academic Progress – Dr. Perrine** - Formalizes federal financial aid eligibility and requirements policy in this form instead of it being in the Student Handbook or Academic Catalog
- c. **505.3 – Financial Aid Stacking and Over Awarding – Dr. Perrine** - Formalizes federal financial aid eligibility and requirements policy in this form instead of it being in the Student Handbook or Academic Catalog
- d. **505.6 – Financial Aid Student Grievance Process – Dr. Perrine** - Formalizes federal financial aid eligibility and requirements policy in this form instead of it being in the Student Handbook or Academic Catalog

*Dr. Perrine motioned to accept the new policies referenced in points a-d. Dr. Smith seconded the motion and the motion carried.*

**Welcome Back Week (Name for the Week and Motivational Speaker) – Dr. Brian Shonk** – Dr. Austin suggested convocation week. Dr. Shonk commented that we tried this but didn't take it well. Dr. Austin commented that welcome back is only relevant to faculty because they are the only employees who are returning. Dr. Shonk asked the group to continue to think about a name for the event. Dr. Shonk commented that we reached out to the comedian Jarred Myers. After discussion, the group agreed to come to campus including travel for \$1,500. Dr. Shonk asked Cabinet what the theme for the event. Dr. Shonk suggested we give him a theme for the event, and he could work the crowd at a few key points to move the crowd and agenda.

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**Great Colleges to Work For, Survey Results – Dr. Brian Shonk** – Dr. Shonk noted that he sent it out to the campus on Monday morning. He commented that he was disappointed with the use of the Great Colleges to Work for Survey. Upon looking at the statistics, only 74 two-year schools complete the study. Dr. Shonk suggested that instead of completing this study if we conducted small focus groups on campus and further, who would conduct the groups and surveys. Dr. Smith commented that if we complete the work that has been developed for strategic planning, a lot of this information should come forth from this work. Dr. Austin agreed with Dr. Smith's statement about strategic planning. Dr. Shonk noted that this will be an additional item for the strategic planning committee.

**\*\*Hiring Committee Selections**

- a. **Nursing Faculty** – Dana Cox (chair), Randall Warn, Nate Pyle, C'aira Stewart, and Jeanette Youngblood
- b. **EMT/Paramedic Director** – Becky Warren (chair), Resa Dowdy, Meagan Akins, Elizabeth Smith, and Sherrie Gunther.
- c. **Revision to Simulation Coordinator** – Ramonda was a part of that search committee for this position. Because Ramonda will not be full-time with us, Dr. Smith has suggested we replace her with Thuy because she was the simulation coordinator.

*Dr. Smith made a motion to approve all search committees. Mr. Wooldridge seconded the motion and the motion was carried with no further discussion or comments.*

**Area Updates**

- **Dr. Shonk** – Dr. Shonk announced to the group that Dr. Austin is going to transition to part-time and into retirement in December 2023. He further commented that Dr. Austin has a wealth of knowledge from campus history and always serves as a voice of reason in decision making. Dr. Shonk commented that this will be a process of Dr. Austin's duties transitioning to other areas. Dr. Shonk asked that the information not be shared with the campus until it is announced at large. Dr. Shonk wanted to bring this to everyone's attention, so they are aware of the timeline of events for the shuffling of tasks and duties. Mr. Wooldridge asked if we would split the duties Dr. Austin has or if we would hire a replacement. Dr. Shonk answered that for now we will work to split the duties. Dr. Shonk commented on the article that came out over the weekend referencing Dr. Bobbitt's performance for the University of Arkansas System. Dr. Shonk commented there is a meeting tomorrow afternoon at 3:00 p.m. which is open for public viewing. At this meeting in the executive session, they will discuss the continuation of Dr. Bobbitt's contract, which ends in December 2023.
- **Dr. Austin** – Dr. Austin commented that the biggest pieces of her job that will need to be handed off are the Title III Grant and Perkins Funds. She noted another important piece is the finishing out of the assessment academy and moving forward of this work.
- **Dr. Perrine** – Student Services is doing well. Enrollment numbers look good for the fall with around 2.5% up. Louise Hughes is working on a update to the accessibility handbook update. With DWS being closed, the early CRC training would not have an on-ground site for testing. Ms.

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Hughes asked about the testing and spoke with Ms. Stacey Gunderman and Dr. Shonk and we are a site where CRC testing can take place. Dr. Shonk commented further we have been working with the Chamber to have the County designated as a CRC Work Ready Community. Ms. Becky Warren is traveling to receive an award of the designation of Independence County becoming a Work Ready Community. Dr. Perrine further commented that Workday testing has been moving forward well. He also commented that we have the largest group of testers.

- **Dr. Smith** – Dr. Smith commented that Amy Plaster began working this week and Tiffany has been working to teach her processes. Nursing applications close at the end of the week.
- **Mr. Hankins** – Mr. Hankins commented that budgets are not available yet. They are working on loading them into the sandbox. He further commented that he checked the trial balance today and appears we will be around \$250k higher than we budgeted from sales tax revenue. Mr. Hankins commented that the UA System has to complete the budget by the end of July. Final reports are due to the system office by the end of August. Dr. Shonk asked when we would know if we were up or down on the 2022-2023 budget. Mr. Hankins said they are still working through year end and year beginning invoices.
- **Mr. Wooldridge** - Mr. Wooldridge commented on looking at the option of upgrading the fleet. He is interested in looking at a new van. The current van is a 1999 model. Mileage has gotten high on the vehicles with the newest model being a 2013 Avenger. He commented that the state is not funding any vehicles this year, so we would have to purchase on our own. Dr. Shonk asked how many vehicles are used regularly. Mr. Wooldridge commented that around four get used regularly.

With no further business the meeting was adjourned at 3:10 p.m.

*Respectfully submitted by Tiffany Guinnip*

**Action Items**

- Name for Professional Development Week
- Review of current process and possible policy development for nominations of Outstanding Staff, Faculty, and Adjunct Faculty
- Development of Policy and Procedure for Policy and Procedure updates including an open comment period.