

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 26, 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 2:03 p.m.

Mr. Heath Wooldridge moved to approve the minutes from the July 19, 2023 meeting. Mr. Bruce Hankins seconded and the motion passed.

Mr. Wooldridge asked a clarification from the minutes if APERS was going to end. Mr. Hankins clarified that APERS would not be going away, but that employees in the future would be steering away from APERS as an option, and it likely will not be an option for employees in the future within the UA System. It was brought up in discussion that UACCB employees no longer have the option of APERS when they select retirement.

ACT Profile Report Review – Dr. Brian Shonk – Dr. Shonk reviewed data on the preference of distance for colleges, the distance and enrollment of the area high schools, and preferred college type. Mr. Hankins commented that it would be interesting to look at the census data to see the educational level of adults in our service areas. Dr. Austin commented it would be interesting if we could track back on the data to find out where the students went if they did not attend UACCB. Dr. Austin also commented on the importance of not just looking at data but using data to conduct a strategy to drive change. There was a conversation that a live dashboard with data would be good for campus.

Solicitation for Proposals for Lease of Warehouse Space – Dr. Brian Shonk – The system office assisted in the development of the proposal. Ms. Peggy Jackson sent the proposal out to the two parties who have expressed interest in the lease, and it has been posted on the website. Dr. Shonk commented it would be good to send out to the relators in the area.

Campus Procedure 560.0 Revision – Dr. Zach Perrine – This is an update for our student code of conduct and reflects legislative changes from the spring. Updates were reflective of the templates produced by the UA System language.

Campus Procedure 712.0 Revision – Dr. Zach Perrine - This is an update for our free speech zones and reflects legislative changes from the spring. Updates were reflective of the templates produced by the UA System language.

Campus Procedure 413.0 Revision – Dr. Zach Perrine - This is an update which reflects legislative changes from the spring. Updates were reflective of the templates produced by the UA System language.

Campus Procedure 540.0 Review due to 712.0 Revision – Dr. Zach Perrine – Noted some language may need to be updated to be in line with other noted policy changes above.

Dr. Perrine made a motion to approve the revisions to policies 560.0, 712.0, and 413.0. Mr. Heath Wooldridge seconded the motion and the motion carried with no further discussion or questions.

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 26, 2023 / 2:00 p.m.
Room 104
Minutes

Hiring Committee Selections (if needed) – Cabinet – Ms. Elizabeth Smith cannot serve on the EMS Director search committee and Dr. Smith proposed replacing Ms. Smith with Mr. Cheyenne Diaz. Cabinet was favorable on the change.

Area Updates

- a. **Dr. Holly Smith** – Dr. Smith commented that we have 32 RN students in the incoming cohort and 5 LPN students for the upcoming year. Interviews for simulation coordinator is taking place today and interviews for the open RN position are next week. There is one strong applicant for the EMS director position. The psychology instructor position has been posted on the website. She commented that this is the first 12-month general education faculty position we have posted. Dr. Belt is still going to work as an adjunct professor for us. Dr. Smith further commented that we will not be looking to make any of the 9-month faculty to move to 12-month positions, but going forward, this will be something that will fill gaps.
- b. **Dr. Zach Perrine** – Dr. Perrine showed the enrollment tracking chart. At this time, we are 9% ahead year-to-date at 113% of our SSCH goal. If we lose 10%, we will still be meeting enrollment goals. Dr. Smith commented that there are 105 students on waitlists now that Academics is working through. Positions have been offered and accepted for the Hilcrest and Southside Career Coach positions, announcements soon.
- c. **Mr. Bruce Hankins** – Working to complete and send in some of the final year reporting to the system office. Looking at pension hours and working on grant reporting that is due the first week of August. Ms. Peggy Jackson is out this week as well with her family. The business office has requested a plan to have someone in place to work on purchasing. Mr. Hankins commented there will need to have an additional key for the central supply closet.
- d. **Mr. Heath Wooldridge** – The group has begun demolition work on the old student success center. They have begun pulling ceiling tiles down and disconnecting electrical. They expect to get the interior walls torn down within the next two weeks. Mr. Hankins commented that technically, the project to redo the center will need to go into an MOF for ADHE. Mr. Wooldridge commented the only expense associated with the project at this point is a fee for waste.

Meeting was adjourned at 3:25 p.m.

Minutes respectfully submitted by Tiffany Guinnip.