

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 9, 2023 / 2:00 p.m.
Room 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, 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.

Mr. Heath Wooldridge moved to approve the minutes from the July 26, 2023 meeting. Mr. Bruce Hankins seconded and the motion passed.

Staff Senate Constitution and Bylaws Update – Staff Senate – Dr. Shonk commented that the Bylaws seem to be the information from the Constitution repeated and summarized. Dr. Shonk further commented that the Constitution looked good. Dr. Shonk also said he would likely suggest to Staff Senate that they clean up the Bylaws so they are not a copy of the information in the Constitution. Within the Bylaws on page two in the last line, he noted the sentence that notes that staff should have had one full year of service to hold an office. Dr. Shonk said he would like to make the suggestion to Staff Senate to adjust the full year service date from January 31st to July 31st. This would ensure there is a year of service, but without making individuals serve in a full-time position for more than a year. Within the Constitution it states that in order to be considered a member of Staff Senate someone cannot be considered a member of Faculty Senate or Administration. There is some inconsistencies in definitions between the documents. Mr. Wooldridge commented that the information about absentee ballots has been stricken fully. Dr. Shonk commented that Staff Senate is operating online, which allows staff members to be present.

Mr. Wooldridge made the motion to approve the Staff Senate Bylaws and Constitution, with suggestions for clarifications. Mr. Hankins seconded and the motion carried with no further discussion.

2023 Fall Kick-Off Schedule – Dr. Shonk – Dr. Shonk commented that we have not come up with a better name for the event, so Fall Kick-Off is what the title will be for next week. Dr. Shonk commented on the conversations he has had with Dr. Smith about the expectation for faculty as they return to campus. Dr. Shonk commented that a lot of requests for the schedule for next week. He commented that we have already let faculty and staff know what days/times they need to be available without details. Dr. Shonk asked Cabinet members if they were in agreement with the schedule and ready for it to be sent to campus.

Policies and Procedures

- a. **591.0 – Incomplete Grade Request – Dr. Smith** – ~~This procedure was an update to language. It was decided to review the policy at the next Cabinet meeting.~~ **Approved at previous meeting.**
BKS 08/23/2023
- b. **592.0 – Academic Appeals – Dr. Smith** – The policy is updated to streamline the process for the academic appeals process. Dr. Smith shared with Dr. Shonk before the meeting that many have worked on this process. Mr. Wooldridge commented on the days allowed in the process, which he counted to be 28 days. He said at the end of the policy it states a decision would be made in 30 days. Dr. Shonk commented he will review the policy again. Dr. Shonk commented that the

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window for students to file an appeal was shortened. He commented that a lot of the appeals were students from nursing programs, and once the appeal was complete the student would be out of the program for an extended amount of time and would have to keep up with their work. The new policy allows students in these circumstances to remain in the course until a decision is made on the appeal.

Mr. Hankins made a motion to approve the updates to policy 592.0. Mr. Wooldridge seconded the motion and the motion passed.

Event Dates for 2023-2024 – Dr. Shonk

- a. Spring Kick-Off – Thursday, January 4**
- b. End of Academic Year Meeting – Friday, May 10**

Hiring Committee Selections – None Needed

Area Updates

Meeting was adjourned at 2:55 p.m.

Minutes respectfully submitted by Tiffany Guinnip.