

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
September 27, 2023 / 2:00 p.m.
Room 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, Dr. Anne Austin, Dr. Zach Perrine, and Dr. Brian Shonk. Minutes recorded by Ms. Tiffany Guinnip.

Dr. Shonk called the meeting to order at 2:04 p.m.

Dr. Zach Perrine moved to approve the minutes from the September 13, 2023 meeting. Dr. Holly Smith seconded and the motion passed.

Open Enrollment Update – Ms. Jodie Hightower – Ms. Hightower went over the updates for open enrollment for 2024. Things that are of greatest importance is the enrollment period, which is from October 23 through November 6th with a 5:00 p.m. hard deadline. The health premiums are not increasing in January. The deductible for the health savings plan will go up, which she noted does not affect many employees. Talk Space has been added as an in-network health provider and vaccinations are covered at full. The new wellness plan will not have a tobacco surcharge, but to get the benefit of the wellness program you have to enroll on the UMR website for the benefit. So, new employees hired after January 1st and employees who do not sign-up before will not be eligible for the wellness program benefits. Ms. Hightower said that the benefits package will go out to employees in the mail next week, and she will share later when she is able to as allowed by the system. She noted that leave without pay is something that was noted that is overused at other institutions. In January there will be a spousal verification audit, which will be a workday task for employees to verify their spouse if they have them on a system insurance plan. If the information is not completed in Workday, the spouse will be dropped from the health plan. Dr. Shonk said he planned to share relevant pieces of information in the Chancellor Communication.

2024 Eclipse Committee/Work Group – Dr. Zach Perrine – Dr. Perrine commented that there is a lot of information going around in the community and campus for the Eclipse. Mr. Wooldridge commented that he felt with us being a public property that everyone will feel that they can park here. Dr. Perrine commented he feels that security may be an issue with the number of expected influx of travel in Batesville. Dr. Shonk and Ms. Shannon Haney have discussed roping off parking spots in the field at the gateway center to sell for parking. Dr. Perrine commented that it would be good if we can work with another entity to coordinate the event. Dr. Perrine asked if we will have class on the day and if we will still hold class. Dr. Shonk said yes, we will still have classes, but an understanding that most will let their students out to view the eclipse. Dr. Shonk reached out to the Chamber to see if there are organizing for the event.

Gateway Center Update – Dr. Brian Shonk – Met with Chris Thomlinson and Stephanie Isacc yesterday to speak about the project at the Gateways Center. The conversation was positive and seemed promising. Mr. Thomlinson worked with the Department of Agriculture to speak with Dr. Shonk, and he will be meeting with them tomorrow, Thursday September 28th at the System Office to discuss our plans for the Gateway Center.

Strategic Planning Update – Ms. Tiffany Guinnip – The goal of the Strategic Planning group during the fall semester has been to seek input from campus to work to adjust and update the mission, vision, and values as needed. During Kick-Off week the “Lights, Camera, Action!” event was hosted, which asked

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employees to discuss presented questions with a facilitator to collect input on mission, vision, and values. After data was analyzed a second event was planned, "Pancakes and Perspectives" to get rating and ranking data from themes developed from the initial input. After the data was evaluated, it was found that faculty and staff feel workforce education/training, community partnerships, and student focus/success were the most important overarching themes. The strategic planning committee took this information and worked last week to develop a draft of the purpose and mission statement. The proposed purpose statement is "Improve Lives", and the draft mission statement is "Improve lives by empowering the people of North Central Arkansas through education and skills development." A focus group on campus was held earlier today, which brought up questions about the inclusion of the phrase "North Central Arkansas" in the statement. Main concerns were if the statement excluded students, we serve from areas outside of North Central Arkansas. A second focus group session is scheduled for campus for tomorrow to get further feedback and it is planned to get perspectives from students and parties outside of campus on the inclusion of the service location.

Grants – Staffing/Contract – Dr. Brian Shonk – Dr. Shonk commented there is a discussion about changing the position for grant/staffing personnel. It has been discussed moving the foundation position to a part-time position of approximately 15 hours a week which would focus on the foundation grants and internal work. Another part-time position of about 25 hours a week would work to make connections in the community. Dr. Shonk made further comment he had spoken with a company to work on grant writing for the college. He did comment that the company was expensive but brought up the question if we need to look at hiring a grant writer or making that someone's role.

Hiring Committee Selections – Cabinet

- a. **Clinical Coordinator-NAH – Dr. Holly Smith** – Dan Cox (chair), Jessica Jones, Stephanie Minor, Mickey Freeze, and Jennifer Coan.

*Dr. Holly Smith motioned to approve the search committee for the Clinical Coordinator position.
Dr. Zach Perrine seconded the motion and the motion carried.*

Area Updates

- a. **Dr. Zach Perrine** – Dr. Perrine commented that he is increasingly concerned about going live with the Workday application. He has a meeting later this afternoon to speak with Nathan Nolan and Erin Dail with the Project One team to discuss the concerns about the application and admission processes within Workday.
- b. **Dr. Brian Shonk** – Dr. Shonk noted that there is a space at the Gateway Center so the truck driving range is not on the main campus. Zach Harber is reaching out to a company to get a quote.
- c. **Mr. Heath Wooldridge** – The carpentry class is working in the custodial and security office in the maintenance building, and said it is going well. He said the class has around 2 students, but said the materials are in and the students are doing a good job. The lighting repair for Independence Hall is scheduled for some time next week. A new bushhog was purchased. Heath commented that once the weather cools more he will work on cleaning up additional debris in the Gateway Center to clean up the floors in the building and also pick up any leftover piece of trash that are laying around.

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- d. **Dr. Holly Smith** – Part of the curriculum process is to provide updates to Cabinet. In September, Dr. Smith commented we are reconfiguring the AS Nursing degree. She said it realigns the credit hours so students can stay full time each semester and also aligns clinical hours better with lecture material. They are reconfiguring the practical nursing program. The reconfiguration adds the thirteen credit hours as pre-requisite work for the program into the actual program. Both of the changes will require approval from ACEN, ADHE, and Board of Trustee approval. This change would take effect in the fall of 2024.

Meeting was adjourned at 3:10 p.m.

Minutes respectfully submitted by Tiffany Guinnip