

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
November 8, 2023 / 2:00 p.m.
Room 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, and Dr. Brian Shonk. Minutes recorded by Dr. Brian Shonk.

Dr. Shonk called the meeting to order at 1:59 p.m.

Dr. Zach Perrine moved to approve the minutes from the October 25, 2023 meeting. Dr. Holly Smith seconded, and the motion passed.

UA Two-Year Chancellor Meeting – Dr. Brian Shonk

- a. BOT Policy Updates (coming)
 - a. 100.4 Governance – System Office advised campuses to update governance policies.
 - b. 405.1 Tenure and Promotion – Dr. Michael Moore is scheduling calls with the CAOs to discuss. It does not appear to impact the two-year colleges.
 - c. Car Allowances (to be drafted) – A system policy is coming forward. Legal advised that public funds cannot be used for car allowances for personal vehicles for administrators.
- b. Contracts/Legal Review – There will be guidance coming forward soon allowing us to sign low-risk contracts without system office approval.
- c. Gainful Employment – New gainful employment laws take effect in July 2024. More guidance will be forthcoming.
- d. Artificial Intelligence – Consensus is that it is too early to write policies addressing artificial intelligence. The biggest concern is academic integrity. This concern should be addressed through appropriate statements on syllabi.
- e. Courseleaf to be used for Common Course Numbering – Courseleaf has been purchased by the system office for common course numbering.
 - a. Turnover to ADHE December 2025
- f. Move all campuses 100% to cloud by Fall 2025

BibliU/College Store – Dr. Brian Shonk – Dr. Brian Shonk met with a representative at the ACC conference to learn about BibliU. After the meeting with the representative initial discussion followed about services they offer to colleges. Dr. Shonk expressed his interest in the product and schedule a follow-up zoom call with the BibliU. Others on campus will be invited to the call to provide input on the product.

Aspen Prize for Community College Excellence – Dr. Brian Shonk – Dr. Shonk commented that the surprise celebration for faculty and staff for the announcement as a top 150 school. He commented that the first round of the application process consists of a data pull for demographic data for our student population, wage and employment data, and success data. The data is due on November 15 and Ms. Rhonda Loper is working on the information. The second piece of the application is a narrative that answers specific questions about campus practices, culture, and use of data. The narrative piece of the application is due on December 12.

Academic Calendar draft – Dr. Holly Smith – Dr. Smith presented the draft of the academic calendar for the 2024-2025 academic year. She asked the group to please look over the calendar and let her know if

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they saw any dates of concern. Once she has received feedback from the group she will finalize the calendar and have the official calendar posted to the website.

Hiring Committee Selections (if needed) – Cabinet

- a. Nursing and Health Professions Administrative Analyst – Becky Warren (chair), Peggy Jackson, Lisa Lewis, Nate Pyle, and Jenna Kuykendall.

Dr. Smith made a motion to approve the search committee. Dr. Perrine seconded and the motion carried.

Open Discussion

Dr. Holly Smith – There was an accessibility meeting last Friday. One take away from the meeting was that there may need to be email signatures for students. We need to make sure we are offering an immersive experience for high school students.

Heath – Fiber has been run to the Gateway Center. Project was completed by Yelcott. ARE-ON Will make the connection to the building soon.

Bruce – Replacement for Alexis' position has resulted in a failed search. There were issues with some duplicate p-card transactions.

Meeting was adjourned at 3:05 p.m.

Minutes respectfully submitted by Dr. Brian Shonk.