

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
December 13, 2023 / 2:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 2:05 p.m.

Mr. Heath Wooldridge moved to approve the minutes from the November 8, 2023 meeting. Mr. Bruce Hankins seconded, and the motion passed.

Dr. Holly Smith moved to approve the minutes from the November 29, 2023 meeting. Mr. Heath Wooldridge seconded, and the motion passed.

Staff Senate Constitution – Dr. Brian Shonk – Dr. Shonk commented that Staff Senate had worked on their Constitution and By-Laws. When they were originally presented the By-Laws were approved, but there were some inconsistencies or duplicated information. The Constitution was sent back and asked to be updated to clear up the language between the two documents. The group agreed to look at this and asked for a copy of the document with track changes.

Progressive Discipline Policy – Dr. Brian Shonk – Dr. Shonk commented that there has been some work to clean up a few items within the draft policy after the last discussion. He reminded everyone that the policy language was developed by the system office legal counsel. Dr. Shonk asked that the group look at the policy and approve the policy, with the agreement that we will work on the form and the application/format of the form at a later day. Dr. Smith asked that this be addressed at the next all campus meeting to make sure everyone understand the new policy. Dr. Shonk suggested that we discuss this and the leave policy at the February all campus meeting.

Mr. Heath Wooldridge made a motion to approve the policy. Dr. Holly Smith seconded, and the motion passed.

Board of Trustees Policy 420.1, Annual Leave for Exempt Employees – Dr. Brian Shonk – Dr. Shonk commented that only 12-month employees can cash their leave when they separate from the institution. Dr. Shonk commented that this became an issue with an employee that switched from 12-month to 9-month. Going forward, if this transition occurs again, the employee has to use their leave before the transition, or they will lose their leave time.

January 4, 2024, All Campus Meeting – Dr. Brian Shonk – Dr. Shonk wanted to have this be an upbeat meeting and focus on the “initiatives/projects” that we are working on now and not adding anything new. We are going to speak about strategic planning (Randall Warn), Mark Perna (Holly Smith), Caring Campus (Zach Perrine), and Rural Guided Pathways (Tiffany Guinnip). He commented that he would like to talk about these for a max of 15 minutes each. He wants to emphasize how all of these work together and that we are not focusing on any other projects going forward. The goal is to keep the meeting to 2-hours. He anticipates we will provide an update on enrollment. Dr. Shonk asked Bruce to give an update on budget checking. Mr. Hankins commented he will also update campus on the fact that we will no longer have to use the trip optimizer for taking personal vehicles, it will be built into Workday. Dr. Shonk asked Mr. Wooldridge to give an update on the Welcome Center project at the meeting. Dr. Smith

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commented that she has a day of training scheduled with faculty the day after. She mentioned that she is going to focus heavily on assessment with the faculty and said she might work it into her conversation about Mark Perna. Dr. Shonk suggested Dr. Smith talk about assessment to the campus. Mr. Wooldridge asked where the all campus meeting would be held.

BibliU Pilot-Spring Fast Term 2 – Dr. Holly Smith – Dr. Smith commented that there was another meeting with BibliU yesterday. The plan for now is to have a test for the software in the Spring 2 term. She commented that they need quite a bit of data to begin working on the process. She commented that they based pricing on usage at this time. She said if Spring 2 goes well, they will roll out fully for summer and then hopefully a full go live in fall. She said in January there will be a small implementation group that works on this project, which will include at least one dean and representatives from financial aid, bookstore, and billing. Dr. Smith spoke with faculty to let them know that if the institution does not feel that it is a good fit, we will not stay with the product. Mr. Wooldridge asked about the price points. Dr. Smith said there is a one-time fee for implementation at the beginning of the project. After the implementation they will charge \$6 per OER content (our cost) for students and the titles will be charged to the students, but it will not be billed until census day. Mr. Hankins commented that the business office has questions and concerns about how this will work. Dr. Smith clarified that some of the financial aid implications may be different, because students will not pay for books up front. Dr. Smith commented that there are still questions about concurrent students because some of them are co-enrolled with college students. There also need to be discussions about what we will opt-out. Mr. Wooldridge asked if there will be an increased need to offer more devices in the bookstore. Dr. Smith commented that it would be good to add an inexpensive e-reader option for those that need a less expensive option.

Hiring Committee Selections (if needed) – Cabinet – None Needed

Administrative Assistant – Adult Education – Becky Warren, Cheryl Toon, Emily Neely, Louise Hughes, and Caitlyn Croft.

Dr. Holly Smith motioned to approve the committee for the hiring of the administrative assistant. Mr. Bruce Hankins seconded, and the motion carried.

Open Discussion

Dr. Brian Shonk – The End of Year meeting went well. He thanked Dr. Smith for suggesting the event and Ms. Guinnip for organizing. Dr. Shonk asked if we should host this kind of dinner at the end of the semester. Dr. Smith thought it was a good idea to hold it twice a year.

Mr. Bruce Hankins – It was brought to Mr. Hankins attention that someone was concerned about the individuals who are skateboarding on the sidewalks on campus. The group discussed and agreed that they individuals were not bothering anyone and they would continue to monitor to make sure individuals were not bothered and property was not damaged. Mr. Hankins commented that Lori Alpers is new to the Business Office. He commented that she has payroll and purchasing experience. Mr. Hankins noted that there is a p-card exit interview for the audit next week.

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Mr. Heath Wooldridge – The maintenance group got the adjunct office moved into the new office in RJB. He commented that the work on the offices in the maintenance building came along well and the construction class completed around 98% of the work. Mr. Wooldridge commented that where the welcome center will be in MCB in the closet there is the original system for the smoke detector system. He commented that he would like to overhaul the system in MCB and spoke with the architects about putting this in with the remodel, but we will likely do it on our own. He estimates the job costing around \$30,000. Mr. Wooldridge also commented that we would have the opportunity to relocate it if we wanted. Dr. Shonk suggested moving it to a location that would not bother everyone when the alarms go off. They suggested moving it in IT. The contractors should be completed tomorrow with the tile work in the cosmetology building. After the tile work is completed, maintenance is waiting for the new stations to come in to be set. The cybersecurity room is complete other than some cabling that needs to take place.

Dr. Holly Smith – All of the RN graduates are scheduled to test by the end of January. We are paying for testing with Perkins funds and feel it has made a huge difference. Dr. Smith has gotten additional information on laundry. Typically, the classes are around 24 students and on busy skills day (2 days a week), which is around 2,000 pieces of wash each week. If we were going to just use the laundry service, we would need around 3 times the number of pieces we currently have for the turnaround. Dr. Smith commented that if we had washer/dryer on campus it could become part of the skills lab. Dr. Shonk suggested to sometime soon to walk over to the fitness center to check if it will fit in that space. Completed interviews for the admin for NAH and the Highland Adult Education center. She said she hopes to have those hires announced in January. She commented on how well of a job Ms. Jodie Hightower and HR have been doing in helping academics with requisitions. The finals are ongoing and final grades are due at noon on Friday. Perkins transitioned over to Ms. Amy Plaster and CTLE work has been handed to Mr. Blayne Stewart.

Meeting was adjourned at 3:18 p.m.

Minutes respectfully submitted by Tiffany Guinnip.