

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
January 10, 2023 / 2:00 p.m.
IH 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, 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 January 3, 2024 meeting. Mr. Heath Wooldridge seconded, and the motion passed.

801.0 Inclement Weather Policy – Dr. Brian Shonk – With the revision of the policy there is a need to assign essential on campus employees and essential remote employees in the chance of inclement weather, emergency, or special event. The cabinet discussed listing the Executive Director of Facilities and Auxiliary Services as an essential on campus employee in any of these events and listing the Director of Information Services as an essential remote employee during any times of inclement weather, emergencies, or special events. It was also determined that cabinet members would be essential employees. The Cabinet looked over the policy and wanted to change the language of the proposed new policy to be similar. Dr. Shonk and Ms. Guinnip will work to revise the policy and send the update to the Cabinet. Mr. Wooldridge asked if language could be added specifically regarding the use of facilities by outside parties when we experience campus closures.

Pending Inclement Weather Discussion – Dr. Brian Shonk – The cabinet reviewed the latest weather forecasts and noted that snow looked likely on Sunday. Ultimately the weather conditions will have to be monitored to decide if campus will need to have a late start or a closure for next week. Dr. Shonk asked how we notify the campus and community that the campus is closed. Dr. Shonk noted that there is a large listing of contacts for the weather; he commented that he has been sending closure information to White River Now and KAIT. Dr. Smith noted that we may want to add KFBS, which is another local station for the service area.

Workday Student Testing Stipends – Dr. Zach Perrine – Dr. Perrine spoke with Mr. Pyle and Ms. Thomas about activity for those working on Workday. He had adjusted levels up for a few employees who were more heavily participated over the past cycle.

Dr. Zach Perrine moved to approve the stipends at the levels proposed in the worksheet provided to Cabinet. Dr. Holly Smith seconded, and the motion passed.

Mainstay Update – Dr. Zach Perrine – Dr. Perrine commented that the added services to the product are good and the support for implementation has been very responsive and helpful. At this time, the main deliverables are to set up the phone numbers for the offices. They are working with a core team on building the AI chat system and he commented that the product is much better than what we have been using in the site. Dr. Perrine commented that they have developed a small test site where a group can go out and ask questions for the chat system to see if it can answer questions. Dr. Smith asked that we open it up to a diverse group of testers to make sure we do not miss any areas. Dr. Shonk noted the need to have a group that oversees the use of Mainstays, so students do not get spammed with messaging from multiple offices. Dr. Smith suggested an audit from the offices to get a listing of the messaging that goes out routinely during the semesters. There was another suggestion to make a form

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for those who do not use a texting system to request a message be put out for students. Dr. Shonk also expressed the need to make sure messaging was consistent with voice and it is messaging with active ability for students to receive assistance or complete business. A style guide was suggested for the messaging.

BibliU – Dr. Holly Smith - Dr. Smith commented that they provided the data to BibliU for the Spring II pilot. The sales representative sent the contract, which is being reviewed by legal right now. At this point in the pilot, there are 47 courses in the pilot with 24 book titles and 2 codes. Dr. Smith commented course codes carry the most cost for the institution. Dr. Smith commented that courseware use is at 29% usage; she continued to say that the less we use of this the cost per item could decrease. Dr. Shonk asked if we would want to consider charging the students \$60 per title and paying the \$6 fee ourselves and paying the \$6 OER fee for students. Through quick calculations they estimated this would be \$9,500. They discussed the likelihood that faculty will continue to adopt OER content, which would be a large savings to the students.

Start of Spring Semester Discussion – Cabinet – Dr. Shonk commented that he had reports from others that the campus seemed to be calm, and offices did not seem overwhelmed and running smoothly. Dr. Perrine commented that there had been no special requests for last-minute registration on the first day of classes. Dr. Smith commented that she felt that the physical moves on campus and the new processes have helped with the beginning of the semester procedures. Mr. Wooldridge commented that faculty have been asking for help with work in their office spaces since they have come back. Mr. Hankins commented that the beginning of the semester has gone well for the business office. He commented that most students are now using the online payment service rather than physically coming to the business offices to make payments.

Hiring Committee Selections (if needed) – Cabinet

- a. Adult Education Director – Becky Warren (Chair), Becky Saffel, Shannon Johnson, Jay Strickland, and Jennifer Sinele

Dr. Holly Smith made a motion to approve the search committee. Dr. Zach Perrine seconded the motion, and the motion passed.

Open Discussion

Dr. Brian Shonk – Trustee Eichler was on campus yesterday and spoke with Dr. Shonk. She asked general questions about campus. Trustee Eichler is the incoming chair of the Board and she is working to visit each school in the system. They have been working on hiring Ms. Tammy Pearce to take on part of the development duties part-time. Ms. Shannon Haney will also stay on part-time to handle the foundation operations. Dr. Shonk said there is a process that has to be gone through to get a person approved for hire if they are related to legislators. Dr. Shonk will be at the committee meeting next Wednesday and she will hopefully be able to start the following Monday. Dr. Shonk reminded everyone that Board of Visitors is next Thursday. The focus of the meeting will be strategic planning and working with the Board of Visitors to complete a SWOT analysis.

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Mr. Bruce Hankins – On January 19, the business office is going to work with the Project One team to produce the W-2s.

Dr. Holly Smith – Nursing received another update on pass rates and had an additional student pass, which brings the pass rate up to 94%. The State has asked the campuses to assist with medication administration programs. This is a non-credit program where current CNA's are in good standing are eligible to work on the certificate. Dr. Smith commented that we will use space in NAH. Her first secondary career center orientation was on Monday. She commented that it went well and most students were returning. The new adult education faculty member that began last week started 6 ESL students in the Highland center. They conducted sole source purchasing for the drones for the NSF grant, which will be going to purchasing. Dr. Smith thanked Mr. Wooldridge and his team for assisting getting all the faculty moved and new faculty moved into their offices. Dr. Smith commented that those who were invited to the BibliU meeting tomorrow is an introduction to the software and the contacts. Mr. Hankins asked if we could have a meeting for those who are heavily involved, like the bookstore and business office. Mr. Wooldridge asked who the manager of the service will be. Dr. Smith said that the Bookstore will be the ultimate administrator, however there are many individuals who have pieces of the software and Ms. Jenna Kuykendall will assist Ms. Barber with the software from the academic side.

Dr. Zach Perrine – Dr. Perrine commented that he had received a question about the intention for LINKS for the spring semester. Dr. Shonk commented that we need to keep LINKS together, but he feels that we need to continue to meet in smaller groups. Dr. Smith commented that those in the groups have commented that they have enjoyed meeting with those they don't typically work with. Dr. Shonk commented on the need to meet with LINKS soon to speak with them about conducting performance evaluations.

Meeting was adjourned at 3:40 p.m.

Minutes respectfully submitted by Tiffany Guinnip.