

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
February 7, 2024 / 4:00 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 4:05 p.m.

Mr. Heath Wooldridge moved to approve the minutes from the January 31, 2024, meeting. Dr. Zach Perrine seconded, and the motion passed.

Campus Security – Cabinet – Dr. Shonk discussed that there was a discussion about security cameras this week and a discussion about bringing security back in house. Dr. Shonk said it would cost around \$15,000 more in personnel costs, but there was a consensus that the added benefits to having a full-time employee would make up for the extra costs. Dr. Shonk commented that there would be two officers, with one being a lead officer. He noted that through Securitas, the starting wage is \$16 per hour. He further commented that a team on security could check on things like lighting and buildings and could also check the AEDs.

UACCB Operating Procedure 420.0, Sick Leave – Dr. Brian Shonk – The system office sent notice that each campus needs a policy on sick leave. The system office sent proposed language for the policy to the campuses. Mr. Heath Wooldridge commented on item ten within the policy, asking about the sentence regarding the abuse of sick leave and a physician's note to prove sickness. Dr. Shonk clarified that a physician's note could be requested. Dr. Shonk further said the Cabinet needs to look at item three in the policy on using sick leave for bereavement. The system office gives three days sick leave for bereavement if it is in-state death and five if it is out-of-state death. Dr. Holly Smith commented that she did not see an issue with the three- and five-day differences with bereavement. Mr. Wooldridge asked about items thirteen and fourteen, which address the transfer of leave time to another state agency if an individual was laid-off or left the institution. Dr. Zach Perrine said he did not have issues with the policy and the length Cabinet decided.

BibliU Update – Dr. Holly Smith – The academic office has sent out calendar invites to faculty which are mandatory to attend. There are also optional sessions developed for staff to ask questions about the software. Faculty who are not close or only teach at a distance will be provided with a small Teams session for those who cannot attend. Dr. Smith noted that there are four textbooks they know of that will not be available in the system. Dr. Smith presented to faculty on the cost difference to students if they convert to OER content rather than textbooks. There was a discussion about the opt-out feature for students and the messaging so students can decide if they want to use the BibliU textbooks or purchase their own textbooks.

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

Open Discussion

- a. **Dr. Holly Smith** - Dr. Smith commented that we did good on fall to spring retention in the past year for the Secondary Career Center. She commented that Southside is the top sending school and Cave City is the top of the smaller schools. Enrollment numbers are looking like they are

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trending back up. She said they will begin loading the trend data each semester so this can be viewed regularly. Dr. Smith gave her thanks to Ms. Jennifer Coan's assistance from the business office so the academic office could look better at the funds for the Secondary Career Center. Dr. Holly Smith provided an update on the nursing apprenticeships meeting she attended. She commented that they presented data on the difference between clinical and simulation experiences. She further commented that based on the funding information they provided; it would take around \$8 million to fund the project for 314 program graduates. She said there seemed to be a lack of hospital representation at the meeting too.

- b. Dr. Brian Shonk** – Dr. Shonk reminded everyone that Dr. Ken Warden would be on campus tomorrow, February 8, to tour campus and speak with the administration.

The meeting was adjourned at 4:45 p.m.

Minutes respectfully submitted by Tiffany Guinnip.