

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
February 14, 2024 / 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 2:00 p.m.

Dr. Holly Smith moved to approve the minutes from the February 7, 2024, meeting. Dr. Zach Perrine seconded. With no further discussion the motion passed.

UACCB Procedure 420.0, Sick Leave – Second review – Cabinet

- a. The discussion continued regarding the amount of time that would be allowed for bereavement leave. The discussion continued as to if they allowed 3 or 5 days of leave. The discussion continued that it was not felt that employees would abuse the days allowed in the policy and 5 days would be used.

Dr. Zach Perrine made a motion to approve a listing of 5 days of leave in the policy. Mr. Bruce Hankins seconded. With no further discussion the motion passed.

UACCB Procedure 404.0, Flexible Work Arrangements Including Remote Work – Cabinet

- a. **Flexible Work Arrangement Request Form** - Dr. Shonk noted that cabinet approved the policy in 2023, however there is a form that was not approved that should go with the policy, but it was never approved.

Dr. Zach Perrine made a motion to approve the flexible work arrangement request form and add it to the policy. Dr. Holly Smith seconded the motion, the motion carried with no further discussion.

Welcome Center Staffing – Dr. Zach Perrine – Dr. Zach Perrine updated the cabinet on the staffing structure for the Welcome Center. He commented that there would be a director of the welcome center and four navigators. The director of advising position and director of the welcome center positions, would be collapsed together. Mr. Bruce Hankins commented that this would need to be reviewed within the budgets to make sure the accounts are accurately reflective. Dr. Zach Perrine also commented there would be a period of time that positions (line-item identifications and Workday identifications) would need to be shuffled as the changes take place. Dr. Shonk clarified that the procedure would still be to post the position for the welcome center director position first, and after that position is hired, the navigators would be hired. Mr. Hankins clarified if the director would be serving as a director only or if they would also be working as a navigator. Dr. Perrine clarified that this person would serve as the director, but ultimately help fill gaps when others were out of the office.

Dr. Zach Perrine made a motion to proceed with the developed structure for staffing the welcome center. Mr. Bruce Hankins seconded the motion, the motion carried with no further discussion.

Budget Review and Timeline – Dr. Shonk – Dr. Shonk commented that there is a lot of work that needs to be done as far as reviewing the accounts and collapsing down old accounts we no longer need, use, or are not relevant. He further commented that he would also like the budget managers come and present to cabinet, so a schedule needs to be developed to review the budget and the planning process for the

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upcoming budget cycle. After reviewing the schedule a decision was made to have budget presentations on March 25, 26, and 27 and to group budget reviews within areas. Dr. Smith commented that she needs her departments to develop priority lists so grant funds can be reviewed to see where they might be able to assist departments with needs. Ms. Wooldridge asked what the bookstore would look like in the next year with BibliU replacing the need for books. Dr. Shonk commented that he would like to keep a college store and there would be some books that students still need to purchase on campus. Mr. Hankins further commented that he felt the need for the bookstore employees would still be needed, but that the nature of their work would change. Dr. Perrine asked when the budget form would be ready, Mr. Hankins said he would have it ready by next week so vice chancellors could share it with their budget managers.

Hiring Committee Selections (if needed) – Cabinet

Welcome Center Director – Meagan Akins and Zach Perrine (co-chairs), Jeanette Youngblood, Debbie Wyatt, and Rocky Majors

Navigator Positions - Meagan Akins and Zach Perrine (co-chairs), Jeanette Youngblood, Debbie Wyatt, Rocky Majors, and the future welcome center director.

Dr. Zach Perrine made a motion to approve the committee for the welcome center director and navigator positions, with the addition of the welcome center director to the committee to hire the navigators. Dr. Zach Perrine also commented that he plans to have a second round of interviews to meet with individuals they would work with closely from other departments. Mr. Heath Wooldridge seconded the motion, and the motion passed with no further discussion.

Open Discussion

- a. **Dr. Holly Smith** – Dr. Smith requested that Cabinet review the draft copy of the 2024-2025 academic calendar that she sent to everyone. She noted she would need approval quickly so she can share the calendar with the Project One team, as they need it to move forward with development. Please send feedback on the calendar by Friday, February 16. Dr. Smith noted that there is an additional conferral date at the end of Summer I, which will help with PNs who are completing the program and assist them with state testing. She also commented there has been an issue with students working to transfer courses.

The new clinical coordinator began working on Monday and the director of adult education position has been offered. The director of EMS program has been offered and the administrative assistant in adult education has been hired.

A proposal for the high school LPN program was submitted. This would be to cover meals, transportation, graduation, licensure, student supplies, and an additional faculty member. The funds requested would cover everything from beginning of program to completion. They are working to submit the ALIGN proposal to the State Board of Nursing, which would allow for an

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additional entry point into the RN program and assist with additional space within the LPN program. ACEN and HLC substantive change will be submitted, which was not budgeted.

RN passage rate is at 93.51% with five students still waiting to test. She said four of the students are on hold and cannot test yet.

BibliU will be on campus from faculty and staff training this Thursday and Friday. She noted that faculty and staff will need to attend their respective sessions with no crossover.

Working with Mr. Blayne Stewart to develop a defined process for faculty to submit requests to complete course redesigns with a review process before faculty are paid for the course redesign from the Title III grant.

Dr. Smith made a motion to add a conferral date at the end of the full fall term, full spring term, summer I, and summer II. Dr. Zach Perrine seconded the motion and with no further discussion the motion passed.

- b. Heath Wooldridge** – Noted that they have been able to order a washer and dryer for the nursing building and were able to add the washer and dryer into additional space in the women's change out room rather than having a unisex changing room. Carpet will be laid in the security and custodial offices tomorrow, with moves hopefully only being a few weeks away.

Mr. Wooldridge asked if we could request when schools have larger events that we request that their resource officers are on campus for the functions.

Mr. Wooldridge asked if the cabinet would like to proceed with turning on audio for security cameras within certain areas of campus. Dr. Smith commented that she would need to speak with the director and dean involved before that decision is made. Dr. Shonk commented that students would need to be notified and we would need a sign in the building to notify those in the building that audio and video is being recorded.

- c. Mr. Bruce Hankins** – Noted that we are having issues with the 1098-T documents. He noted that there are issues getting the information from the documents uploaded to the IRS. The business office is working to get the correct credentials for an account so they can update the documents. He commented that he anticipates this should not cause an issue with students filing taxes.
- d. Dr. Zach Perrine** – Commented that he met with a committee to discuss the onboarding process for new employees. He noted that the committee was in agreement that the process needed to

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change and are working to develop a process where only one form has to be completed when managers need to change or add a position.

Project One was on campus yesterday for registration training with the advisors and deans. He commented that there are many new features that will be beneficial.

Dr. Perrine noted that he will need around \$105,000 in additional funds to the scholarship fund. With a growth in student enrollment there were more scholarships than anticipated. Dr. Perrine did note that we would still be within the scholarship cap.

- e. **Dr. Brian Shonk** – Commented that he spoke to the Division of Agriculture about completing our payroll. An MOU has been developed and the Division of Agriculture came up with a price proposal and met with a few on the campus to look at what they would be helping us with. He said this is in process.

Dr. Shonk noted that he will be off campus on Friday and out of the office next Monday, Tuesday, and Wednesday.

Meeting was adjourned at 3:30 p.m.

Minutes respectfully submitted by Tiffany Guinnip.