

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
February 28, 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 14, 2024, meeting. Dr. Zach Perrine seconded. With no further discussion the motion passed.

Staff Senate Constitution – Cabinet – Cabinet discussed that the constitution was presented to Cabinet on December 13, 2023, but a decision was not made. Cabinet discussed that after reviewing they approved of the changes Staff Senate had made.

Dr. Zach Perrine moved to approve the updated Staff Senate Constitution. Dr. Holly Smith seconded. With no further discussion the motion passed.

Property Insurance Coverage – Mr. Bruce Hankins – Mr. Hankins commented that the property taxes across the state have increased over the past year. He commented that a new plan was being put in place for all public institutions, higher education and K-12. Mr. Hankins further commented that the State will be sending a group out to all campuses to evaluate the value of the structures on campuses. Dr. Shonk commented that the State is working to get everyone into a better group for rates and also assist with insurance premiums for public institutions.

Gateway Center Lease – Dr. Brian Shonk – Dr. Shonk provided an update to the Cabinet that the system office legal team has approved the lease of the Gateway center to move forward as it is. He did comment that we will be working on additional items to get approval for capital projects from the Board of Trustees in the May 2024 meeting.

Personnel Assignments, System Office Guidance – Dr. Brian Shonk and Dr. Holly Smith – Dr. Shonk noted that he and Dr. Smith spoke with counsel from the system legal representative to ask questions about personnel. Dr. Smith commented that they learned today that the progressive discipline policy does not apply to faculty, and they would need their own independent policy for discipline. Dr. Smith commented that this should be addressed with the professional review policy/procedure for faculty. Dr. Shonk noted that they also asked about the process for the new navigator positions replacing the current advisor positions and the process. Legal noted that opening positions and asking current employees to apply is an appropriate process.

Strategic Planning – Cabinet – Dr. Shonk noted that the SWOT analysis sessions for strategic planning are completed, and it is time to move forward. Dr. Shonk noted that the intent is to continue working with the existing group that has been working on strategic planning. The next step of the process will be to begin working on goals to place under the strategic priorities.

FY25 Budget – Cabinet – Dr. Shonk noted that Mr. Hankins has developed a spreadsheet that everyone has viewed for budget managers to submit requests for the budget worksheets. Dr. Shonk asked if Cabinet wanted to bring all the budget managers together and discuss the budget sheet or if each cabinet member wanted to work with their budget managers individually. Cabinet agreed it would be

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easier to work on the budget independently with their budget managers. Dr. Smith noted that there are budgets within some of her areas that may need to be moved to other managers. Mr. Hankins noted that his team will need to know this information so they can appropriately allocate budget funds and permissions.

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

Open Discussion

- a. **Mr. Bruce Hankins** – Mr. Hankins commented that the business office will be closed tomorrow at 2:00 p.m. to attend a funeral for a co-worker. Mr. Hankins and Dr. Smith have been working on HLC reporting. He noted that on the CFI index that we have a high index and noted that it is the highest of any institution he has been at. He noted that he researched and noted that the HERF funds for COVID and that we have very little debt on campus have led to our high score. He notes that he anticipates that it will change and go down over the next year as we spend funds and take on new debt.
- b. **Dr. Zach Perrine** – Dr. Perrine noted that Workday was very all encompassing at this time for everyone involved. He noted that the advising component goes live on Monday, and that it will not be perfect, but they do have contingency plans in place, so students are not impacted. Dr. Perrine has noted that there will be messaging that begins to go out to students about what they need to do to access Workday.
- c. **Dr. Holly Smith** – Dr. Smith commented that nursing pass rates are at 91% currently. She also noted that Perkins has been paying for testing for students. She noted that going forward, there will be a time window set for students to be able to receive reimbursement for testing. Title III will be covering the Spring II pilot so there is no expense for students or the institution. She noted that they have also requested this for the summer terms. Mr. Hankins noted that they have discussed this process in the business office, and they would like to charge the student account and then run a code where Title III would scholarship the students account. Dr. Perrine asked if this was run as a scholarship if this would run against our 20% scholarship cap. Dr. Smith commented that Mr. Blayne Stewart has been working with the grant writers and grant advisors to make sure this is approved. Dr. Smith did note that there will need to have access to purchase devices in the bookstore. Mr. Wooldridge asked if IT and Center for Teaching and Learning could send recommendations to the bookstore so students will have additional options that are less expensive.
- d. **Mr. Heath Wooldridge** – Mr. Wooldridge noted that the maintenance is working on checking emergency lighting. He also noted that grounds work will come back on campus in the coming week. He did note it will take a bit to build up the work again after being handled outside for two years. Dr. Smith noted that it would be good to have a campus workday and have everyone assist on things they could use help with. Dr. Smith noted that nursing is very happy to have their new washer and dryer. Mr. Wooldridge commented that the policy for the workout room on campus allows students to use the space. He commented that they have been issuing a lot of codes and it is being used more frequently than everyone realized. Dr. Smith noted that from

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previous experience, that students would need training to use the equipment for liability issues. Mr. Wooldridge did note that they are working to get a security camera installed for the space. Dr. Shonk commented that the policy notes currently that students can only use the fitness room at specific times and must check-in with the fitness room attendant. Cabinet discussed that this is something that would need to be reviewed and decisions made about student access.

Meeting was adjourned at 3:10 p.m.

Minutes respectfully submitted by Tiffany Guinnip.