

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**March 21, 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.

*Mr. Heath Wooldridge moved to approve the minutes from the March 13, 2024, meeting. Dr. Zach Perrine seconded. With no further discussion the motion passed.*

**2025-2026 and 2026-2027 Academic Calendar – Dr. Holly Smith** – Dr. Smith noted that this was a review of the calendars at this point. She said that the calendars would not be posted at this point, and they have been developed for Workday. Dr. Perrine thanked those who had worked on this project.

**Survey of Assessment Culture – Dr. Holly Smith** – The survey went out on Monday, and it was received in the junk folder within the email addresses. Dr. Smith noted that IT had assisted with pulling these out of the junk folders. The survey takes approximately 10 minutes to complete. She asked that cabinet members send a reminder to their teams on Monday to remind them to complete the survey and to be honest with their feedback.

**First Review of Policy on Prior Learning Assessment (accompanying policies 570.0 and 575.0) – Dr. Holly Smith** – Dr. Smith noted that they wanted everyone to look at the first draft and information that has been gathered up to this point. She noted that there was information in varying places and our current information does not have detailed information on PLA credit. There will be further policies that are created in response to the initial policy. She noted that she has put money into the budget to send staff members to go to CAEL conference this year, with the expansion of the PLA program. Dr. Smith noted on the process that she is not sure on the approval process yet but would like the requests to come through the academic office for tracking purposes of approval and denial of awarded credit. She also noted that we would need to determine a fee and add it to our fee structure. Dr. Smith asked about the bundling fee structure that National Park used and asked Mr. Bruce Hankins for his information. Mr. Hankins noted that it was not an issue at National Park. This structure would be \$125 for the first 12 credit hours transcribed and \$25 for each additional 6 credit hours. Dr. Shonk commented that he liked the price because it would be a good price for the student and still cover our cost for processing. Mr. Hankins commented about the change this would cause within Workday with the fees being uploaded into the system for the student conversion. Dr. Perrine noted he didn't feel this would be an issue. Dr. Smith noted that she did not intend to include the fee in the policy and would include this fee within the fee structure and reference it in the college catalog.

**Procedure 715.1 – UACCB Fitness Center – Mr. Heath Wooldridge** – Mr. Wooldridge noted that in a previous Cabinet meeting there had been a discussion about the student use of the workout room. He wanted to revisit the conversation and ask if we wanted to leave the student access to the fitness room in the policy? Dr. Perrine requested a list from HR to see who all had a code to access the room and after review, it looked like there was only one student on the list that is not also working here as a part time employer. Dr. Shonk asked if we had posted signage in the room if it would reduce the liability. Dr. Smith

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**March 21, 2024 / 2:00 p.m.**  
**IH 104**  
**Minutes**

noted that there is a liability waiver individual's who are using the room should sign as well. The Cabinet decided it would be good practice to make sure we have waivers for everyone.

**Procedure 820.0 – College Security Camera Policy – Mr. Heath Wooldridge** – Mr. Wooldridge commented that he wanted to talk to Cabinet about having policies for security procedures on campus with security potentially coming in house in the next year. Dr. Shonk noted that yes, we will need policies specific to security procedures and noted a resource that would guide the development of policies that are needed. Dr. Shonk also noted that it would be a good idea to begin looking for organizations. Mr. Wooldridge noted that there was a need to update the security camera policy so it does not indicate that anyone could request a copy of security footage. Mr. Wooldridge also noted that there is a line noting that no audio will be recorded, which will need to be updated with the new audio recording.

**Procedure 420.0 – Sick Leave – Cabinet**

- a. **9-month Faculty Clarifying Points** – Dr. Shonk noted that the policy has been reviewed several times by the Cabinet. Dr. Shonk noted that there is confusion about the hours that 9-month faculty need to take when they are sick. Dr. Shonk reached out to system legal counsel, who confirmed that faculty would need to take sick hours that would be equivalent to an eight-hour workday. Legal counsel sent language to add to the policy to specifically address the use of sick-leave hours by 9-month faculty. Dr. Shonk noted that in the next week additional verbiage would be added to the policy and bring it back to the next Cabinet meeting for review.

**Strategic Planning - Cabinet** – Dr. Shonk commented that the Steering Committee met and organized the campus feedback under each of the strategic priorities. Dr. Shonk noted that Ms. Tiffany Guinnip and Mr. Randall Warn worked on a rough starting draft of goals for the committee to work under. He noted that the plan at this time is to have the committee meet again to review the rough draft and work through it and then the cabinet members work with individuals within their area to define the goals. Dr. Smith commented that she felt at this point that everyone has had a voice, and it would be a good point to define the plan at this point. Dr. Perrine and Mr. Hankins also agreed that this would be a good process moving forward. Dr. Shonk further noted that he felt the Cabinet would be better able to identify metrics to measure our progress on our progress within the plan.

**Budget – Cabinet** – Mr. Hankins noted that Project One has a budget meeting every other week. He noted that he had the team upload the salaries to adaptive and said that they asked about position budgeting. He noted that what they would like to see is all the positions uploaded and budgeted on July 1. He said he will pull the salaries down from adaptive down and it will allow increases to be placed in the spreadsheet and can see the increase total. Dr. Shonk asked where everyone was on the budget process. He noted that the budgets within the Chancellor's area have been entered and notes have been added. Mr. Hankins commented that the notes on the spreadsheet about changes to the accounts are very helpful. Dr. Shonk asked that everyone have all their budget numbers uploaded to the main budget worksheet added by Monday. Dr. Shonk noted that it would be good to know the overall budget before the budget meetings begin next week. Dr. Shonk noted that maintenance needs an ATV for the grounds

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**March 21, 2024 / 2:00 p.m.**  
**IH 104**  
**Minutes**

on campus. Mr. Wooldridge noted that the cost is around \$10,000. Dr. Shonk also noted a need for a cart to use to take people on campus tours and move around. Dr. Shonk noted that once we begin looking at the budget and the revenues, he would like to look at purchasing. He noted that the UTV/cart they have been looking at is around \$11,000.

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

**Open Discussion**

- a. **Mr. Bruce Hankins** – Mr. Hankins thanked everyone for their support of Mr. Sherrie Gunther over her difficult time.
- b. **Dr. Zach Perrine** – Dr. Perrine worked with a large group on campus to work with the book log issue with Workday. He said that they feel they are hitting an impasse with them, and they are exploring potential integrations and solutions. He noted that the idea would be to find a solution that answers all our needs. Dr. Perrine noted that we started enrolling students officially yesterday. The current enrollment is 43 headcount and 586 SSCH, which is a lag from where we were last year, but enrollment was delayed with the implementation of Workday. He noted that staff are handling the transition well.
- c. **Dr. Brian Shonk** – Dr. Shonk shared that Dr. Michael Hester resigned as chair and from the Board of Visitors. He noted that he will look at the by-laws and send them out to everyone and there are four open positions that will need to be filled on the board. Dr. Smith asked if we could create an onboarding orientation for the board of visitors? Dr. Shonk said that would be good.

Meeting was adjourned at 3:55 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*