

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
May 1, 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 2:10 p.m.

Dr. Zach Perrine moved to approve the minutes from the April 24, 2024, meeting. Dr. Holly Smith seconded. With no further discussion the motion passed.

247.0 – IRB Review Policy Update – Cabinet – Dr. Smith commented that she has two requests coming forward and the current policy still references the old process from the Research, Planning, and Assessment suite. Dr. Smith commented that she was happy to update the policy but wasn't sure how we wanted to handle it as a campus. Dr. Smith further commented that there currently isn't a training mechanism for the training, and at her previous campuses the approvals moved between the Vice Chancellor for Academics Office and the Vice Chancellor for Student Affairs so if someone is unavailable there was not a gap. Dr. Perrine commented that he would be in favor of a rotating chair. Dr. Smith further commented that she felt a screening process would make the form easier. Dr. Smith commented that she would like to let the requesting faculty member use the current form, and bring it to cabinet for approval, and work on updating the policy before fall. Everyone was in agreement with this process for the current request.

525.0 – Placement Policy Update – Dr. Zach Perrine – Dr. Perrine noted that our placement policy has historically only lived in our college catalog. He commented that his policy pulls all placement policies into one place. Dr. Perrine commented that this could be considered a first reading or as an operational change to move from the college catalog.

Dr. Zach Perrine made a motion to approve the new policy 525.0. Dr. Holly Smith seconded. With no further discussion the motion passed.

575.0 – Evaluating and Transcribing Transfer Credit Update – Dr. Zach Perrine – Dr. Perrine noted that this needed an updated to change the language from the office of enrollment services to admissions and then also updated other language to fall in line with current structures.

Dr. Zach Perrine made a motion to approve the new policy 575.0. Dr. Holly Smith seconded. With no further discussion the motion passed.

581.0 – Grade Forgiveness Policy New (First Reading) – Dr. Zach Perrine – Dr. Perrine commented that this policy is one that was reviewed and looked at last year when EAB was on campus to look at grade forgiveness. This policy was born of the procedure and policy as developed by the committee that looked over this. Dr. Perrine commented that he would like this to serve as a first reading of this policy.

Commencement Ceremony Script – Cabinet – Dr. Shonk noted that the script needed to be updated and have the script prepared no later than 5:00 p.m. on Friday.

40.0 Flexible Work Schedule Request, Modified Hours: C'aira Stewart – Dr. Zach Perrine – Dr. Perrine had a conversation with Ms. Hightower about adjusted schedules and asked that he make sure

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approvals had been processed for those in his area working adjusted schedules. Dr. Perrine brought forward the adjusted work schedule for Ms. C'aira Stewart.

Dr. Perrine motioned to approve the adjusted schedule for Ms. Stewart. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.

ACC President and Chancellors Meeting Report-out – Dr. Brian Shonk – Dr. Shonk commented that at the meeting he shared the plans for campus for merit increases and tuition increases. He commented that there was not much comment or information exchanged. Dr. Shonk commented that there was a lot of discussion about Boozman Appropriation funds that were awarded to campuses and what their plans were for those funds. Dr. Shonk commented that Ms. Kyla Waters noted that the ALIGN Grants were in the final review process and announcements should be out soon. There was a large discussion among the Chancellors and Presidents about the future of education. Dr. Shonk commented that Secretary Aliva and Dr. Ken Warden seem to have a good relationship. Secretary Aliva spoke to the group about his work with high level policy, and specifically discussed the hardships of concurrent credit on higher education. Secretary Aliva discussed that he would like to see more students taking advantage of concurrent credit opportunities and would like to see an increase in concurrent credit and figuring out the money split between K-12 education for students and higher education.

Hiring Committee Selections (if needed) – Cabinet

- a. **Cosmetology Instructor** – Jeanette Youngblood (chair), Sherrie Gunther, Connie Smith, and Stephanie Minor, and Mr. Heath Wooldridge.
- b. **Navigator Positions** – Dr. Perrine noted that with discussion, he would like to replace the 9-month faculty member from the search committee. Dr. Perrine requested to remove Mr. Rocky Majors from the search committee for the Navigator positions and replace with Mr. Randall Warn.
- c. **Computer/Cybersecurity Faculty** – Dr. Holly Smith noted that with discussion, she would like to replace the 9-month faculty member from the search committee. Dr. Smith requested to remove Ms. Angie Strickland from the search committee for the Computer Technology/Cybersecurity faculty position and replace with Ms. Tiffany Traw.

Dr. Holly Smith moved to approve the search committee for the cosmetology instructor, replacement of the faculty member on the navigator position, and faculty member on the cybersecurity/technology faculty positions. Dr. Zach Perrine seconded. With no further discussion the motion passed.

Open Discussion

- a. **Mr. Heath Wooldridge** – Mr. Wooldridge noted that they asked to move an antenna to the Forestry Service, but he was notified that they were asked to move from their location. So he said at this time, there is. Ms. Jeanette Youngblood requested that the door to the copy room was moved to the hallway in RJB. Dr. Smith explained that with the recent changes and office additions there are issues with there being two doors opening to faculty offices. Mr. Wooldridge commented that he said they should be able to complete the work. Mr. Wooldridge met with

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the security committee yesterday and noted that the group would like to create a security policy for campuses. There was a discussion about moving the student ID printing and vehicle tags to security. Dr. Perrine commented that admissions has bandwidth to complete this with student workers and he is afraid this might tie up processes for students. Mr. Wooldridge asked everyone to begin thinking about moves for those in MCB that will be dislocated due to construction and the need to have a plan so not all offices are moving at one time. Dr. Shonk requested that on potentially Friday, Cabinet visit MCB to consider where the moves might be. He commented that he will begin sending emails about blocking parking for commencement.

- b.** Dr. Zach Perrine – Dr. Perrine commented that there are 10 classes and 18 sections that are not using BibliU. He wanted to bring this information forward for everyone to consider when discussing the logistics of delivery of books. Dr. Smith noted that the physical books are for EMT, Accounting, OSHA, and a few other courses. She did note that the accounting book could change after the fall term.

Meeting was adjourned at 3:50 p.m.

Minutes respectfully submitted by Tiffany Guinnip.