

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**June 19, 2024 / 3:00 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 3:00 p.m.

*Dr. Zach Perrine moved to approve the minutes from the June 12, 2024, meeting. Mr. Bruce Hankins seconded. With no further discussion the motion passed.*

**Procedure 404.0 Flexible Work Request: Tracey Thomas – Dr. Zach Perrine** – Dr. Perrine noted he was bringing the flexible work request to cabinet for approval. Dr. Perrine noted that a question that arose when looking at requests that would request to take lunch at the end of the workday. Cabinet discussed that it would not be fair to other employees if someone is allowed to take their hour break at the beginning or end of the day. Mr. Hankins noted that at his previous institution there were times that were set when lunches were staggered. After further discussion it was requested that more details be provided within the request.

**Hiring Committee Composition – Dr. Brian Shonk** – Dr. Shonk noted that it began occurring that 9-month faculty members have declined being on committees because they are not on appointment. Dr. Shonk noted that there has been a shift with the appointment of 12-month faculty. Dr. Shonk noted that there is also sentiment from others that they do not feel qualified or that they do not have time to fulfill the role. Dr. Smith suggested providing expectations to campus potentially at all campus or at the beginning of the term meeting. Dr. Shonk also suggested that potentially there be a formal message that went out to a committee to indicate they are on the search committee and the expectations as well. Mr. Wooldridge asked if we could develop a process and potentially have this housed in human resources.

**EDA DRA Grant, CDL Driving Range – Dr. Brian Shonk** – Ms. Jan Smith from WRPDD informed Dr. Shonk of a grant opportunity coming up that potentially could help pour a driving pad for the CDL program at the Gateway Center. He noted that he has been looking and working on the grant and it includes a 10%. One item that is required is an engineering study. The firm came back and quoted \$2,000 to be able to complete the study needed for the grant application.

**Welcome Center Construction Update – Mr. Heath Wooldridge** – The biggest update is the knock out of the window at the front of MCB to account for the new entry way. R. Wooldridge noted that majority of the carpet and tile has been scraped up. Tomorrow walls will begin to be laid out so we can better visually see the space. Mr. Wooldridge also commented that they are not necessarily ahead of pace on the project, but noted that they have made good progress on the project.

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

**Policy and Procedure Updates (if needed) - Cabinet**

**a. First Review**

- a. 280.0 Student Complaint Process** – Policy was reviewed and no updates were needed.
- b. 280.2 Student Affairs Complaint and Resolution Logs** – Policy was reviewed, and no updates were needed. Dr. Perrine noted that there are not corresponding complaint log

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review processes for other departments across campus and volunteered to work on drafting information for other departments for complaint logs and processes.

- c. **500.0 Conditional Admission Policy and Requirements** – Dr. Perrine noted that he cleaned up some of the language and corrected some of the scoring. He adjusted the titles in the policy to be open and reflective of ongoing changes to staff structure.

*Dr. Smith made a motion to approve the updates made to policy 500.0. Mr. Health Wooldridge seconded. The motion carried with no further discussion.*

- d. **500.1 Admission Policy and Requirements** - Dr. Perrine noted that he cleaned up some of the language in this policy and adjusted the scores to be accurately reflected. He noted that he consolidated the 'A' and 'B' parts of the policy. Dr. Perrine did note that he left the adjustment on the admission policy.

*Dr. Perrine made a motion to approve the updates made to policy 500.1. Dr. Smith seconded. The motion carried with no further discussion.*

- e. **500.2 New Student Orientation** – There was a language update to this policy as the policy had not been updated in some time. Dr. Perrine noted that he did have questions about Lyon Tec agreement students. The conversation was that if the section was taken out, it would not impact the sentiment of the policy. Dr. Perrine also noted that they have take out the outdated language on the offering of new student orientation. Dr. Perrine also noted within the policy that high schools could use a shell within our Blackboard environment. If high school students have completed this component then it serves as new student orientation for their UACCB career.

*Dr. Perrine made a motion to approve the updates made to policy 500.2. Dr. Smith seconded. The motion carried with no further discussion.*

- f. **510.2 Concurrent Scholarships** – Policy was reviewed and no updates were needed.
- g. **510.3 Project College Bound Graduates** – Policy was reviewed and no updates were needed.
- h. **570.0 General Requirements for Graduation** – Dr. Perrine noted that a lot of language was updated to reference correct titles and departments. The percentage of completion at 25% was added and the five-year complete rule was removed from the policy.

*Dr. Perrine made a motion to approve the updates made to policy 570.0. Dr. Smith seconded. The motion carried with no further discussion.*

**b. Second Review**

- a. **710.1 Use of UACCB Facilities Including Independence Hall**

*Mr. Health Wooldridge made a motion to accept the updates to policy 710.1. Mr. Zach Perrine seconded. The motion carried with no further discussion.*

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**Open Discussion**

- a. **Mr. Bruce Hankins** – The budget book has been loaded to ADHE. Mr. Hankins and Ms. Jennifer Sinele attended a meeting last week to receive updates. Today the official last check run was completed. Workday has been on campus today to complete billing training with the Business Office. Any payments at this point forward will be applied to the upcoming budget.
- b. **Dr. Holly Smith** – Non-credit course information is due to Project One by Friday. The application for the Haas grant was submitted. State reporting that is coming due is being submitted. A student nomination was submitted for the Arkansas Pros magazine. Dr. Smith asked Mr. Wooldridge if he would check with Mr. Adrian Walker to gauge his interest in assisting in teaching the compact equipment course in the morning. The offer will be out to the Early Childhood Education faculty and the administrative assistant for general education should be offered soon. The information should be out soon for the part-time position for the workforce training center administrative assistant. Dr. Smith noted the work that is being completed by Mr. Blayne Stewart and Ms. Stephanie Minor on their work on a faculty onboarding course for new faculty.
- c. **Dr. Brian Shonk** – Reviewed that it was announced at the LINKS meeting that there will be updates to the LINKs structure. Dr. Shonk asked for input from cabinet members on the new structure. He would like to invite those who are at upper levels to attend one cabinet meeting a month to be exposed to how decisions are made for the college. Dr. Smith noted that she likes the idea of this and believes it will help them have a broader view of the work that administration completes. Mr. Wooldridge noted that he feels it would help them understand that cabinet is looking out for campus as a whole, not focused on their own areas. Dr. Zach Perrine noted that what he sees is that the mid-level management with trepidation on making decisions.
- d. **Dr. Zach Perrine** – Dr. Perrine commented that the new Southside Career Coach was hired and will be starting and completing training tomorrow. The Batesville Career Coach has been selected and will begin on July 1<sup>st</sup>. Dr. Perrine noted that Mr. Nate Pyle was able to work within Workday and learned how to rehydrate a student. Workday student will be on campus tomorrow to work with the processing team.

Meeting was adjourned at 4:40 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*