

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 24 2024 / 2:30 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 2:30 p.m.

Dr. Zach Perrine moved to approve the minutes from the June 19, 2024 and July 10, 2024, meeting. Dr. Holly Smith seconded. With no further discussion the motion passed.

Remaining Area Complaint Processes (Second Reading) – Cabinet

- a. 280.3 – Finance Complaint Log
- b. 280.4 – Facilitates and Auxiliary Services Complaint Log
- c. 280.5 – Chancellor’s Office and Related Departments Complaint Log
- d. 515.0 – Withholding of Registration Privileges and Other Holds

Dr. Zach Perrine made a motion to approve policies 280.3, 280.4, 280.5, and 515.0. Dr. Holly Smith seconded the motion. With no further discussion the motion carried.

Welcome Center Construction Update – Mr. Heath Wooldridge – Dr. Shonk noted that the meetings are working out well and a construction meeting happens every other Wednesday. Mr. Wooldridge said that the project is going really well. The new concrete slab has been poured and looks good and he estimates that 80% of the stud work is completed. He noted that there are some issues with duct work that is hanging lower than they realized, but solutions have been presented and we are exploring their options. The crew is still exploring moving the electric room into the closet and possibly needs to expand into the closet within TRIO to be able to move all the electrical. Mr. Wooldridge noted that today they discussed that they were around a week behind in construction, but there is not a concern about the pace and the delay is believed to be a delay in process in decisions.

- a. Finish Color Selections – When reviewing flooring and color samples, everyone agreed with the choices from the architect except for an accent grey color that needs to be replaced.
- b. Furniture Selection Review – After looking at the furniture drawings, the discussion was that there needed to be an additional set of comfortable seating in the open area and that the office furniture was too much.

Higher Industry Readiness through Educational Development (HIRED) Grant Update – Dr. Brian Shonk – Dr. Shonk noted that the HIRED grant from OSD required a letter of intent and then based on those letters they are inviting some to apply. Dr. Shonk noted that we were approved to apply for the funding based on the letter of intent. He noted that this is what we will be submitting for the fam project at the Gateway Center, which will be a \$5.5 million grant proposal request. Dr. Shonk noted that a team will be pulled together to write the grant and will include several faculty. The grant proposal is due on September 23, 2024. If awarded, the grant would begin January 1, 2025.

Strengthening Community Colleges Training Grants (Round 5) – Drs. Brian Shonk and Holly Smith – Dr. Shonk noted that we might not take the opportunity to write for this grant, but the Guided Pathways program is going to assist with subject matter experts in the grant areas.

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CivicLab Building Rural Community Systems Update – Drs. Brian Shonk and Holly Smith – Dr. Shonk noted that this program is very similar to the Rural Guided Pathways project, but it also includes community entities. We were selected for the program and the first meeting for the project is in Madison, Wisconsin next week. The grant focuses on helping communities learning to work together.

Fall Kick-Off – Cabinet – After reviewing the schedule, Dr. Perrine noted that the Workday Training for faculty needed to be updated and it would be mandatory, and faculty would need to bring their own devices. Dr. Shonk noted that the August 13th meeting would focus on campus updates. Dr. Perrine requested time to speak about Workday and the new FERPA policy changes. There were also discussions about faculty training sessions that need to be added and also adding a link to the academic calendar webpage. There was another note about announcing fall commencement again so employees realize there are two commencement dates in the upcoming academic year.

Enrollment Update – Dr. Zach Perrine – Dr. Perrine noted that as of today, we were approximately 10% down on headcount as of year to date, and around 17% down for SSCH. He noted that he feels that we will meet our headcount goal but is uncertain on the SSCH goal. He noted that apps are still coming in steady. The average SSCH per student reflects that most students enrolling now are part-time or high school students. Dr. Perrine noted that the Welcome Center has been doing good work in outreach to students who are within the application process or enrolled by not registered in courses. He noted that the processing center has been running through a lot of technical errors, but they are making good progress. Dr. Smith noted that even if we miss some students, we may catch back up in the Fall II term. Dr. Perrine noted that he feels that we lost a lot of ground when our enrollment for fall was delayed by 5 weeks with the Workday implementation. He noted that the team is stressed, but they are not distraught and offering good solutions and working very diligently to help get enrollment closer to where we need to be.

Title IX and Related Updates – Dr. Zach Perrine – Dr. Perrine noted that Dr. Shonk sent out the Title IX updates earlier to cabinet and notes that this is up in the air and the changes are uncertain based on government decisions. Dr. Perrine noted that he has been working to update out policies and is working to update the policies in a way that we will be prepared for either scenario when final ruling is released in August based on the guidance from the system office legal counsel.

NCAD/REACH Partnership Updates/Industry Partner Day of Learning – Dr. Smith – Dr. Smith noted that NCAD is a national center for apprenticeship design. She noted that they work within health care, education, cyber security, and some non-traditional programs. On September 6, 2024, a meeting is planned to discuss the agreements they are working on with NCAD. During the day there will be a full day with lunch and designated times to speak with employers. Dr. Smith noted that everyone on Cabinet will be invited to the internal session. Dr. Smith has been working with Ms. Jamie Rayford from the Batesville Area Chamber of Commerce and is helping to connect with local human resource directors.

Lyon Articulation Agreements Update – Dr. Holly Smith – Dr. Smith noted that Dr. Shonk signed the final copies of the Education articulation agreements with Lyon college. The RN to BSN 2+2 articulation

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agreements have been signed and submitted to Lyon for completion. Dr. Smith noted that she is working on the TECH agreement.

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

Meeting was adjourned at 3:41 p.m.

Minutes respectfully submitted by Tiffany Guinnip.