

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 28, 2024 / 9:00 a.m.
IH 104
Minutes

The members present were Mr. Bruce Hankins, Dr. Holly Smith, Dr. Zach Perrine, and Dr. Brian Shonk.
Minutes recorded by Ms. Tiffany Guinnip

Dr. Shonk called the meeting to order at 9:00 a.m.

*Dr. Zach Perrine moved to approve the minutes from the July 24, 2024 and August 14, 2024, meetings.
Dr. Holly Smith seconded. With no further discussion the motion passed.*

UASYS Policy 280.1 and Committee – Dr. Zach Perrine – Dr. Perrine noted that this policy is from the system that will update our standards of accessibility on our web and mobile applications. Dr. Perrine noted that we will need a committee to work on the changes put in place by the committee and as requested by the System Office. Dr. Perrine suggested the following individuals to represent the areas requested by the System Office Tiffany Guinnip, Johnny Babb, Louise Hughes, Dr. Becky Warren, Peggy Jackson, Blayne Stewart, Dr. Zach Perrine (ex-officio) and Dr. Holly Smith (ex-officio).

*Dr. Zach Perrine motioned to accept the proposed committee members. Mr. Bruce Hankins seconded.
With no further discussion the motion passed.*

UACCB Procedure 440.3, Use of Professional Development Funds (revised) Dr. Brian Shonk – Dr. Shonk noted this policy is one we have in place already and needs an update. Dr. Shonk noted that when we reviewed the budget, we budgeted \$15,000 into the Professional Education fund into the account. Dr. Shonk noted we have not notified employees that these funds are available for employees, but the policy needed to be updated before the funds were presented. Dr. Shonk noted that major changes to the policy were updates to the procedures for applications moved to digital and the reimbursement process was updated to reflect the current processes. Dr. Shonk asked the Cabinet if they would consider renaming the policy to “Tuition Reimbursement” instead of the Professional Development Funds. Everyone agreed that the name change would make the policy clearer as to what it is intended for. There was discussion about adding a statement to the contractual agreement to prorate the amount employees would owe back for these funds if they separated from the college.

Dr. Holly Smith made the motion to accept the policy with the update of the name of the policy to tuition reimbursement and adding a note within the contractual agreement that payment of funds back from employees that separate from the College will be prorated. Dr. Zach Perrine seconded. The motion carried with no further discussion.

UACCB Procedure 419.2 Employment Accommodations Pertaining to Pregnancy, Childbirth, or Other Related Conditions - Dr. Brian Shonk – Dr. Shonk noted this policy is a model policy that came from the UA System.

Dr. Zach Perrine made a motion to approve the new policy on Employment Accommodations Pertaining to Pregnancy Childbirth or Other Related Conditions. Mr. Bruce Hankins seconded. With no further discussion the motion passed.

Travel Cost Estimation Worksheet – Cabinet – Ms. Tiffany Guinnip walked Cabinet through the travel cost estimation worksheet that would be available for employees to use to calculate their allowance for

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 28, 2024 / 9:00 a.m.
IH 104
Minutes

meals and other travel costs. Cabinet liked the worksheet and suggested sharing this out with a small group to test for travel costs.

HIRED Grant Update – Dr. Shonk – Dr. Shonk noted that there is information on this grant available for Cabinet to review. He noted that the most pressing piece of this grant is to get agreements for industry partners for the grant.

Gateway Center Update – Dr. Brian Shonk – Dr. Shonk noted that he asked when the updated drawings for the Gateway Center will be completed. He does not have the updates yet, but is expecting them by the middle of next week and should be able to go to bid around a week and a half after that.

Welcome Center Update – Dr. Brian Shonk – Dr. Shonk noted that everything is going well. Mr. Bruce Hankins noted he is having difficulty retrieving invoices for the work that has been completed up to this point. Mr. Hankins noted that he is working with the contractor and the architects so they can get the invoice and began making payments. Dr. Shonk noted that there are working on mudding and taping the drywall.

New Policy-Prior Learning Assessment – Dr. Holly Smith – Dr. Holly Smith noted that this policy is a lengthy policy, but it meets all the ADHE, HLC, CAEL, and Adult Education guidelines. Dr. Smith noted that one of the large updates would be the change in process for requests. She noted that there would be a workflow. Dr. Smith noted that there was a question about the policy completion. Dr. Zach Perrine noted that the language was correct.

Dr. Holly Smith made a motion to approve the new policy for Prior Learning Assessment. Dr. Zach Perrine seconded. The motion carried with no further discussion.

Concurrent math and English waiver - The waiver process is regarding fourth year high school credit for taking technical math and technical writing. The high schools are required to submit a waiver requesting approval for tech writing. They recommended we (UACCB) complete one waiver and submit to the high schools. They will add their section then submit via eschool. If submitted with the consistent content they will review as a batch instead of reviewing all 7 separately. There was agreement at the state level to accept Tech Math so there's no need to submit the waiver for that course.

404.0 Personnel Request – Dr. Holly Smith – Dr. Holly Smith noted that there needs to be a discussion about the allowance of work from home or remote options. Dr. Smith asked that the Cabinet begin having a formal discussion about how these requests are approved, as in the past they have been approved by individual department supervisors.

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

Open Discussion

- a. **Dr. Holly Smith** - Dr. Smith noted that there will be an announcement coming for the cosmetology position. Interviews are being conducted for the early childhood faculty position.

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 28, 2024 / 9:00 a.m.
IH 104
Minutes

She also noted that there will be a state Perkins meeting on Thursday, September 5th and a large meeting for NCAD on campus on Friday, September 6th.

- b. Mr. Bruce Hankins** – Mr. Hankins noted that he will submit the financial statements by Friday. They are due on Monday. He did note that they have been struggling with Workday with some of the processes. Mr. Hankins asked that in the time filling the gap with Ms. Jodie Hightower leaving, if he and Ms. Jennifer Sinele will take over some of those duties. Dr. Shonk noted that that will likely be the case, but he is going to work with Ms. Hightower to make sure where duties need to lie to get through the gap.

Meeting was adjourned at 10:20 a.m.

Minutes respectfully submitted by Tiffany Guinnip.