

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
August 16, 2023 / 3:00 p.m.
Room 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, Dr. Anne Austin, and Dr. Brian Shonk. Minutes recorded by Ms. Tiffany Guinnip.

Dr. Shonk called the meeting to order at 2:00 p.m.

Dr. Holly Smith moved to approve the minutes from the August 8, 2023 meeting. Mr. Heath Wooldridge seconded and the motion passed.

Update on Welcome Center and Gateway Center – Mr. Heath Wooldridge – Dr. Shonk, Mr. Wooldridge, and Mr. Hankins met with the architect to look at the space of the welcome center and to discuss the lease of the Gateway Center lease. The meeting went well and discussions/work continue.

Enrollment – Dr. Shonk – Dr. Shonk commented that enrollment is up really well and that looking at numbers from last year there was not a large drop. He commented that our headcount is jumping up from concurrent credit students enrolling this week.

“Kick-Off Week” and First Days of Fall 2023 Debrief – Cabinet – Mr. Wooldridge commented he was glad the activities were canceled for the student's welcome week or other activities were moved indoors. He commented that it might be best to have fewer activities during the first week of courses. Dr. Smith commented on the success of the open house. Dr. Shonk noted there was a need to find a way to do an orientation for the concurrent students as many of them didn't know where to go. Dr. Smith added that it would be good to find a solution to label the classrooms or also have interactive maps of campus so students can find the classrooms they need. Mr. Hankins suggested the old metal signs be pulled up from campus because the information on them is not relevant after many campus office moves. Dr. Shonk agreed with Dr. Smith that QR codes would be the easiest way to provide information. Dr. Shonk added that parking and traffic on campus seemed to be going smoothly.

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

Dr. Smith noted that she will need a committee for biology faculty. Doug Muse and Jeanette Youngblood will co-chair the committee. Rachel Ratcliff, Nate Pyle, and Deanna Tillery.

Dr. Smith made a motion to approve the suggested committee. Mr. Bruce Hankins seconded the motion and the motion passed with no further discussion.

Mr. Wooldridge made a motion to approve the following for the search committee for the part-time maintenance position: Mr. Wooldridge (Chair), Phyllis Garner, Luanne Barber, Melissa Foster, and Billy Stidham. Dr. Smith seconded the motion and the motion passed with no further discussion.

Area Updates

- a. Mr. Heath Wooldridge – Commented that the bookstore is doing well and has sold several of the Microsoft devices. He commented that the grill cards seem to be going over well, though there

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have been a few issues with students losing their receipts to go pick-up the cards between the bookstore and the grill.

- b. Mr. Bruce Hankins – Have been working with the system office with a new software that goes between Blackboard and Workday. The office has been running trial balances for the last year and he anticipates we will be in a positive light as final reports are finished. With accounts payable position opening soon, Dr. Shonk asked if this was something we could have another institution help us with.
- c. Dr. Holly Smith – Noted she does not have final numbers for anything because students (concurrent and secondary career) are still enrolling. She commented that everything has flowed pretty smoothly, and everyone seems positive overall.
- d. Dr. Brian Shonk – Working to think about the Welcome Center and Gateway Center and how to fund those projects with minimal debt.

Meeting was adjourned at 2:45 p.m.

Minutes respectfully submitted by Tiffany Guinnip.