

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**August 30, 2023 / 2:00 p.m.**  
**Room 104**  
**Minutes**

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Zach Perrine, 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.

*Mr. Bruce Hankins moved to approve the minutes from the August 23, 2023 meeting. Mr. Heath Wooldridge seconded and the motion passed.*

**Student Club Constitution & Bylaws Approval** – Cabinet reviewed the documents for the clubs briefly and decided to table discussion on these until next week. Dr. Perrine commented that he would like to review the format of the documents.

**Hiring Committee Selections (if needed) – Cabinet**

- Mr. Hankins commented that he would need a committee soon to advertise the accounts payable position within his department. The position will officially be vacant on Friday, September 8.

**Area Updates**

- a. Mr. Heath Wooldridge – Mr. Wooldridge would want to build a few offices and move security and custodial out to the maintenance building. He felt this would help him better supervise the work of those groups. He commented it would be around \$3,000 in materials and enlisting the construction students to help build as hands on application. He also mentioned he would like to add a way for the security team to review security footage. Maintenance is working to catch up on daily maintenance and has begun more work on demolition of the old student success center this week.
- b. Mr. Bruce Hankins – The financial statements and notes are due tomorrow. The office has continued to work with Workday to reconfigure some of the features within our campus configuration. With the accounts payable position coming open, the office has been reshuffled duties of accounts payable to cover the duties in the vacancy.
- c. Dr. Zach Perrine – Dr. Perrine commented enrollment has increased and he had to raise the level of his enrollment chart. There is anticipation of ending with enrollment at 12,000 SSCH for the fall term. It was learned in a Workday meeting this week that high school students will no longer have to reapply between graduation of their senior year of high school to their first year of college. Workday is gearing up and is beginning to take up more of individual's times and an impromptu meeting has been scheduled on September 5<sup>th</sup> to speak with testers about upcoming demands.
- d. Dr. Brian Shonk – Cabinet has received an invite to meet with the architect about the Welcome Center, as well as Meagan Akins in the upcoming week. Dr. Shonk received an agreement from OSD for the upcoming year and it will pay for up to 56 students to complete the CDL training program.

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Meeting was adjourned at 2:47 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*