

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**October 11, 2023 / 2:00 p.m.**  
**Room 104**  
**Minutes**

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

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

*Dr. Zach Perrine moved to approve the minutes from the September 27, 2023 meeting. Mr. Bruce Hankins seconded and the motion passed.*

**Board of Visitors Meeting – October 19, 2023 – Dr. Brian Shonk** – Dr. Shonk commented that he will not be in the office for the Board of Visitors Meeting. He asked if we could provide an information update to the Board on enrollment for the fall term and an update on finances.

**ACC Highlights**

- a. Governor’s Workforce Plan – Dr. Brian Shonk** – During the Chancellor’s and President’s meeting, ACC Director Andrea Henderson spoke about the state workforce plan being submitted to the Governor’s Office. It was explained that areas were mapped and there were funds that would go to specific areas/regions/schools with no further detail, but more information to come soon.
- b. BibliU – Dr. Brian Shonk** – Dr. Shonk met with a vendor during the conference named BibliU. The company produces digital textbooks for all textbooks and the books would be available through an integration with Blackboard. There are different fee structures you could use through the company. Dr. Shonk will be scheduling a meeting and sending the invitation to those who would like to attend.
- c. CAO Meeting – Dr. Holly Smith** – Dr. Smith commented that around 75% of the CAOs were new in their role within the past year. They asked the group if they needed an institute/workshop for Chancellorship positions and the answer was no, they need training for deans. She felt that they were heard and there should be some resources coming soon.

**Welcome Center Discussion – Dr. Brian Shonk, Dr. Zach Perrine, Mr. Heath Wooldridge** – Dr. Perrine showed the drafts of the designs the architects made for the renovation of the Welcome Center space in MCB. Dr. Perrine commented that after showing the four drafts of the space everyone gravitated toward the design where offices/meeting spaces were pushed to the sides of the space giving an open middle for working group space. Dr. Perrine also noted that this design also does not require the movement of the mechanical closet that currently exists in these spaces. Dr. Perrine commented that there has been discussion on if the focus rooms may not be a good usable space and they may speak to the architects about making a larger conference space or adding an additional office. Dr. Austin asked if the airlock could be moved outside, as to not take up the space indoors. Dr. Shonk commented that the door would extend out a few feet. This would not take it completely outside, but there would be some additional space indoors to free up some space. Dr. Austin also asked about the office space that was used as the JAG space. Dr. Perrine commented possibly taking that space and making a small “theater” space to bring in small groups to speak with. Mr. Wooldridge commented that the interior walls have been taken

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down in the space and the space cleaned up. He further commented that the maintenance team is completed all the work they can in the space.

**LINKS Next Week – Dr. Brian Shonk** – Dr. Shonk commented that he will be out of the office next week but would like to still schedule LINKS to speak about training for performance reviews. Dr. Smith commented that information may want to be sent out to campus so they know LINKS will be held next week, as many think they are only meeting with their book groups.

**UACCB F.A.R.M – Dr. Brian Shonk** – Dr. Shonk commented that Ms. Shannon Haney is working on a proposal for the Office of Skills Development to submit for funds to develop container farming/precise manufacturing program at the new location. Dr. Shonk commented that her received information from the System Office and insight into the project and will be working to fine tune the proposal over the coming week to ready it for submission.

**Mainstay, Coming November 1st – Dr. Zach Perrine** – The Mainstay contract was officially signed today. Dr. Perrine commented they will be pulling a group together to pick some of the questions for the chatbot. The software has an integration with Workday.

**Hiring Committee Selections (if needed) – Cabinet** – no committees needed.

**Discussion** - Mr. Hankins commented that the ending financial statements for the previous year have been submitted to the system office. He further commented that the business office group is feeling accomplished right now and they are looking forward to July 1<sup>st</sup> when the system is finalized. The office has been strained with Alexas's absence, but there are promising applicants.

Mr. Heath Wooldridge said the Narcan has come in and was placed in all the AED cabinets across campus. Mr. Wooldridge commented that a company came in last week and worked on replacing the panels in IH and there is a processor that was also hit that will have to be replaced, which will cost around an additional \$10,000, but IH 103 is fixed. ARE-ON is meeting with maintenance and IT next week to look at where the service will enter the Gateway building. He further explained that most of the equipment has been installed in the cybersecurity room other than a podium and a few other small pieces of furniture.

Dr. Perrine commented that C'aira and Tammy traveled with students to the Arkansas College Hunger Summit, where our group was interviewed by THV and will air on the news this evening.

Meeting was adjourned at 3:06 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*