

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**October 25, 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 2:03 p.m.

*Dr. Zach Perrine moved to approve the minutes from the October 11, 2023 meeting. Dr. Holly Smith seconded, and the motion passed.*

**Campus Procedure 510.1 Update – Dr. Zach Perrine** – Dr. Perrine commented that this policy has been updated in the past, but there was a realization that there is a correction that needed to be made in the policy for GED scores for scholarship information.

*Dr. Zach Perrine moved to approve the update to campus procedure 510.1. Mr. Bruce Hankins seconded, and the motion passed.*

**Campus Procedure 810.0 Update – Dr. Zach Perrine** – Dr. Perrine commented that within the policy there is a section that requires an update for the requirements from the system office. This requires an update that will align with a progressive discipline policy the system office is requiring from human resources that is in draft form now. This would allow this policy to be in line with the coming policy.

*Dr. Zach Perrine moved to approve the update to campus procedure 810.0, the procedure will be updated with the number of the forthcoming progressive discipline policy. Mr. Heath Wooldridge seconded, and the motion passed.*

**UA System IT: Security Scorecard & Snap Logic – Dr. Zach Perrine** – Ms. Crystal Blue had a meeting with System IT last week and there are two major updates coming. Every software that touches the system we will have to push through the Microsoft Security Scorecard. Also, there was a discussion about Snap Logic, which is a product that is a shorthand IT language that will allow Workday and Blackboard to connect.

**Title III Grant/Center for Teaching and Learning Transition Update – Dr. Anne Austin** – Dr. Austin noted that she has sent information to Ramona Munsell to request to replace Dr. Austin within the grant to Mr. Blayne Stewart. She has gotten a few modifications from the grant writers, with the biggest concern being the change in role percentage. Dr. Shonk asked if Dr. Austin would let him know when this was officially submitted with the end of the year and holiday break approaching quickly.

**ADHE/BLR Requests – Mr. Heath Wooldridge and Mr. Bruce Hankins**

- a. **Deferred Maintenance** – Mr. Wooldridge commented that in the past there was a facilities audit program where priorities were listed. He noted that the last time we have complete this was in 2016. Cosmetology and the Workforce Training Center was included on the report, and it was update and sent to the appropriate state offices.
- b. **Cash on Hand** – Mr. Hankins commented that the cash on hand report does not correlate with the deferred maintenance report, but he noted that our cash on hand report will not cover the projects. He also noted that we have 163 days of cash on hand, which is higher than last year,

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which was at 143. Mr. Wooldridge asked what our minimum requirement for cash on hand. Mr. Hankins commented that most schools will plan to have three to four months on hand to be able to operate. Dr. Smith asked if the UA System had a policy on the number of days. Mr. Hankins commented that there were no requirements, but noted standard practices within finance is to be at 90 days.

**Facilities Projects Updates – Dr. Brian Shonk and Mr. Heath Wooldridge**

- a. **Welcome Center** – Dr. Shonk commented that within the cabinet documents a floor plan from the architects is included. Initially the architects supplied 4 options, which one was chosen with an small update. He commented that now the architect is working to get an estimate of cost based on the selection. Dr. Shonk further commented that the advisors are relatively happy with the layout, though there is some concern about the offices being in the open space and less private. The number one concern noted was about students being emotional and having a space for this. The discussion continued to speak about the added safety as not having as many hidden spaces and hallways in the main campus building.
- b. **Gateway Center** – We are currently in a feasibility to find if it is feasible to lease the end of the building and use the first section of the building. Dr. Shonk commented that according to the report it looks like it will be advantageous for us to still lease the back of the building. Over ten years the report estimates that it would generate \$3.5 million.
  - a. **Office of Skills Development Proposal** – The proposal sent to the Office Of Skills Development was sent in the last few weeks and requests a little over \$6 million. Dr. Shonk commented that the Office of Skills Development is in fluctuation with an interim director being put in place since the proposal was sent. We are waiting to hear feedback.

**Strategic Planning – Ms. Tiffany Guinnip** – Dr. Smith commented that the values were a little difficult for her to ask, but she noted that the words are verbs and feels like they don't need to be action words. Dr. Shonk commented that the group had a listing of many words and had grouped them and came up with the words that are in the list. Dr. Shonk also commented that he was not necessarily fond of the form of a verb. Dr. Perrine commented that for syntax purposes they could be used, but this would not be traditional. Dr. Smith commented that she felt there were values missing like trust, integrity, belonging. Dr. Austin commented that a diagram to see how the pieces fit together would be good to make everyone understand. Dr. Austin commented that the values seem to reflect the organizational climate.

**BibliU/College Store – Dr. Brian Shonk** – BibliU is a software that would provide all textbooks digitally to students that would link to classes within Blackboard. We would pay per book on a book and then we would charge a book fee to the students at registration. Dr. Shonk discussed that BibliU is going to provide estimates in the next week after hearing a presentation this morning. There will need to be an evaluation of the revenue from the bookstore to see what would be the most beneficial to both the students and also not being detrimental to the college store.

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

- a. **Math Faculty** – Jeannette Youngblood (chair), Doug Muse, Andrew Muse, Rhonda Loper, Deanna Tillery, and Amber White
- b. **Adult Education Faculty** – Cheryl Toon (chair), Becky Warren (co-chair), Valerie Bennett, Becky Saffell, and Jessie McKenzie
- c. **Agriculture Faculty** – Zach Harber (chair), Becky Warren, Ben Rogers, Tina Goodman, and Heath Wooldridge

*Dr. Smith made a motion to approve the search committee. Dr. Perrine seconded and the motion carried.*

**Open Discussion**

- a. Dr. Smith commented that the LPN 2023 graduating class completed the NCLEX exam at a 100% success rate. Dr. Smith further commented that our phlebotomy class also tested at 100%. The psychology and biology faculty positions have been offered and verbally accepted; they are just waiting on background checks at this point. The clinical coordinator position has been verbally offered and accepted. Jenna Kuykendall has transitioned full-time to the vice chancellor suite.
- b. Dr. Zach Perrine commented we are 14% ahead on headcount and 23% ahead SSCH with 36.8% of our SSCH goal for spring already reached. There are 71 days of registration left for the spring term, though the holidays need to be considered within that enrollment period.

Meeting was adjourned at 3:25 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*