

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**January 3, 2023 / 2:00 p.m.**  
**IH 104**  
**Minutes**

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

Dr. Shonk called the meeting to order at 1:58 p.m.

*Dr. Zach Perrine moved to approve the minutes from the December 13, 2023 meeting. Mr. Bruce Hankins seconded, and the motion passed.*

**WIOA Workers/Contingent Workers – Dr. Brian Shonk** – Ms. Hightower expressed a concern about employees on campus who are hired through WIOA. She felt that these employees need to be listed as contingent workers, which will allow them to have a profile set in Workday and an email address established. This would trigger the mandatory training processed for those employees.

**Progressive Discipline Policy – Dr. Brian Shonk** – Dr. Shonk commented that this policy was approved at the December 13, 2023, Cabinet Meeting. The language in the policy came directly from the system office and is a four-strike policy. At the last meeting we also spoke about an announcement of the new policy, and plan to give information to campus during the February all campus meeting. Dr. Shonk mentioned that as a campus we have to start using the progressive discipline policies and the importance of documenting counseling and corrective actions before the fourth encounter. Mr. Hankins asked if the policy had language to immediately dismiss employees for severe actions. Dr. Perrine confirmed that the policy did have this language to allow leeway. Dr. Shonk commented that the middle managers will have to discipline their employees and take their leave time as they are using it. Dr. Perrine brought up that he felt there would still need to be some coaching for this level of management. Dr. Shonk commented that they have been speaking with a life coach who provided a quote to work with the mid-level managers for training.

**Director of Nursing – Dr. Brian Shonk** – A question arose about the position change for the change from interim to permanent director of nursing position. Human resources asked that Cabinet pass a motion to make a change in the position for record. Dr. Shonk further commented that Ms. Dana Cox has been doing an excellent job with the nursing program.

*Dr. Zach Perrine moved to approve the change from Interim Director of Nursing to Director of Nursing. Mr. Bruce Hankins seconded, and the motion passed.*

**Stipends for Workday – Dr. Zach Perrine** – Dr. Perrine brought to Cabinet a stipend structure for those working on the Workday project for cycle 1 and 2. He suggested that stipends be considered for cycle 3 close. He noted that there was additional work that has been requested of those who are working on Workday. Dr. Perrine proposed tiers for stipends awarded to those who have been tasked with additional tasks and with consideration for the amount of work completed by those who have been involved in the project. Dr. Perrine also commented that he felt this would be a moral boost for those involved in the project. Mr. Hankins asked what period this would cover. Dr. Perrine commented that this would cover most of 2023. His estimation was early spring 2023 through the end of the year. Dr. Shonk noted it would be good to speak with Ms. Thomas and Mr. Pyle about involvement of those

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working on the project to place them in the appropriate tiers. Dr. Perrine will bring this back to Cabinet next week to review.

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

**Open Discussion**

**Dr. Brian Shonk** – Dr. Shonk commented that there were a lot of new employees on campus. Mr. Hankins asked if human resources would be hosting an onboarding “bootcamp” for the new employees. Dr. Shonk commented that ideally once we have the strategic plan set, it would be good to have an overview of that plan with the employees. Dr. Shonk commented that the presenters did a great job at professional development this morning. Mr. Hanins commented that it seemed to all flow well and he thought the message was good.

**Mr. Bruce Hankins** – They will begin working on the revenue projection budgets for next year soon, and bring those reports to Cabinet soon. Dr. Perrine commented that he feels they can conservatively estimate flat enrollment from this fall and spring semester from this year. Dr. Perrine further commented that he has some hesitancy to see enrollment decline with the changing of the SIS systems, but believes our small size will lessen any impacts we might see. Mr. Hakins asked if we would like to have departments present their budgets for Cabinet, or if they would like for him to collect the requests and bring them to Cabinet. The discussion was that this has been discussed for many budget cycles and felt that they would like to have the departments come present their budgets. The comment arose that in the 2025 budget planning cycle, the strategic planning process would be complete for departments to map their budget requests to.

**Mr. Heath Wooldridge** – Mr. Wooldridge commented that there are still working on the leaks in the Arts and Science building and at the Gateway building. He commented that they are having difficulty finding where the leaks are coming from in the Arts and Science building roof, but continue to work on this issue.

**Dr. Zach Perrine** – Commented that the vibe on campus has seemed positive. He commented that everyone is doing good work and he is happy to be back on campus.

Meeting was adjourned at 2:48 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*