

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**March 27, 2024 / 2:00 p.m.**  
**IH 104**  
**Minutes**

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

Dr. Shonk called the meeting to order at 3:30 p.m.

*Dr. Zach Perrine moved to approve the minutes from the March 21, 2024, meeting. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.*

**Budget – Cabinet** – Dr. Shonk opened and asked the Cabinet to have a general discussion about the budget following the budget presentations over the past few days. Mr. Wooldridge commented that of all the budget meetings he has taken place in on campus in the past, he felt that the environment was great and very much enjoyed the process and hearing from the employees. Dr. Zach Perrine commented that all the conversations went well, and it was overall productive. Dr. Shonk commented that there are some budget managers that need more direction, but it went well. Dr. Perrine commented on the auxiliary services and presented the idea that it might be time to think about the service models based on campus changes. Dr. Shonk asked the question if auxiliary services have to be separated through the budget. Mr. Bruce Hankins noted that no, they do not have to be separated. Cabinet noted having a meeting later to review the Pepsi Contracts, credit card vending fees, and staffing for some areas.

**HLC Institutional Update – Dr. Holly Smith** – Dr. Holly Smith noted that she submitted the institutional update yesterday. The student to faculty ratio was 11.36 to 1. Dr. Smith noted that our headcount section will have a flag, because we did not report any part-time staff last year on the report. She did ask if we could submit a correction for last year, but corrections are not allowed so we will be asked for a narrative which includes the correct information from the prior year. Dr. Smith noted that she would be happy in the future to present some of the larger data points to campus because they would be good for campus to see. Dr. Smith also noted that we have positive indicators in the financial sections of the report. Mr. Hankins noted that we have good financial numbers because we have no debt and did note that when we take on debt at any point this will decrease.

**Strategic Planning – Departmental Plans – Dr. Brian Shonk** – Dr. Shonk opened the conversations asking what we want to call the plans that exist under the strategic plan. Plans discussed to live under the larger strategic plan are marketing, campus master plan, enrollment and recruitment, financial, academic, student support, and technology. Dr. Shonk asked if this was the right amount of plans, or if we need to condense some of them down. Dr. Smith asked if these would be 3 or 5 year plans; Dr. Shonk noted that he would prefer they be developed on 5 year plans. The suggestion was to call these plans priority plans.

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

**Open Discussion**

- a. **Mr. Heath Wooldridge** – Mr. Wooldridge noted that the department is working on selecting a new ATV for the maintenance groundwork. He noted that he is excited to get the new equipment. Dr. Perrine noted that Mr. Dakota West has been very excited about his new role.

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Mr. Wooldridge and Mr. Mark Cartwright have been speaking with the Forestry Commission about placing a radio tower on the property. They have been very receptive to allowing us to place this in their area. Mr. Wooldridge noted that there were approximately 30 fire extinguishers that were on a 6-year rotation that had to have the heads replaced, which is a cost he did not expect. He noted that they are changing their shipping software due to discrepancies in charges; he noted the software is hosted free through UPS.

Meeting was adjourned at 4:30 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*