

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**April 17, 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 2:00 p.m.

*Mr. Bruce Hankins moved to approve the minutes from the March 27, 2024, meeting. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.*

**Outstanding Nominations – Cabinet** – Dr. Shonk noted that in the past there have been paper packets that have gone between cabinet members and that this year packets were digital and in some cases spreadsheets. The Cabinet reviewed the submitted nominations from the Faculty Affairs Committee and Staff Senate for nominations. The Cabinet reviewed the nominations from the previous several years to ensure the award would not be duplicated from previous years. Of review of the nominations and supporting material the following individuals were selected: Ms. Dawn Smith (Faculty), Ms. Anita Stoner (Adjunct Faculty), and Mr. Mark Cartwright (Staff).

*Dr. Shonk made a motion to select Ms. Anita Stoner as the 2024 Outstanding Adjunct Faculty award recipient. Dr. Zach Perrine seconded the motion. With no further discussion the motion passed.*

*Dr. Holly Smith made a motion to select Ms. Becky Saffell as the 2024 Outstanding Faculty award recipient. Mr. Heath Wooldridge seconded the motion. With no further discussion the motion passed.*

*Dr. Holly Smith made a motion to select Mr. Mark Cartwright as the 2024 Outstanding Staff award recipient. Mr. Bruce Hankins seconded the motion. With no further discussion the motion passed.*

**Records Office – Dr. Zach Perrie** – Dr. Perrine commented that we are beginning to see points of struggle within the operational pieces within Workday Student. He noted that they are seeing struggles with load balance with records. The discussion has been that records would be coming back within Student Affairs to add them organically back into the student life cycle. He also noted the idea would like to figure out where records fit within the welcome center. Dr. Perrine did note the progress that was made in the past few years sorting out academic and records functions.

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

- a. Batesville High School Career Coach – Zach Perrine, Meagan Akins, Philip Landers, Leigh Keller, Kevin Bledsoe, and Courtney Wallace.
- b. Southside High School Career Coach – Zach Perrine, Meagan Akins, Phillip Landers, Amy Foree, Dion Stevens, and Jennifer Ford.

*Dr. Zach Perrine made a motion to approve the committees for both the Batesville and Southside Career Coach positions. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.*

**ACC Presentation Proposals – Dr. Holly Smith** – Dr. Smith asked that cabinet review the submitted presentations from faculty and staff for the ACC presentations. Submissions were from Ms. Holly Goslin, Mr. Jacob Chisom, and Mr. Blayne Stewart. Dr. Smith commented that Mr. Stewart's presentation was a follow-up to the presentation he presented last year and that it was well received. Mr. Chisom's

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presentation focused on debate within community colleges. Ms. Goslin's presentation centers around kindness in the classroom and using Caring Campus principles. Dr. Shonk noted that the reason for looking at the proposals was to make sure we do not have overlapping content information. Overall, the presentations were viewed well. Dr. Shonk suggested that if any other faculty and staff wanted to present to get their presentations to Cabinet for approval.

Meeting was adjourned at 3:00 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*