

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 24, 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 1:50 p.m.

Dr. Zach Perrine moved to approve the minutes from the April 17, 2024, meeting. Dr. Holly Smith seconded. With no further discussion the motion passed.

Revised SGA Constitution – Dr. Zach Perrine – Dr. Perrine commented that over the past two years the election process for SGA has been in the Spring and officers begin serving in the Fall term. He noted that they have been having issues with student circumstances changing, and they have gone the fall semester without officers serving. Dr. Perrine spoke with SGA about election time. The revised constitution includes a note to move the president and vice-president election to move to the fall term. He also noted that there is a secretary/historian within the constitution and that title has been modified. Another issue they have faced is quorum. Students have difficulty making all the meetings because of class and work schedules. In the revised constitution it asked that a majority vote of members presence be counted for voting. They also updated the attendance roles so those who are members are actively participating. The participations hours were lowered from 12 hours to 6, which allows more participation from part-time students.

Dr. Zach Perrine moved to approve the revised SGA Constitution. Mr. Heath Wooldridge seconded. With no further discussion the motion passed

Course Supplies – Cabinet –Dr. Shonk asked Mr. Wooldridge how the bookstore staff were feeling about the changes with BibliU. Mr. Wooldridge commented that there are questions about the future of the bookstore, but they are working to brainstorm ideas about what the bookstore will look like in the future. Mr. Wooldridge commented that they are having difficulty with the Booklog software. Dr. Perrine asked how many more materials we have in moving forward. Dr. Smith commented that there is not many supplies outside of BibliU and commented that the bulk of those supplies will be for cohort programs. Dr. Perrine commented that there is beginning to be processing delays between financial aid, the bookstore charges, and the posting to the students' account in Workday. The suggestion was to complete all of this processing on the back-end, rather than delaying students. The idea was also to take supplies and make them available to students in the programs or in the Welcome Center. Dr. Shonk suggested that this would free up space in the Bookstore and it becomes a true college store. Mr. Wooldridge noted that the Bookstore staff have been looking at the embroidery machines and being able to sew on patches and embroider for the nursing and EMT programs. Mr. Hankins noted that the bookstore is moving a different direction, and commented that if we can ease up the billing process for students it would be the best. He further commented that the business office team is happy to do what they need to help the student experience. Dr. Shonk asked what the best action would be to make sure the Bookstore staff feel comfortable with the transitions. Mr. Wooldridge suggested having a non-formal meeting would likely be the best.

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Welcome Center Update – Dr. Brian Shonk – Dr. Shonk commented that the bids opened for the Welcome Center project yesterday. There were three bids and the lowest bid was \$1,088,000. Dr. Shonk commented that the bids were within \$91,000 from lowest highest. Conversations continue with the architects to move forward with the project.

FY25 Budget – Mr. Bruce Hankins – Mr. Hankins commented that he has worked through the position budget with Mr. Jodie Hightower. Mr. Hankins applied a 2% COLA and 2% merit to most of the employees to see the budget. He noted that we are showing to be short approximately \$173,000 for the E&G budget. Mr. Hankins noted that the M&O budgets were loaded for the presentations and noted that this is likely where the cuts will have to come from to make up the funds. Mr. Hankins noted that there were additional funds moved to auxiliary to cover salaries. Dr. Shonk commented that 2% COLA and 2% are not a good idea, because the merit increases were not delivered last year. He asked that Cabinet still consider the 4% scaled merit increase. Dr. Shonk asked how everyone felt about the 2%-4% merit increase range. He further commented that at the end of each year we have money left over, though he wants to make sure we don't overspend. Dr. Perrine commented that he was in favor of the scaled merit increase model but didn't know where the percentage increase should be placed.

Strategic Priority Goals – Cabinet – Dr. Shonk asked if anyone had follow-up from the brainstorming session on the priority goals. Dr. Smith commented that she felt there needs to be three goals under Organizational Excellence.

Hiring Committee Selections (if needed) – Cabinet

- a. **Education Faculty** – Jeanette Youngblood (chair), Beverly Meinzer, Ashley Walker, Jacob Chisom, and Rhonda McClelland.
- b. **Computer** – Jeanette Youngblood (chair), John Stephens, Angie Strickland, Blayne Stewart, and Johnny Babb.
- c. **Administrative Assistant General Education** – Jeanette Youngblood (chair), Shelly Sullens, Jenna Kuykendall, Whitney Stone, and Chris Middleton.

Dr. Holly Smith moved to approve the search committees for Education Faculty, Cybersecurity Faculty, and Administrative Assistants for General Education positions. Dr. Zach Perrine seconded. With no further discussion the motion passed.

Open Discussion

- a. Dr. Holly Smith – We had a team of students who were selected as finalists and to attend the Innovation Bootcamp. The students and Mr. Andrew Muse will go with the students to Washington D.C. Dr. Smith let everyone know that the June CDL class has been pushed back to July and asked that the program not be pushed at this point.

Meeting was adjourned at 4:00 p.m.

Minutes respectfully submitted by Tiffany Guinnip.