

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**May 29, 2024 / 3:00 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 3:15p.m.

*Dr. Zach Perrine moved to approve the minutes from the May 1, 2024, meeting. Mr. Bruce Hankins seconded. With no further discussion the motion passed.*

**Campus Calendar – Dr. Brian Shonk** – Dr. Shonk commented that this calendar would help everyone to see where campus events are happening. Dr. Shonk noted that this would serve to help with planning purposes. Everyone was happy with the calendar and it will be posted within the Administrative Cabinet folder. A note was made to add the ADHE Coordinating Board dates.

**Fall Commencement – Cabinet** – Dr. Smith asked if the Cabinet could talk about fall commencement times and dates so these could be officially announced. Dr. Shonk asked that Commencement be held at 6:00 p.m. Dr. Shonk asked how much time would be needed between Pinning and Commencement. The RN Pinning would begin at 4:00 p.m. and Commencement will begin at 6:00 p.m. with an hour between ceremonies.

*Dr. Holly Smith moved to approve the Pinning Ceremony for December 12, 2024, at 4:00 p.m. and Commencement be held on December 13, 2024, at 6:00 p.m. Dr. Zach Perrine seconded. With no further discussion motion passed.*

**Strategic Planning: Priority Plan Areas – Dr. Brian Shonk** – Dr. Shonk asked if everyone was in agreement on the names of the priority plans and the assignments. Dr. Shonk commented that he likes all the titles, but wanted to explore other options for the “financial plan”. The title Financial Stability and Institutional Sustainability potentially would be better. The decision was that everyone was happy with these areas and potential renaming can happen in the future if necessary. Dr. Shonk clarified that we would have a worksheet that would encompass everyone’s goals so there is a fluid connection between the plan areas and goals are complementary. Dr. Shonk also commented that it is important to be able to see that metrics for the same information is not being pulled from a different data source. Everyone was in agreement to work off of a shared worksheet.

**Tuition & Fees Update Process – Cabinet** – Dr. Shonk noted that with the updated process with Workday and with the new employees there needs to be a developed process for updating tuition and fees in the system. Dr. Shonk noted that in years past there has been a discovery that fees have not been added to courses as they should and there has been a loss of money from where this was not entered. Dr. Shonk noted that this would be a process to close the loop. Mr. Hankins commented that at his previous institution the updated tuition and fees worksheet was signed by Cabinet and that sheet was delivered to the Business Office, and then the document was delivered to IT to double check the work. Dr. Perrine noted that another important step in the process was to then get the document to marketing so promotional materials can be developed. Dr. Shonk noted that the timing of the process is that the Board of Trustees would approve the tuition and fees in the fourth week in May. Mr. Hankins noted that the fees have to be updated by the Business Office by July 1 each year so new tuition and

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fees can be posted. Dr. Smith noted that it would be helpful to have the tuition and fees listed on the website and not strictly in the college catalog. Mr. Hankins said that Ms. Jennifer Sinele is working on tuition and fees now. Everyone decided that once the tuition and fees are updated the finalized report of the updates will be sent out to everyone and checked.

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

- a. Adult Education Career Coach**
- b. Adult Education Instructor**
- c. Adult Education Part-time Administrative Assistant (Highland)**

Dr. Smith sent an email to Cabinet requesting the approval of using a single search committee to fill the three vacant Adult Education positions. Dr. Smith's recommendation for the search committee was Amanda Moore (Chair), Shan Johnson, Tiffany Traw, Elizabeth Taylor, and Sherrie Stagner.

*Dr. Zach Perrine motioned to formally approve the search committees for the Adult Education Career Coach position, Adult Education Instructor position, Adult Education Part-time Administrative Assistant (Highland) as requested through email by Dr. Holly Smith. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.*

- a. Communication Faculty** – Jeanette Youngblood (Chair), Beverly Meinzer, Rana Dowdy, Justine Yatska, and Tiffany Guinnip

*Dr. Holly Smith motioned to approve the search committee for the Community Faculty position. Dr. Zach Perrine seconded. With no further discussion the motion passed.*

**Open Discussion**

- a. Dr. Holly Smith** – Dr. Smith commented that the deregister list was just sent by the Registrar's Office and 154 headcount was dropped from Summer I courses at this point. Dr. Smith noted that 69 applications were accepted for the RN program. She also noted that 40 applicants applied to the PN program. She said there are a number of applicants that have tested but not submitted applications yet. Dr. Smith asked who would be working the booth at the Business Expo. Cabinet decided that it would be treated like the Watermelon Festival and the fairs with a sign-up sheet for those who would like to attend.
- b. Dr. Zach Perrine** – Dr. Perrine noted that we have hit a plateau of enrollment, and it is still low. AT this point we are 15% down from year to date. Dr. Perrine commented that we really need to be registering 10 students a day. He is hoping that there will be an infusion of more activity now that everyone is getting settled in new positions. Dr. Perrine commented that he hopes we will pick up some of the slack in July. Dr. Smith commented that she feels that we are struggling on two fronts, one with the financial aid issues at the federal level and also the implementation of Workday. Dr. Perrine noted that over the past few weeks interviews and placements have been made for the four navigator positions. Dr. Perrine noted that he has been working to reposition those who were displaced. He noted that there will be tasks that need to be completed on the

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back side of the processes so those who should be working with people and other can work on the back end processing. Dr. Perrine noted that things are going well, but everyone is working through the changes and working to adjust.

- c. **Mr. Bruce Hankins** – Mr. Hankins presented the new health insurance rates. He noted that health insurance went up 2% for the year. Mr. Hankins said that June 20, 2024, is the important date for purchasing. He said that if anything is purchased after that date then the purchase will be reported against the next year's budget. He also noted that items have to be purchased and also received.
- d. **Dr. Brian Shonk** – Dr. Shonk noted that there was a special meeting of the Coordinating Board today and all the pieces are in place and approved to continue forward with the construction for the Gateway Center. Dr. Shonk said now there is an evaluation of the total cost for the project.

Meeting was adjourned at 4:50 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*