

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
September 4, 2024 / 3:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 3:05 p.m.

Dr. Zach Perrine moved to approve the minutes from the August 28, 2024 meeting. Dr. Holly Smith seconded. With no further discussion the motion passed.

Campus Procedure 535.1 – Office Campus Student Travel – Dr. Perrine – Dr. Zach Perrine noted that he has had many issues with this policy, and has looked over the policy again and made further revisions. Dr. Perrine noted that in his most recent update he aligned the definition of “student” with our FERPA policy and two versions of the consent form, one for those who are younger than 18 and one for those who are older than 18. He also updated the appendices so there are tangible versions of the forms incase someone did not have access to complete the digital forms.

Dr. Zach Perrine moved to approve the updates to the 535.1 Office Campus Student Travel policy. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.

Human Resources – Dr. Brian Shonk – Dr. Shonk noted that he spoke with Ms. Jodie Hightower about where duties will lie within the gap in the Director of Human Resources role. He noted that Ms. Hightower said that there is a good plan in place to take care of human resources while we are searching for a new director. Complaints and requests for accommodation that are received during the vacant period of the position will be received by those in human resources and that will be forwarded to Dr. Shonk to be appropriately assigned to the appropriate cabinet member. Dr. Smith voiced concerns about working on ADA accommodations. Dr. Shonk noted that he cannot have responsibility over it serving as the tie breaker, and that any of those circumstances would be worked through with the UA System Office Attorneys. Mr. Hankins asked who was going to be in charge of and assisting with benefits for our campus, as he had received an email to attend a system meeting about benefits. Dr. Shonk asked that Mr. Hankins attend the meeting and understand the benefits package for the new year. Dr. Shonk did note that the job announcement for the Director of HR will be posted hopefully today or tomorrow.

ADHE Special Meeting – Cabinet – Dr. Shonk noted that ADHE has scheduled a meeting next week and the agenda has multiple policies that are being updated. Dr. Smith noted that she received information that the updates are to align policies with federal codes and streamline policies. She also noted that next week they will be open for public comment before they are approved. Dr. Shonk encouraged everyone who is available to log onto the meeting and listen.

Hiring Committee Selections – Cabinet

- a. **Director of Human Resources** – Dr. Brian Shonk (Chair), Dr. Holly Smith, Dr. Zach Perrine, Mr. Bruce Hankins, and Mr. Heath Wooldridge.

Dr. Shonk noted that he felt that the Cabinet would be best to hire this position. Dr. Smith commented that she also felt that this was the best choice, as the position is very important to all functions of the college. All Cabinet members were in favor of serving on the search committee.

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Open Discussion

- a. **Dr. Brian Shonk** – Dr. Shonk noted that he has received feedback from one person asking that as many trees are preserved as possible. Dr. Shonk also asked that Mr. Wooldridge check and the bigger trees that we are keeping if they can be pruned. Mr. Wooldridge added that he has contacted a tree service, and they are coming by campus tomorrow to look at the project and provide an estimate for the job if the trees are taken out.
- b. **Mr. Bruce Hankins** – Mr. Hankins provided a copy of the financial statements he sent to the system office next week. He noted that our cash flow is increased over last year, though he noted that last year we had a lot of receivables that came in, which makes the number appear inflated. Mr. Hankins said he predicts that we will have a decrease in cash flow because of the construction, but he does not believe it will lower our net position.
- c. **Dr. Zach Perrine** – Dr. Perrine noted that Mainstay has been the chatbot we have been using over the past year. He noted that they would charge us \$23,000 for the continued service. Dr. Perrine has been speaking with some of his counterparts and we are in transition to move to a new company TrueDialog, which operates like ZipWhip did, which was our first texting solution that everyone likes. This will save around \$17,000. Dr. Perrine noted that enrollment went well, and that he feels that with enrollment of Fall II it appears that we will meet enrollment goals. Dr. Perrine noted that he is a little nervous about the number of high school students we have in comparison to the number of undergraduate students. Dr. Perrine noted that 278 students came to the events over the welcome week activities, we averaged around \$4.86 per student.

Meeting was adjourned at 4:15 p.m.

Minutes respectfully submitted by Tiffany Guinnip.