

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
October 9, 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 3:00 p.m.

Mr. Heath Wooldridge moved to approve the minutes from the September 25, 2024, meeting. Mr. Bruce Hankins seconded. With no further discussion the motion passed.

Academic Affairs Interim Plan – Dr. Brian Shonk – Dr. Holly Smith is leaving the institution and her role as the Vice Chancellor for Academic Affairs. Dr. Smith's last day on campus will be November 15, 2024. Dr. Shonk noted that he would like to get a plan out to campus soon, though it is not fully developed. Dr. Shonk further noted that he would like to slow down and not immediately advertise the position and begin using the Cabinet's professional networks to find applicants that would be interested in the position. Dr. Shonk noted that he is worried about running a full search and not receiving qualified applications and ability to fill the position. At this time, Dr. Shonk is appointing Dr. Zach Perrine as interim Vice Chancellor for Academic Affairs. He noted that this likely will hold for 4-6 months as we progress forward and prepare to advertise the position. Dr. Shonk further noted that Academic Affairs is in good condition and Dr. Smith is leaving the department in a good position. Dr. Perrine asked about a timeline to provide information about the interim position. Dr. Shonk said that he would work to include this information in his Monday Chancellor's Communication and probably address this again in the upcoming All Campus Meeting.

Welcome Center Construction Update – Mr. Heath Wooldridge – Mr. Wooldridge noted that removing the trees that were next to the building made a huge difference in the appearance of the building. He noted that the crews have been working to pour new concrete today. Electrical work is ongoing with the large project moving the panel box to the new closet. The new HVAC units were placed on the roof today. Mr. Wooldridge noted that they are still waiting for the glass company to take final measurements for the front of the building. Mr. Wooldridge noted that he expressed his concern again to the construction crew to make sure that the floors are clean and level before the installation of the flooring in the space.

Policies and Procedures

- a. **Program Advisory Boards (New Policy) – Dr. Holly Smith** – Dr. Smith noted that this policy would set the structure for advisory board meetings and structure for membership. She noted that the goal between now and spring would be to set the membership and then have a large advisory board meeting at one time and give Dr. Shonk an opportunity to address. Dr. Smith noted that there are programs that are not having meetings and that there is no consistency with agendas.

Dr. Smith made a motion to approve the new policy for Program Advisory Boards. Dr. Zach Perrine seconded the motion. With no further discussion the motion passed.

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Hiring Committee Selections – Cabinet

- a. Dr. Smith noted that she will need to be replaced on the Early Childhood position search committee. She noted that it has been difficult to find applicants for this position and she does not foresee the position being filled before her last day. She also provided updates that a new math faculty was hired. She also noted that the computer science faculty position is still open, with no new applications.

Open Discussion

- a. **Dr. Brian Shonk** – Dr. Shonk noted that he and Mr. Wooldridge attended the open bid at the Gateway Center today. He noted that the contractors that attended did not ask many questions about the building or the project.
- b. **Mr. Bruce Hankins** – Mr. Hankins noted that he attended a finance meeting for the UA System. He said that they spoke about shared services at the meeting and that they would be considered if campuses needed those. There was particular interest in procurement shared services for the system. The internal audit group will be coming at the end of the week and be giving their final report.
- c. **Mr. Heath Wooldridge** – Dr. Shonk asked if we have received any information about the electric vehicle chargers being shut down. Mr. Wooldridge noted that he has not received any information on this. Dr. Shonk further noted that the installers are attempting to get more service contracts to be able to continue servicing the software. Dr. Shonk noted that if they do not work, we could look at new chargers in the future.
- d. **Dr. Zach Perrine** – Dr. Perrine sent the information about ReUp. He said that the pricing is good, but he did note that we would likely not be able to engage until Fall or next Spring. This group reaches out to stopped out students and works to assist students reengage in the educational process. Dr. Shonk noted that Ms. Shannon Haney has been working on developing an alumni list and has been wanting to find a way to reach these individuals. Dr. Perrine noted that potentially this is something ReUp could work on and there might be other vendors.
- e. **Dr. Holly Smith** – Dr. Smith noted that the LPN class had a 100% pass rate again, which is the second year in a row. She noted that applications are open now and they are receiving a good volume of applications and test scores are high on the applications. Dr. Smith noted that Ms. Elizabeth Taylor is working at the interim Adult Education Director and is going well. Ms. Amy Plaster presented at Perkins this week and said that we are doing a good job using the funds and tracking expenses. A new plumbing apprenticeship instructor has been hired. She noted that the plumbing companies have pledged at least one plumber to assist because two instructors are required for the courses.

Meeting was adjourned at 4:00 p.m.

Minutes respectfully submitted by Tiffany Guinnip.