

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
October 30, 2024 / 3:00 p.m.
IH 104
Minutes

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

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

Dr. Holly Smith moved to approve the minutes from the October 23, 2024 meeting. Dr. Zach Perrine seconded. With no further discussion the motion passed.

Cabinet Plus (Cabinet +, C+) - Dr. Brian Shonk – Dr. Shonk noted that he wanted to discuss adding members to the cabinet that would come in as non-voting members for some meetings. Dr. Shonk wanted to add the three deans, Ms. Crystal Blue, and Ms. Stacy Gross as beginning members. Dr. Smith noted that she felt there were a good number of members and good members, but we may want to think about inviting other members of campus for special reports. After discussion, it was decided that November 20, 2024, would be the first meeting the external group attends. Dr. Shonk noted that he was open to the structure of the meetings. Dr. Smith noted that with them being non-voting if Cabinet needed to vote on a sensitive topic, they could hold an executive session.

Welcome Center Construction Updates – Mr. Heath Wooldridge – Mr. Wooldridge noted that they are still estimating that the project will be completed the first week or two of December. Mr. Wooldridge noted that he is hopeful that the project will be completed, however he is a little hesitant on the project completion date.

Gateway Center Construction Update – Dr. Brian Shonk – Dr. Shonk reported that the bid openings were completed held on Tuesday, October 29, 2024. There were two bids and both bids for the project came in over budgeted projections for the project. Dr. Shonk noted that if the bids are within 25% then we can enter both negotiations, however both bids were over the 25% threshold. At this time after speaking with general counsel, it seems that the bid process will have to be opened again for new bids. Dr. Shonk further noted that we still have not received any notification on the HIRED grant, but should hear something by November 1, 2024. Dr. Shonk spoke with Mr. Bryan Anderson, CDL instructor, about clearing out the area at one of the docks. Mr. Anderson said he believed the students can do that work and is getting a quote for a jack hammer attachment for the equipment so we can do that work on our own.

Academic Affairs Interim Transition – Cabinet – Dr. Smith noted that she has been working on open projects and has been getting everyone in line to complete work that needs to be completed within the transition timeline. She also noted that she has been submitting reports that are required for ADHE and HLC reporting is up to date at this time. Dr. Shonk noted that he felt confident in Dr. Smith and Dr. Perrine's ability to make a smooth transition.

Guided Pathways Steering Committee – Dr. Brian Shonk – Dr. Shonk noted that he and Ms. Tiffany Guinnip, Guided Pathways Team Lead, will be attending an orientation session next week for the next cohort and round of Rural Guided Pathways. Dr. Anne Buchele, Rural Guided Pathways Coach, suggested that we have a steering committee on campus that assists with the work and helping campus integrate Guided Pathways principles in the campus culture. Dr. Shonk noted that proposed members for the

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steering committee are Meagan Akins, Tina Goodman, Vernon Hoffman, Randall Warn, Becky Warn, and Nate Pyle. Dr. Shonk noted that he is open to input for the committee members. Dr. Perrine noted that he was in favor of the committee members. Dr. Shonk noted that the goal would be for each committee member to attend at least 2 of the institutes over the next three years.

Hiring Committee Selections – Cabinet

- a. **Maintenance Assistant Position** – Mr. Heath Wooldridge (chair), Mr. Chris Middleton, Mr. Dakota West, Mr. Mark Cartwright, Ms. Casey Bromley.
- b. **Accounts Payable** – Mr. Bruce Hankins (chair), Ms. Robin Britt, Ms. Pam Smith, Ms. Jennifer Sinele, and Ms. Stephanie Minor.

Dr. Holly Smith made a motion to approve the search committees for the Maintenance Assistant and Accounts Payable positions. Dr. Zach Perrine seconded the motion. With no further discussion the motion passed.

Open Discussion

- a. **Dr. Brian Shonk** – The UA System Board of Trustees announced a special executive session on Monday, which proceeded into Tuesday. After the meeting closed there was nothing to report from the Board.
- b. **Dr. Zach Perrine** – Noted that enrollment is not quite at 50% of the goal with the average SSCH being 9.91. He noted he would like to get back over 10 for each student. He noted that we are ahead of where we were last year at this time. He noted that applications for spring are down, however he is speculating that this may be due to the positive enrollment from the fall II term.
- c. **Mr. Bruce Hankins** – Mr. Hankins noted that Friday is the exit interview for the cash audit.
- d. **Mr. Heath Wooldridge** – Mr. Wooldridge noted that he has made an offer from Cabinet's approval to do a direct hire. He said it is progressing very well, and it looks like December 1, 2024, will be the official start date. Mr. Wooldridge further commented about his excitement for bringing security in house and feels like it is something that will really help the future of the campus.
- e. **Dr. Holly Smith** – Dr. Smith further noted that she has enjoyed her time on the campus and expressed she will still be in the community and if we ever need her, she will be available. She also noted that she is fully invested in the success of UACCB.

Meeting was adjourned at 3:50 p.m.

Minutes respectfully submitted by Tiffany Guinnip.