

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet+ Meeting**  
**February 5, 2025 / 3:00 p.m.**  
**IH 104**  
**Minutes**

The members present were Dr. Brian Shonk, Dr. Zach Perrine, Mr. Bruce Hankins, and Mr. Heath Wooldridge. Minutes recorded by Zach Perrine. Others present were Ms. Jeanette Youngblood, Ms. Crystal Blue, Dr. Becky Warren, Ms. Meagan Akins, and Ms. Stacey Gross.

Dr. Shonk called the meeting to order at 3:00 p.m.

*Heath Wooldridge motioned to approve the minutes from the January 22, 2025 and January 29, 2025 meeting. Bruce Hankins Seconded the motion. With no further discussion, the motion passed.*

**1. \*Minutes – January 22, 2025 and January 29, 2025**

**2. Campus Safety Committee – Mr. Heath Wooldridge**

Heath noted the need to reconstitute the Safety Committee, explaining the purpose of the group. The proposed group would be the following. All agreed this was the right mix.

- Mark Cartwright, Chair
- Heath Wooldridge
- Crystal Blue
- Stacey Gross
- Debby Bailey
- Thomas Lemon

**3. Soft Drink/Vending Contract – Mr. Heath Wooldridge**

**a. Current Pepsi Contract Expires April 30, 2026**

Melissa Foster has talked to a colleague at Batesville Parks and Rec about the structure of their Pepsi contract, they only utilize vending and not general supplying of drinks. We could negotiate in advance of the 2026 contract renewal to potentially just utilize vending and purchase drinks ourselves. The current contract does provide on average \$9,000 to the Foundation, however the trade-off is the cost per drink/case is higher than retail.

The discussion related to what services were needed for vending. Evening and weekend students do depend on these and they are frequented. The burden to maintain vending ourselves seemed greater than a contracted services. However, UACCB could do an RFP to see which services could be considered. Nothing can be done immediately, but looking to separate drink purchasing from any vending contract was unanimous. Additionally, the exploration process to determine a vendor by next year would also involve more modern technologies.

This topics was revisited during the open discussion by Heath to test out a self-service machine/cooler. This would still be during the current Pepsi contract. No action was taken.

**4. UA System Risk Identification Scorecard – Dr. Brian Shonk**

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Internal audit visits each chancellor in person annually. When they leave they provide a risk identification scorecard, items ranked 1-5. Dr. Shonk provided copies of this for us to attempt. Responses are compiled together and presented to the Board of Trustees.

**5. Leadership Team Surveys – Dr. Brian Shonk**

**a. Aspen Institute**

An additional survey from Aspen Institute (26 questions) will be sent out and due by February 14, 2025. Our average for the last, long format Aspen survey was “3” on a scale of 1-5. Dr. Shonk was surprised that from seven people, there could be five responses – very little “agreement.” There was a need to understand these different perspectives.

**b. Rural Guided Pathways**

Team survey for Second Cohort coming soon. An additional 15 schools will be added to 15 of the 16 original institutions (Cohort 1). As it turns out this will be the same survey presented by Aspen as they are working together. Cabinet+ will receive an invitation for this survey as well.

**6. Aspen Institute Student Success Leadership Data Workbook – Dr. Brian Shonk**

[Student Success Leadership Data Workbook](#)

Review of labor information from Aspen, including 20 largest occupations and 10 largest industries in our service area (Cleburne, Sharp, Stone, Independence).

**7. \*\*Hiring Committee selections (if needed) – Cabinet**

None

**8. Open Discussion**

Becky brought up the forthcoming increase for ATI, which would be substantial and require additional discussion at the next meeting based on the financial implications. Becky will add the sales PowerPoint she just received in the next meeting folder.

Meeting was adjourned at 4:05 p.m.

*Minutes respectfully submitted by Zach Perrine.*