

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**November 13, 2024 / 4:00 p.m.**  
**IH 104**  
**Minutes**

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

Dr. Shonk called the meeting to order at 3:56 p.m.

Mr. Heath Wooldridge noted that his name was omitted from attendance in the minutes for the October 30, 2024 Cabinet meeting. Ms. Tiffany Guinnip corrected the attendance within the minutes.

*Dr. Zach Perrine moved to approve the minutes as amended from the October 30, 2024 meeting. Mr. Bruce Hankins seconded. With no further discussion the motion passed.*

**First Aid Cabinets – Mr. Heath Wooldridge** – Mr. Wooldridge commented that there are first aid cabinets across campus in each building across campus. Mr. Wooldridge commented that it has always been his understanding that a supervisor would always be accessing materials from cabinets. He noted that it would be important that potentially an incident form may need to be completed in order to be aware of incidents within cabinets. Mr. Wooldridge also noted that there have in the past always been instructions to remove oral medications from the cabinets and remove those from the kits. He noted that he has found that when the cabinets are being restocked, they often find medications that have been placed within the cabinets attempting to be helpful. Dr. Perrine suggested that information likely would need to be issued to campus to let them know that maintenance checks these boxes, and materials should not be added without their review and approval. Dr. Shonk also noted that if someone is getting materials from the first aid kit, it does need to be completed by an employee, not a student, and incident reports should always be completed. Mr. Wooldridge thanked everyone for the clarification and will move forward with the recommendations. Dr. Perrine suggested maybe sending this messaging at intervals to remind faculty and staff to remind them of the policies we follow when it comes to stocking the cabinets.

**Workday Stipends – Dr. Zach Perrine** – Dr. Perrine noted that he had began working on developing stipends for those who completed the work on the Workday project. Dr. Perrine wanted to bring this forward to Cabinet for review, and would like to award those who have completed the work and finish this round of bonuses that go to everyone.

Search Committee (if needed)

- a. **English Faculty** – Dr. Zach Perrine (chair), Amy Plaster, Holly Goslin, Angie Strickland, and C'aira Stewart

*Dr. Zach Perrine made a motion to approve the search committees. Mr. Heath Wooldridge seconded the motion. With no further discussion the motion passed.*

**Open Discussion**

Meeting was adjourned at 4:45 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*