

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
December 11, 2024 / 3:00 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 3:05 p.m.

Dr. Zach Perrine moved to approve the minutes from the December 4, 2024 meeting. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.

Lease of Gateway Center – Dr. Brian Shonk – Dr. Shonk noted that General Counsel at the UA System Office drafted a letter to send to the prospective lease for the Gateway Center, citing that we cannot meet financial requirements within the agreement.

Architect Selection Committee for HIRED Grant – Dr. Brian Shonk – Dr. Shonk noted the members of the selection committee are Dr. Zach Perrine, Mr. Bruce Hankins, Mr. Heath Wooldridge, Ms. Shannon Haney (chair), and Mr. Scott Phillips. Dr. Shonk noted that the ad has to run for ten business days. All applications have to be submitted by 2:00 p.m. on December 20th. Architect selection has to be submitted to the System Office for approval by January 2. Dr. Shonk verified that the cabinet members would be available on the 20th and would be available for members of the committee to review scan proposals. Scoring and selections for interviews would need to be completed in that meeting so interviews could be scheduled for January 2.

Last Workday Stipend – Dr. Zach Perrine – Dr. Perrine brought to the group a final time to get approval for the final round of Workday stipends for employees who worked on the final implementation stretch for Workday. Dr. Perrine presented amounts and individuals at the November 13, 2024, Cabinet meeting. Dr. Perrine noted that this would be the final round of stipends and would close out the Workday project.

Dr. Perrine made a motion to approve stipends for Workday as proposed. Mr. Bruce Hankins seconded the motion. With no further discussion the motion passed.

Search Committee (if needed)

- a. **Modification to Adult Education ESL** – Dr. Zach Perrine asked to change out Mr. Eric Roebuck and fill the committee position with a 12-month faculty member, since 9-month faculty.
- b. **9-Month ABE Faculty** – Dr. Zach Perrine requested to use the same committee from the 9-month ESL faculty search committee.

Dr. Zach Perrine made a motion to substitute for Mr. Eric Roebuck in the Adult Education ESL search committee with Mr. Loyd Barry if available, if Mr. Barry is not available then Mr. Justin Holman. Mr. Bruce Hankins seconded the motion. With no further discussion the motion passed.

Dr. Zach Perrine made a motion to utilize the Adult Education ESL search committee to complete the search for the 9-month ABE Faculty. Mr. Heath Wooldridge seconded the motion. With no further discussion the motion passed.

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Open Discussion

- a. **Mr. Bruce Hankins** – Mr. Hankins noted that we are at the point that we have to extend the copy machine contract for 2 years, or to work on a new contract. Mr. Hankins noted that if we updated the contracts we would get new software, that works with our system, and the new contract would be a cost savings. Mr. Hankins made the recommendation that we move to the new contract with the cost savings. Everyone was in agreement that this would be the most beneficial direction.

Meeting was adjourned at 3:50 p.m.

Minutes respectfully submitted by Tiffany Guinnip.