

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**January 22, 2025 / 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 January 15, 2025 meeting. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.*

**Remote Work Request – Dr. Zach Perrine** – Dr. Zach Perrine noted that an employee had a medical issue right before the beginning of the semester. Dr. Perrine noted that the employee was given two days in order to get their affairs in order. Without notification to the supervisor, the employee was required to have surgery and provided a note after surgery that they will be out for six weeks. Dr. Perrine noted that the employee is not eligible for FMLA and the request is not an ADA accommodation. Dr. Perrine noted that the further issue is that this employee is a faculty member and now they are covering courses. Dr. Perrine noted that at this point he is not inclined to provide accommodation or leave. Dr. Shonk noted that the employee cannot be on leave without a leave balance and the options are that the employee can return to work, be on leave without pay, and potential termination if the issue cannot be resolved. Mr. Hankins noted that the employee would have to be on leave without pay.

**Policy 710.1 Use of UACCB Facilities – Dr. Brian Shonk** – Dr. Shonk noted earlier in the summer of 2024 questions arose about the allowance of fundraising on campus when facilities are being used by outside organizations. Guidance was received from the UA System General Counsel that fundraising was not allowed on campus if 100% of funds generated do not go to the college. After receiving this information, policy 710.1 was updated so fundraising was not allowed. Concerns about this policy were brought to a local representative who reached out to the General Counsel Office. After speaking with General Counsel, it was determined that fundraising can take place on campus as long as the fundraising is in line with the College’s mission. Dr. Shonk provided an example of wording he sampled from the policy from the University of Arkansas Fort Smith. He asked that cabinet review the information provided and look at updating the policy at next week’s cabinet meeting. Dr. Perrine commented that he believes that the statement from the UAFS would be a good addition to the policy.

**Policy 610.0 Advisory Committees – Dr. Zach Perrine** – Dr. Perrine noted that he had two areas within the policies that need updated. Dr. Perrine noted that he wanted to update the advisory committee structure on the number of members for each advisory board and how often they meet.

*Dr. Perrine made a motion to approve the updates to Policy 610.0. Mr. Bruce Hankins seconded. With no further discussion the motion passed.*

**Search Committee (if needed)**

**Open Discussion**

- a. **Mr. Bruce Hankins** – Mr. Hankins noted that we need an “Office of Sponsored Programs”, which tracks and keeps up with grant funded programs. Mr. Hankins noted that this individual would meet with the grant individuals once a quarter and ensure that the grants are in compliance.

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This has been a conversation after a recent review of information reviewed of grants on campus. Dr. Shonk suggested that Ms. Jennifer Coan be assigned to this duty and asked if she would be able to take on this task and handle her other tasks. Mr. Hankins noted that there are duties that he would suggest moving away from her to give her more space to work in the role of processing the grants.

Meeting was adjourned at 3:45 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*