

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet+ Meeting**  
**February 19, 2025 / 12:30 p.m.**  
**Microsoft Teams**  
**Minutes**

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

Dr. Shonk called the meeting to order at 12:30 p.m.

*Mr. Bruce Hankins motioned to approve the minutes from the February 5, 2025 meeting. Dr. Zach Perrine seconded the motion. With no further discussion, the motion passed.*

Campus Procedure 810.0 Campus Closure – Cabinet – Dr. Perrine noted that there is a need to add language into the policy to cover remote learning and working conditions. Dr. Zach Perrine noted that the addition would be to provide clarification on how the campus procedures continue in the event of a physical campus closure.

*Dr. Zach Perrine made a motion to approve the updates to policy 810.0. Dr. Brian Shonk asked about changing language about campus being closed to all entities, when the physical campus is closed by making the designation to faculty, staff, students, and the public. Mr. Bruce Hankins seconded the motion and with no further discussion the motion passed.*

Campus Procedure 280.0 - Complaint Log Revision – Dr. Zach Perrine – Dr. Perrine noted that when the complaint log policy was developed for Academic Affairs we created complaint policies for each area of the campus. He further noted that earlier in Cabinet+ meetings there was a recognition that human resources and IT would also need a complaint procedure. Rather than create new policies, Dr. Perrine combined all complaint log policies into a single policy.

*Dr. Zach Perrine made a motion to approve the update to policy 280.0 and combine all complaint policies into a single policy. Mr. Heath Wooldridge seconded the motion. With no further discussion the motion passed.*

Dr. Zach Perrine further noted that he has created a complaint log document that will be housed within the Cabinet SharePoint so they are stored in a central location.

Campus Procedure 588.0 - Request for Repeat Course – Dr. Zach Perrine – Dr. Zach Perrine noted this policy was created in July 2023 which is a policy that asks for students to complete a form for students to repeat a course. Dr. Perrine noted that the directors' group noted that they felt that the form was excessive, especially given the capabilities of our student information system. Dr. Perrine noted that he has updated the policy to be general language about course repetition, with the omission of the form submission.

*Dr. Zach Perrine motioned to approve the changes to policy 588.0. Mr. Bruce Hankins seconded the motion. With no further discussion, the motion passed.*

Campus Procedure 587.0 - Request for Independent Study – Dr. Zach Perrine – Dr. Perrine noted that this policy has several layers, however a question arose about the steps that are required in the policy

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on how these courses are requested and facilitated. Dr. Perrine noted that he removed visual flow charts from the policy and added written steps within the policy.

*Dr. Zach Perrine made a motion to approve the revisions of 587.0. Mr. Bruce Hankins seconded the motion. With no further discussion, the motion passed.*

Campus Procedure 586.0 - Course Substitutions – Dr. Zach Perrine – Dr. Perrine noted that there are two processes for course substitutions. He noted that this policy outlines a paper-based process within this policy and now there is functionality within Workday to approve course substitutions. Dr. Perrine noted that he just learned about the substitution process in Workday and he plans to bring this policy back to the director's group in order to have further discussion about which process is better. Dr. Shonk noted his support of moving this process into Workday to have an electronic function. Dr. Perrine did not think that there are less issues at this point because course substitutions are happening in real time, rather than taking place at the end of a student's degree program.

Campus Procedure 710.1 - Use of UACCB Facilities, Including Independence Hall – Mr. Heath Wooldridge – Mr. Wooldridge noted that he has received clarification from the UA legal team about how facilities can be used in conjunction with fundraising activities. Mr. Wooldridge noted that he has made adjustments to the policy to allow fundraising for organizations that meet certain criteria. He noted that previously, we had been given guidance that no fundraising could take place on campus unless 100% of the funding was donated to the college and we had been alerting community members that we could not allow events on campus any longer.

*Mr. Heath Wooldridge made a motion to approve the adjustments to policy 710.0. Mr. Bruce Hankins seconded. With no further discussion, the motion passed.*

Tuition Reimbursement Applications for Spring 2025 – Cabinet – Dr. Shonk noted that the policy has not been used since it has been refunded after COVID. He asked that cabinet members promote the policy so more employees take advantage of the policy. Dr. Shonk noted that for the Spring 2025 term, only one application was received. The applicant was Ms. Tiffany Guinnip.

*Dr. Zach Perrine made a motion to approve the tuition reimbursement at the full amount of \$750. Mr. Heath Wooldridge seconded. With no further discussion, the motion passed.*

Enrollment Projections – Cabinet – Dr. Zach Perrine noted that based on the projections he has made, it would put the College at around \$250,000 below where we were last year for tuition and fees. He noted that he is aiming to predict flat on enrollment going into fall. Dr. Perrine noted that applications are going up which he attributes to recruiting efforts and other streamlined processes. Dr. Zach Perrine noted he anticipates that we will likely have an increase in high school population in the upcoming year.

Dr. Perrine noted that there are references in multiple places referencing the prior learning assessment (PLA) fees differently. Dr. Perrine noted that the fee should be updated to be called the “PLA Portfolio Assessment Fee” to indicate this process and keep it separate from other PLA processes.

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*Dr. Perrine made a motion to update the fee name with fee changes for the upcoming fiscal year. Mr. Bruce Hankins seconded. With no further discussion the motion passed.*

Budget – Cabinet – Dr. Zach Perrine noted that the ATI software that is used in nursing is increasing and is seeing that fees for the program will not cover the cost of the software. Dr. Shonk made the observation that we are charging just over \$800 a student a semester in fees, but ATI is costing a little over \$1,000 per student per semester and is a total cost around \$200,000. Dr. Perrine noted that the software we are paying for is a package of all software within their suite, and it seems that it is more expensive to buy the software one off. Dr. Shonk further asked if the students are using all of the software we are paying for or if we are only using a portion of the software. Dr. Shonk noted that we cannot move away from ATI at the moment, but with the cost this is something that we need to plan to reduce costs. Dr. Shonk suggested it might be work investigating if other nursing programs in the state go together to get a better contract price. Dr. Perrine noted that it is a good software and has helped the success of our nursing programs. Ms. Meagan Akins noted that potentially there is a better bundle or pricing schedule that ATI could pull together for a consortium. Dr. Shonk said at this point, we will need to evaluate and adjust the fee for nursing programs.

Mr. Bruce Hankins shared the budget input sheet for the 2026 fiscal year for fund 101. He noted that within the first tab, this is the general pull of information he gets from Workday where he can check if the budget is still in balance. On the budget recap tab, this shows if the budget is over, short, or imbalance. Mr. Hankins did ask that no one remove formulas from the sheet. On the revenue tab you the estimates for tuition and fees will be input. The total expense tab shows the expenses for all the fund 101 accounts. The salaries tab includes salaries and fringe for cost centers and is mainly used for human resources and the business office to see where there are issues with budget funding for positions. The M&O sheet is the sheet that budget managers need to work on. Budget managers will type their requests into the green column to keep a live track of the budgets. Mr. Hankins noted that he would like to complete budget hearings again as were conducted last year. Dr. Shonk voiced a concern of individuals being in the sheet and removing formulas. Ms. Tiffany Guinnip noted that it would be possible to lock the sheet down other than the cells that need to be edited. Mr. Hankins noted that there are two options. Individuals can budget into specific spend categories or into the budget as a whole. Dr. Shonk suggested that cabinet members only type into the live sheet. He suggested that cabinet plus members can use copies of this sheet that are submitted to Cabinet members to input into the main sheet. Dr. Zach Perrine noted that if we could have the budget manager name next to the blue boxes so we can easily see the budget managers. Dr. Perrine noted that he has two directors meeting next week and schedule budget hearings for mid-March. Dr. Shonk reminded everyone that we are projecting to be \$400 to \$500k less in the upcoming year, so he cautioned everyone on requests for additional funding and that some will be more difficult to approve or consider. Dr. Shonk asked that everyone budget funds into the spend categories.

Dr. Shonk noted that salary increases have not been discussed and posed the question if salary increases will be available and if so, how much. Dr. Shonk noted that providing a 2% COLA and 2% merit increase is an additional \$400,000 cost on top of the loss in revenues that are projected.

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HB1512 – Arkansas Access – Cabinet – Discussion commenced on the changes in foundational funding for students who are taking concurrent credit. There was a discussion about the application process for schools to be eligible to receive funding. There was discussion about the dual application and enrollment processed outlined within the policy. Overall, the policy did not cause major concern and there were many references to positive changes to the act.

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

**Open Discussion**

Meeting was adjourned at 2:00 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*