

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
March 26, 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 Ms. Tiffany Guinnip. Others present were Ms. Meagan Akins, Ms. Crystal Blue, Ms. Jeanette Youngblood, Dr. Becky Warren, and Ms. Stacey Gross.

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

Dr. Zach Perrine motioned to approve the minutes from the March 12, 2025 and March 17, 2025 meeting. Mr. Heath Wooldridge seconded the motion. With no further discussion, the motion passed.

Arkansas Association of Community Colleges (ACC) 2025 Salary Survey – Dr. Brian Shonk – Dr. Shonk shared information with Cabinet about the ACC Salary Survey. It is a study that is released each year and is a comparative look at positions across the state. He explained that the survey is provided only to campus chancellors and presidents. He explained that the document is helpful and comes out at this time of year each year in order to review salaries in the state at the time of budget planning.

AR ACCESS Act 341 – Cabinet – Cabinet discussed the floor and ceiling for concurrent credit rates. The conversations included discussion of where the responsibility of materials will land, with the high school or with the college. There was further discussion about how concurrent credit would apply to summer courses and special program fees.

FY26/27 Holiday Schedule – Ms. Stacey Gross – Dr. Shonk noted that the holiday break in December falls in a strange placement in the upcoming December. The way the holidays fall there is a single workday on Monday of the last week on campus and there would be a single workday on Friday of the return week. The question was to have a discussion on landing on the typical calendar or extend the three required annual leave days versus having five days of annual leave. The consensus was that it would put a hardship on a number of employees that will be newly hired or do not have enough leave time to cover the additional leave. It was agreed to go with the standard 3 annual leave days and understand that many employees will elect to take vacation these days anyway. Dr. Shonk asked Ms. Gross to work on a holiday schedule that could be sent out to campus.

25-26 Academic Calendar – Dr. Zach Perrine – Dr. Perrine noted that the calendar for 25-26 has been approved. Dr. Perrine presented the calendar to the group. He noted that Ms. Stephanie Minor worked to match up previous calendars and develop calendars for future terms. Dr. Perrine asked that everyone take time to look at the calendar and share it with their groups and need to prepare to approve by next week. He asked that everyone please email any issues with dates to him so we can make those changes.

FY26 Budget – Mr. Bruce Hankins – Mr. Hankins and Ms. Gross are working on the personnel and costing allocations side of the budget. He further noted that it will be time to discuss tuition and fees for the upcoming year. Mr. Hankins noted he would like to get a rough estimation on tuition and fees in the upcoming year. Dr. Shonk noted that 3.4% is the allowed tuition and fee increase

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from the System Office. An increase at that amount would change our in-district tuition from \$87 to \$90 a credit hour. Dr. Perrine made some recommendations regarding changes in fees as well.

Policy 810.0 - Campus Operations for Inclement Weather and Emergency Situation – Cabinet –

Dr. Shonk noted that we approved the changes to policy to 810.0 and it was reviewed by system legal counsel. The edits and changes that were made to the policy as suggested by legal counsel were mostly to make the policy the most consistent. Questions arose about the distinction between campus closure and remote learning. Dr. Shonk noted that updates would be made to the policy, and an updated, clean copy would be brought back next week.

Policy 560.0 Course Substitutions – Dr. Zach Perrine – Dr. Perrine noted that within the policy, there are three words that need to be changed in the course substitutions. The question that arose was if this process should run through a paper process or through Workday. After discussion, the decision was made to continue using the paper process. After the paper process is complete, the transaction will be finalized in Workday.

Dr. Perrine made a motion to approve the changes to policy 560.0. Mr. Bruce Hankins seconded the motion. With no further discussion the motion carried.

Policy 205.1 - Administrative Cabinet – Dr. Brian Shonk – Dr. Shonk shared the policy about the administrative cabinet. Within the policy update, Dr. Shonk noted the policy changed it so that each of the Cabinet+ members as official Cabinet members. Dr. Shonk also noted that Ms. Tiffany Guinnip's title would be changed from the Director of Academic Operations to Dean of Academic Operations. Dr. Perrine commented that after attending the Rural Guided Pathways conference last week, he and Dr. Shonk discussed adding Ms. Guinnip to Cabinet and added the position as a Cabinet member. Dr. Shonk further noted that the role is important and carries a lot of weight. He noted that this is in an effort to bring balance across members of the Cabinet, and explained that the IT and HR director positions have a direct line to the system office. Dr. Shonk noted that a complication to this, is policy 100.0, Campus Governance. The issue is that we included specific positions within the governance policy as Cabinet members. Dr. Shonk is going to work with the System Office to update the policy to remove the specific titles within the policy. Mr. Hankins asked if we would have working sub-committees within Cabinet to work on specific projects, as an example working to determine salary increases. Dr. Shonk noted that he felt this would be a good practice if everyone is not in agreement. Dr. Shonk did note, he does have a veto power in voting, when concerns about the cabinet growing. Dr. Shonk suggested that he would like to see the structure work for a time, before adding additions to the structure. Mr. Wooldridge noted the increased responsibility of Cabinet members, as there is a heavy burden on members as being responsible for decisions. Dr. Shonk further noted that this also creates a succession plan, so the next generation of campus leaders has experienced some of the responsibility before stepping into a bigger role in the future. A discussion was had about messaging of the position. Dr. Warren noted the context of the position change from Division of Academic Operations to Dean is an additional support in Academic Affairs with Dr. Perrine moving to the provost role. Ms. Akins also noted that it may be best to address issues with the title change as they occur. Ms. Stacey Gross noted that it is

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imperative that the discussion does not need to be discussed until the information is released. A question was asked about the changes in tasks or responsibilities in the role of the new Dean position. Dr. Perrine clarified that the scope of the role would be what it was established, however there would be many centralized duties that will move back to the Academic Office.

Policies versus Procedures – Cabinet – Dr. Perrine noted that there have been standard procedures worked on recently. He noted that this has opened a discussion about what is a policy and a procedure. Dr. Perrine suggested that our policies would be the documentation that governs the policy. He noted that procedures would be the how to guides as how processes are executed. Everyone was in favor of separating policies from procedures.

Fraud Risk Notification Number AN2025-01 – Cabinet – Dr. Shonk asked that everyone look at the risk. Dr. Perrine noted that we likely would need to have a quick internal discussion on this item. Dr. Shonk suggested that there should be a subcommittee to look at this issue. Dr. Perrine suggested a meeting to bring together department heads at the beginning of next week to discuss this.

Short Term Disability Insurance Changes for July 1, 2025 – Dr. Shonk noted that by April 10, a decision has to be made about short term disability. Ms. Gross noted that the decision has to be made on the length of term for short term disability, if we want to extend past the standard time length. Further discussion to be had next week.

Traffic Fines – Mr. Heath Wooldridge – Mr. Wooldridge noted that he would like to begin implementing the practice of traffic fines on campus. He noted that he would like to begin this to set a precedence of authority and to enforce parking rules. Everyone was in favor of adding fees to parking violations. Mr. Woolridge asked if this would need to be discussed on a violation list and the fee.

Hiring Committee Selections (if needed) - Cabinet

Open Discussion

Meeting was adjourned at 5:00 p.m.

Minutes respectfully submitted by Tiffany Guinnip.