

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet+ Meeting**  
**March 26, 2025 / 2:30 p.m.**  
**IH 104**  
**Minutes**

The members present were Dr. Brian Shonk, Dr. Zach Perrine, Mr. Bruce Hankins, and Mr. Heath Wooldridge, Ms. Meagan Akins, Ms. Jeanette Youngblood, Dr. Becky Warren, Ms. Tiffany Guinnip, and Ms. Stacey Gross. Minutes recorded by Ms. Tiffany Guinnip.

Dr. Shonk called the meeting to order at 2:30 p.m.

*Dr. Becky Warren motioned to approve the minutes from the March 26, 2025 meeting. Ms. Meagan Akins seconded the motion. With no further discussion, the motion passed.*

**Academic Calendar 25-26 – Dr. Zach Perrine** – Dr. Zach Perrine asked the group about considering changing the name of Commencement to Graduation to clear up confusion among students. Dr. Perrine also commented that there was a secondary look at the count of days in the terms. Dr. Perrine asked the group if we wanted to separate out the pinning and graduation ceremony on different days. Dr. Perrine noted that there is a shortage of class days for fall II based on the fall break. He asked for everyone to consider reinstating the Monday and Tuesday of Thanksgiving break for class dates to get the correct number of dates for the Fall II term. Dr. Perrine noted that we moved summer back to four week terms, rather than five week terms. Adjusting back to four week classes allows summer courses to fall in line with the fiscal year periods and gives additional time between the ending of summer II and the beginning of the next fall term. Ms. Meagan Akins noted that there may be a quick turnaround between eight week fall and spring terms to ensure eligibility for students moving forward in course sequencing. Circling back to the graduation on commencement, everyone agreed to call commencement graduation. The group debated on keeping graduation and pinning on the same night. There was discussion about moving the ceremonies to different nights. Everyone was in favor of keeping them on the same night, but adding additional time between the two ceremonies to allow for crowds to move.

*Dr. Becky Warren moved to approved the academic calendar for the 2025-2026 year, with the edits as discussed. Dr. Zach Perrine seconded. With no further discussion the motion passed.*

**UACCB Non-Credit Course Refund Policy – Dr. Zach Perrine** – Dr. Perrine noted that there is a fee for us to process fees through the Course Storm website. He noted that if students cancel registration, we are responsible for the 10% fee we owe to Course Storm. Dr. Perrine noted that this would be a fee exclusively related to Course Storm, and would note that persons would be responsible for the fee if they are cancelled within five days of courses. Mr. Bruce Hankins asked if this was something that will be fixed through Workday. Dr. Perrine noted that this is external to Workday.

*Dr. Zach Perrine motioned to accept the refund policy for the Course Strom website. Dr. Becky Warren seconded. With no further discussion, the motion passed.*

**Design Documents The Farm – Cabinet** – Dr. Shonk showed the design for the space at the Gateway Center. The space is planned to have six office spaces, a small conference room, a control room, two classrooms, a computer lab, and restrooms with showers and lockers. Dr. Shonk noted that he would also like to get a large meeting room set up in the space in order to have

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a meeting space in the area. Dr. Shonk asked if everyone would please look at the design and provide any feedback, as a call with the architects would be tomorrow morning.

**FY26 Budget – Cabinet** – Cabinet reviewed proposed increases to tuition to fall within the system allowed 3.4%. Nursing fees were redistributed around the terms in order to account for the adjustment of not offering courses in the summer. The prior learning assessment fee was updated to be \$25 per credit hour for transcription and evaluation. The science fee for labs was raised by \$5 to account for the increase in supplies. The welding fee was also increased \$5 as well to accommodate an increase of supplies. There was a discussion about if a fee increase was needed for the Bibliu textbooks, as the software has increased administrative costs associated with management of the software. There was discussion about changing the fees from \$66 a book to somewhere between \$70-75 per digital textbook. Mr. Bruce Hankins noted that Bibliu suggests a fee of \$75 per textbook in order to clear the cost for Bibliu fees. Dr. Warren noted that there is a drug testing policy that will be a fee associated with specific policies. She asked if we need add that fee at this time, or if we need to wait until the next year. She clarified that this is a cost included in the course fees that already cover the programs.

*Ms. Jeanette Youngblood made a motion to approve the tuition and fees chart with additions and edits as discussed. Dr. Becky Warren seconded. With no further discussion, the motion passed.*

Mr. Hankins presented the budget estimations with everyone's requests for M&O budgets. With the budget forecast and the requests and a 1% salary increase, it appears that the budget is a little over \$212,000 over budget for the upcoming year. Mr. Hankins noted that one issue they are finding is incorrect costing allocations for employees as they are added into the system. In order to be more efficient, there may have to be review meetings each week to ensure employee changes are accurate in the system. Dr. Shonk noted that there is 1% for a raise in this budget, but he noted that you want to typically provide at least a 2% COLA, however, the budget is built currently without any contingency built into the budget plan as it sits now. Dr. Shonk asked if we would want to look at increasing it to a potential 2% COLA and if we should consider a merit increase. Dr. Perrine asked if it would be worth going through M&O to find any savings. Dr. Shonk noted that he didn't feel at this point we have any more to gain. He further noted that the only big gains we could see would be through non-filling positions or removing positions. Cabinet agreed that the funds were not available to entertain a merit increase, but they did want to explore the ability to award a 2% COLA. Ms. Meagan Akins asked if we would consider a stipend. Dr. Shonk noted that he did not want to entertain a stipend and would rather us add excess funds available to the top of funds to increase COLA. Dr. Perrine asked the question if the campus is down to the minimum number of positions on campus, and noted specific instance where there may not be enough support for that position. He asked if we are at the point that we should consider this, or wait and see how the next year operates. Dr. Shonk noted that he does not feel we are at that point for this upcoming year. Ms. Stacey Gross asked if there are controls for hiring positions or if a hiring freeze would want to be evaluated. Everyone agreed they did not want to instate a hiring freeze, but that every open position

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would be evaluated to be filled. Dr. Shonk noted that another place to review would be the part-time budget personnel, however there is not a large sum of money to save within this area.

**Assessment Update, Course Outcome Review – Dr. Zach Perrine** – Dr. Zach Perrine noted that the faculty are doing good work to continue to update course outcomes in assessment efforts. All courses have been mapped so all courses are accounted for to be reviewed. A lot of the left over courses are adjuncts. Going forward, there will be a mapping process that map course outcomes within the courses themselves and how they are assessed. The next steps will take place in the fall

**Short Term Disability Insurance for July 1, 2025 – Ms. Stacey Gross** – Dr. Shonk noted that a decision must be made on this issue by April 10. When we hire someone on we pay for short-term disability insurance for the first 36 months of employment. After that, employees are on their own to purchase short-term disability. The requirement would be to continue with where we are, or we can extend the term out. Roughly, it is around \$1,000 per month for employees who are eligible. Ms. Meagan Akins asked if we know what the cost is to the employee if they choose to continue after 36 months. It was estimated that then the employee would be responsible for around \$5 per month. Ms. Gross clarified that the 36-month standard is what the system has decided. Dr. Perrine asked if anyone has talked about electing to veer from the standard 36 months. Ms. Gross said she has asked but has not received feedback from anyone. Ms. Meagan Akins noted that she didn't feel this would be an exuberant expense for employees, however that employees just need to be informed that they would not have short-term eligibility, unless they want to purchase short-term edibility during open enrollment. Ms. Gross noted that if it was something that is more expensive for employees, she would be more included to expand the time period. The consensus from everyone present was to use the system standard time, as 36 months. Ms. Gross noted that she will get more information on how this will be tracked and how employees can purchase short-term disability with the change.

**100.0 Campus Governance, System Update – Dr. Brian Shonk** – Dr. Shonk send in this policy to the system office to update the positions, explaining the changes. Dr. Shonk asked for guidance on how to word this for the future, so adjustments can be made in the future. The policy does have to be reapproved by the Board of Trustees. The policy is supposed to be viewed by the System Board on May 22.

*Dr. Zach Perrine motioned to approve the proposed changes to policy 100.0 Campus Governance. Ms. Meagan Akins seconded. With no further discussion, the motioned passed.*

**Board of Visitors Meeting, April 17 – Cabinet** – Dr. Shonk wanted to make everyone aware of the upcoming Board of Visitors Meeting and noted that all Cabinet members will need to be in attendance.

**Hiring Committee Selections (if needed) - Cabinet**

**Open Discussion**

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- a. **Dr. Brian Shonk** – Dr. Shonk updated everyone that there are four applicants that will be interviewed in the next week for the position of Administrative Assistant in the Chancellor's Office.
- b. **Ms. Meagan Akins** – Ms. Akins noted that they are interviewing four applicants for the processing center position.

Meeting was adjourned at 4:00 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*