

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
April 9, 2025 / 3:00 p.m.
IH 104
Minutes

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

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

Dr. Zach Perrine motioned to approve the minutes from the April 2, 2025, meeting. Ms. Crystal Blue seconded the motion. With no further discussion, the motion passed.

Campus Procedure 500.1 - Admissions Policy – Dr. Zach Perrine – Dr. Perrine noted that through a recent audit at another institution clarifying that students who submit falsified documentation for admissions will be denied admissions.

Dr. Zach Perrine made a motion to approve the changes to Procedure 500.1. Mr. Heath Wooldridge seconded. With no further discussion, the motion passed.

Campus Procedure 525.0 - Placement Policy – Dr. Zach Perrine – Dr. Perrine noted that the change to this policy goes back to a conversation at a Joint High School meeting asking if the required reading score could be adjusted to account for high school students who have not yet completed grade 12 English. The update provides an additional layer to allow students to enter.

Dr. Zach Perrine made a motion to approve the changes to Procedure 525.0. Ms. Stacey Gross seconded. With no further discussion, the motion passed.

Payroll – Pay Current or Pay in Arrears – Ms. Stacey Gross – Ms. Gross noted that she attended a Workday update a few weeks ago, and a conversation took place about payroll. She said a group of UA schools has gotten together and asked if the payroll for non-exempt we want to change to be paid in semi-monthly arrears. She noted that essentially, what this would mean is that we would be skipping a pay period. Ms. Gross noted that she doesn't feel this is fair for the group. Mr. Bruce Hankins asked what the rationale for the request was. Ms. Gross noted that other campuses have been having issues with overpayment, which is why they are asking to make the change. Ms. Gross noted that we have only had one issue within the past year, which was quickly resolved. Ms. Gross also noted that other schools have had issues with leave without pay as well. The suggestion that was made for us was to say we do not want to make the change. She said it seems that this would be an everyone or no one change. Ms. Akins asked if this is something that every institution would have to change to. Ms. Gross noted that right now it is just information gathering and then would go to the System Office for evaluation. Ms. Youngblood commented that paying in arrears or current doesn't really matter, however she would be concerned about the change and the impact it would have on the employees. Mr. Hankins also mentioned the issues this would cause with payments on grant programs. Overall, no one was in favor of entertaining a change in payroll due to the impact it would have on employees and other issues it would cause.

BibliU Flat Fee Increase – Dr. Zach Perrine – Dr. Perrine reported that the BibliU fee, previously set to increase from \$66 to \$75 for the upcoming year, will now rise to \$70 due to a vendor cost

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increase. He noted that the average cost of purchasing books on Amazon is approximately \$92 per book, making BibliU's \$70 fee a cost-effective option. However, rising software-as-a-service costs and significant administrative effort (involving over 20 staff members) raise concerns about BibliU's long-term viability.

Dr. Perrine introduced the option of returning to a book rental model and shared that the bookstore provided an inventory of available books. Ms. Stacey Gross inquired about the initial reasons for adopting BibliU. Dr. Shonk explained that the shift from a selling model to a rental model, and later to BibliU, addressed storage issues and ensured students had immediate access to course materials. However, he noted that BibliU's cost was initially projected at \$60 but increased to \$66, adding \$6 per book compared to the rental model.

Ms. Meagan Akins reported student dissatisfaction with BibliU, citing it as a concern noted by navigators. Mr. Hankins asked about the timeline for potentially discontinuing BibliU, and Dr. Shonk clarified that a 60-day notice is required. Mr. Wooldridge raised questions about the transition process and its impact on tuition and fees. Dr. Perrine explained that dropping BibliU would eliminate the \$70 fee for applicable courses, saving \$6 per student per semester.

Ms. Gross asked about overall savings from discontinuing BibliU. Mr. Hankins noted that eliminating BibliU could help address a \$100,000 budget shortfall for the next academic year. Ms. Blue offered to reduce her forecast from 10% to 7% to further close the budget gap.

Dr. Zach Perrine made a motion to provide a 60-day notice to BibliU, ending the contract with BibliU at the end of the Summer II term. Ms. Meagan Akins seconded the motion. With no further discussion, the motion passed.

Acts 116, 340, and 341, Discrimination and Preferential Treatment – Dr. Brian Shonk – Dr.

Shonk shared that Dr. Warren identified two instances in College materials stating that we are an affirmative action employer. Ms. Meagan Akins asked whether this designation prohibits including race-related questions on job applications. Dr. Shonk and Ms. Guinnip addressed concerns about Foundation Scholarships, confirming that the scholarship criteria comply with affirmative action guidance.

Dr. Perrine expressed concerns about potential implications of Title IX regulations. Mr. Hankins inquired whether these regulations would restrict marketing to specific groups. Dr. Perrine clarified that the language allows for continued recruitment efforts without restriction.

Dr. Shonk requested that all attendees review relevant materials and return next week with updates on any items that may need revision.

Key Points:

- Affirmative action references found in two places; implications for job applications raised.
- Foundation Scholarships are confirmed to align with affirmative action guidance.
- Title IX concerns noted, but recruitment efforts unaffected.

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- Action Item: Review materials and report updates at the next meeting.

Board of Visitors Meeting, April 17, 2025 – Cabinet – Dr. Shonk reminded Cabinet members of the upcoming Board of Visitors meeting next week, emphasizing its informational nature and the importance of engaging the Board in dialogue to gather their input. He announced that two Phi Theta Kappa (PTK) members will attend to share their stories, following their request a few months ago to connect more with administration. Dr. Shonk invited them to speak to the Board.

Dr. Perrine noted he will be unable to attend. Dr. Shonk asked Ms. Meagan Akins to present on enrollment during the meeting. He also reiterated the expectation that all new Cabinet members attend Board meetings.

Key Points:

- Board of Visitors meeting next week; focus on dialogue and input.
- Two PTK members will share their stories.
- Ms. Meagan Akins to present on enrollment; Dr. Perrine unavailable.
- Expectation: All new Cabinet members attend.

Hiring Committee Selections (if needed) - Cabinet

- a. Dr. Shonk provided an update that we are close on the Executive Assistant to the Chancellor. One interview was on Monday, and two others will take place on Thursday.
- b. Ms. Meagan Akins noted that they have interviewed two for the Admissions Processing position, and candidates seem viable.

Open Discussion

- a. **Dr. Brian Shonk** – Dr. Shonk noted that they are getting close on the construction for the Gateway Center. Dr. Shonk said he will share the renderings with everyone soon once colors are updated so they can see it with the new colors and finishes. Dr. Shonk said the plan is for the project to go out to bid on April 17, 2025.
- b. **Ms. Jeannette Youngblood** – Ms. Youngblood asked if changes had been decided on changes to the summer schedule to update the dates, so the term did not span two fiscal years. Dr. Perrine noted that we had just shifted the schedule forward one day.

Dr. Perrine made a motion to shift the summer schedule. Ms. Jeanette Youngblood seconded. With no further discussion, the motion passed.

- c. **Ms. Stacey Gross** – Ms. Gross noted that there is a lot of good information on our website, but it is difficult to find. She said she has started making a PDF file that pulls all that information into one easily accessible place. She also noted that in May she is going to try to start a newsletter from HR once a month that would answer general HR questions and provide opportunities for training related to HCM.

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The meeting was adjourned at 4:35 p.m.

Minutes respectfully submitted by Tiffany Guinnip.