

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
April 23, 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. Meagan Akins, Ms. Jeanette Youngblood, Ms. Crystal Blue, Ms. Tiffany Guinnip, and Ms. Stacey Gross. Minutes recorded by Dr. Zach Perrine via Microsoft Teams with assistance in compiling by ChatGPT.

Dr. Shonk called the meeting to order at 3:01 p.m.

Ms. Crystal Blue motioned to approve the minutes from the April 16, 2025, meeting. Ms. Jeanette Youngblood seconded the motion. With no further discussion, the motion passed.

1. Outstanding Faculty and Staff Awards

- Staff nominations were submitted by Rhonda Loper; one file came through as a blank PDF and needs to be updated.
- Faculty nominations are expected from Holly Goslin by April 28.
- Discussion was held on how to handle voting: Microsoft Forms will be used again for anonymous voting, as in previous years. Members will be reminded to complete the form as needed.
- Cabinet will vote on the top three or four candidates (narrowed down by Faculty Affairs Committee). Winners will be announced during the End-of-Year meeting and later recognized at ACC.

2. Budget Updates

- Positive financial update due to earlier-than-expected implementation of the Access to Acceleration Scholarship, effective Fall 2025.
- Concurrent Challenge Scholarship ends July 1, 2025; all related documentation and rosters must be submitted by June 30.
- The scholarship update increases projected revenue by \$113,000 despite losing \$8,000 in fees.
- Dr. Perrine presented revenue projections assuming \$65/credit hour from the state and \$41/credit hour from school districts. Without district contributions, the college would operate at a loss.
- Plans to send a form to partner high schools outlining two pricing models to encourage district contributions.
- Additional cost-saving noted: Ms. Blue reduced IT budget by ~\$44,000. Laptops should be maintained to prolong usability.
- Budget is balanced with approximately \$33,000 placed in contingency. Work continues on the restricted budget; manual scholarship allowance calculations are needed due to Workday limitations.
- Mr. Hankins is drafting the budget narrative for submission to the University of Arkansas Board of Trustees next week.

3. UA System Board Policy Revisions

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- **New Policy:** Authorizes remote board meetings in compliance with new state law.
- **Policy 365.1:** Establishes formal dotted-line reporting between campus CFOs and the UA System CFO; increases Mr. Hankins's responsibility for timely and accurate financial reporting.
- **Early Retirement Policy:** Allows for individualized retirement incentives, which may be negotiated with tenured faculty. Discussion raised concerns about potential misuse.
- **Contracting Policy:** Unclear language regarding small project thresholds (mentions both \$2M and \$5M limits). More clarity expected following the May 22-23 Board meeting.
- **Audit Committee Update:** Aligns with global internal auditing standards.

4. End-of-Year Meeting Planning (May 8)

- Planned as a celebratory event rather than a formal meeting.
- Agenda includes: Years of Service Awards, Outstanding Faculty & Staff Awards, cupcakes, and potentially games or trivia.
- Ideas discussed include inviting families or incorporating campus-wide activities such as The Amazing Race or campus trivia.
- Winning team from a previous trivia contest will lead this year's activity.

5. Commencement Speakers

- UA System sent out a commencement schedule showing Board of Trustees and System representatives attending various ceremonies.
- Dr. Moore and Trustees Cox and Crass are confirmed to attend.
- College will notify the system office if any trustee or representative is expected to speak.

6. Open Educational Resources (OER)

- Renewed focus on expanding use of OER and custom course materials.
- Continued work with faculty to identify cost-effective alternatives for non-OER content.
- Form in development to justify any non-OER materials used after the April 1 book list deadline.
- Goal is to ensure first-day access to materials through access or custom delivery.
- Faculty support and transition planning underway; emphasis on scaling solutions.

7. ACC Proposals

- Two proposals submitted:
 1. Implementation and outcomes of CTE programs.
 2. Cohort-based support systems in Health Sciences.
- Additional proposals encouraged; faculty and staff to speak with cabinet members if interested.
- The Cabinet aims to present a limited number of high-quality sessions to maintain balance.

8. Hiring Committees

- No updates or new hiring committees at this time.

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9. Virtual Suggestion Box Review

Key suggestions included:

- **Wellness Time:** Proposal to allow 2 hours/week for wellness activities. Ms. Gross, Dr. Perrine, and Ms. Guinnip to draft policy using UMR wellness resources.
- **Bird Feeders:** Dr. Hoffman suggested birdhouses/feeders. Dr. Shonk will work with him to explore sponsorship options and potential educational tie-ins.
- **Digital Literacy Classes:** Potential for community education on basic tech and cyber safety. Dr. Perrine and Ms. Youngblood to communicate with Mr. Scott Phillips who will coordinate with library or offer through extension services.
- **Virtual Office Hours:** Encourage faculty to offer dedicated online hours during existing in-person office hours; align with workload and student accessibility goals.
- **Marketing and Communication:** Perception that marketing is lacking, it is just more tailored Plan to include updates and data in campus communications; emphasize shift to targeted, strategic efforts.
- **Student Support & Clubs:** Reaffirmed that student life budget remains intact. Encourage student engagement.
- **Advising Process Awareness:** Dr. Perrine to shadow navigators for deeper understanding of advising workflows. Dr. Shonk tasked Dr. Perrine with 2 hours with each navigator and advisor in the next three weeks.
- **Additional Ideas:** Nooks for students, professional development sessions, campus culture events.

10. Additional Notes

- HR Newsletter launching May 1, featuring training opportunities, wellness programs, staff celebrations, and tips.
- Emphasis on internal engagement and proactive communication to address recurring concerns.
- Plans to rotate leadership in addressing suggestion box feedback at campus-wide meetings.

Meeting was adjourned at 4:41 p.m.

Minutes respectfully submitted by Dr. Zach Perrine.