

University of Arkansas Community College at Batesville
Board of Visitors Meeting
Banquet Hall – Independence Hall
June 15, 2023

Members present were Ms. Jenifer Floyd, Dr. Michael Hester, Ms. Karen Ryan, Dr. Jody Smotherman, Mr. Calvin Wright, and Ms. Tammy Pearce. Others in attendance were Ms. Rachel Sowers, Mr. Bruce Hankins, Dr. Zach Perrine, Dr. Brian Shonk, Dr. Holly Smith, and Mr. Heath Wooldridge.

1. Reception with students, alumni, and administration

a. Introductions – New Employees

- i. Ms. Cheryl Toon – Director of Nursing
- ii. Dr. Jennifer Heisser – Nursing Faculty, Registered Nursing

b. Introductions – Internal Transfers/Promotions

2. Establish Quorum – Quorum was established.

3. Call to Order – Chairman Elect Hester called the meeting to order at 4:35 p.m.

4. *Approval of Minutes – April 20, 2023 – *Ms. Rachel Sowers moved to approve the minutes from the April 20, 2023, meeting. Mr. Calvin Wright seconded the motion and the motion passed with no further discussion or comments.*

5. Old/Continuing Business

- a. Fiscal Year 204 Budget** – Dr. Shonk presented a graph from the May UA Board of Trustees meeting. The graph displayed a line chart for enrollment for each of the UA two-year and four-year schools. Dr. Shonk explained that most schools are and have been trending down in enrollment. Dr. Shonk commented that UACCB had a peak in 2019, but have continued to decline in enrollment since. Looking back at the data, other than the anomaly year, we have decreased in enrollment over the past ten years, as have the other schools. Dr. Shonk wanted to preface the budget conversation with a look at enrollment trends. Dr. Shonk stated we would like to be at 1,100 students and in the future around 1,400 in the future, but that is likely years away. Dr. Hester asked if any of the schools had dorms and sports. Dr. Shonk explained that there are a few schools in Arkansas that have those facilities. The comment was made that it did not seem to matter if a school had these facilities or extracurricular activities in enrollment trends.

Mr. Bruce Hankins commented that we use fund accounting at UACCB, and he would like to look over restricted funds we receive. Mr. Hankins presented a copy of the budget and noted that we will have a \$10M budget for the year, with State appropriations being around \$5, with \$1.7M budgeted for the sales tax within Independence County. Auxiliary services bring in around \$500K into the budget. He noted that we divide expenses into the NACUBO categories. He commented that instruction and academic support should be funded as our primary expenditure. He noted that we have a \$500K budget for institutional scholarships and that we have required transfers for debt service and deferred maintenance on buildings. Dr. Shonk commented 26.7% of our budget is developed by our tuition

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and fees revenue. Dr. Shonk commented that with our decline in enrollment we are around \$1M down in tuition and fee funds alone from declining enrollments. Dr. Shonk further commented that we have had the benefit of the Higher Education Relief Funds from the pandemic, and in the coming year we no longer have access to those funds. Dr. Shonk commented that though our budget looks tight, we do feel that we are in a good position. We have good management on our expenditures and have little debt. Mr. Hankins commented that we would finish this budget year with more cash than we did last year. Dr. Hester asked for the number of enrollments from our peak in 2019 to now. Dr. Shonk answered that we were a little over 1,400 students in 2019 and now we have around 1,000. Ms. Ryan asked Dr. Hester if they are also seeing a drop in enrollment in their graduates. Dr. Hester commented that they are not seeing a drop in post-secondary attainment among graduating students, but they are seeing a drop of the number of students who are choosing to attend a four-year institution, instead opting for training and two-year institutions. Dr. Shonk commented that the drop in enrollment is not felt as strongly with high-school students, but with “non-traditional” students.

- b. Update on Gateway Center** – Mr. Wooldridge commented that we have made good progress at the new building. In the past weeks we have had contractors come in to put up new siding and close holes in the building. Demolition has begun inside the building with pulling out old office spaces to open the floor plant. Currently, contractors are working to repair the roof to make the building water secure. Electrical work is being completed on the building now with new LED lighting installed. Dr. Shonk commented that there is a folder where we have been collecting photos of progress as we move forward and this will be shared out.

6. New Business

- a. Strategic Planning** – Dr. Smith commented that COVID and the change in leadership on campus has prompted us to look at our strategic plan. In the past month a group of seven, lead by Ms. Tiffany Guinnip attended a workshop from the Higher Learning Commission on advancing strategy. Dr. Smith commented on the process of strategic planning and discussed the timeline for the remainder of the summer. The group will meet at the end of the week to finalize the outline of the project charter (which will guide the process). We will begin identifying the members of the steering committee and having two co-chairs. We will then begin gathering information and development of the timeline. We will be asking board members to join in part of the planning process and will begin providing communication to stakeholders. We anticipate the timeline to be around a 12–18-month timeline and anticipate providing an update at the October meeting.
- b. Enrollment Updates** - Dr. Perrine provided an update that today, we are 3.8% up on headcount, .36% up on SSCH, and 11.63% up in applications from this time

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last year. Dr. Perrine did comment that with the size of our institution the percentages can vary greatly from day to day and could be drastically different tomorrow. However, he did note that we feel good about meeting projections for enrollment for fall. He also commented that we are continuing to change the processes to make students welcome and remove barriers for admission and enrollment. Dr. Perrine also commented on the tuition and fee enrollment for the fall semester with the new tuition rates presented to the board and the April 20, 2023, meeting. Dr. Perrine commented that our new tuition and fee rate would put us where we would like to be financially for the fall semester. Dr. Hester commented on the relationships with local industries like Bad Boy and Intimidator and if we have made any relationships with other business. Dr. Perrine commented that we are mobile and have the opportunity now to go to site and be highly mobile with what we can offer to industry and adult learners.

- c. **Academic Updates** - Dr. Smith provided overall academic updates for the previous academic year. We awarded 2,875 credit hours in concurrent credit. We served 146 students within our Secondary Career Center (duplicated headcount). We are offering additional programs in the next year and adding more program offerings at later times to allow more opportunities to high school students. In adult education we served 164 students; Dr. Smith also commented that our graduates from this program is one of our leading feeders for enrollments into college programs. The cosmetology students completed 45 students from the program in the past 12 months, which enrolls students each semester. We have been offering Class A and Class B (along with other certifications) in the past year with 27 and 40 completers, respectively. Dr. Smith commented that we are booked out in the program until January, and we are looking for an additional part-time instructor. There was a 100% retention rate from the spring to summer term in the RN and LPN programs. There were two visits from accrediting visits for both LPN programs. Many concerns we have already began addressing. We passed our ACEN Self-Study Review with no issues.

7. Announcements and Further Discussion

- a. Resolutions were presented to Col. Karen Ryan and Ms. Jesse Freiert. The resolutions were presented and approved at the University of Arkansas Board of Trustees May 2023 meeting.
- b. LPN Pinning Ceremony – July 21 at 6:00 p.m.
- c. EMT Paramedic Coining – July 20 at 6:00 p.m.
- d. Next Board of Visitors Meeting – October 19 at 4:00 p.m.

8. Executive Session (if necessary) – not needed.

9. Adjourn – With no further business, the meeting was adjourned at 5:19 p.m.

Minutes respectfully submitted by Tiffany Guinnip, executive assistant to the chancellor.