

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**January 31, 2024 / 2:00 p.m.**  
**IH 104**  
**Minutes**

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, Dr. Zach Perrine, and Dr. Brian Shonk. Guests included Ms. Jodie Hightower. Minutes recorded by Ms. Tiffany Guinnip.

Dr. Shonk called the meeting to order at 2:05 p.m.

*Dr. Holly Smith moved to approve the minutes from the January 10, 2024 meeting. Dr. Zach Perrine seconded, and the motion passed.*

**System Office Policies – Cabinet** – Dr. Shonk reminded the cabinet that C’aira Stewart, Staff Senate President, and Dr. Vernon Hoffman, Faculty Senate President, will be attending a meeting at the system office on Friday to be provided information on the new policies.

- a. **100.4 – Governance Policy** - Dr. Shonk noted that the policy has not been updated since the system became so large. The new policy will establish the line of communication and also note that all campuses will have a body to represent faculty, staff, and students. Dr. Shonk asked the Cabinet members to take a look at the policies and understand the policies.
- b. **405.5 – Retrenchment Policy** – Dr. Shonk noted that this policy does not impact our campus as much as it focuses on the tenure track at the campuses.

**Enrollment Projections – Dr. Zach Perrine** – Dr. Perrine commented that he used official ADHE numbers (except fall II term) as a basis to base his projections. He commented that he took the past two years SSCH and headcount and added them together and multiplied by a potential growth in headcount.

**COLA/Merit – Dr. Brian Shonk** – Dr. Shonk commented that he feel that the System Office and ADHE will likely permit a 2% COLA increase and then he noted that we will likely have excess funds and be able to award merit increases as well. Dr. Shonk introduced a tiered merit increase. Dr. Shonk shared with Cabinet his spreadsheet where salaries were put into banded categories that range from 2% for employees making the most money and 6% for employees making the least. Dr. Shonk noted that this would put a few employees into a new threshold for insurance, but the raise the employees would receive would offset the additional costs for the employees for insurance, which averaged around \$120 a year based on the employee only rate on the classic health plan. He also noted that this would not move employees into a new tax bracket based on single filing tax brackets for 2024. Mr. Wooldridge asked if there was a rule about proving merit increases only when the employees have been full-time for a full year of service. Ms. Jodie Hightower commented that she did not have knowledge of this rule. Ms. Hightower commented that she would want to look at employees who might have family insurance, because if they had that insurance it could more significantly impact their insurance premiums. Dr. Shonk asked Cabinet to review the worksheet, but noted that a decision would not be made until further information is provided.

**Updated Student Awards – Dr. Zach Perrine** – Dr. Perrine commented that Ms. C’aira Stewart, Ms. Angie Strickland, and Ms. Jennifer Emery along with the Student Affairs Committee from Faculty Affairs have worked to rethink the student awards program. Dr. Perrine commented that the group that has worked on this have proposed updated the awards to be model the Guided Pathways model. He also commented that we have an outstanding leadership and service award and that in the past few years it

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has been difficult to hand out these awards. The group also proposed changing these awards to the Spirit of UACCB Award. This would make the list more concise and make the ceremony more like an award ceremony rather than a recognition ceremony. Dr. Perrine commented on

*Dr. Zach Perrine made a motion to approve the new award structure. Mr. Heath Wooldridge seconded the motion. Dr. Smith asked if we have a count on how many students are in the different areas from the Guided Pathways groups. Dr. Perrine said he felt that there would be smaller groups from some of the areas. Dr. Perrine also noted that they are considering creating a distinct concurrent student award; he said the group is still discussing this award. Dr. Smith commented she would suggest using language that does not note concurrent or dual because we have students in both areas. After discussion the motion passed.*

**Drop/Withdraw Date for Spring and Spring I – Dr. Holly Smith** – Dr. Smith noted that in the effort of moving forward to more data informed decisions. She commented that we did not make the decision to move the withdraw date forward because of the winter weather. She noted that in Spring full we lost 100 course enrollments and 49 course enrollments in Spring I.

**Webpages – Dr. Holly Smith**

- a. **Career Services** – Ms. Tiffany Guinnip commented that from looking at the career services pages last week with Dr. Smith and Mr. Blayne Stewart that they had elected to make changes to the webpage. The career services page had many layered pages with the same information on most pages. Ms. Guinnip also commented that they removed Ms. Jeanette Youngblood as the contact. Dr. Perrine commented that in the future he would like to see this piece rolled into the navigator roles to assist with students. Dr. Shonk and Dr. Smith agreed that this would work well within those roles.
- b. **Student Learning Outcomes** – Dr. Smith commented that a group from academics have been attending HLC update websites. Dr. Smith commented that one of the pieces of information they will have to update is reporting the student learning outcomes data on our website. She commented that we will need to decide where this data needs to live on our website. She also commented that there would be several policies that we have, but would need to work on some updates.

**HLC Update – Dr. Holly Smith** – Dr. Smith commented that there are several areas that will require updates to make sure we are in compliance. Dr. Smiths commented she has been working with Dr. Perrine about policies that need to be updated. Dr. Smith noted that she would continue to bring forward updates that needs to be made for HLC compliance.

**BibliU Update – Dr. Holly Smith** – The first meeting for the admin dashboard was this week. The academic group has been looking at the dashboard and was most interested in looking over the search feature. The group is meeting every other week now. The timeline coming up will be specific area trainings for offices like financial aid and the business office. The faculty training has been set for Friday,

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February 16, which will be mandatory for all faculty teaching in spring II, but the meeting will be open for all faculty and any staff who are interested.

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

Maintenance Assistant Position – Mr. Chris Middleton, Mr. Dakota West, Mr. Loyd Barry, Ms. Beverly Meinzer, and Ms. Tiffany Guinnip

*Mr. Wooldridge made a motion to approve the hiring committee for the maintenance assistant position. Dr. Zach Perrine seconded and the motion passed.*

**Open Discussion**

**Mr. Bruce Hankins** – Mr. Hankins commented that the system is abandoning the Adaptive software and are looking at a new add in or schools potentially developing their own systems. Mr. Hankins said that he understand because the software is complicated to use.

**Dr. Zach Perrine** – Dept of Ed announced that ISIRs will be delayed until early/middle of March. This is going to allow them time to update the SAI (student aid index) to account for inflation - which should help more students be Pell eligible. One major difference still is that farms (even small farms) now have to be included as assets, which could impact more of our area's students. Even with the ISIR delay the new FAFSA form is still functional, and students can apply for the upcoming year. Financial Aid will be putting out messaging to clarify these things - and how UACCB can help - soon. Dr. Perrine commented that is has been a busy week with student interactions.

Meeting was adjourned at 3:44 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*