

**University of Arkansas Community College at Batesville**  
**Board of Visitors Meeting**  
**Banquet Hall – Independence Hall**  
**April 25, 2024**

Members present were Ms. Michelle Reesor, Dr. Jody Smotherman, and Mr. Calvin Wright. Others in attendance were 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. Lori Alpers, Fiscal Support Specialist
- ii. Dr. Anthony Burkhammer, Math Faculty
- iii. Ms. Maranda Cash, Adult Education Faculty
- iv. Ms. Melissa Cross, Nursing Clinical Coordinator
- v. Ms. Elizabeth Hawkins, Administrative Assistant – Adult Education
- vi. Mr. Thomas Lemon, EMS Program Director
- vii. Ms. Amanda Moore, Director of Adult Education
- viii. Dr. John Stephens, Psychology Faculty
- ix. Ms. Whitney Stone, Administrative Analyst – Nursing and Allied Health
- x. Ms. Shelly Sullens, Math Faculty

**b. Introductions – Internal Transfers/Promotions**

- i. Ms. Dana Cox – Director of Nursing
- ii. Mr. Blayne Stewart – Director of the Center for Teaching and Learning Excellence

**2. Establish a Quorum** – Quorum was not established.

**3. Call to Order** - Dr. Brian Shonk called the meeting to order at 4:30 p.m.

**4. \*Approval of Minutes (January 18, 2024)**

**5. Old/Continuing Business**

- a. Enrollment Update – Dr. Zach Perrine** – Dr. Zach Perrine presented that we are up a little over 10% on headcount and 50% up in application for the Summer 2024 terms. Dr. Perrine commented that the explanation for the increase in applications for summer is because of an issue with the new ERP adoption of Workday student. Dr. Perrine commented that we are ahead in applications, but the number has inflated. He commented that students are taking an average of 4 credit hours in the summer terms. For fall 2024 enrollment, Dr. Perrine presented that registration for the fall term began around 4 weeks later than we typically pre-advise students. At this point, headcount and student semester credit hours are approximately 35% down from this same point last year. He commented that momentum has picked up and the advising team is working to close the gap in registration numbers from last year and doing a great job. Dr. Perrine feels positive about enrollment at this point and feels that we will catch up. Dr. Perrine commented that we need to average 12 students a day with 125 student semester credit hours to catch up; at this point we have been registering around 14 at 140 student semester credit hours.

**6. New Business**

- a. \*Board of Visitors Resignations** – Dr. Shonk commented that when a Board of Visitor member resigns, the resignation has to be approved by the board. Dr. Shonk noted that Ms. Tammy Pearce resigned to come on part-time working with in the Foundation with development.

- i. Dr. Michael Hester
- ii. Ms. Tammy Pearce

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b. **Board of Visitors Term Expirations** – Dr. Shonk noted that he appreciates Mr. Ted Halls leadership and advocacy in his years of service to the Board. Dr. Shonk also expressed his appreciation for Mr. Stan Fretwell for always being involved and asking questions.

i. Mr. Ted Hall

ii. Mr. Stan Fretwell

c. **\*Election of Officers**

i. Current officers began term July 1, 2023 - Dr. Shonk commented that the Board of Visitors is comprised of twelve members, with at least two members that represent an area outside of the Independence County Area. Dr. Shonk commented that he would reach out to Mr. Brad Cummings to form a committee to present recommendations for filling the four vacancies on the Board of Visitors due to resignations and expirations of terms.

ii. Officers serve two-year terms

1. Chair position vacant – Dr. Shonk commented that there will need to be an election for a new chair for the Board of Visitors. Dr. Shonk commented that he will reach out to Mr. Brad Cummings to elect chair for the board. Dr. Jody Smotherman asked if the election of officer could be completed through email. Dr. Shonk confirmed that officer elections can be completed via email.

d. **Financial Update: FY2025 Budget (discussion combined with e, f, and g below)** – **Mr. Bruce Hankins** – Dr. Shonk commented that the budget planning process was different this year. He noted that budget managers were asked to come and present to the Administrative Cabinet their budget requests. Mr. Bruce Hankins commented that at this point, there is approximately \$100,000 in excess to balance the budget.

e. **\*Cost of Living Allowance – Dr. Brian Shonk**

i. Recommend 2% - Dr. Shonk commented that the University of Arkansas System provides guidance on the COLA increase for employees. He noted that Dr. Bobbitt, UA System President, provided guidance that campuses may give a 2% COLA increase without providing justification.

f. **\*Merit Increases – Dr. Brian Shonk**

i. Recommend up to an average of 4% - Dr. Shonk commented that the merit increase process can be complicated within the state but noted that the System Office provided guidance to allow campus to provide merit increases if they are appropriate within their campus budget. Dr. Shonk commented that in the 2022-2023 academic year, employees were provided a COLA increase in July 2022 and a merit increase in January 2023. Dr. Shonk commented that in July 2023, employees were provided a COLA increase, but did not provide a merit increase to wait on the fall enrollment number. Through the 2022-2023 academic year, there were no merit increases awarded. Dr. Shonk commented that an issue that has occurred over the years is that a flat merit increase has been applied, which has been furthering the gap between those who are paid the highest and lowest salaries. Dr. Shonk noted that the Cabinet looked at the salaries and discussed a scaled merit increase scale where those who are at the highest salary range receive a lower percentage increase while those with the lowest salary range would receive the higher percentage increase. Dr. Shonk opened the floor for questions and comments. He did further

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comment that the Cabinet felt confident in providing up to a 3% increase but noted that a higher salary range would require a deeper look at the budget. Dr. Shonk noted that the request from the Board tonight would be to approve the merit increase up to an average of 4%.

*Dr. Jody Smotherman made a motion to approve a merit increase of an average of 4% for employees. Ms. Rachel Sowers seconded the motion. Dr. Smotherman further expressed his appreciation for the faculty and staff and their work on campus.*

g. **\*Tuition and Fee Increases – Dr. Brian Shonk** – Dr. Shonk noted that there is no requested increase for mandatory fees for the upcoming 2024-2025 fees and each fee level was a request to update by \$5. Mr. Rachel Sowers asked if there were many out of state students who attend. Dr. Shonk noted that yes, we do have a number of out of state students, especially with the expansion of online programs. Dr. Perrine noted that there are many other incentives we have put in place to counter the increased cost to students. He noted the use of aid to students has increased due to changes in the scholarship requirements and the change in programs with local high schools that provide students with tuition discounts. Dr. Smotherman commented that he knows young students who would be students who would typically move to a four-year university who have chosen to stay in the area and attend UACCB for the first two years of college to save money and see the value in the institution.

i. Higher Education Price Index (HEPI) – 4%

1. In-district tuition increases from \$84 per credit hour to \$87 per credit hour
2. Out-of-district tuition increases from \$99 per credit hour to \$103 per credit hour
3. Out-of-State tuition increases from \$125 per credit hour to \$130 per credit hour.
4. No increase in mandatory fees

*Mr. Calvin Wright made a motion to approve the increase of tuition and fees as presented for the 2024-2024 academic year. Ms. Rachel Sowers seconded the motion.*

h. **Board Meeting Schedule** – Dr. Shonk requested that the board consider rather than having three meetings in the upcoming years, to add a fourth meeting in July. In the past the meetings were scheduled in October, January, April, and June. Dr. Shonk noted that this would allow for a more balanced meeting schedule. He also suggested that the July meeting he would like to turn into an onboarding or retreat.

i. Per the bylaws “The Board of Visitors shall set as a goal to meet at least four (4) times annually on the third Thursday of each designated month at 4:00 p.m. and may hold special meetings at the call of the chair.”

7. **Executive Session (if necessary)**
8. **Adjourn**

**Agenda items with an asterisk (\*) require Board approval.**

**Commencement Monday, May 6, 2024, at 6:00 p.m. in Independence Hall (need to assemble no later than 5:30 p.m.)**

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**Board of Visitors Meeting Schedule – FY 2024-2025**

October 17, 2024

January 16, 2025

April 17, 2025