

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
February 26, 2025 / 3:00 p.m.
Microsoft Teams
Minutes

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

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

Dr. Zach Perrine motioned to approve the minutes from the February 19, 2025 meeting. Mr. Heath Wooldridge seconded the motion. With no further discussion, the motion passed.

Rural Guided Pathways Workgroup Recommendations – Cabinet – Dr. Shonk noted that the recommendations were introduced to campus at the All Campus meetings on the day previously. This is a notation on the cabinet minutes to approve the minutes.

Dr. Zach Perrine motioned to approve the recommendations. Mr. Heath Wooldridge seconded. With no further discussion, the motion passed.

Building Signage – Mr. Heath Wooldridge – Mr. Wooldridge would like to put together a small committee to develop a plan for outside signage. Mr. Wooldridge would like to create a committee of around three. Mr. Wooldridge noted that he feels that the signage needs to be on the buildings, rather than on the ground for visibility. He would like the committee to come up with recommendations in order to develop ideas and get quotes. Dr. Shonk noted that the workgroup would need to be responsible for the naming of the buildings and getting approval to rename the buildings. Mr. Wooldridge also noted that an important factor would be consideration of the cost of the signs. Dr. Shonk noted that he felt it was time to visit this topic, as it has been put off for a few years in order to help with wayfinding on campus. Mr. Wooldridge suggested Mr. Adrian Walker from maintenance. Mr. Wooldridge noted that it would also be important to involve someone from marketing. Dr. Shonk suggested that Ms. Emily Brockway be included; but discussed adding her as an ex-officio member to assist with design. Dr. Becky Warren suggested Ms. Tina Goodman, as she typically offers the most tours on campus. Dr. Zach Perrine suggested Ms. Tiffany Guinnip. Dr. Shonk also noted that the group could also be tasked with developing a design for a new rug. The group discussed that having a solid rug color, rather than logos, would save money. Dr. Perrine also noted that the group might discuss the signage inside Independence Hall that is not correct.

Flagpole Repair – Mr. Heath Wooldridge – Dr. Brian Shonk noted that he and Mr. Wooldridge have been looking at the poles in the flag poles in the flag court. He noted that Mr. Wooldridge got a quote from Flag and Banner and the quote for them to come and reset the poles is just over \$2,400 to adjust and reset all three poles straight. The consensus was that the maintenance team would spend more time and effort to set the poles themselves rather than having the company come reset the company.

Resident Silveria Visit – Wednesday, March 5, 2025 – Dr. Brian Shonk – Dr. Shonk noted that he found out Monday of this week, that President Silveria, the new system president, will be on campus to visit on Wednesday, March 5. Dr. Shonk noted that it is anticipated that he may spend a few hours on campus and will arrive for a late lunch. Dr. Shonk noted that we will be working to pull together data to show him general information about the campus. Dr. Shonk is hopeful that the cabinet meeting might begin at

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2:00 p.m. and have the Cabinet+ members here to meet with President Silveria. Dr. Shonk noted that he would like input to form the group on data we can show to President Silveria.

AR Access HB1512 – Cabinet – Dr. Shonk noted that he added this to the agenda hoping that the amendments have been discussed would be posted. He checked before the meeting began and the had not been posted. Dr. Perrine noted the shift in funding to the Concurrent Challenge scholarship over the 2023-2024 academic year.

Budget Considerations FY26 – Cabinet – Dr. Shonk provided major budget considerations for the upcoming fiscal year. Dr. Shonk asked the group if they felt that enrollment should be projected as anything other than flat. Dr. Warren noted that she felt that flat would be the best for us to guess for the upcoming year. Dr. Shonk noted that this would cause a \$250,000 deficit in the budget to begin with. Dr. Shonk further noted that the county sales tax is also decreasing, and we anticipate projections being \$200,000 down for the upcoming year as well. Dr. Shonk noted that if salary increases are considered this could mean anywhere from \$210,000 - \$280,00 in cost to salary expense. He further noted that no discussion has happened at this point, this is only for projection purposes. Dr. Shonk also noted that we may be able to increase tuition and fees, depending on what the system office allows for the upcoming year. Dr. Shonk made the distinction that the increase would be allowed as a combined increase of tuition and fees, not tuition only.

Dr. Shonk asked the group to discuss salary increases. Dr. Perrine noted that he felt it would be nice to offer some increase to employees. Ms. Stacey Gross asked about the financial history of the institution and if we have faced these challenges before and what the solution was there. Dr. Shonk noted that in 2013 the enrollment was around 1,300-1,400 students and had been trending downward but increase in the 2020 academic year. Dr. Shonk also noted that there were many years that the institution went without salary increases and instead stipends were offered to employees. He further noted that over many years, we did not take any tuition increase or did not take the maximum allowed by the board. Dr. Shonk noted that in the past few years there has been a commitment to increasing salaries, and one way we have made toward this goal, is eliminating and combining positions for salary savings. Mr. Hankins asked if the eligibility for the salary increase need to be in the position for 12 months. Dr. Warren noted that she felt that for merit increases, and employee would need to be an employee of the institution for 12 months. Mr. Hankins noted that he felt that if there has been a mid-year adjustment for a position, those individuals would not be eligible for an increase as well. Dr. Perrine noted that the increase would be good for morale, but also noted that for volume, there is generally less work because volume has gone down with the decrease in student enrollment. Mr. Hankins brought forward a possibility to do a COLA raise in July and the offer a merit raise in the fall, dependent on enrollment in the fall term. Dr. Shonk noted that this is an option, however, it does cause an issue in the cycle for approval of raises through the board. Mr. Hankins noted that he was in favor of doing something because he thought it would be worth the sentiment to help retain employees. Dr. Shonk noted that a 2% COLA increase would be around \$240,000. Dr. Shonk also merit banding that has been used in the past to provide a higher merit to those who have a lower salary, and a lower merit increase to those who have a higher salary. Ms. Jeanette Youngblood noted that she would like to see at least a COLA of

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2% because we can anticipate that the state agencies will receive at least that in a COLA increase. She further noted that she felt it would help express goodwill toward employees when inflation is high. Ms. Gross noted that in her experience in HR, that was always noted as an issue in retention, is employees not receiving additional compensation over years of service.

Staffing – Cabinet – Dr. Shonk noted that there are two positions that are open that he wants to discuss while we are having budget conversations. Dr. Shonk noted that on both the open positions are the Director of Academic Operations and the Data and Systems Administrator position, which are vital to campus operations. He noted that the discussion has been to move Ms. Tiffany Guinnip into the vacated position, as she has been in this position previously. Dr. Shonk made the recommendation that they would move Ms. Amber Halverson into the open Data and Systems Administrator positions. He noted that Ms. Halverson has the skills to be able to learn and fill this position. Dr. Shonk asked the group if there are any other positions that could be changed. Mr. Hankins noted that he has been working on the Adaptive planning sheet with Ms. Gross and it is important that the positions be correct on the sheet. Dr. Shonk noted that in the past if a position was not filled, we would not fill a position, but leave an open position on the budget so positions were not available to be filled. The group reviewed open positions and discussed different solutions for salary savings. Ms. Gross noted that with the proposed changes, she feels that the communication is important; she noted that transparency is key to making campus understand.

Dr. Perrine made a motion to approve the position changes and appoint Ms. Guinnip and Ms. Halverson using policy 220.1. Mr. Heath Wooldridge, seconded.

Mr. Hankins noted that he was only concerned about the changes in the scopes of the roles and those who are moving to not be able to move fully into their new positions. A question was asked about Ms. Jennifer Coan moving to a grant management position within the Business Office. Mr. Hankins noted that it is in progress.

Dr. Perrine amended his previous motion, to add a component to change the scope of Ms. Jennifer Coan's role to be the Office of Sponsored Programs to assist with grants and to report directly to Mr. Bruce Hankins. Mr. Heath Wooldridge, seconded.

Ms. Gross asked for clarification on the changes that would be made to the change to the Executive Assistant to the Chancellor position. Dr. Warren clarified that institutional effectiveness would move with Ms. Guinnip to Academic Affairs, but the other duties would remain in the Chancellor's Office in the Executive Assistant. Mr. Hankins asked about title for Ms. Coan. Dr. Shonk asked that Mr. Hankins work on the title and provide a recommendation. Dr. Warren suggested a title with "sponsored programs" in the title.

With no further discussion, the motion as amended, passed.

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

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- a. **Security Officer** – Mr. Mark Cartwright (Chair), Mr. Mickey Freeze, Ms. Debby Bailey, Ms. Deann Tillery, and Ms. Jayla Cox.

Mr. Wooldridge made a motion to approve the search committee for the Security Officer position. Dr. Zach Perrine seconded the motion. With no further discussion, the motion passed.

Meeting was adjourned at 5:15 p.m.

Minutes respectfully submitted by Tiffany Guinnip.