

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet+ Meeting**  
**April 16, 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, Dr. Becky Warren, Ms. Tiffany Guinnip, and Ms. Stacey Gross. Minutes recorded by Ms. Tiffany Guinnip.

Dr. Shonk called the meeting to order at 3:05 p.m.

*Ms. Meagan Akins motioned to approve the minutes from the April 9, 2025, meeting. Ms. Stacey Gross seconded the motion. With no further discussion, the motion passed.*

**North Arkansas College/UA Merger – Dr. Brian Shonk** – Dr. Shonk noted that Arkansas Business released an article today regarding North Arkansas College discussing a merger with the UA System. He brought further attention to the table referenced in the article, which shows the year that schools joined the UA System.

**Board of Visitors Meeting, Thursday, April 17, 2025 – Cabinet** - The Cabinet members discussed and edited the agenda and PowerPoint for the Board of Visitors meeting.

**Potential Course Fees and Discussion – Dr. Becky Warren and Dr. Zach Perrine** – Dr. Warren noted that as we are moving away from BibliU, a review of books and materials began. Dr. Warren noted that within this review there were a few courses that were identified with materials that cannot go through the bookstore, because of the portal for purchasing the tests/materials. In an effort to streamline the costs for these materials without having a manual fee being added to the student account, Dr. Warren suggested updating the fees which would be required for particular courses. Below are the proposed fee updates for courses. Dr. Warren further commented that these would replace the current book fees. Mr. Hankins requested that there be a meeting between the business offices and relevant academic staff to discuss logistics.

- a. Phlebotomy (\$275)
- b. OSHA 30 (\$160)
- c. OSHA 10 (\$60)

*Dr. Warren made a motion to approve the updated Phlebotomy fee and add the OSHA 30 and OSHA 10 fees. Dr. Zach Perrien seconded. With no further discussion, the motion passed.*

**Budget – Mr. Bruce Hankins** – Mr. Bruce Hankins noted that we are approximately \$128,000 overbudgeted for the upcoming year. Dr. Shonk noted that we cannot add to our FTE projections or sales tax projections, and our state revenues have not been released. He noted that we will have to begin making cuts to budgets. Mr. Wooldridge asked if there was software that was rolling off the budget. Ms. Blue noted that what we were asking about was Ellucian/Colleague, however this money was budgeted toward Workday costs in the upcoming year. Dr. Shonk noted that we have two payments left on the Workforce Training Center and will be debt free on this facility in July 2026 going forward. Dr. Shonk requested that first, we look at salary and see if there are any savings in personnel and fringe benefit costs. Ms. Gross answered that positions were cut out and unused positions were removed from the budget. Ms. Blue offered that she had initially budgeted for a 15% increase for the institutional technology budget; she noted that she felt she could reduce her

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calculation for inflation to 7% for some savings. Ms. Crystal Blue also found \$20,000 savings for software that did not increase cost as expected. There was discussion about revenues and expenses for the College Store and what is influencing the deficit within this area. It was noted that the revenues were broken out on the quarterly report, but expenses are combined with food services. After discussion, Ms. Gross noted that the College Store has been sustaining food services. The discussion was had that the campus philosophy was to try to keep food costs low for students, and to only try to cover the costs of food in that area, rather than food and salaries. There was also a conversation about the lack of student presence on campus, which contributes to traffic on campus moving through these entities.

**All Campus Meeting, April 22, 2025 – Cabinet** – Cabinet discussed finalized topics for the All-Campus Meeting at the beginning of the next week.

**Hiring Committee Selections**

- a. Industrial Technology Faculty – Becky Warren (Chair), Loyd Barry, Caitlyn Croft, Andrew Muse, and Scott Phillips.

*Dr. Warren made a motion to approve the search committee for the Industrial Technology Faculty member. Dr. Zach Perrine seconded. With no further discussion, the motion passed.*

**Open Discussion**

Meeting was adjourned at 5:05 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*