

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 21, 2021 / 9:00 a.m.
Room 104
Agenda

Members present were Ms. Debbie Frazier, Dr. Anne Austin, Mr. Zach Perrine, Ms. Mandy Walker and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower was also present.

Ms. Frazier called the meeting to order at 9:04 a.m.

Dr. Shonk moved to approve the minutes from the April 12, 2021 meeting. Mr. Perrine seconded the motion and the motion passed.

Budget – Ms. Walker said she confirmed that the institution can reimburse itself for salaries and fringe benefits paid when individuals switched to working remote. She said the wording of a U. S. Department of Education webinar script indicates that personnel in student services who were moved to remote work could also be included in this category for reimbursement. She provided a copy of an email received regarding the webinar where the issue was discussed.

Ms. Walker presented the proposed budget for FY 2022. She said the budget will be completed in a different manner than in previous years. The system office provided a template for the FY 2022 budget. She said the numbers presented are on the conservative side of projections. Ms. Walker used headcount and SSCH projections from Mr. Zach Perrine to forecast tuition and fee revenues. For numbers that Mr. Perrine cannot predict, she used a three-year average to estimate. She provided the FY 2022 Revenue Stabilization Amendment draft she received last week. The draft indicates an increase in allocation of \$268,649. She said she budgeted funds from categories A and B, but not C. She said she included \$20,000 in the budget for the chancellor search. She budgeted \$1.6 million in sales tax revenue. The sales tax revenue actual amount received in FY 2020 was \$1,623,661.60. Total revenue projected is \$9.5 million.

She described the process she used in projecting the cost of salaries for FY 2022. She said she budgeted a 2% COLA, however, that increase has not been authorized at this time. The cost to the institution would be approximately \$95,000. They discussed the cost increase in premiums for the healthcare plan. She reviewed the projections of healthcare premiums and its impact on both employees and the institution. They also discussed moving from four bands to three bands for premiums. Ms. Walker said the projected cost increase to the institution for healthcare premiums is \$40,379.76. Mr. Perrine asked what the implication for the institution would be if the college moved to three bands and expanded the lower band. She said she would estimate.

She also budgeted for the 10% increase in general liability insurance premium. She said the travel budget will be divided into departments rather than in a single line item. She looked at 3-year average to determine the budget for various divisions. She reviewed the mandatory transfers such as deferred maintenance and the loan for Workday implementation. She calculated the FY 2022 lost revenue projection as \$504, 274.68. She said the projected lost revenue for FY 2021 is approximately \$405,000. The group discussed the projected amount of Workforce revenues. She reviewed the amount available to draw down from the state for the current fiscal year, which is \$1,188,628.03. She said for grant revenues, she used the same amount of money received for this fiscal year.

The group requested Ms. Walker figure the total cost of salary and fringe with the COLA adjustment. Ms. Frazier asked what the required amount an employee is required to pay into retirement. Ms. Walker said employees are required to contribute at least 5% to retirement.

COVID Update – Ms. Jodie Hightower reported there are no positive, self-reported cases of COVID-19 on campus. She is tracking one person, who is showing symptoms and will be tested.

Follow-up items:

- **HLC Accreditation Process – Dr. Austin**
 - **Status:** The HLC lock date is October 17, 2022, which is the date all materials will have to be submitted to the HLC review committee. Vice Chancellors will be a resource for the committees, but not a writer.
 - Ms. Frazier sent out the committee leads list to those individuals assigned to the committee and Dr. Austin's next task is to determine a communication avenue and training schedule.
 - There are about 22 people registered to attend the virtual HLC Conference in April. Most of these people are the Team Leaders of the assurance argument. Teams are meeting sporadically.
 - Dr. Austin said many of the 20+ people registered were able to attend enough sessions to get value out of attending HLC virtually. She said one area to consider is criterion 5. B. and linking budget with assessment and planning.
 - **Update:** She said she has nothing to the report on the accreditation process. She said the Arkansas Community College Association has arranged to have one of the HLC staff members give an update to ACC members. Dr. Shonk asked Dr. Austin about the future of regional accreditation bodies.
- **Assessment Academy Progress – Dr. Austin**
 - **Status:** Dr. Austin said she submitted the progress report and submitted it to Ms. Frazier as well. Dr. Austin will respond to the comments from Assessment Academy reviewers by Monday, December 7, 2020. The quality improvement plan is due in the fall. It is unclear if the Academy will hold a conference this fall. An update report was submitted at the end of February. She met with the team to decide how to proceed. There are five team members each assigned to one of the five general learning outcomes. The team is ready to do analysis on data. Each team is working to define measures and create or adapt rubrics. The quality initiative plan ends in November 2021. Ms. Frazier asked what the schedule is of update reports to Assessment Academy. Dr. Austin said they are due about every six months, noting the deadlines fall around group events hosted by the Academy. Dr. Austin met with Ms. Tiffany Guinnip, project manager, yesterday with the communication group. They will collect data and conduct an assessment. She said they are moving toward project completion.
 - Dr. Austin said the third project update has been submitted and feedback with suggestions was returned. She hopes the Assessment Academy team will be able to attend the wrap-up conference in Chicago in October but is not sure that the conference will be held on-site. There will be some changes in team personnel, some of which was planned.
 - **Update:** Nothing to report.

Area Updates

Dr. Shonk reported the following for Academics:

- He provided a Memorandum of Agreement for an associate of arts in teaching (AAT) degree. Dr. Walker at ADHE would like all colleges in the state to sign the MOA. Dr. Shonk said the degree requirements listed in the MOA are the same as what the College already has in place. Dr. Walker built in a certificate of proficiency and a technical certificate, which directly lead into the College's AAT. He noted that an issue is that every 4-year college requires something a little different. Dr. Walker wants the memo signed and returned today. Dr. Shonk would like to move forward because ADHE promised that if this MOA is signed then these courses will be automatically approved and put on the books. Mr. Perrine said the College's course catalog will need to be updated. There will be another ADHE Coordinating Board meeting in August, which means this degree could reasonably be offered this fall. They discussed the marketing possibilities for this degree as well. Right now, the College has an associate of science in

elementary education. The new AAT would help those students who are not planning to teach elementary education. Currently, students are encouraged to pursue STEM degrees. Dr. Shonk said the other question is where to house this degree. Currently the associate of science in elementary education is housed in the Arts and Humanities division, but a case could be made to move the degree to Business/ Technology/ Public Service/ Industrial Technology division.

- He provided a document produced by EAB. He recently attended a conference they hosted. Dr. Shonk invited Mr. Perrine to sit in on the after-call. The company would serve as a consultant and support for the College. Cost for the service is \$21,000 per year for a contract period of five years. EAB would conduct an annual site visit. They also offer summer workshops for the chancellor and have board and cabinet level events as well. One of the first activities EAB conducts is a secret shopper survey. Mr. Perrine said he is very interested in the retention and enrollment strategies discussed and noted they would address some of the strategic initiatives that the College has identified. Dr. Shonk said it would tie into academic initiatives as well. EAB will look at the labor market and point out gaps. Mr. Perrine said he believes this could be an expense justified in CARES/CRRSAA because it addresses the strategic enrollment plan. The group discussed the effectiveness of a consultant who was engaged several years ago for branding. They discussed cost for the EAB contract and specifics of whether all five years could be pre-paid. Mr. Perrine said the UA system may already have a contract for them as there are three other UA schools who work with EAB.
- Dr. Shonk said the search committee has made an offer to fill the oral communications faculty position and have a tentative acceptance by Mr. Jacob Chisom, who has a graduate degree in oral communications.

Mr. Perrine reported the following for Student Affairs:

- The total student aid accepted is \$427,600 as of yesterday morning. He will send an email to recipients who have not accepted funds yet with a deadline of May 7. Then the Financial Aid office will call the rest.
- Mr. Mickey Freeze has accepted the Academic Advisor position and will be transferring from TRIO. Mr. Freeze has 14 years of advising experience.
- He expressed appreciation to Ms. Lynn Bray, administrative assistant to the vice chancellor for student affairs, for her outstanding work with the student awards program last night. He also expressed appreciation for Mr. Zach Harber, director of career and technical education, and Mr. Austin Muse, industrial education faculty, for engraving the awards. He also expressed appreciation for Marketing and Communications Coordinator, Ms. Hannah Flanery's work with photos and the layout of award wording.
- He said enrollment has been sluggish this week but said it could be the time of year. He met with Ms. Meagan Akins, director of admissions, and Ms. Flanery about additional campaigns and recruitment efforts.

Ms. Walker reported the following for Finance and Administration:

- She said one additional budget matter is that lost revenue looks like a transfer from restricted to unrestricted funds. She is going to ask the system if this is allowed.
- She announced that Mr. Adrian Walker moved to the maintenance assistant position. The intent to hire for that open position, fiscal support specialist, is not completed yet.
- Mr. Steve Collins, director of information services, has interviews for the records management analyst position scheduled for Friday, April 23.
- She said that many people have received invitations for Workday training. She said the training and invites are tied to a person's security access level.
- She requested consent to transfer the presented budget to system office. The group gave their consent.
- The oven in the Grill is no longer working and will need to be replaced.

Dr. Austin reported the following for special projects:

- She said the state Legislature will probably be in session through the end of April. Of note, is SB 590 which would end mandatory face covering requirements in the state of Arkansas. She also said that another Workforce Taskforce bill has been introduced. It is not clear if the current taskforce would be dissolved. She said several schools have provided incentives to students getting vaccines. That practice has ended. The group discussed masks and the news from local k-12 schools that have ended mask requirements. They also discussed the student awards program and its success.
- Ms. Ramona Munsell is reviewing the interim report for the Title III grant and has been very helpful in guiding Dr. Austin in her development of the report.
- This year the College has almost \$100,000 that must be spent from this year's Title III budget. The overage is because staff were not hired as soon as planned. She said she is placing orders for needed equipment. She said because of the availability of funding they were able to purchase higher quality equipment. The purchases are pending federal officer approval. She said they are looking at better podium systems for the classrooms as well.
- She expressed appreciation to Mr. Blayne Stewart who has worked very hard to discover new ways to use currently available programs as well as new technology for faculty.
- She and her staff are reviewing training and professional development that can be provided through Blackboard, specifically how to get a course set up and running using Blackboard Ultra.

Ms. Frazier reported the following:

- She said the College submitted a sole source justification for mental health counseling and was rejected, which was anticipated. Ms. Peggy Jackson, procurement manager, is preparing a request for proposal for the service.

With no further business the meeting adjourned at 11:35 a.m.

Respectfully submitted by Ms. Jodie Hightower