

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 6, 2022 / 2:00 p.m.
IH 104
Minutes

Members present were Dr. Anne Austin, Mr. Zach Perrine, Mr. Heath Wooldridge, and Dr. Brian Shonk. Minutes recorded by Ms. Jodie Hightower.

Dr. Shonk called the meeting to order at 2:01 p.m.

Mr. Perrine moved to approve the minutes from the March 21, 2022, meeting. Dr. Shonk seconded the motion and the motion passed.

Procedure 205.1 – Dr. Shonk with the recent changes to the organizational structure the definition of the Administrative Cabinet needs to be updated in procedure 205.1. He provided an amended procedure to include the Chief Financial Officer instead of the Vice Chancellor for Finance and Administration and the addition of the Executive Director of Facilities and Auxiliary Services. updated the procedure to reflect the recent changes to the composition of Administrative Cabinet.

Mr. Perrine made a motion to approve the changes, Dr. Shonk seconded the motion and motion passed.

Academic Calendar – Dr. Shonk provided the updated Academic Calendar and reviewed the proposed changes. Ms. Tiffany Guinnip, director of academic services, sent the calendar for a large group to review. Dr. Austin asked if it had been seen or reviewed by Faculty and Staff Senates. Dr. Shonk said he did not think it has been. They noted there is not a one long summer session. There are two eight-week summer sessions.

Dr. Shonk moved to approve the calendar, Mr. Perrine seconded, and motion carried.

Mr. Perrine provided a brief overview of the services of Clarus Corporation, which helps the college locate potential students based on public information available. So far, he said the results have been positive with the digital reach of the company. They discussed various changes and preferences for summer courses since many students prefer online delivery rather than in-person classes for the summer term.

Student Organization Constitution – Mr. Perrine reviewed the First-Generation Student Organization Constitution. He said Ms. Sherrie Stagner, TRIO personal development coach/student activities coordinator, and Ms. Ronda McLelland, director of TRIO, are the co-sponsors and there about 10 students interested in the club.

Mr. Perrine a motion to approve the First-Generation Student Organization constitution. Dr. Shonk seconded the motion and it passed.

Department of Education's Supplemental Support under the American Rescue Plan Grant (SSARP) – Dr. Shonk said this is the latest version of HEERF money available. He said he emailed his presidents and chancellors group about the funding and has had no response. He is trying to find out what the dollar limit is for the request and any stipulations on distribution to students. The deadline for application is April 8, 2022. Dr. Austin said the application is relatively simple. She noted there has been some challenge in getting the approval to distribute money to students though. Dr. Austin suggested requesting \$826,850, which is double the amount of money distributed to students in the previous round.

HLC Annual Conference Debrief – Dr. Shonk asked for people who attended either in person or online to share their impressions. Dr. Austin said in the online sessions she attended she noticed a focus shift away from co-curricular. Dr. Shonk said HLC representatives mentioned at opening morning keynote on Sunday, there were 1,000 people attending online. Dr. Shonk said there were probably 4,000 in attendance in-person. He said the

HLC president spoke about a differential pathway or a new pathway to accreditation. The group wondered if this is a recruiting effort to move people away from other accreditors. To receive federal funding, colleges must be accredited by one of the seven regional accreditors. Having a third option to accreditation may be an effort to move college and universities to HLC rather than one of the other accrediting bodies.

Dr. Austin said November 14 and 15, 2022 is our HLC reviewer site visit. She said the college gets locked out of the reporting system a month earlier than that, so reviewers have an opportunity to read the information the college has provided.

FY23 Budget/COLA/Merit – Dr. Shonk and Mr. Perrine said they received instructions for submitting the budget to the state which is due May 2, 2022. This is a high-level budget. Mr. Bruce Hankins, incoming chief financial officer, will be on campus on April 18, so it is a quick turnaround time. Dr. Shonk said although we know the appropriation amount from the state, the income from county sales tax will need to be estimated.

Dr. Shonk said he had his monthly call with Dr. Bobbitt this morning. Dr. Shonk sent his system meeting notes to the group last week. He said he asked Dr. Bobbitt about compensation including COLA and merit increases. They group discussed a possible 4% increase, but until the new chief financial officer is on-site to review, Dr. Shonk is not sure the college will have the funds to do so. Dr. Shonk said he expects both faculty and staff compensation groups will have recommendations for him.

The group also discussed potential increases to tuition and fees as well.

(Mr. Perrine left the meeting due to a prior engagement.)

HLC Accreditation Process – Dr. Austin said she and Dr. Deltha Sharp, director of institutional research, have meetings set up for the next two weeks after which she expects to move into editing and evidence collection. She said that some of the questions being asked of institutions are: Where are the policies?, Are they following them and how sustainable are they? She said she thinks criterion 4 (assessment) will be an area the college does not do well. Dr. Shonk asked if being in the Assessment Academy will help. She said it will help, but not give the college a pass.

Hiring Committee Selections –

Mr. Heath Wooldridge, executive director of facilities and auxiliary services, asked about hiring a bookstore assistant. Dr. Shonk said Ms. Luanne Barber, bookstore manager, had emailed a request to re-advertise and increase the pay for the position. Mr. Wooldridge asked who the members of the search committee are and Dr. Shonk said they have not been decided. He said typically committee members include: position supervisor, colleague from that area, colleague from academics, colleague from student affairs, and colleague from finance.

The group also discussed the grill assistant position. Dr. Shonk said both of those jobs need to be re-advertise.

The committee members selected for each position are the same, however, the chair will change based on the supervisor for the advertised position.

Committee Members: Ms. Luanne Barber, Ms. Melissa Foster, Ms. Robin Britt, Ms. Phyllis Gardner, and Mr. Billy Stidham

Area Updates:

Dr. Shonk reported the following for Chancellor's Office and Academics:

- He reported that nursing pass rates are not where they would like. Dr. Anne Austin said the college will have about \$88,000 in Perkins funding that could be used to bolster the nursing program. Training for nursing faculty may be a possible use for the funding.
- He spoke about the movement of all classified employees to non-classified positions. Ms. Melissa Rust, UA System vice president for university relations, and Mr. Ben Beaumont, UA System senior director of policy and public affairs, said the college should prepare for personnel requests to move people from classified to non-classified positions. These changes will go into effect in July 2023.

Dr. Anne Austin provided the following update:

- Perkins – The college is between year 2 and 3 of the cycle and if changes or additions are needed, now is the time to update the plans.
- Assessment Academy – The team is scheduled to meet with their mentor tomorrow for the mid-term meeting. She expects to see movement and activity on this project soon.
- UA Governmental Liaisons will be meeting in May 2022 to determine priorities for the next legislative session that begins in January 2023.

Mr. Heath Wooldridge reported the following:

- **RFP System Upgrades for Auditorium** – He said they are having a supply chain issue. The ship date for critical components is now September 2022. He had originally planned to install the system in June/July 2022. The new ship date pushes the installation date back to late November / December 2022. He said he needs to block five to six weeks for this installation and no events would be allowed in the auditorium or banquet hall during this time. There are concerns about holding the Nursing Pinning. They discussed the room needs for the HLC visit too. Dr. Shonk said he could block off the rooms and let people who usually book during that time the college is upgrading the building.
- **Bookstore – Arkansas Scholars** – He said he and others met to discuss the Arkansas Scholars book award. The award only pays for rental books and cannot be used for access codes or new books. He said the group recommends allowing the funds to be used to purchase anything the student needs (rental, access code, new books). Dr. Shonk said the only issue is that financial aid and student affairs are looking at changing the institutional scholarships. Dr. Shonk recommended Mr. Wooldridge talk to Mr. Perrine about the Arkansas Scholars book award to find out if it rolls in with the total amount of scholarships the college is limited to.
- **Charging Stations for Electric Cars** – The state has a program that will pay up to 90% of a charging station (pedestal only). There is still money available. The costs for the college is the installation of the pedestal and need to dedicate parking space to it. The college will need to determine if it will charge a person or provide for free. Location will need to be decided as well. Mr. Wooldridge mentioned a couple of available areas where a charging station would work. There are three levels of charging stations: Level 1 – residential, Level 2 – hotels, etc. (charges in 4 hours), and Level 3 – requires more power resources. He needs to know if should proceed with it or wait. Dr. Shonk said he should proceed. Dr. Shonk said he will contact someone at the UA System office regarding this too.
- **CDL Program** – Dr. Harber and Mr. Huff want to expand the concrete pad for trucking driving. Dr. Shonk said he talked to Mr. Brent Gleghorn, Batesville Fire Department chief, about using the Fire Training Center's front classroom for CDL classes. Mr. Gleghorn said we can, but Dr. Shonk wants to confirm. Dr. Shonk said they will need to work on the gravel area.

With no further business the meeting adjourned at 4:25 p.m.

Respectfully submitted by Ms. Jodie Hightower.