

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 20, 2022 / 2:00 p.m.
IH 104
Minutes

Members present were Dr. Anne Austin, Dr. Zach Perrine, Mr. Bruce Hankins, Dr. Holly Smith, 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.

Dr. Perrine moved to approve the minutes from the April 6, 2022, meeting. Mr. Wooldridge seconded the motion and the motion passed.

Welcome new Cabinet members/Review Cabinet Operations – Dr. Shonk welcomed the new members to the Cabinet. He said he is excited for the campus with the new additions. Dr. Holly Smith is the vice chancellor for academic affairs. Mr. Bruce Hankins is the chief financial officer. Mr. Heath Wooldridge (second meeting) is the executive director of facilities and auxiliary services.

Dr. Shonk explained that Cabinet meets the 1st and 3rd Wednesday of the month or more often as needed. He said from time to time an email vote may be needed or they may meet via TEAMS.

He said the organization has been restructured but not re-organized and they are working to getting “right-sized” based on current enrollment. He said is pleased with the number of people on the administration team. Dr. Shonk said he wants to be a campus of action.

FY23 Budget Discussion – Dr. Shonk explained the budgeting process for the FY23 year and said he will depend on the group to finalize it. Mr. Hankins said he spoke to Mandy Walker regarding the budget, and he noted that there are a few missing pieces that he will be working to complete. He said with the Adaptive tool, the college will be able to streamline the process. Dr. Shonk said he anticipates an increase in tuition and fees. There have been no increases in either category for the last several years. At yesterday’s all-campus meeting he mentioned a \$5 / credit hour tuition increase and a \$5 fee increase would generate \$100,000. In actuality, it will generate \$200,000, which will assist with the 2% COLA he hopes to provide to employees.

- Tuition and Fees – Dr. Shonk asked for opinions on increasing the tuition and fees. He said if the college increases both tuition and fees totaling an increase of \$10 per credit hour, it is about a 10% increase. PELL is going up \$400 per semester. The fee he is thinking about increasing is the technology fee, which is a per credit hour fee. Dr. Austin asked if there has been discussion about increasing the consortium fees. Dr. Shonk said he was only speaking of increasing the in-district (Independence County) tuition and fees. He asked the group about increasing the tuition and fees for out of district, out of state, and online tuition and fees. Dr. Austin said she would advise to keep it below 10%. Dr. Perrine said it comes out to about 8%. They discussed removing the cents from the tuition and to make it a flat dollar amount. He proposed moving the out of district tuition to \$94/ credit hour and out of state tuition to \$120/ credit hour, to keep the increase in line with 6.7% increase of the in-district rate. He said the college will need to add a \$900 CDL fee and a \$500 Heavy Equipment fee. Both of these would be a one-time cost for the student. The difference between in and out of district tuition is \$14. Dr. Shonk said currently the college has an agreement with White River Health Systems for an on-site mental health counseling program. It costs the college \$55,000. That covers the salary for the employee and WRHS covers the benefits. The college has used HEERF funds to cover this expense. Dr. Shonk proposed doing that again in FY23, and in the following fiscal years move that expense to general funds with an adjustment of fees in FY 24. Mr. Wooldridge asked if it is wise to ask for a fee increase two years in a row. Dr. Shonk said the college may be capped by the BOT next year, but the college has not asked for increases at the same rate as other colleges.
- FY23 Compensation – COLA/Merit – Dr. Shonk said the group will not be able to determine the actual amounts of increases until the budget is complete. He said in the past couple of years, the college has begun

programs that cost a lot to start-up, and he expects to add programs in the next few years that are not as costly to start-up. He said he wants to commit to putting as much money as possible to salary. He said he would like for UACCB to be an attractive place to work with a positive atmosphere and good salary. Mr. Hankins said that by tomorrow he should be through the whole budget and have a better idea about where the college stands regarding funds.

Board of Visitors Meeting Discussion – Dr. Shonk explained how the flow of the meeting will go tomorrow. He also explained how the meeting were delivered previously. Dr. Shonk said he would like for the board members to talk to new employees and students directly. He gave them some background on the timing of the meeting, noting that quorum has not been met that last couple of meetings. Mr. Hankins asked how the members are selected. Dr. Shonk explained the process. He said there is an opening on the board, and they have a person in mind. He said he wants to keep the mealtime to 30 minutes and the meeting time to 30 – 45 minutes. Dr. Perrine will provide an enrollment update and Dr. Austin will provide a brief reminder about the HLC accreditation visit in November. Mr. Hankins and Dr. Smith will be introduced to the board. They discussed need to have minutes from January meeting approved. If no quorum, then they need to do an email vote.

UA Board of Trustees Meeting Discussion - Dr. Shonk talked about the BOT and the process for their appointment to board. He said the flavor of the board has changed in the last couple of years. He said they do ask probing questions but not “gotcha” questions. They discussed the implementation of Workday and the need to make it work.

The UA BOT will meet on the campus at UACCB May 25-26, 2022. Dr. Shonk said the public is welcome to attend the BOT meeting. He explained the usual timeline of events for the meetings which begin with an executive session at noon on Wednesday (25th). The general meeting starts about 1 p.m. with committee meetings. The board breaks for dinner and a reception that evening. The next morning (26th) the board will start at 8:30 a.m. and finish up around noon. He told Dr. Smith that she should expect to attend BOT meeting in the future. Dr. Shonk said Mr. Hankins will attend often too. Dr. Shonk said he would like for Mr. Hankins, Dr. Austin, Dr. Smith, and Mr. Wooldridge attend at least two of the next few meetings that occur. Dr. Shonk said the host college will have about 30 minutes to talk about itself. Dr. Shonk said what he would like to do is have a student, staff, and faculty member talk about the college from their perspective. He said he has not ever seen a faculty member talk to the board.

HLC Accreditation – Dr. Austin said she and Dr. Deltha Sharp, director of institutional research, have met with all the groups as of this morning. She said there is still a need to gather evidence. She said they may need to hire a part-time person to be an additional editor. She said we need to plan now for having a group do a mock review and training sessions. Dr. Shonk said Dr. Smith and Dr. Austin should develop a timeline for the fall. Dr. Shonk asked when Cabinet would receive a rough draft. Dr. Austin said she would add Dr. Shonk and Dr. Perrine to the TEAMS. She is hoping that by June she will have something for Cabinet to read. Dr. Shonk said that accreditation and nursing pass rates will be the two areas that will need the most attention in the next couple of years. Dr. Austin said assessment will be an issue on accreditation. Mr. Hankins said in previous accreditations they were interested in engaging the faculty and staff and asked if that is still true. Dr. Austin said yes, and training would be needed for faculty and staff.

Hiring Committee Selections – Dr. Shonk explained the process for selecting a hiring committee and the reasons for deciding/determining the committee at Cabinet.

- **Adult Education 12-month Faculty** – The following people were recommended as search committee members: Becky Warren-Chair, Andrea Lee, Blayne Stewart, Elizabeth Taylor, and Mark Cartwright. The group agreed with the selection.

Dr. Shonk moved to accept the recommendation. Dr. Perrine seconded and the motion carried.

Area Updates:

Dr. Perrine reported the following for Student Affairs:

- The Student Awards Ceremony went well with about 120 attendees.
- Enrollment pipeline is looking good and efforts by Admissions is working.
- Meagan Akins, director of admissions, will be back full-time next week.

Mr. Heath Wooldridge reported the following:

- Work on the truck driving gravel pad is complete.
- No news on the delivery dates for the system upgrade for Independence Hall.
- Expansion of Grill – He said the Grill will be setting up a second station in the library building with a grab and go Station. He expects total costs of around \$15,000. He said they are working on some issues with the health department. He and Melissa Foster, grill manager, will be meeting Monday to settle on the length of counter. They discussed the vending machines currently in the lobby of RJB.
- He plans to have human resources moved to their new space by end of next week.
- Annex building – His crew has been clearing out offices and getting ready for that move. He will need to know soon about particulars of that building and exact remodeling needs. He also needs to know where to move the two people who are left in that building.
- Electric Car Charging Stations – He said there are three possible locations: MCB – near the old welding shop (level 2, at least, maybe level 3); north of the library building, west of the entrance (near the mechanical room); and the nursing parking lot near the Workforce Training Center. There are two islands that have conduit already. He said he should be able to run power from the Fire Training Building.
- Arkansas Scholars book award – He is meeting with Dr. Perrine next week to finalize recommendations.
- Dr. Shonk asked how quickly Mr. Wooldridge could start on the remodel of the IT office space. He said the classroom needs to be cleared out and budget needs to be determined.

Mr. Hankins reported for Finance:

- He has been meeting with employees, learning the system, and determining the priorities.
- Yesterday, the UA System successfully loaded all the student information to Workday. They are making progress on the months of reconciliation they are behind. They went through the closing process too and they will be meeting about how the process works. Should be able to close through December quickly.
- He is also working on getting signatures updated and log-ins moved.

Dr. Anne Austin provided the following update:

- Perkins - \$88,000 is expected. She will ask division chairs for their “want” lists.
- The week before BOT meeting, the legislative liaisons will meet to determine priorities for next session. She explained that the UA System go into legislative session with a high level of strategy.

Dr. Smith reported for Academics:

- She has been meeting with faculty and her direct reports. She said they have been productive meetings and she will have met with everyone by next Monday at noon.

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

- He encouraged people to balance work and life.

Ms. Hightower reminded the group of the following events:

- May 5, 2022 – 1 p.m. – Academic Year End meeting (Auditorium)
- May 9, 2022 – 6 p.m. - Commencement

With no further business the meeting adjourned at 4:06 p.m.

Respectfully submitted by Jodie Hightower.