

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
May 4, 2022 / 2:00 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 2:00 p.m.

Dr. Perrine moved to approve the minutes from the April 20, 2022, meeting. Mr. Wooldridge seconded the motion and the motion passed.

My.uaccb phase-out – Dr. Perrine said there has been much discussion about communication channels and which ones will be phased out. He would like to phase out the platform of my.uaccb.edu. A discussion on where the information that is valid and should remain accessible needs to occur. Dr. Shonk said a workgroup is needed for this project. Dr. Perrine suggested the following people for the workgroup: Tiffany Guinnip, Blayne Stewart, Crystal Blue, Lynn Bray, Dr. Zach Perrine, Jodie Hightower, and Dr. Holly Smith.

UA Online Consortium – Dr. Shonk said UACCB is in a consortium with U A - Hope/Texarkana and Phillips Community College. The consortium previously met annually, but that has not happened for a couple years due to the pandemic. Dr. Shonk said the consortium began 25 years ago when not many colleges were teaching online courses. The consortium plans to meet in June, but he plans to meet with the other two chancellors on Monday. Dr. Austin said the college might need to check the AA accreditation verbiage as it might have been done through the UA System office. She said UACCB might need to inform the governing bodies. Dr. Shonk said we get about 1/3 of the seats. They discussed different ways to provide the same services without sacrificing quality.

Summer hours – Dr. Shonk said there was an email chain by the chancellors from other colleges started this morning about summer hours. Only three colleges responded and there is no consensus on what hours should be. The Cabinet discussed various options and decided to encourage people to use their leave time. Hours will be Mon-Fri 8 a.m. – 5 p.m.

ARPA and PEER Requests – Dr. Perrine said the group needs to review continuation of requests as well as the new requests. Mr. Hankins said finance officers received an email stating that if a college intends to continue their plan, it is due this Friday. If the college wants to change the plan, then it is due next Friday. Dr. Perrine said he received a quote revision on the IT upgrade. Mr. Hankins said he would like to have money spent by December 2022. He said there is about \$1.5 million in institutional funds.

FY 2023 Budget Discussions – Mr. Hankins said the budget will need to be adjusted downward in adjuncts/extra help personnel expenses and in supplies. Mr. Hankins had Ms. Julie Johnson, director of human resources, pull a salary list from Workday to find out exact numbers for adjunct/extra help costs. They also discussed looking at the travel budget. He has a loose framework for the budget, and it does include a 2% COLA and 3 % raise, budgeted now for whole year. He said the college needs to plan on three months to do the budget next year beginning in January. The group discussed various ways to conduct the budgeting process for FY 24 including local budget hearings divided by cabinet members. Dr. Shonk said he is still trying to navigate merit increases and how to institute those. The group discussed ways to provide merit increases and make them equitable. Dr. Shonk said main charge to the compensation workgroups was to figure out way to keep increasing salary without making it so that a person hired this year is making only slightly less than someone hired several years ago.

Mr. Hankins said the UA System office is ready to turn on the budget checker system in Workday which would reject requisition entry if funds were not available in the cost center. Mr. Hankins said he would prefer to transition into that, and he would like to know if the budget can be updated once it is approved by the Board of

Trustees. Mr. Wooldridge asked about the status of remodeling projects. Dr. Shonk said they will have to be done as communication, compensation, IT infrastructure are priorities. Mr. Wooldridge said the Annex building is in the middle of renovations. Dr. Shonk said to continue with the renovations. The other remodeling projects for the Business Office and Information Services also need to continue as planned. The group also discussed revenue including sales tax, HEERF leftovers funds, and tuition/fee increase. Dr. Perrine discussed his projections for student headcount and student semester credit hours. Mr. Hankins said he is excited about Workday Student because it will push notifications about bills to the student's phone.

Outstanding Staff, Faculty, Adjunct Faculty Selections – Dr. Shonk is still waiting for a few committees to submit requested items. He told the group that previously, the chancellor would gather recommendations and email cabinet for votes. Dr. Shonk asked for committees to provide recommendations unranked with a list of strengths to him this time.

End of Year meeting – Dr. Shonk plans to present years of service recognition, announce outstanding faculty, staff, and adjunct faculty awards, and provide budget updates at tomorrow's meeting. He said the group will break and then will reconvene over at the newly remodeled FAE, now Human Resources building. Other topics Dr. Shonk will review are: commencement timeline, assessment meeting May 9 from 10-12, and enrollment update.

Arkansas Scholars Ceremony Debrief – Dr. Shonk asked for comments from those that attended. Dr. Perrine said he thought it went well and it was a well-balanced event. Dr. Perrine said there has been much discussion about Arkansas Scholars, which is more to do with the payout of book award than the event. Dr. Shonk noted that people tend to bottle-neck at the doors from Auditorium to Banquet Hall. The group discussed utilizing the lobbies more.

UA Board of Trustees Meeting Discussion – Dr. Shonk talked to Dr. Bobbitt about the Board of Trustees meeting yesterday. Dr. Shonk said the college will have about 20 minutes to showcase the campus at the end. He told Dr. Bobbitt the college will have a faculty, staff, and student speak to the Trustees. Dr. Shonk said the full meeting will be held in the auditorium. Dr. Shonk asked the group for suggestions on who should speak to the Trustees. They discussed the people who would be good presenters. Dr. Shonk said this two-day meeting will require many people to assist. There will be a reception on Wednesday evening about 6 p.m. for the BOT, UA System Staff, and cabinet members. The group discussed the logistics and set up, including providing valet service to one of the Trustees who has some mobility challenges. Ms. Hightower requested that meetings not be scheduled for those two days in Independence Hall. They discussed signage for parking including "Board of Trustee parking", "UA System parking", and "BOT meeting attendee parking". They discussed having everyone wear the same shirt to assist people with identifying UACCB staff. Dr. Shonk also said there would be an MOU Signing with UACCB and UA Fayetteville at 12:45 p.m. on May 25th in the Auditorium.

Commencement – Dr. Austin asked about shuffling the diploma covers and how to handle moving them forward. The group decided to look at this issue Monday morning. Dr. Shonk said Ted Hall and Steve Cox will attend but do not want to provide remarks. No caps will be worn by the stage party. They discussed if staff would walk in the procession in addition to faculty. Dr. Austin said in the past people in a director level position were expected to walk. She said there may be a need for more people to help robe students.

HLC Accreditation – Dr. Austin reported that the quality initiative portion received a passing mark. She sent everyone the changes to the federal compliance piece. Dr. Austin said that English faculty, Holly Goslin, has agreed to be a free-lance editor for the summer. She noted we also will need gift bags for reviewers.

Hiring Committee Selections – None at this time.

Area Updates:

Dr. Perrine reported the following for Student Affairs:

- Workday Student testing will begin this fall and will likely be time-consuming for those involved.
- He asked the Cabinet to consider a recommendation from Nate Pyle, director of advising and Louise Hughes, director of testing and disability services, regarding shortening the “time-out period” for those taking the Accuplacer. Currently the timeframe is 30 days, and they recommend moving to two weeks. *Cabinet members agreed with this recommendation.*

Mr. Heath Wooldridge reported the following:

- The remodeling of the new Human Resources building is complete except for two glass kits for internal doors. They have been ordered.
- The offices in the Annex building are cleared out except for two and there is a plan for those occupants. He said the lighting is ready to be installed.
- Update on the E-charging stations for electric vehicles – He is waiting on a third bid.
- Bookstore – Luanne Barber, bookstore manager, plans to make an offer for the open position soon with an expectation to start them on May 16.
- Grill – Melissa Foster, food production supervisor, still has an open position at the Grill.
- Grill – He and Ms. Foster are looking at equipment and cabinetry for the grab and go counter to be placed in RJB. They have been working with the health department to ensure food safety.
- Entegrity will be on campus tomorrow for a walk-through visit. He said they will meet at the Maintenance Building.
- He said in the past security summer hours have been from 7:30 a.m. to 5:30 p.m., he has gotten a few requests from faculty to have security on-site for night classes. Dr. Shonk said security can shift hours on those days to cover night classes.

Mr. Hankins reported for Finance:

- He said he sent the report on bank reconciliations. The business office has closed everything through March. They are working on a few other things and will be able to hard close several more months soon.
- He said they are doing well with all the projects ongoing and will begin auditing the data soon.

Dr. Anne Austin provided the following update:

- She offered her appreciation to Dr. Perrine for the surveys for advising, technology, and student activity groups. They will have two years of data to review and compare now.

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

- ACC sent a reminder that the deadline for the HEERF annual report is May 6. Mr. Hankins said Mandy Walker and Dr. Deltha Sharp, director of institutional research, are working on the report.
- He expressed appreciation to Mr. Hankins for his help on the budget for FY 2023.
- He had a meeting with Ellucian, and he is thinking about bringing them on board to update the servers, specifically the ones that run Colleague. He is waiting on their bid.

With no further business the meeting was adjourned at 4:17 p.m.

Respectfully submitted by Jodie Hightower.