

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**May 18, 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 May 4, 2022, meeting. Mr. Hankins seconded the motion and the motion passed.*

**Great Colleges to Work For Survey Results** – Dr. Deltha Sharp displayed the results from the survey. She requested guidance on items to be reviewed and presented to campus. Dr. Shonk said would like to send the whole scorecard out to the campus and highlight several things that will be focused on for improvement. He wants feedback from either the Links group or the whole campus. Dr. Sharp said some areas start isolating groups which could lead to those individuals being identifiable. She asked if he wanted her to review more and make some recommendations for priority areas. Dr. Sharp agreed with reviewing data with the Links group. They discussed several areas that need to be reviewed. Dr. Sharp suggested they look at their departmental ones. She reviewed how to interpret data. She will provide a summary sheet that can be used for LINKs group.

**Productivity Funding** – Dr. Sharp said she has worked with ADHE to clean up the data. She said she asked if someone could come up and talk to employees about productivity funding again but has not heard back yet. She reviewed some of the data regarding credentials which shows an increase of 10.5%. She said data is down a little bit in salary. Mr. Hankins said that everyone needs to be in the right position for the reporting to be accurate. Dr. Sharp said time to degree is another area that the college is up by 10%. This is the first time the college has seen an increase in that area. She said the college is down a bit in progressions (-4%). Gateway and Remedial Math and English scoring is down as well. Dr. Sharp said overall productivity appears to be up. Dr. Austin said if the data can be reviewed with a list of actionable items that employees can implement, then it should make a difference.

**FY 2022 / 2023 Budget Discussions** – Dr. Shonk said June 15 is the deadline for the budget. Mr. Hankins provided the budget that will be presented to the Board of Trustees next week. Mr. Hankins reviewed the budget with the group. He said this week the business office is working on getting all the monies owed to the college collected. He said yesterday the UA System office opened an Adaptive Hotline for questions on the software. He and Dr. Shonk have been working getting people put into the right slot so that budgeting will be easier, and people will know more about their cost centers. He said the System had planned to turn on the budget checker feature in Workday, but there has been a lot of push-back. He said the college can start work on the budget in October for the next year and he can set up a budget schedule. They discussed a possible recession and the impact on the college.

**Enrollment** – Dr. Perrine shared an enrollment comparison chart. As of today, the college is at 7,317 in Student Semester Credit Hours and with a headcount of 671. Last year on the same date, the headcount was 573. Dr. Perrine noted the college is a little over 1,000 SSCH ahead of last year same time. He reviewed the other data he tracks, including applications received, and the day-to-day change in applications. He said Admissions does have some additional events planned for the summer to increase enrollment.

**UA Board of Trustees Meeting Discussion** – Dr. Shonk said the UA Board of Trustees will be here next week, May 25-26. He said this is an all hands-on-deck event with the expectation everyone can help. He said Mr. Steve Cox, board of trustee member, is looking forward to coming back and being here to show off the campus. Mr. Cox typically attends commencement. Holly Goslin will be our faculty representative to talk about campus. He

said the welcome baskets for guests are coming along. They also discussed the dinner at The River Waterfront Steakhouse. Ms. Hightower reviewed the plan for the two-day event.

**2023-2025 Biennium Personal Services Recommendations (PSR)** – Dr. Shonk and Julie Johnson, director of human resources, have been working on this document. It is due on Monday, May 23. He said every two years the Arkansas Legislature reviews and approves positions. State agencies make recommendations to them based on the needs of the agency. Dr. Shonk has been working with Melissa Rust and Tara Smith, UA System personnel to fine tune the report. He reviewed the Form A of Higher Education Personal Services recommendations for the 2023-2025 fiscal year. He said any time the college creates a new position or add positions, the college must provide a justification for that change or addition.

**Revised Travel Policy** – Dr. Perrine said in April, the Cabinet adjusted policy 535.1, the student travel policy, to reflect the electronic form that is now being used. This is on page 3 of the document.

**Campus Supplies and Storage** – Dr. Perrine said with the office moves that have recently occurred, relocating the stored items has been a challenge. He said several people are working on consolidating items, especially items that are stored for only periodic use, like decorations. He asked if the college should host another “clearing of the clutter” event. The group also discussed the cages and the items being stored in them. Mr. Wooldridge said the college can obtain certificates of disposal for those items that need to be trashed. They also discussed the kitchen and the closet inside the Kitchen. They also discussed document boxes that are now stored in the warehouse, noting that some can be destroyed after a set amount of time while others must be kept permanently.

**ADHE Regional Workforce Grant Phase III** – Dr. Shonk received an email from Dr. Maria Markham, director of ADHE, that the college has money left from Phase II of the Regional Workforce Grant. He confirmed with Jennifer Sinele, business office manager, that the college has been reimbursed for everything from Phase II. He was informed today that there is money available for a Phase III grant specific to advanced manufacturing and transportation. He plans to ask if construction of a building or renovations including adding additional square footage will be allowed under this grant. Previously, it has not been allowed.

**HLC Accreditation** – Dr. Austin reported that she, Dr. Sharp, and Holly Goslin are working on consolidating the documents into one document for updating, review and revision.

#### **Hiring Committee Selections –**

**Dr. Perrine – Career Coach for Batesville (this is a new position for UACCB)** This position will be posted by July 1, 2022.

- Dr. Perrine recommended the following personnel to the committee - Meagan Akins, director of admissions, Philip Landers, Cave City Career Coach, Stacy Lindsey, and Jennifer Douglas with Dr. Perrine as chair of the committee. He said Ms. Lindsey and Ms. Douglas are Batesville High School employees. The committee agreed with this recommendation.

#### **Area Updates:**

Dr. Perrine reported the following for Student Affairs:

- He is moving supervision of receptionist, Tammy Smith, to Meagan Akins in Admissions. With the Welcome Center concept in place, they will eventually move main telephone number (870.612.2000) to Admissions. The group discussed the openness of the lobby in Independence Hall and how it seems to have created a space for lingering and discussion.
- The final round of HEERF refund checks will be issued to students next week.

Mr. Heath Wooldridge reported the following for facilities and auxiliary services:

- In the human resources building, the glass kits for the doors will be installed tomorrow.
- In the annex building, the only occupied office belongs to Marcis. The LED lights are on the way and the carpet has been ordered. Becky Warren, director of adult education, has the furniture. He said depending on the installation of the carpet, he plans to have Adult Education moved in July 1, 2022.
- The grill is still looking for an assistant.
- Donetta Bradford has been hired for the bookstore cashier position.
- A four-person team from Entegrity is on site today.
- Charging station update – He received all the bids. He spoke to ADEQ regarding possible reimbursement, however, their funding is depleted until February 2023. He said the lowest bid is \$12,000 for a station by the old welding lab on the side of MCB. He said he is at stand still – he either waits till February or moves forward now. If the college seeks funding from ADEQ, there are guidelines that must be followed. Dr. Shonk asked about the supercharger.

Mr. Hankins reported for Finance:

- They closed out April bank accounts.
- The plan for ARPA funding was submitted yesterday.
- The money left in state appropriations is \$1.1 million and it is in the salary category. He is working to get as much money pulled down by year end. There are 3 payrolls left for the year. The UA System will do the AASIS transmittal from Workday at the end of year.
- Dr. Shonk asked him when he'll know how much money we'll have left. He said about June 20, 2022. He said the state is looking at using invoice date instead of order date, which should alleviate some of the burden on closing out the books for the year.

Dr. Anne Austin provided the following update:

- Perkins – The college received permission to buy a camera system for the simulation lab in nursing and allied health.
- Perkins – The college will receive \$90,000 instead of \$85,000.
- Two groups of people are finishing ACUE and QM courses this week. She said the Center for Teaching and Learning Excellence will begin recruiting the next class soon.

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

- He went to the CEO Luncheon today and met the new superintendent for Cedar Ridge School.

With no further business the meeting was adjourned at 3:58 p.m.

*Respectfully submitted by Jodie Hightower.*