

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**June 1, 2022 / 2:00 p.m.**  
**IH 104**  
**Minutes**

The members present were Dr. Holly Smith, 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 18, 2022, meeting. Mr. Wooldridge seconded the motion and the motion passed.*

**Great Colleges to Work For Survey program** – Dr. Shonk said UACCB was not selected as a “Great College to Work For.” Those selected will be announced in September. The criteria for selection are strict.

**UA Board of Trustees Meeting Debrief** – Dr. Shonk said the meeting went well and there were many positive comments from Trustees as well as guests. He shared a note from Dr. Bobbitt offering his thanks. Dr. Perrine said this bodes well for the HLC (Higher Learning Commission) site visit in November. Dr. Shonk said if the campus gets the opportunity to host the Trustees again, the college will provide the audio-visual equipment. There was discussion about the meal and it being over the limit of \$29/meal. Maintenance and custodial personnel did an excellent job during the two-day event.

**LINKs** – Dr. Shonk said he would like to continue to work with this group of personnel throughout the summer as they are implementing actions and carrying out the day-to-day functions of the college. He would like to provide more training for this group and has set up a weekly meeting from June 7 through July. He noted there may be times when a meeting is canceled or there are several people not in attendance. He asked for suggestions on what the topics or training should be. They discussed the following suggestions of topics: time management, job duties, clean-up of job descriptions, conflict resolution, management and supervision, and personal development, motivation. Dr. Smith recommended authors including Brene Brown, John Gordon, and James Clear. They discussed ways to end the series such as grill out, amazing race, and team building exercises.

**Consolidated Lost and Found** – Dr. Perrine said several groups or individuals have picked up lost and found items. He suggested that Tammy Smith, receptionist, the Admissions Welcome Center should be the central gathering location for lost and found items. Cabinet members agreed to this arrangement.

**Enrollment Update** – Dr. Perrine provided a comparison chart and noted that summer enrollment is down. He said Admissions will be hosting an event that will produce applications. The postcards to students who have taken the ACT will go out next week. He said to stay on track for Fall enrollment the headcount needs to be 990 by July 9, 2022. He also showed a spreadsheet with year-to-year comparisons, noting the need to average eight and half new applications per day. They discussed various marketing strategies to increase enrollment.

**Faculty Compensation Workgroup Recommendations Discussion** – Dr. Shonk said this item and the next can be discussed together. He said there is a spreadsheet from faculty with recommended schedules for 9, 11, and 12-month faculty. He said currently the college starts 9-month faculty at \$38,000 annually with a master’s degree and the recommendation is to move that starting salary to \$42,500. He said he and the workgroup agree on that number. Dr. Smith said both ASU-Newport and Ozarka are at that level (\$42,000). Dr. Smith said the college needs to keep salaries for division chairs in mind, maintaining a gap between instructor salary and division chair salary. Dr. Shonk said he would like Tiffany Guinnip, director of academic services, to develop a more advanced spreadsheet. Dr. Smith said her only concern regarding the recommendation is that it does not address the technical faculty. For instance, there may be an instructor who does not have a master’s degree but is teaching in a

high-demand field (like truck driving). They discussed making a separate technical faculty chart. They discussed numerous ways to compensate technical faculty for their expertise.

The group decided to remove the column for salary based on an associate degree. They also decided to keep the salary columns for a masters plus 24 and masters plus 36. However, the employee will have to fill out a form to receive the salary increase. They also discussed the college procedure regarding reimbursement of education expenses. They also discussed using the salary schedule as a recruiting tool. Finally, they discussed the inclusion of a schedule for 11-month faculty. UACCB is transitioning to only two contract lengths – 9-month and 12-month. Dr. Shonk and Dr. Smith will be meeting with the affected faculty tomorrow to discuss options.

**Staff Compensation Workgroup Recommendations Discussion** – Dr. Shonk reviewed the information that this group provided. Their first recommendation is to make the minimum wage \$14/hour. Dr. Shonk said he is leaning toward \$13.50/hour as a minimum. Dr. Smith asked what the college’s minimum salary is currently. After some research in Workday, they determined one of the lowest paid workers is at \$11.32/hour. The group decided that \$13.50/hour is fair.

Dr. Shonk said another recommendation from the Staff Compensation Workgroup is for everyone between a certain pay band (\$29,120 - \$75,000) to receive a 7.5% increase. Additionally, they recommend a 5% increase for those making \$75,000 and above. Dr. Shonk said he spoke to Becky Warren, director of adult education and chair of this workgroup, about increasing the number of bands to match the bands currently used to determine healthcare costs. Those bands are set at below \$30,000; \$30,001 to \$60,000; \$60,001 to \$90,000; and \$90,001 and above. She agreed with that band structure.

Dr. Shonk said he would like to present these recommendations as procedures for the Cabinet to vote upon. The group discussed the reasoning behind giving only 2% increases for earning degrees over the required minimum education level for a job. They also discussed how merit or performance measures factor into pay increases.

**Nursing and Allied Health Updates** – Dr. Smith switching from the HESI exam to ATI as it aligns with the NCLEX exam and going back to the medical model of teaching. They are extending the LPN (Licensed Practical Nurse) to RN (Registered Nurse) cohort application period to July 1 to September 30, which pairs with the selection criteria better. She said there were 17 student appeals and 16 were validated due to inconsistency between policy and practice. Dr. Smith advised that marketing will be talking about aggressive marketing strategies for all nursing programs. Updates to the website are in progress as well.

**Electric Vehicle Charging Station Update** – Mr. Wooldridge said installation of the charging station will be the week of the 13 of June. The total cost is about \$14,000 and state funds could reimburse up to 90% of that cost. There are stipulations for reimbursement including obtaining a warranty for 5 years. Dr. Shonk said the college can sign up to be listed as an electric vehicle charging site. The college can charge people 10 cents / kilowatt hour. The location will be outside of the old welding shop at MCB (Main Classroom Building). Mr. Wooldridge said he plans to install a couple more next year on the other side of campus. He said the college will have to paint the parking space green and mark it as a charging station. They discussed the financial processes like cost centers that would need to be created.

**Budget and End of Year Reporting Update** – Mr. Hankins said the unrestricted budget is balanced and ready to be entered into Adaptive. He said the restricted budget still needs a little work before it can go into the Adaptive system. The UA System office has a deadline of June 15 for both budgets to be uploaded into Adaptive. Mr. Hankins said on the survey for financial controls he noted that most areas “have controls but need improvement.” He said there are some areas that really need some work and he is looking back at the system to see if the mapping is correct.

Mr. Hankins reported there are eight templates that must be loaded in Adaptive. He also said each position must be loaded individually. Dr. Smith asked about provisional positions. Dr. Shonk said he told Ms. Warren to increase adult education positions 7.5%, but he is unsure if CPI (Career Pathways Initiative) will be able to do that. Mr. Hankins discussed the health insurance changes and noted that the subsidy provided by the college is based on the Classic Plan.

Mr. Hankins told the group that in the Colleague system, Purchase Orders not closed in the fiscal year had to be re-entered in the new fiscal year. In Workday, Purchase Orders can roll over to the new fiscal year. Peggy Jackson, procurement manager, will run a report to find out how many will roll over.

He said the business office will perform a “pre-close” by 5<sup>th</sup> of the month and then close out the month by the 10<sup>th</sup>. He said the new criterion is that items must be in hand by June 30, otherwise the invoice, will be paid in the next fiscal year. Mr. Hankins said Workday uses invoice date, rather than order date, to determine which fiscal year to pay from. Dr. Shonk asked if Mr. Hankins is still shooting for June 20 to have budget info for next year. He said yes.

**UA Online Consortium** – Dr. Shonk said he talked to Keith Pinchback, chancellor of Phillips Community College and Christine Holt, chancellor of UA Hope-Texarkana about the consortium. Dr. Shonk said he told them UACCB wants to be out of the consortium by the spring of 2023, as the partnership no longer benefits the students beyond what the college can currently offer.

#### **Consulting (Agreements Attached)**

- **Mark Perna** – Dr. Shonk said Mr. Perna charges by hour and the first meeting with him is for two days over a Zoom call. The date for that call is June 16 – 17, 2022. Dr. Shonk said he expects this session with Mr. Perna will assist with increasing enrollment.
- **EAB** – Dr. Shonk reviewed this agreement that was signed last year. It is a 3-yr agreement. Dr. Shonk said the information is good, but the program is not of the value that the college administration thought it would be.
- **Rural Guided Pathways** – Dr. Shonk said the college will pay for travel to the required institutes/training, but the program provides the hotel for two nights and meals. He said the institutes are short visits of only two or three days. He said people attending the session on June 27-28 in Minneapolis need to be identified quickly. Dr. Shonk reviewed the list of suggested people to attend. Dr. Shonk said that the program would like for two or three community partners to attend as well. Mr. Hankins said the college may have to request that the UACCB Foundation pay for them to travel. Dr. Shonk said he looked at flights to Minneapolis from Memphis. He said the group would fly out on Monday and return on Wednesday. He said the only two UACCB personnel who will need to attend all sessions are the chancellor and the project lead, who is Nate Pyle, director of academic advising.
- **Caring Campus** – Dr. Shonk said this program has no participation fees. The staff training is finished, and the faculty training will occur in the fall. Dr. Smith said she is in a holding pattern and waiting on program personnel to provide addition information before anything else can be set up.

**Workday Updates** – Dr. Perrine pulled up the timeline for Workday Student. He said the group is finishing the homework portion. UACCB is in cohort 1 and the group will be moving into architecture, prototyping, and configuring stage soon.

**Colleague Three Year Extension** – Dr. Perrine reviewed the contract from Colleague. He said he feels confident that we can make the timeline for Workday. He said there is a definite need to continue with Colleague for another two years, but there is uncertainty about needing a third year. The cost per year is \$250,000. He said Workday Student is supposed to kick-off in October 2023. The group discussed assorted items within the contract. Dr. Perrine will call Steven Fulkerson at the System office to get his opinion.

**HLC Accreditation** – Dr. Austin was not present for this meeting. Dr. Shonk said he talked to Dr. Deltha Sharp, director of institutional research, yesterday. She provided him access to the SharePoint site. He said there are some basic things that needed to be updated, particularly on the website. He said Dr. Sharp it is going well working with Holly Goslin, English instructor, to firm up the argument. Dr. Smith said it would be helpful to have a list of things that the college can address now. Dr. Shonk suggested having Dr. Smith act as a reviewer. She would like to know the areas where evidence is weak and try to identify additional evidence. Dr. Sharp said their goal is to have the first draft at the end of the month. Dr. Shonk said he would like Dr. Smith to start her review much earlier. The group discussed focusing on HLC during the fall professional development days. Dr. Smith said she has contacts for people to visit campus and provide a mock review. They discussed various experiences with accreditation processes. They also discussed the need for a part-time Spanish speaker to be on campus for events but also to assist with translating the website from English to Spanish.

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

**Cedar Ridge Career Coach** – Dr. Perrine requested to use the same formula for committee personnel as used for the Batesville School Career Coach, which was Dr. Perrine as chair, Meagan Akins, director of admissions, Philip Landers, Cave City Schools career coach and two personnel from the school district. The group agreed with this request.

#### **Area Updates:**

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

- Mr. Wooldridge will be on vacation beginning tomorrow and all next week.
- Shannon Haney, director of development, wrote a large grant for a food market, food hub, and café. After submitting that grant, the Walton Family Foundation issued an RFP (Request for Proposals) for a similar project. Ms. Haney also sat in on an online seminar about transforming the food supply chain from the USDA, which pairs with the other grant as well. He asked Ms. Haney to set up a meeting with a realtor regarding property near the college that previously had been a pole plant. The property is about 50 acres with a 100,000 square foot building. He said looking forward, agriculture and food production will be a priority. He also said that he has been approached by UA Division of Agriculture director, Dr. Fields, regarding programs on campus.

Dr. Perrine reported the following for Student Affairs:

- Tammy Smith, receptionist, is officially under Admissions. They are looking at consolidating phone lines with Admission and the main line.
- About 50 students attended New Student Orientation last Friday.
- HEERF (Higher Education Emergency Relief Fund) checks were issued last week. Over \$800,000 went to students.
- Testing and Disability Services – Previously they had adopted a scheduling program, but it has not gone well. They will be discontinuing the contract and are going to use Bookings through Microsoft.
- Advising – Over the next two days, they will be doing professional development utilizing Perkins funding.
- TRIO – Ronda McLelland, director of TRIO, went to Washington D.C. for their annual conference where she met with Senator Boozman. She is working with his staff to visit campus this fall.
- Career Closet – The closet is up and running.
- CPI – Shaneka Brandon, director of CPI, has been meeting with various community partners.
- JAG – Elizabeth Smith, JAG career coach, will be hosting a summer bridge program in July.
- Counselling – White River signed the contract for next year and the college will be getting two more counselors.

- IT – Multi-Factor Authentication will be implemented tomorrow. Crystal Blue, director of information services, is still gathering quotes on the IT upgrade.

Mr. Hankins reported for Finance:

- He said the business office does have work to do making sure items are coded with the right worktags in Workday.
- He will be on vacation next week.

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

- The Annex remodel is going well, and LED lights are getting installed. The carpet should be on site next week with installation during the week of June 13. He still hopes to have it finished by the end of June with a move in mid-July.
- Entegry has been on site to conduct the energy audit.

Dr. Smith

- The AR Workforce Challenge Inclusions were submitted and include an additional 22 credit and 47 non-credit programs. We will update once we have a final decision from ADHE.
- The additions to the current programs have prompted Academics to begin working toward a “portfolio” of non-credit offerings and customizable training options. More information to come!
- The library will be transitioning to EBSCO Discovery Service in Fall. More information on this service can be found at <https://www.ebsco.com/products/ebsco-discovery-service>
- Our nursing programs are working very hard this summer to implement some especially important updates to the nursing program.
  - In fall 2022 we will be transitioning from HESI to ATI.
  - This will in turn mean a change to the application/entrance examination. We will begin using the NACE examination during this transition.
  - The January LPN to RN application period has been changed and is now opening on July 1 and will remain open through September 30.
  - The selection process will be revised and released prior to the July 1 application opening.
  - Paramedic Coining Ceremony will be held on July 21 - 6 p.m.
  - LPN Pinning will be held on July 22 - 6 p.m.

With no further business the meeting was adjourned at 4:48 p.m.

*Respectfully submitted by Jodie Hightower.*