

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 15, 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 June 1, 2022, meeting. Dr. Smith seconded the motion and the motion passed.

Enrollment Update – Dr. Perrine expressed appreciation to Advising and Academics for managing the wait list. He said SSCHs went up 520 in one day through their efforts. Headcount is now 843. He said enrollment is about a month ahead of schedule for SSCHs. There are 62 days left for the enrollment period. He said having a dedicated staff person processing applications is very helpful, and the college is reaping the benefits. So far, about \$1.15 million in tuition and fees has been generated. Dr. Shonk said the college still needs to increase headcount. Dr. Shonk said he heard a great story about a student who shared her story at the WIOA board meeting. The student is a recent graduate of the UACCB Cosmetology program. She mentioned that she would have liked to have had financial aid tell her about WIOA, which the group talked about ways to increase promotion of partnerships.

Dr. Shonk said that WIOA personnel have requested a meeting with him, Dr. Perrine, Dr. Smith, and Dr. Zach Harber, director of industrial technology and the secondary career center.

Spanish Interpreter/Translator – Dr. Perrine said he has been actively searching for a bilingual person to assist the college. He has created two positions in Workday. He said this staff person would help students and parents and help with translation of marketing materials and the applications. The positions pay \$15/hour, which is a special rate, for 20 hours per week.

Budget FY 22 and FY23 – Mr. Hankins said today is the deadline for uploading data into Adaptive, the forecasting program the UA System office uses. He said there are eight budget templates that must be uploaded. He said next year the college can have the budget managers put their information into Adaptive directly, which will be easier to manage. He said everyone needs to check the Cost Allocations of their employees as there is an approval process. He said for FY 2023, he plans to enable the Budget Checking feature in Workday. Initially the System wanted to enable budget checking by spend category, but this would be very restrictive. He said before he left for annual leave, he ran a trial balance and has started reviewing everything very closely to ensure revenue codes and worktags are assigned properly. He anticipates the for the next two weeks he will be going through revenues and expenses thoroughly. He said there is also an issue with pulling numbers from Colleague into Workday. He said once the budget is uploaded the business office can work with two or three budget managers at a time for additional training. There was a question about spend categories and how detailed budgets will be. Dr. Austin asked for more information/training on spend categories. He said the System wants to have standardized processes across the system. They discussed the autonomy that is currently allowed and how that may change over time.

Dr. Shonk added that Melissa Rust at the System office is a tremendous help to the college, acting as a liaison to state legislative committees. He noted the mental health contract was approved, although not officially until Friday, June 17, 2022.

Planning for Welcome Week Fall 22 – Dr. Austin said at the CTLE staff meeting this week, the topic of professional development came up. She asked who is organizing the week. Dr. Shonk said the Chancellor's office will host the morning session with a welcome address and comments from Cabinet members. They discussed

various ways to schedule out the week and also professional development activities throughout the fall. Dr. Shonk requested a document so that everyone could share ideas. Dr. Perrine said it would be great to have some collaboration. They discussed professional development and ways to integrate. Dr. Shonk said we also need to keep people accountable. They discussed various companies to assist with online learning. Dr. Shonk asked if CTLE staff want to be more involved. Dr. Austin said they are looking at a year-long schedule. Regarding accountability, the group discussed having the expectation to attend two and a participate in three more. Dr. Austin would like to pull together assessment training as well. They discussed Workday as a vehicle for delivering mandatory training.

Nursing Program updates – Dr. Smith said there are only 16 PN students graduating in July. The college signed the contract with Assessment Technologies Institute (ATI). The program will utilize the ATI Test for Essential Academic Skills (TEAS). ATI will be on-site next week to train students. Dr. Smith said the workload for faculty will be less with ATI than with HESI. The RN application timeframe has been moved to July 1 to September 30. She reported that nursing faculty are moving from an 11-month contract to either a 9-month or a 12-month contract. Next week is the deadline for them to decide.

Program Inventory Updates and Program Pathway Updates – Dr. Smith said the LINKs meeting was productive, with more people becoming engaged. Faculty would like to focus on the curriculum process, above and beyond what occurs on campus. They would like to be engaged more with the processes of curriculum approval through all accreditation and state offices (HLC, ADHE, DOE, Title IV), not just faculty senate votes. She will be walking through a flowchart of start to finish. One of the questions to be answered during this process is, “How do we simplify and what makes sense?” When full-time faculty return in August, division chairs will make decisions on how the changes will work. They will focus on budget, program needs, resources, and expenditures. Dr. Smith said they will be moving away from the catalog and updating the pathways documents. Tiffany Guinnip, director of academic services, is working on updating those documents. She said concurrent pathways are the priority. Dr. Smith said they are also updating program inventories at ADHE. She said they are identifying programs for marketing to highlight. She wants to focus on a call to action and focus on upcoming programs or classes, rather than reporting on what previously occurred.

White River Entertainment – Dr. Shonk said he, Tiffany Guinnip, Jodie Hightower, and Blayne Stewart, met with Dana Millikin and Chad Whitaker. He said the group reviewed what the college has historically sponsored, which focused on public relations rather than programmatic marketing. He said in the first meeting with WRD, the marketing team asked for demographic information. The group met again yesterday with WRD to review a revised proposal as well as demographic information. He noted that there are very different demographics for each of the three radio stations. He said WRD will let the college customize advertisements for each station as well as using faculty, staff, and students to voice the ads. Both Mr. Whitaker and Mr. Stewart suggested this strategy. The group also talked about other marketing opportunities, like videos, as there has not been a coordinated effort regarding videos.

HLC Accreditation – Dr. Austin said Holly Goslin, English instructor, and Dr. Deltha Sharp, director of institutional research, are doing a great job working through the assurance argument. She said Ms. Goslin is through all of criterion 1 and most of criterion 2. Dr. Sharp is working on formatting and gathering evidence. Dr. Austin will add the Cabinet members to the site to review the progress. Dr. Shonk would like to work out a timeline for prepping everyone. Dr. Austin said there is benefit in having someone from off on site to go over things, but the college also needs to have people ready and prepped. They discussed various ways to educate staff and faculty about the HLC argument. Dr. Perrine, Mr. Hankins, and Dr. Smith shared experiences from other institutions.

**Hiring Committee Selections –
From Dr. Smith, Division of Academics
NAH Admin Assistant**

Elizabeth Keck
Jessica Shelton
C'aira Stewart
Casey Bromley
Michelle Bishop, chair

LPN Instructor

Mickey Freeze
Blayne Stewart
Amy Bullard
Maggie Beshears
Michelle Bishop, chair

(k-12) Teacher Education Faculty (new position)

Dustin McAnally
Stephanie Minor
Mindy Shaw
Nate Pyle
Justine Yatska
Jeanette Youngblood, chair

English Faculty

Holly Goslin
Jacob Chisom
Justine Yatska
Tess Weatherford
Doug Muse, chair

Industrial Technology

Tina Goodman
Loyd Barry
Elizabeth Smith
Rana Dowdy
Zach Harber, chair

Concord Schools Career Coach – Dr. Perrine

Dr. Zach Perrine, chair
Meagan Akins
Philip Landers
Travis Fletcher (Concord employee)
Becky Cornett (Concord employee)

The group discussed the proposed selections and agreed to all suggestions.

Area Updates:

Mr. Heath Wooldridge reported the following for Facilities and Auxiliary Services:

- He asked for confirmation that the college will not be open the Saturday that the State of Arkansas is holding its “Tax-Free weekend”. Dr. Perrine supports not participating and the other members agreed as there is a large gap between the tax-free weekend and the start of classes.
- The LED lighting is installed in the Annex. They started pulling the old carpet out this week and the installation of the new carpet will be next week. He said they are still on track to put furniture in at the end of the month.
- The company, Entegrity, did make a site visit to complete the energy audit, however, they have not provided a report yet.
- He is working to get the electric vehicle charging station installation schedule for next week.
- He said due to set-up for a large event, the LINKs meeting next Tuesday will need to use round tables. Dr. Shonk said this would be workable.
- Regarding the Bookstore and new branding, he said bookstore manager, Luanne Barber, needs to know about the timeline of new logo for purchasing new merchandise to sell. Dr. Shonk said he would like to switch over in July.
- He requested another walkthrough of the remodel for Information Services. He would like to do meet this week.
- He asked the group where Philip Landers, Cave City career coach, will move to since his office will become part of the Information Services area. They discussed where some shuffling may occur.
- He reminded everyone to get building keys from people who are leaving employment. They discussed process and where to get the form. Dr. Shonk called Julie Johnson, director of human resources, for clarification on this. She said form has been shortened and is sent to the supervisor. They also discussed various issues related to termination of employees. The group authorized Ms. Johnson to send the termination form to the supervisor to begin gathering college property.

Mr. Hankins asked about travel and conference attendance. They discussed ways to streamline the process such as using a travel agency. He said the business office is moving the review responsibility of expense reports and spending authorizations to Jennifer Coan, fiscal support specialist.

With no further business the meeting was adjourned at 4:01 p.m.

Respectfully submitted by Jodie Hightower.