

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 20, 2022 / 3:00 p.m.
IH 104
Minutes

The members present were Dr. Holly Smith, Bruce Hankins, Heath Wooldridge, Dr. Anne Austin, and Dr. Brian Shonk. Minutes recorded by Jodie Hightower.

Dr. Shonk called the meeting to order at 3:00 p.m.

Mr. Hankins moved to approve the minutes from the July 6, 2022, meeting. Mr. Wooldridge seconded the motion and the motion passed.

Dr. Smith moved to approve the minutes from the July 14, 2022, meeting. Mr. Hankins seconded the motion and the motion passed.

Bookstore – Ms. Luanne Barber provided information on Microsoft Surfaces that could be sold at the bookstore. She reviewed the sourcing company as well as the suggested retail pricing along with accessories that would be sold with the Surfaces. She noted the 12-month warranty starts when the unit is shipped to the bookstore. She can return the unit if it is still current. They discussed which products to stock and how many to initially order. Ms. Barber and Dr. Perrine both noted that no other store in Batesville stocks these products.

After discussion, they decided to order 10 Surface Gos and 10 Surface laptops. She said it will take about a week for those to arrive after ordering.

Ms. Barber said if a unit needs warranty work, the student will contact Microsoft directly. They do not have to go through the bookstore. She also said she display in the glass case that is located to the left as one enters the bookstore. The case can be locked.

She will work with Peggy Jackson, procurement manager, to obtain the Purchase Order and provide information to Jodie Hightower for marketing and communications purposes.

Budget – Mr. Hankins presented the budget book for FY 2023. This document goes to ADHE and to the website for public review. He said is still working on the salary piece, but the amount approved by the Board of Trustees is greater than the dollar amount of salaries needed.

Mr. Hankins would like to use Adaptive next year for budget managers to be able to enter and review their requested budgets. He would also like to work with Tiffany Guinnip, director of academic services, regarding the budget and the organization chart.

Dr. Shonk asked if his office had closed out FY 2022. Mr. Hankins said tomorrow is the last day for posting of journal entries for FY 2022. The transfer of information from Colleague to Workday has not been smooth and he wants to review and make sure that transfer happened correctly. He said they are checking on how salary is posting in the new year.

Mr. Hankins plans to host lunch and learns to assist with training people to making sure that people put in requisitions correctly.

Proposed Titles – Dr. Shonk asked for a discussion regarding changing the title of “division chair” to “dean”. He said several people have asked about the chair of the arts and humanities division. He said he does not think they should fill that position but rather combine it with math and sciences. He asked everyone for their thoughts. Dr.

Smith said she talked to the division chairs and discussed this change and for consistency purposes, she said making title change now would be good.

The group discussed several titles for the various divisions. The proposed titles are:

Dean of General Education
Dean of Career Education
Dean of Workforce Education
Dean of Health Professions

Dr. Shonk asked everyone to think about the proposed titles overnight and then Dr. Smith can inform the division chairs of the title change to dean. Dr. Shonk will announce in his Monday's chancellor email communication.

HLC Accreditation – Dr. Austin said they should have gotten link to Criteria 2. Criteria 3 and 4 are almost ready. Dr. Sharp, director of institutional research, has given cabinet members more access to the evidence. Dr. Austin said by the next meeting or sooner, she will have a timeline for roll-out and training in the fall. She said she hesitates to host large meetings because people ask fewer questions. She prefers to host smaller groups, like the advising office, the business office, etc.

Dr. Shonk said he is concerned and would like to present a 90% complete version to faculty at the August 15th Convocation. He would like for him, Dr. Perrine, Dr. Smith, and Dr. Austin to carve out some time to start reviewing and refining the argument and creating a finished product. He said they are quickly running out of time. Dr. Shonk said Mr. Hankins and Mr. Wooldridge are welcome to join in those sessions. Dr. Austin suggested they start on Criteria 4 and 5 because those are the areas where colleges get the most dings. Dr. Shonk said he would like to start at 1 because 1 and 2 are nearly complete and will not take long to finish. Dr. Perrine expressed his concerns as well. Dr. Shonk said that he has also heard concerns about the amount of evidence being requested and the urgency of it. Dr. Austin said it might help if she and Dr. Sharp meet and develop a worksheet of evidence that is gathered and needed. Dr. Smith described the process that she has used in the past.

Hiring Committee Selections –

Title III Administrative Analyst (J. Shelton leaving) –

Dr. Austin, chair
Blayne Stewart
Dr. Andrew Seely
Tiffany Guinnip
Jodie Hightower

Dr. Smith will need one for an early education instructor as well as director of adult education but is not ready to make recommendations today. She will decide and email the group tomorrow.

Area Updates:

Dr. Perrine reported the following for Student Affairs:

- He said today is the first day, they have not met or exceeded enrollment numbers from last year. He will be meeting with enrollment and retention personnel next week.
- He reported about his attendance at a conference earlier this week for Career Coaches.

Heath Wooldridge reported the following for Facilities and Auxiliary Services:

- The renovation of MCB 222 is ongoing and the carpet should be installed the week of Aug 8 and the project should be completed that week.

- The Electric Vehicle Charging Station was installed today. He reported that Crystal Blue, director of information services, is working with the vendor to handle the software installation. He said the group will need to discuss some business functions since the vendor has an app and the college will need to work with them to set up an account. This is a level 2 charging station. They discussed how much the college would charge for the use of the station and Dr. Shonk said he said the college should not charge more than .15 / kilowatt hour.

Bruce Hankins reported the following for the Business Office:

- Fall semester bills will be put in mail by the end of the week
- Dr. Perrine met with the business office, and they discussed cutoff dates for the matters concerning student accounts. He said it was a very productive meeting.

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

- They are looking at purchasing a 94,000 sq ft building and 50 acres - 2210 E. Main Street. They have submitted paperwork to the System office for review. This building would be used for trucking, advanced manufacturing and other programs.

With no further business the meeting was adjourned at 4:28 p.m.

Respectfully submitted by Jodie Hightower.