

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
April 5, 2023 / 2:00 p.m.
IH 104
Minutes

The members present were Mr. Bruce Hankins, Mr. Heath Wooldridge, Dr. Holly Smith, Dr. Anne Austin, Dr. Zach Perrine, and Dr. Brian Shonk. Minutes recorded by Ms. Tiffany Guinnip.

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

Dr. Shonk moved to approve the minutes from the March 15, 2023, meeting. A spelling correction was noted by Dr. Smith. The motion was tabled.

Scholarship Policies – Dr. Perrine commented on the proposed updates to the scholarship structure, the policies also need to be updated. An additional note was added that students would only be eligible for one institutional scholarship. Dr. Perrine motioned to approve the revised 510.1. Dr. Smith seconded the motion, with a question if we should move to approve new policies at one time. Dr. Perrine noted there was a need to approve separately. The motion carried.

Policy 525.1 is requested to be revoke the policy. Dr. Perrine motioned to revoke the policy. Mr. Hankins seconded. Dr. Perrine commented that there was some concern from local school districts about the impact on graduating high school students who would not qualify for the \$300 book award this policy provides. Overall, the change in the policy will provide additional funds to a wider range of students. The motion carried.

Policy 515.1 – The New Frontier Scholarship was designed to provide an in-district tuition rate to students who are within the service area but might lie just outside Independence County. Dr. Perrine commented that there needs to be further discussion on this policy about what the next actions steps might be to revise or renew this policy. Dr. Austin commented that she believes the conception of this policy was designed to support all Cave City High School students, who did not have the same eligibility at the time of the development of Project College Bound (PCB). Dr. Perrine asked the question if we would not offer in-state tuition to students who may not fall within the in-district area. Additional conversation from Dr. Smith and Dr. Shonk commented that we could potentially provide in-district tuition to those students. Dr. Perrine asked if we have the ability to set who receives in-district and out-of-district rates. Dr. Smith commented that ASU Newport created a milage range from campuses. Mr. Hankins commented that Independence County was the original district because of the $\frac{3}{4}$ cent sales tax. Dr. Shonk asked if there was any legal reason you could not amend the district to be awarded to students who graduated from PCB schools. Dr. Austin commented that we would need to check the language from the sales tax proposal, to make sure there is no restraining language within the proposal. Dr. Perrine will continue to work on this policy.

Workday Academic Requirement Tracker: Pathway Templates – Dr. Perrine shared that with the functionality with Workday, students along with advisors, will be able to prepopulate degree pathways for advisors, rather than advisors having to build plans by hand. This would pre-populate the student's entire degree program and sequence of taking courses. Dr. Perrine commented that he and Dr. Smith will work to develop teams to look at this functionality.

4. Career Trees – Dr. Smith commented that the career trees are completed and ready to be printed and purchased. The pricing sheet was provided, and she commented there are many formats the trees can be printed and other resources that can be purchased. Dr. Smith would like to make a decision on how we will use the career trees and how we will use this resource. Dr. Shonk commented that he spoke with

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Mark Perna that we are over on the contract with him, and we cannot pay any further funds until after July 1, 2023. Dr. Smith asked if we purchased rights to use the trees for one or three years. Mr. Hankins commented that he believed within the contract we signed for three-year use rights of the career trees. Dr. Shonk commented we can explore paying to print copies of the trees within the new fiscal year. Dr. Perrine commented that we will need to publish a cease-and-desist date for the future to stop using the tree in order to keep from exceeding our use rights.

Academic Calendar – The academic calendar was created in a new format. The academic office worked to create the calendar within the new format, with the addition of standing dates, such as commencement, pinning, and faculty/staff reporting dates. Dr. Smith commented that it is helpful to be able to see the dates for one term on the calendar and have the side-by-side calendars with the listing of dates. On the new calendar, the end of terms are aligned, with midterms due the same day as the last day of first terms and the same for final grades and end of term. The registration dates were updated so returning and continuing students would be allowed to enroll at the same time, upon the recommendation of one of the EAB workgroups. There is an addition of a fall break on the calendar during the week of Thanksgiving; with the proposal, classes would not run this week and faculty would not be on campus. Dr. Smith motioned to approve the Academic Calendar for the 2023-2024 calendar. Dr. Smith commented that she would like for there to be a running addendum on the website, so individuals can see what has been updated on the calendar. Dr. Perrine seconded the motion. The motion carried.

Safety Committee Composition/Chair – Dr. Shonk commented that as HR Director, she does not mind to stay on the safety committee, but does not feel she has time to serve as the chair, though she thought it would be best for someone else to serve. Dr. Shonk asked the group if they would like to make recommendations for additions or replacements on the committee. Dr. Smith suggested sending out to campus to ask if anyone would be interested in serving the committee, though there was concern about sending a wide call out to campus. Dr. Shonk asked the group to think about the structure of the committee and how the campus needed to be represented by campus. Dr. Smith suggested perhaps Ramonda Housh being added to the committee as a good voice on the committee and introduce her to the campus. Dr. Perrine suggested Alex Venegas. Mr. Wooldridge commented adding the SGA President as a student representative on the committee. A consensus was made to add the suggested members and Mr. Wooldridge would serve as the committee chair.

FY24 Budget – Mr. Hankins presented a document that is provided to students when they agree to payment terms. Mr. Hankins provided a letter, which is a copy of the letter UA Fayetteville uses for their students. Mr. Hankins' question was if we would like to be charging late fees for overdue bills. Dr. Smith asked how much we are paying as far as collection fees, Mr. Hankins commented we are paying those fees now, but they are not monumental. Dr. Shonk commented that his preference would be to take the late payment fee off. Mr. Hankins commented that the System Office has asked for our formal letter by probably the end of the current week. Mr. Hankins also commented that this language will be included within Workday as an acknowledgement for students. After discussion, Mr. Hankins indicated he would remove the sections discussed from the letter and submit the letter to the system office.

Mr. Hankins commented that the budget has been pulled into the ENG, Grants, and ?? section of the budget. He found that there was ??? of money left. Transfers needed to be transferred out of the amount is \$800,000. He commented with salaries and other required costs, that we will need to be judicious in

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spending, as the spending budget will most likely be spent for the fiscal year. Mr. Hankins' suggested that spending be stopped at this time.

Dr. Shonk commented that Dr. Bobbitt shared that the 5.2% increase in tuition and fees was a suggestion and there would simply need to be a justification for any increases above the 5.2%. Dr. Perrine provided data in a worksheet on tuition and fees amounts from which has an interactive field to enter a proposed percentage increases to see potential changes. Dr. Shonk asked the question if we should base the upcoming budget on 2% up or flat. Dr. Austin commented that projecting the budget as flat over last year may be an indication that funds are not and will not be available for needed projects. Mr. Hankins commented that the sales tax is holding at a little higher than projections; Mr. Hankins commented that we are on target to hit the sales tax projections for the year. He suggested that with the trend, it seems that salaries have not yet adjusted for buying that individual's are spending the same money, but not receiving the same amounts.

Dr. Smith commented that within the worksheet provided by Dr. Perrine, there are many changes within the program fees. Dr. Smith commented that most fees have been collapsed within areas and removed fees. She commented that the changes should provide a better view of funding streams for the programs. Dr. Shonk suggested combining the online and technology fee to be the same fee; the justification being that all classes use campus technologies. The change would also create a consistent billing structure between the classes despite the course offering. Dr. Shonk proposed taking the assessment fee, administrative services, and transcript fee to be one "administrative fee". Dr. Shonk also asked if the proposed "administrative fee" should be increased to \$20 to offset the cost of the Accuplacer Exams. The needs was expressed for students to be able to see what services would be covered by the fees paid within the "administrative fee".

Dr. Shonk also proposed taking the auxiliary, facilities and safety fees into one fee. Dr. Perrine suggested this fee could be \$15 to cover each of those areas. He also suggested potentially having a student activity fee. Dr. Austin made comments on the need to assign which fees would be per credit hour or by semester fee charge and how difficult this makes the calculations.

Dr. Perrine asked if there was a need to add a fee to account for mental health services. Mr. Hankins commented that the grant that is funding the service is ending. Dr. Shonk suggested we add wellness to the activities fee and increase the fee to \$7, to assist in paying for the service.

For program fees, Dr. Smith commented that the fees were increased and divided into specific programs and that the cosmetology fees were reduced to come in line with what other programs are charging. Dr. Shonk added that the fees were added to help offset the cost of the second instructor in the program. Dr. Austin asked why we have required the fees to fund the instructors in that program and not others. Dr. Austin commented that when the Aviation program was run as a fee, rather than paying tuition per credit hours; she asked if this would help the look of the cost of the program. Dr. Shonk commented he is not aware of too many students who complain about the costs, but those students who may finish the program and not working within the industry may not recover from the program costs. Dr. Smith commented she did not have strong convictions about reducing the cosmetology fees. Dr. Shonk commented that he felt there needed to be further investigation into the finances and costs of the program overall to get an accurate assessment of the needs for this program in particular.

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Dr. Perrine commented that the changes in fees and newly generated revenues will be mostly used up by staffing changes and that departments should not plan to increase spending within the upcoming year. This sentiment was echoed by the group. Dr. Shonk commented that there are still adjustments that need to be made within finance and maintenance to balance compensation within their areas. Dr. Shonk commented that it is a struggle to balance the needs within the staff departments of the college and staffing academic programs. Dr. Smith named six potential positions academics needs to hire for including, Management and Supervision, Agriculture, Heavy Equipment, Mathematics, and an additional CDL instructor.

Dr. Smith made the comment that the way students are currently being charged for online courses causes an inequity for students. Many students needing the flexibility of online classes, such as students with transportation issues (Independence County offers no public transportation) and non-traditional students who need to work, are paying \$41 more per credit hour for their courses because they are in an online format. Also, we have increased our offerings of accelerated 8-week programs strictly online, which would significantly increase the cost to students looking to complete coursework within accelerated terms and fully online.

Dr. Shonk asked that the group agree on principle of the work completed on adjusting the tuition and fees and revisit with an increased look at the numbers once they have been figured. Dr. Perrine asked when we need to follow-up on the tuition and fees numbers. Dr. Shonk commented that potentially cabinet could meet on Friday to work through the worksheet.

Dr. Shonk commented there was an increased 2% COLA increase in July. He commented we are unsure on Merit increases in July.

Search Committees - Dr. Smith commented she will need a committee for the Director of Academic Services meeting but does not have names.

Area Updates - Dr. Smith – Workforce Challenge and ARFuture programs were submitted this week. 10 new programs were added to Workforce Challenge and 5 for ARFuture. No programs were listed for UACCB on the non-viable program list. Nursing applications went live this week and will be due by the end of July.

Mr. Wooldridge – The custodial contract has been awarded to a new company, SD 360. The new service will take over in June. The security cameras are being replaced by the new Recata system. There was some storm damage from a few weeks ago that has affected the lighting in the banquet rooms and IH 103, a technician is working on these issues. Howard Industries is coming back at the end of this month to continue the work for the upgrades to the audio/visual equipment within Independence Hall. Demolition has begun in the old business office space in MCB. In a few weeks he anticipates this work should be completed. Mr. Wooldridge has a concern about the removal of the drop ceiling and the HVAC system.

Dr. Perrine – No updates.

Mr. Hankins – The HLC finance report was turned in this week and the IPEDS report is being finalized for submission. Year-end finance activities have begun.

Dr. Austin – She is waiting on a few numbers for her piece of the HLC reports.

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Dr. Shonk – A team is being developed to be sent to an HLC Advanced Strategy workshop in Phoenix on May 24-25. April 6 is the Mayor's Monthly Meeting, and we are invited to be the guest speakers. The CEO Luncheon will be held on campus on April 19. The ribbon cutting for the sponsorship of the shop space within the Workforce Training Center is on April 20. The Board of Visitors is on April 20.

With no further business, the meeting was adjourned at 4:30 p.m.

Respectfully submitted by Tiffany Guinnip