

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 1, 2023 / 10:00 a.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 10:08 a.m.

Dr. Perrine moved to approve the minutes from the May 3, 2023 meeting. Dr. Smith seconded, and the motion passed.

Update on UA Board of Trustees Meeting – Dr. Shonk commented that Dr. Bobbitt did a short presentation to the Board on the updates to the tuition and fees. The Board did not have questions and all requests were approved. Dr. Shonk shared a graphic from Dr. Bobbitt's presentation which showed the decline in enrollment over the past nine years, from 2013 to 2022. The comment was made that we have not seen as much of a decline as some of the other schools but seem to be on par with the other schools. Dr. Shonk also presented the fee chart request presented to the Board by Dr. Bobbitt. He noted our fees are highlighted with a note at the bottom explaining the change in our fee structure to eliminate the online tuition fee. He also commented that with our new tuition and fees schedule we will be closer to the middle of the grouping for community colleges in Arkansas rather than in the lower middle. Dr. Shonk commented that Trustee Col. Todd asked Dr. Shonk to speak to the other UA two-year chancellors about concurrent credit. Dr. Bobbitt commented that campuses are not being compensated adequately for concurrent enrollment. Nate Pyle sent an email about the number of concurrent students matriculated to enrollment after high school. Dr. Shonk commented that one of the other Chancellor's charges full tuition and there is a foundation that pays for the other half of the tuition to make up from the Concurrent Challenge Scholarship. Now when a new program is added, the total cost of the program has to be presented along with the expected salaries at the one- and five-year timelines. Dr. Austin asked about the discounts we provide have to be booked against the scholarship amounts we have. She asked if the Board may be able to work on the legislation to get adjustments to the scholarship amounts to move campuses forward and have more entrepreneurial efforts. Dr. Bobbitt also commented that he wished other four-year schools would guarantee the same tuition rate deal as UA Fayetteville. Dr. Shonk approached UA Fort Smith about the possibility of offering a bachelors degree on our campus from UA Fort Smith. They were positive about the idea and would like to work on an agreement.

Update on HLC Strategic Planning Academy – Dr. Smith commented that the session was really good and the make up of the group was good. The conversation was diverse and not everyone was thinking along the same lines. Dr. Smith commented was concerned about the timeline, which asked us to have a one-year training process. One good point was the distinction that everyone has a voice, but not everyone has a vote. One of the mentors suggested giving people the ability to lead a session and still feel involved, but not with a heavy workload. The theme of the conference was to do this work with the spirit of curiosity instead of having something final planned. There was also an activity on gauging the willingness to be involved and to meet everyone at the place they are willing or prepared to be involved, instead of trying to pull everyone to the same engagement level. We also commented on the World Café theme that was presented, which involves having facilitators and collecting qualitative feedback from groups. The suggestion was made to purchase additional counseling time. The facilitators also provided

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good guardrails on how to structure the process moving forward. We talked heavily about the difference between a task and plan. Another piece that has to be established and discussed is having a set terminology for the plan moving forward. There was also discussion about data for evaluation and the need to budget and put financial support toward your goals. The facilitators commented that you cannot be successful if you do not invest in your goals. There was also an emphasis put on making the strategic plan a focus and allowing employees to do work centered on this. The plan moving forward is to schedule a meeting with Cabinet and the group that attended the meeting to look through the charter.

Update on Budget – Mr. Hankins presented to Staff Senate about the budget and said he has heard it was well received. The budget has been loaded into adaptive. He commented that the M&O budgets will be loaded into a spend control category, so budget managers will have to allocate funds into categories to be spent. He said there would be two options where managers could move funds into spending categories all at once to budget or to move the funds as they have expended them. Mr. Hankins said a few people have come over and looked at their M&O budgets and the reviews have not been positive at this point. He has let everyone know that the budget is based on what the departments have used in the past few years, and this will be a starting point with the new software. He commented that he feels managers have been used to easy spending with the extra funds from the American Rescue Plan and also without having budget tracking. Dr. Smith commented that in the next year reviewing the budgeting with the budget managers. She feels that there needs to be a little more oversight of budget managers allocating their funds and make sure funds are being allocated in the arcuate areas. She also commented that it seems there are opportunities for efficiency where multiple departments are duplicating efforts. Dr. Hankins commented that he would like to move to that model, and this year may be uncomfortable with the more structure in place for budgets. He also commented that the way Workday has changed the work, budget managers will have to be more aware of their budgets and places more responsibility on them for the spending and correct allocation. He and Jodie have been working on the payroll allocations to the ledger, and have discovered that salaries and taxes have not been set correctly in the beginning, which does not allow us to understand where our funds are, who is paid, and who is owed. There was a discussion of releasing budget funds to managers by quarter rather than at the yearly interval to help pace spending throughout the year, if we felt the budgets are going to be that tight. They also commented on the difficulty to track spending in Workday and the way to see where budget funds are being spent.

Update on Gateway Center – Everything has been going well on the jobs that are going. We have spent around \$180,000 at the center. Bidding opened last week for roof repair and electrical work. A company in Mississippi was awarded the contract for the roof repair at around \$380,000. Mr. Wooldridge commented that it looks like a local company will be working on the electrical work. Mr. Hankins commented that of the funds we have been awarded, we will be around \$26,000 over our MOF. He said we can make a request in June to spend over the amount, but there is a deadline on when the work has to be completed to get reimbursement for the excess funds spent. Mr. Hankins would like to go ahead and get the electrical work going so it can be completed in time to be refunded the amount and hold off on completing the painting project. Dr. Shonk concurred that we should put the painting off and get the

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electrical work started. Mr. Wooldridge asked if about the timeline of the painter, and Mr. Hankins said it will be fine if the painter goes over because the supplies have already been purchased. Mr. Wooldridge commented that engineers came yesterday, and another group is coming next week to review the steel at the roof level. He commented that the engineers from yesterday were impressed with the size of the building, but mentioned that there are a lot of additional items in the facility, like additional lighting. They also commented on the fire sprinkler system and having to investigate further about if it would be viable. Dr. Shonk commented that he thinks it would be a good idea to stall on the painting to be able to strip off things on the outside of the building that don't need to be there. Mr. Wooldridge commented that today is the first day with SG360 cleaning service. He anticipates we will have better response from this company with an office located out of Jonesboro. All the personnel were offered positions and everyone at this time is apprehensive about the change, but transfer of equipment has been taking place. He commented that he did go through and pull all the university owned equipment and it was retained.

Area Updates – Hopefully will have an announcement soon on a new Director of Institutional Research. We have been awarded a new career coach for Hillcrest and Jodie is working on getting the provisional position. Campus has been happy with the new signs and commented on the prestige. There have been some questions about if we are a community college or not. The message going out in response has been that we are presenting a clear message on the sign, without the wordiness.

With no further business the meeting was adjourned at 11:43 a.m.
Respectfully submitted by Tiffany Guinnip

Action Items

- Review of current process and possible policy development for nominations of Outstanding Staff, Faculty, and Adjunct Faculty
- Strategic Planning Committee meeting for Cabinet and HLC workshop group