

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
March 13, 2024 / 3:30 p.m.
IH 104
Minutes

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

Dr. Shonk called the meeting to order at 3:30 p.m.

Dr. Zach Perrine moved to approve the minutes from the February 28, 2024, meeting. Dr. Holly Smith seconded. With no further discussion the motion passed.

Chancellor's Meeting Update – Dr. Brian Shonk – Dr. Shonk noted that the biggest items discussed were the governance and retrenchment policies. Faculty and staff had a few changes they requested about ability to speak directly with the president. Information was provided on tuition and fee increases and campuses were given the option to raise tuition and fees by up to 4% (based on [Higher Education Price Index](#)) without justification. Increases higher than 4% require Board of Visitors approval along with a justification to the Board of Trustees. Dr. Perrine asked if there were any fee adjustments we anticipate. Dr. Smith noted there would need to be a fee added for prior learning assessment. It was reported that health insurance premiums should go up no more than 3%. The proposed policies around extended maternity leave and selling back leave time at the end of the year will go to the May Board of Trustees meeting for review. It was reported the state is working to get insurance policies for all state agencies as a whole to assist facilities with the increase in property insurance. Mr. Wooldridge made a comment that we will lessen our properties by releasing the Cushman property we have used in the past.

Board of Trustees Update – Dr. Brian Shonk – The meeting went well and everyone seemed to be in positive. There were good questions asked throughout the meeting. UA Fort Smith had an academic item of retrenchment of five programs that had little enrollment. East Arkansas Community College (EACC) was approved by the board to join the System.

Workforce Summit Update – Dr. Brian Shonk – Dr. Shonk asked if we would want to host this event again next year, with more planning involved and more individuals. The Cabinet said yes, we would want to host the event again. Up to this point all feedback has been positive; and the only criticism has been that the attendees would like networking and round table sessions to speak with other attendees.

Budget – Cabinet – Dr. Shonk noted that March 25-27 are the budget hearing days and wanted to make sure the budget is staying at the top of everyone's tasks. Dr. Perrine noted that there are some strange cost centers within the budget sheet, as an example some budgets are listed twice.

Campus Closure Discussion – April 8 Solar Eclipse – Cabinet – Dr. Shonk noted that there are starting to be a lot of questions about the status of campus for the Eclipse. Dr. Shonk presented three options which were to close campus, remain open, or at least call a remote learning day now and continue to watch the weather. A fourth option was presented to have remote work and remote classes for the day. Dr. Shonk mentioned that traffic could become an issue with students, faculty, and staff on campus and medical transport could potentially be an issue. Dr. Perrine commented that he felt that remote learning makes sense. Dr. Smith commented that this gives faculty the opportunity to prepare for the event and load online assignments. Dr. Shonk commented that for a remote workday employees could complete training if they were caught up on all other tasks.

End of Year Meeting Date – Cabinet – Dr. Shonk commented there was a discussion about making the end of year meeting more upbeat. He mentioned that after the formal part of the meeting we could host a field day with different events for team building. Dr. Shonk asked what day the best day would be to have this and a day that faculty would still be on campus for the meeting. Dr. Shonk noted that his preference would be to host this on a Friday or a Thursday. Dr. Smith noted that May 8 is the last contract date for 9-month faculty. Everyone agreed that this would be the best day to host the event.

Hiring Committee Selections (if needed) – Cabinet – None Needed

Open Discussion

- a. **Mr. Bruce Hankins** – Mr. Hankins asked if the cabinet members have entries in the budget worksheet next week, so he can look at the M&O accounts. He also noted that he will need to check the salaries to see what was loaded in to Adaptive.
- b. **Dr. Zach Perrine** – The Workday Pre-Flight inspection was on campus with Project One. He commented that 16 students attended and 7 faculty. He said everyone was attentive and stayed for a while to look at the software. He noted that it went well. Dr. Perrine noted that advisors are working on pre-advising; because of Workday we have not been able to actually pre-advise and right now, we have no way to see how many planned schedules are out for fall. Dr. Perrine did note that summer enrollment is going well. We are currently over 200 SSCH for summer 1, whereas last year there was a total of 201 SSCH.
- c. **Dr. Holly Smith** – The department lead applications are due this week, and hopefully decisions will be out next week. The BibliU book adoptions are due this week to begin looking at what BibliU can source. There was confirmation that BibliU is going to be paid for by Title III for Spring 2 and both summer terms. Dr. Smith commented that we are going through our fifth-year review. She noted that there are some large changes to the criterion, which will go into effect June 2024. Criterion 3 and 4 will be combined and criterion 1 will be simplified. The new NC SARA reporting information was provided today.
- d. **Dr. Brian Shonk** – Dr. Shonk commented that the educator dinner for First Community Bank was last night. He commented the representation from campus was good.

Meeting was adjourned at 3:40 p.m.

Minutes respectfully submitted by Tiffany Guinnip.