

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
June 12, 2024 / 3:00 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. Holly Smith moved to approve the minutes from the June 5, 2024, meeting. Mr. Bruce Hankins seconded. With no further discussion the motion passed.

TRIO Budget, COLA and Merit – Dr. Zach Perrine – Ms. Jodie Hightower noted that Ms. Ronda McLelland called HR and noted that if they get the 2% COLA in July it will put TRIO over their budget for the year, which runs on the federal cycle. Ms. Hightower noted that Ms. McLelland commented that TRIO staff received a budgeted 4% increase in January 2024. Ms. McLelland noted that if COLA and service awards are paid in September, it will balance the budget for TRIO. Ms. McLelland also noted that the team was receptive to waiting on the COLA. Dr. Shonk noted that going forward, with grants, he would like for grants to follow the same schedule as the campus, rather than being on their own increases and increase cycles. Dr. Shonk further noted that he understands at this point we will need to work to adjust this. Dr. Perrine note that he did not believe they should be awarded the merit increase for this year because they have already allotted a merit increase for this year. Dr. Perrine did note that he would like the career service award to still be paid as it was earned. After reviewing with Ms. Hightower, it was determined that adjustments that were made to pay in the previous year needed to reviewed more closely to determine where in the increase cycle the employees fall and how to make up the amount.

Tuition and Fees – Dr. Brian Shonk – Dr. Shonk commented that he was talking about tuition and fees in respect of centralizing the tuition and fee amounts. He further noted that when work was being completed this week the workbook was not updated to reflect the correct dates and there were errors in the formulas. Dr. Shonk commented that this goes back to the conversation that keeps happening about knowing if tuition and fees are being applied correctly. Dr. Shonk visited with Ms. Jennifer Sinele, and she noted that she needed additional information. Ms. Tiffany Guinnip presented the spreadsheet she created that would house the tuition and fees. The Cabinet was in favor of the worksheet.

Policy and Procedure Review Schedule – Dr. Brian Shonk – In progress.

Welcome Center Construction Update – Mr. Heath Wooldridge – Mr. Wooldridge noted that the construction crew is moving quicker than what we expected with the demolition for the project. He noted that he does not feel that this is a lack of communication, but a misunderstanding on how fast they would move.

- a. **Signage – Dr. Brian Shonk** – Dr. Shonk noted that he would like some better signage for the construction area as far as blocking off the drives, adding better signage at entrances, and moving other construction supplies out of the way.

FY25 Budget Book – Mr. Bruce Hankins – Cabinet reviewed the budget book document. Dr. Shonk asked if in the coming year the budget book would be produced from Workday rather than the Word

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document. Mr. Hankins commented that this is the future goal, though he does not know when this might occur and didn't know how much longer we might have to use the Word document. Dr. Shonk noted that he would like the mission, vision, and values updated within the budget book. Mr. Hankins noted that the budget book as it stands now is what was approved by the Board of Trustees at the May meeting and is set until the next budget cycle. Dr. Shonk asked for clarification on when the budget book is due to ADHE. Mr. Hankins noted that it is due to ADHE by June 15, 2024. Dr. Shonk noted that he would like to look at the budget book early for the upcoming budget year and make corrections to the budget books.

Hiring Committee Selections (if needed) – Cabinet

Policy and Procedure Updates (if needed) - Cabinet

a. First Review

- a. 710.1 Use of UACCB Facilities Including Independence Hall** – Ms. Wooldridge noted that most of the changes in the document were updates to outdated titles used throughout the document and updating the reflection of the spaces available. Dr. Shonk notes that the biggest add to the policy is clarification on what can and cannot be scheduled by outside parties wanting to do fundraising by using our campuses. Legal counsel noted that the only reason fundraising can happen on campus has to be related to student clubs or related to educational purposes. Dr. Shonk noted that there are events that have been happening on campus by outside entities that have historically conducted fundraising. As the system policies are understood, this would not be allowable. The only other large update to the policy was the update to the pricing schedule for reservation of the spaces. Mr. Wooldridge and Mr. Mark Cartwright researched reservation prices for other community colleges and local entities to match prices.

Open Discussion

The meeting was adjourned at 5:00 p.m.

Minutes respectfully submitted by Tiffany Guinnip.