

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
November 20, 2024 / 3:00 p.m.
Gateway Room
Minutes

The members present were Mr. Bruce Hankins, Dr. Zach Perrine, Mr. Heath Wooldridge, and Dr. Brian Shonk. Other members present were Dr. Becky Warren, Ms. Stacey Gross, Ms. Crystal Blue, and Ms. Meagan Akins. Minutes recorded by Ms. Tiffany Guinnip.

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

Dr. Zach Perrine moved to approve the minutes from the November 20, 2024 meeting. Mr. Heath Wooldridge seconded. With no further discussion the motion passed.

Dr. Shonk welcomed the Cabinet+ members to their first meeting. He reminded the group that Cabinet members are still the voting body.

Procedure 100.0 - Campus Governance – Dr. Brian Shonk – Dr. Shonk noted that his policy has already been reviewed and approved by Cabinet. However, the policy had to be submitted to the system office for approval by the UA Board of Trustees. Dr. Shonk noted that several months ago the system office asked everyone to make sure they had a policy in place and submitted it for approval. Dr. Shonk further noted that the system policy notes that faculty, staff, and students all have a voice within the organization and a structure to present to the Chancellor. Dr. Shonk noted that Dr. Michael Moore noted asked that the definitions section needed to be removed and asked that a statement about policy updates in the future be approved by the UA System Office.

Dr. Zach Perrine motioned to approve policy 100.0. Mr. Bruce Hankins seconded. With no further discussion the motion passed.

Procedure 610.0 - Advisory Committee Revision – Dr. Zach Perrine – Dr. Zach Perrine noted that he wanted to make a few adjustments to the policy. He would like to lower the threshold of advisory committee members be lowered to 4-9 and the director of industry partners to be named specifically to the policy.

Zach Perrine motioned to approve the updates to policy 610.0. Mr. Bruce Hankins seconded. With no further discussion the motion passed.

Re-Up Exploration – Dr. Zach Perrine – Dr. Perrine noted that almost two years ago there had been discussions about Re-Up. The company works to make contacts with stop-out students and reach out to them and coach them to completion of their credential. Dr. Perrine noted that two years ago we were not of the right size to look into the company. Dr. Perrine reached out to colleagues and asked if anyone would be willing to go in together to get a group deal for this work. Dr. Perrine noted that several UA schools showed interest, and we are now in conversation with the other schools. Dr. Shonk asked if there was any specific way they reach out to students. Dr. Perrine explained that Re-Up works through geofencing and reaching out to prospects then assigned to a coach. Dr. Becky Warren asked if there is a cost up front or if it is just cost share. Dr. Perrine answered that no, there is only cost sharing when the student is enrolled and after the student completes or stops out, we would not be charged. Ms. Meagan Akins asked what the process of connecting the prospect back to the student was. Dr. Perrine noted that there would be a meeting between the Re-Up coaches and our staff. Mr. Bruce Hankins asked if the

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
November 20, 2024 / 3:00 p.m.
Gateway Room
Minutes

system office would be drafting a contract between the schools. Dr. Perrine noted that yes, the system office will assist with the contract and UAPTC is taking the lead on that piece of the project.

Curriculum

- a. **NSF – C.P. Drone Operations/Remote Sensing Technician** – Dr. Shonk noted that Dr. Warren is working with her faculty to develop the CP that will answer one of the deliverables for the NSF grant. Dr. Shonk also noted that it will play into the FARM project. Dr. Shonk noted that this has not gone through curriculum yet, but is in process.
- b. **HIRED – A.A.S. in Farm and Ranch Management**

Adult Education Update – Dr. Zach Perrine – Dr. Perrine noted that there has been a site visit for the Adult Education Site visit from the State office. Dr. Perrine noted that Ms. Elizabeth Taylor, interim director of Adult Education, has been doing a phenomenal job as the Director of Adult Education and the good feedback received from the site visit. Dr. Perrine asked for Cabinet to consider policy 220.1 to place Ms. Elizabeth Taylor in the position in a permanent capacity.

Dr. Zach Perrine made a motion to approve hiring Ms. Elizabeth Taylor as the Director of Adult Education, by policy 220.1. Mr. Heath Wooldridge seconded. Mr. Wooldridge did ask how the vacancy of her position will be filled. Dr. Perrine noted he is planning to meet next week to work on the other roles. With no further discussion the motion carried.

Board Report, Financials – Mr. Bruce Hankins – Mr. Bruce Hankins gave everyone a copy of the board report. Mr. Hankins noted that the board meets quarterly and each meeting a report is sent to the board to show enrollment and expenses. Mr. Hankins noted that they are asked to send financial highlights. Mr. Hankins provided an overview of our financial report to the group.

FY25 Budget – Cabinet

- a. **Process/Assumptions - Dr. Brian Shonk** - Dr. Shonk noted that it is typically at this time of the year that budget process discussion begins. He further noted that there are several things that are thought about including enrollment projections, employee COLA and merit increases, and student tuition and fees. Dr. Shonk noted that the enrollment projections are typically very detailed and are broken out by expected enrollment in programs and residency of students. Dr. Shonk further noted that he typically would like to see at least a 2% COLA increase for employees each year and a merit, depending on the budget. Dr. Shonk noted that student tuition and fees increase does help, however it does not cover a lot, and you cannot increase tuition and fees by large increments. Dr. Shonk noted that it is important to assess tuition and fees every year because the increase is set by the system office, which in the past has been based on the higher education price index. Dr. Shonk noted that if you do not keep up with tuition and fee increases, the fees are behind, and it is hard to catch up for revenues. It was noted that new programs are important to keep gaining students and populations.
- b. **Review of Budget vs. Actual – Mr. Bruce Hankins** – Mr. Hankins showed the group the budget to actual report he pulls. This report shows the amount of actual expenses against the allocated

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
November 20, 2024 / 3:00 p.m.
Gateway Room
Minutes

budgets. Mr. Hankins noted that we are entering into a new budgeting software that will allow budget managers to enter budgets into a system for approval for addition to the budget. Mr. Hankins noted that in the past year budgets were loaded into a control account. The group commented on the struggle that they have on looking at budgets. Dr. Perrine suggested that it might be a good exercise to have a demonstration on how to pull budget reports within Workday.

Welcome Center Update - Mr. Heath Wooldridge – Mr. Heath Wooldridge noted that there is a construction meeting every two weeks. He noted that they are still projecting completion by December 15, however Mr. Wooldridge is a little hesitant about the date. He noted that today ceiling tiles were delivered, and they will begin working on getting the area conditioned for the flooring. Lights are expected to come soon; they were due last week but are late on delivery. He noted that the biggest upcoming event will be this weekend where the power and network will be going down to be able to move some final electrical moves beginning this Friday at 4:00 p.m. By 5:00 p.m. they will be shutting down the power. Ms. Crystal Blue noted that as they begin pulling the network down and the Mitel the network will be shut down. This sparked a conversation about employees being on campus on Friday.

Search Committee (if needed)

- a. **Academic Administrative Analyst** - Dr. Zach Perrine (Chair), Ms. Amy Plaster, Dr. Becky Warren, and Ms. Casey Bromley, Mr. Blayne Stewart
- b. **Adult Education 12 Month Faculty** – Dr. Zach Perrine (Co-Chair), Ms. Elizabeth Taylor (Co-Chair), Ms. Becky Saffell, Mr. Mark Cartwright, and Mr. Adrian Walker

Dr. Zach Perrine made a motion to approve the search committees for the Academic Administrative Analyst and Adult Education 12 Month Faculty positions. Mr. Bruce Hankins seconded. With no further discussion, the motion carried.

Open Discussion

- a. **Dr. Becky Warren** – Dr. Warren noted that the ATI contract is up for renegotiation this year. She noted that the cost will increase and is something that we need to keep in mind. Dr. Warren noted that if we look at it now we can potentially lock in the price we have now if we renew soon, before the contract increases.
- b. **Mr. Heath Wooldridge** – Mr. Wooldridge asked if the department of education at the federal level is dissolved and how that will affect us. Dr. Shonk noted that the operations of the department would likely be reallocated to another area and that there has not been discussions led with concern.

Meeting was adjourned at 4:40 p.m.

Minutes respectfully submitted by Tiffany Guinnip.