

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
December 4, 2024 / 3:00 p.m.
IH 104
Minutes

The members present were Mr. Bruce Hankins, Dr. Zach Perrine, Mr. Bruce Hankins, and Dr. Brian Shonk. Other 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 3:05 p.m.

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

Presidents Fellowship Strategy Assessment Tool – Dr. Brian Shonk – The Aspen Institute has a college excellence program. The agency also has a president's fellowships that is dedicated to serve presidents who are new in their role. Dr. Shonk has been accepted into the cohort this year. Dr. Shonk noted that one of the tools provided is a college assessment tool. Dr. Shonk noted that he will complete the survey, but he also needs leadership to complete the assessment and for everyone to complete the assessment as best they can.

End of Year Meeting – Cabinet – Dr. Shonk noted that the end of year meeting there will be a little amount of business followed by activities. Dr. Shonk asked that everyone please share and encourage their employees to attend to celebrate the end of year meeting.

Welcome Back – Cabinet – Dr. Shonk noted that the main highlights of the meeting will be Rural Guided Pathways, Strategic Planning, and Dr. Perrine would like to speak about assessment. Dr. Shonk commented that he would like to create some interactive sessions to keep everyone engaged. There was discussion on the timeline, and everyone agreed that the welcome back meeting needed to be no longer than 2 hours.

HIRE Grant Timeline – Dr. Brian Shonk – Dr. Shonk noted the project is a capital project, which includes many steps. Dr. Shonk presented an overview of a timeline of approval for the project.

1. For purposes of the Board of Trustees, this is considered a Capital Project. If the project were over \$5M, which it is not, then it would be a Major Capital Project and follow different processes.
2. I need to submit a Capital Project Proposal form to President Bobbitt.
3. A Method of Finance form needs to be submitted UA System CFO Tara Smith. Tara will then forward to ADHE.
4. Need to select design professionals (aka, architects). Requires three days of advertising followed by ten business days of time to respond.
5. All of this, including having architect selection, needs to be completed by January 2, 2025, when all information is due to the System Office for inclusion on the January 29-30, 2025, Board Agenda.
6. Need to revise the budget down from \$7M submitted, to \$5M awarded.
7. Need to revise deliverables.

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All items must be submitted to the Board of Trustees for review by January 2. Dr. Shonk noted that he and Ms. Shannon Haney have been meeting to review the budget. The original request in the grant was for \$7M and we were awarded \$5M.

County Sales Tax Collections – Mr. Bruce Hankins – Mr. Hankins noted that in the budget for sales tax is \$169,987.70, and at the rate of sales collection he anticipates that we will be around \$165,000 short on budget projections for the year. Mr. Hankins anticipates that the sales tax amount will be up for November and December and may help balance. He noted that if this trend continues, we will need to begin looking at budgets to cut back on spending. Dr. Shonk noted that amounts viewed are our portion of the County sales tax. The County Judge noted at one point that employers in the county have incentives and are not scheduled at a particular time. So, there may be some timing playing into the amounts that are collected at times. Mr. Hankins also noted that the sales tax report runs two months behind on reporting because of the due dates on sales tax. Dr. Perrine noted that there are increased shopping outlets in Searcy and some dollars may be being spent in other counties. Dr. Shonk reminded everyone that historically the sales tax has been under estimated in the budget process in years past.

Welcome Center Update – Mr. Heath Wooldridge

- a. Electrical – Mr. Wooldridge reported that when the electricians moved the main panel the week before Thanksgiving there were not any issues. Yesterday, a surge happened and busted out the overhead lighting in a few places within MCB. One of the grounds in the panel was not grounded. They believe that they have fixed the electrical, however there are around 40 lights that will have to be replaced. He noted that at this time there is a conversation about who is responsible for replacing the lights. Dr. Warren asked how much the lights run to be replaced. Mr. Wooldridge estimated that the fixtures alone would cost around \$80 each. Ms. Gross asked about the contracts with the electricians. Dr. Shonk responded that we typically have not had luck with looking at contractual agreements. Mr. Wooldridge noted that we were lucky that most of the issues are in locations that are already blocked off for construction and none of the electrical issues damaged the servers.
- b. Flooring – Disruption of Services – The flooring begun to be put in this week. Mr. Wooldridge has some concerns about the speed and the preparation of the floor, and the flooring being placed. The tile and flooring is looking good.
- c. Overall Update/Report - They are still projecting December 15 as the completion date of the project.

Assessment Update – Dr. Zach Perrine – Dr Perrine noted that traction is being made on assessment. He commented that the meeting was good and there was a good project timeline established. Dr. Perrine noted that the most pressing part of the project is to develop the final Institutional Learning Outcomes (ILOs). Dr. Perrine noted that he will be introducing this to on Friday to Staff Senate and next Monday to Faculty Senate and ask for feedback from campus. He would like to bring the ILOs to Cabinet+ before we leave for the holiday break for adoption and present the ILOs to campus at the Welcome Back Meeting in January. Dr. Perrine noted that our lock date for HLC is June 27, 2027, so with the assessment project underway, it would give us two solid years of assessment for the lock date.

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Procedure 410.3 - Title IX, Contacts Update – Dr. Zach Perrine – Dr. Perrine noted that he needed to update the policy to change the contacts within the Title IX policy to update the contact to reflect the accurate individuals listed within the policy

Dr. Perrine made a motion to approve the changes to policy 410.3. Mr. Bruce Hankins seconded the motion. With no further discussion the motion passed.

Academic Admin/CTLE Update – Dr. Zach Perrine – Dr. Perrine noted that at this time, the Academic Administrative Analyst position has been open since Ms. Jenna Kuykendall's position. It was brought to Dr. Perrine's attention that the CTLE administrative assistant position and the academic analyst position were similar based on the fact that most programs managed by the administrative analyst, were developed as a pilot within the CTLE.

Dr. Zach Perrine made a motion to approve to appoint Ms. Stephanie Minor into the academic analyst position.

Mr. Crystal Blue asked if within the grant for CTLE, if you would not have to have a person to fill the role within CTLE with the grant ending in fall 2025. Dr. Perrine noted that at this point, duties would be in line that she can complete. Dr. Becky Warren asked if it would not be better to keep Ms. Minor in the provisional grant position until the grant ending and then absorb the position into the institution at the end of the grant. Dr. Warren further noted then the search for the open position can be failed.

Dr. Perrine rescinded his motion.

Search Committee (if needed)

- a. 9-month ESL Faculty – Dr. Zach Perrine (co-chair), Ms. Elizabeth Taylor (co-chair), Ms. Beth Hawkins, Tess Weatherford, and Mr. Erik Roebuck

Dr. Zach Perrine made a motion to approve the committed for the ESL Faculty position. Mr. Bruce Hankins seconded. With no further discussion the motion carried.

Open Discussion

- a. **Mr. Bruce Hankins** – Mr. Bruce Hankins noted that coming soon, there will be two zoom meetings the system office is coordinating that will review the new budgeting software.
- b. **Dr. Brian Shonk** – Dr. Shonk noted that he visited the Welcome Center last night and ran into Mr. Dustin McAnally and Mr. Jonny Babb on the work they completed when working through the rewiring of MCB. Dr. Shonk commented that he had a good discussion with them and noted the good work that they completed.
- c. **Dr. Zach Perrine** – Dr. Perrine noted that in this enrollment cycle the calendar is strange. He noted that for enrollment we have hit a plateau at the beginning of December. Dr. Perrine noted that this is not a criticism of enrollment and efforts, but a realistic view of what our enrollment is looking like. He noted that spring is going to look very different, and he feels that fall enrollment my look very different than what we have seen in the past. Dr. Perrine noted that

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applications are slowing drastically. Dr. Perrine wanted to note that it is not about enrollment and that every number is a person that we actively need to support in their educational goals. Dr. Warren noted that they are looking at course caps now and moving students into viable classes so there is not a dip in enrollment at the beginning of the spring term because of low enrollment.

Meeting was adjourned at 4:30 p.m.

Minutes respectfully submitted by Tiffany Guinnip.