

**Minutes of the Meeting of the Board of Visitors**  
University of Arkansas at Monticello  
Fine Arts Center, Spencer Gallery  
**January 13, 2011**  
**4:00 p.m.**

Board members present:

Jimmy Barrett  
Tim Chase  
Carlton Davis  
Roger George  
Scotty Holderfield  
Tommy Maxwell  
Lorraine McCullough  
Jeff Owyong  
Beverly Rowe  
Bennie Ryburn, Chairperson  
Pat Webb

University Personnel:

Jack Lassiter, Chancellor  
Clay Brown, Vice Chancellor  
Jay Hughes, Vice Chancellor  
Jay Jones, Vice Chancellor  
David Ray, Vice Chancellor  
Linda Rushing, Vice Chancellor  
Bob Ware, Vice Chancellor  
Ranelle Eubanks, Assistant Vice Chancellor for Academic Affairs  
Scott Lykens, Assembly  
Chris Ratcliff, Athletic Director  
Scott Kuttenkuler, Dean of Students

Dr. Lassiter began the meeting at 4:00 p.m. with a welcome to the group and introductions of the new Board of Visitors members, Mrs. Beverly Rowe and Dr. Tim Chase.

The Board approved the minutes from the October 14, 2010 meeting.

Mr. Chris Ratcliff, Athletic Director, presented his information on facilities, personnel, changes in ticket policy, and the new athletic conference.

1. Mr. Ratcliff stated that at present, the weight room is 92% complete; pending the arrival of additional equipment. The indoor practice facility is now complete and they are very pleased with the outcome.
2. Mr. Ratcliff announced the names of the newly hired football coaching staff, they are as follows:
  - . William "Hud" Jackson, Head Football Coach
  - . Matt Middleton, Assistant Head Coach/ Offensive Coordinator
  - . Scott Brezee, Offensive Line and Academic Coordinator
  - . Keith Scott, Defensive Coordinator
  - . Marcus Hill, Defensive Line Coordinator
  - . Marcellus Speaks, Graduate Assistant, hired as the Line-backer and Strength Coach

The new staff, as well as some university personnel, will be on hand to meet the new football recruits beginning with the first session on January 22. 20 – 30 athletes will be in attendance for each of the 3 sessions.

3. Mr. Ratcliff stated that the new ticket policy will generate extra revenue which will also help in aiding the Cost Containment initiative. The policy is as follows: all chair back seats will be sold for \$8 a game or \$100 per season. Faculty may purchase the seats for \$3 a game or \$50 a season.
4. The new athletic conference is in full force with Mr. Will Prewitt hired as the commissioner and located in a temporary office in Russellville. A name for the conference has been decided; the "Great American Conference" (GAC) is currently under review and will be approved by June if accepted.
  - a. Mr. Ratcliff showed the new conference logo to the Board and Executive Council, and also stated that every sport in the conference, excluding football (at this time), will have a conference champion.

Provost Ray presented the report for the Office of Academic Affairs. This report included information on spring classes, 2011-13 catalog, academic unit updates, accreditations, and AREON.

1. Due to inclement weather on January 9, registration and orientation had to be adjusted. Campus was closed on January 10 moving registration to January 11 with classes starting on January 12. Registration will continue through January 19.
  - a. Late fees for registration were eliminated due to adverse weather conditions.
  - b. As of January 13, enrollment was at 3319. Registration continues through January 19, this number is expected to be higher by that time.
    - Mr. George questioned what last year's enrollment number was as compared to this year. A review of last year's minutes showed spring 2010 enrollment at 3063.
2. The 2011-13 UAM catalog is in the development stage. The catalog will be available for distribution at the start of the second summer term in 2011 and will be available in hard copy and CD format, and also placed on the web.
  - a. One significant modification to the catalog will be that Speech Communication will change from SPCH to COMM. The Speech Communication program has changed to better meet student need under the new catalog.
3. Faculty/ staff academic unit updates include:
  - a. Ms. Cynthia Polk; hired for the spring semester as a Visiting Instructor in Social Work due to the resignation of Dr. Freer.
  - b. Dr. Phil Tappe has been named as Interim Dean of the School of Forest Resources and Director of the Forest Resources Center, temporarily replacing Dr. Kluender who retired in December. A national search for the Dean will begin soon.
4. Accreditation for the Division of Music and the School of Forest Resources will take place this semester. The School of Nursing was reaccredited by the National League of Nursing in 2010.
5. Mr. Ray stated that with the installation of the Arkansas Education Optical Network (AREON) this past fall, UAM now has expanded capacity, speed, and lower cost to our computing and internet capabilities. UAM is one of the founding members of this system. The AREON Management Council is currently considering a number of items that will affect internet capabilities for colleges, school, and service providers.
6. The Academic Council has begun discussions related to expanding the UAM graduate program. Currently, UAM offers graduate degrees in the School of Education and the School of Forest Resources. Mr. Ray offered to keep the Board informed as the discussions progress.
7. As the Office of Academic Affairs has reported in the past, ACT 971 requires that each remediation/developmental course give an end of course exam. UAM has complied by giving the test and sending the scores to the ADHE. Once the analysis of the test is complete, Mr. Ray will present the results.

Vice Chancellor Linda Rushing presented her report on the Crossett campus and the renovation of the Hamburg Adult Education Center.

1. Ms. Rushing reported that the Hamburg Renovation Project is on target for January completion. The internet wiring for the building will be done by UAM-CTC's IT Coordinator which will result in substantial savings. Ms Rushing will notify the board once a date has been set for an Open House

/Dedication. Board member McCullough visited the completed building and noted the building was very attractive.

- a. Dr. Lassiter asked about the number of students in the Adult Education program. Ms. Rushing responded that 400 students are trained in the program with completion resulting in the GED.
2. Tina Bardin has been appointed Director of Career Pathways. Previously, Ms. Bardin held the Career Support Services Facilitator position.
3. The Correctional Law Enforcement program started this semester on the Crossett Campus. The enrollment appears to be good, although registration is still in progress. Ms. Rushing commented that the Early Childhood Education program that started fall 2010 is growing in enrollment. Additional technical programs are being sought out.

McGehee Vice Chancellor, Mr. Bob Ware presented his information which detailed new personnel and the move of the Small Business and Technology Development Program.

1. Newly hired personnel on the campus are:
  - a. Donna Francis, Early Childhood Education
    - Mr. Ware stated that the Early Childhood Ed program has become the fastest growing occupation in SEARK which has led to some faculty overloads for the campus leading to additional hires.
  - b. Jacob Fenolia has been hired to replace John Whaley as the Early Correctional Law Enforcement Instructor.
    - At this time, 8 students are enrolled in the Correctional Law program and 18 students are enrolled in Criminal Justice.
  - c. Heather Groleske has been hired as a Workforce Education Instructor in Administration Office Technology. Previously, Ms. Groleske worked as the campus Retention Specialist.
2. Vice Chancellor Ware discussed the relocation of the Small Business and Technology Development Program. This program, scheduled to move January 14, will move from the McGehee campus to UAM. The program, which will serve both the Crossett and McGehee campuses, will be housed in Harris Hall and will report to Dr. Brown.
  - a. Due to the retirement of Kathryn Peacock as the director of the program, the position is currently vacant and is being advertised.

Vice Chancellor Clay Brown presented his report for the Office of Advancement. New Endowments, Centennial Circle update, Chancellor's Gala and the Foundation/ Alumni Board reports were among the items on the agenda.

1. Dr. Brown reported that a full, endowed scholarship is worth \$15,000. At this time, the Martin-Wiscaver Scholarship has a completed \$15,000 donation and the Bob Wall Scholarship donation has received \$5000.
2. The universities' Centennial Circle has collected all but \$157,000 from the 85 pledged donations. Seven additional donor/donations are expected which will raise the total to 92, thus bringing the \$1,000,000 goal within reach.
  - a. At this time, 82 donor names have been engraved on the clock; 3 additional names are pending.
3. Dr. Brown stated that May 6 is the tentative date for the "Chancellor's Gala." The fundraising event will include dinner, entertainment, and a silent auction. The goal of the event is to raise \$50,000; more information is forthcoming.
4. Due to the resignation of the past Director of Alumni Affairs, Colt Roan has been hired to fill the position and will start February 1. Among Colt's duties will be to work with Dr. Brown on organizing the Alumni Award and with the Foundation Board.
5. Dr. Brown reported that there are 13 members on the Foundation Board who serve 1 – 3 year terms. Twice a year (May and December), the entire University of Arkansas Foundation Board members meet to discuss the economy and investments. In June 30, 2009, U of A's net assets were 542 million, as of June 30, 2010 they had increased to 631 million.

6. Vice Chancellor Brown stated that the university will reinstitute the Phone-a-thon as part of UAM's fundraising efforts. The Phone-a-thon will take place four times a year (February, April, September, and December) and will be manned by 8 – 10 students calling alumni for donations.
7. Dr. Brown touch based on the new look to the UAM Website. The new look is more aesthetically pleasing and its hope is to generate added interest and be more user friendly.

Dr Lassiter introduced Mr. Scott Lykens, the newly elected Assembly Chairperson for 2010-2011 to the group.

1. Mr. Lykens gave an overview of the Assembly meetings and how they are a way to generate information and viewpoints of the faculty. The assembly members serve as liaisons between the faculty and different administrative offices and address campus concerns and also review and vote on curricular items, grievances and committee awards.
2. Chairperson Lykens stated that with the beginning of the new semester, faculty are very busy with registration. Enrolling students and making sure the criteria is met for these students to be in classes is an on-going process and one that helps with faculty teaching efforts.
3. Mr. Lykens reported that the following committees are elected each fall for the academic year, the committees are as follows:
  - Academic Appeals; Athletic Committee; Committee on Committees; Curriculum and Standards Committee; Catalog Changes; Grievance Committee; Faculty Research Committee; Library Committee; Student Affairs, and Teacher Education.

Finance and Administration Vice Chancellor, Jay Jones presented his data. Items presented included the FY 2010 Financial Report, WeevilNet, Forest Recourses Building Project, and the Energy Savings Initiative.

1. Vice Chancellor Jones stated that as of January 13, revenue from tuition and fees for the fall 2010 semester are a bit ahead of last year's totals. Numbers as of January 13 represent a 5 – 6% increase which is more than what was budgeted for.
  - a. All major expense categories are within budget, however scholarship funding is over budget due to more students applying for and receiving funding.
2. All three components (Student Services, Finance, and Payroll) of Weevil Net are up and running. The Payroll system was the last component implemented. The January 15 payroll was the first round using the new payroll system and evidence shows that things are working fine.
  - a. Changes in payroll will result due to the tax rate changes for Social Security and Medicare and also new changes in the withholding tables and rates.
3. Mr. Jones reported on the Energy Savings Project. The Light Retrofit is nearly complete and the Energy Management System upgrade is 90% complete. Because of the improvements made to our energy systems, the University has received a \$10,000 rebate check from Centerpoint Energy and a \$69,000 check from Entergy.
  - a. The new system has already generated \$80,000 in rebates. It was projected to cost 4.5 million to implement all recommended actions, but when the ARRA work is complete, the university will have only spent 2.5 million in federal monies that will not have to be repaid..
4. Mr. Jones touched base on the Forest Resources Building project. The university continues to work with contractors to get the project within budget; the Finance Department will give a full report at the next Board of Visitors meeting.
5. The Finance and Administration department has begun to work on the FY12 budget. Beginning in March, there will be several meetings with the budget directors preparing reports to take to the Board of Trustees at their April meeting. Tuition and Fees will be among the items reviewed at this meeting.
  - a. Dr. Lassiter asked Mr. Jones to discuss personnel raises. Mr. Jones stated that the 2% raise for non-classified and classified personnel moved to base rates in 2 steps, (2010 and 2011). The anticipated July 1 raise for non-classifieds were held and paid out retroactively on December 15. Classified personnel received a 2% raise as of July 1 and will receive another 2% raise January 15.

Mr. Jay Hughes, Vice Chancellor for Student Affairs, presented his information detailing the Drew County Early Warning System, residence hall updates, master housing plan, and student activities.

1. Mr. Hughes announced that the university is trying to obtain \$250,000 in funding for the Drew County Early Warning System. A grant proposal has been submitted to FEMA and is pending at this time.
  - a) The System which is voice activated, will be spread across 23 sites with UAM hosting a site. The expectation of the new system is to enhance turnaround time for emergency situations.
2. Mr. Hughes thanked Scott Kuttenkuler, Dean of Students, and the Residence Life staff for checking in students for the spring semester. Numbers are down for the semester with 540 students in residence.
3. Student activities last fall included: Halloween Havoc; the "Lose your Lunch" fundraiser; Christmas Window Painting and Tree Set-up event, the Canned Christmas Tree Contest which raised over 5000 canned goods donated to Drew County food pantries, and the Christmas Tree Lighting Ceremony and the End of Semester Late Night Breakfast. The Annual Wellness and Career Fairs will be held in March.
4. Mr. Hughes stated that the campaign for the new Emergency Notification System was successful as the Department of Public Safety collected over 1000 cell-phone and email addresses for the campaign. This system is a mass communication network which sends notices to cell phones and emails; at this time, there is a software issue pertaining to the system, putting it on hold.
5. Vice Chancellor Hughes reported on the Master Housing Plan for the university. He stated that Mr. Jones, Mr. Hughes, Dean Kuttenkuler, and Dr. Brown have been working together on this project since last year. The team has gathered data from faculty audits and human capital and expense reports to compile a cost effective way to construct additional residential hall facilities. The plan will be distributed to Dr. Lassiter for review.
6. The university will establish a new ID card validation system beginning this semester. A color-coded sticker with the current semester listed will be placed on the back of each student ID. Students will need to validate their cards at the beginning of each semester. This system will better identify real-time students and decrease abuse of the ID card by non-enrolled students.
  - a. A hand-held scanner has also been purchased to scan ID cards of those students who use the intramural facilities. If this system is successful, scanners will be placed in other areas on campus as a better way to identify currently enrolled students and keep the campus safe.

Remarks:

- Dr. Lassiter mentioned the change in Administration last semester which moved Scott Kuttenkuler to the Dean of Students position and Dr. Clay Brown to Vice Chancellor of Advancement. Dr. Lassiter felt this move has proven beneficial in serving the university.
- Dr. Lassiter thanked Ms. Rowe and Dr. Chase for joining the board.
- Chancellor Lassiter talked about the Annual Trustee Conference which was held on December 10. Dr. Lassiter, Mr. Ryburn, Mr. Webb, and Dr. Chase were in attendance. Mr. Webb reported on the governor's speech which addressed key points that included: fundraising, higher education and legislation.

Mr. Ryburn requested old/continuing business: With the departure of past board member Reginald Glover as Vice Chair, Mr. Ryburn asked the group for nominees for the position. Mr. Davis nominated Mr. Tommy Maxwell; Ms. McCullough seconded the motion. The board approved the nomination.

Mr. Ryburn requested new business: None requested.

Mr. Ryburn adjourned the meeting at 6:05 p.m.