

**Minutes of the Meeting of the Board of Visitors**  
University of Arkansas at Monticello  
Fine Arts Center, Spencer Gallery  
**April 14, 2011**  
**4:00 p.m.**

Board members present:

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

University Personnel:

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

Mr. Bennie Ryburn called the meeting to order.

Dr. Lassiter announced the upcoming School of Forest Resources Groundbreaking to be held April 15.

Dr. Brown introduced Mr. Colt Roan as the new Director of Alumni Affairs who started February 1.

The Board approved the minutes from the January 13, 2011 meeting.

Dr. Ranelle Eubanks presented the report for the Office of Academic Affairs. This report included information on summer/fall registration and schedules, personnel, commencement and accreditation visits.

1. Summer and fall 2011 registration began April 11 and will continue through April 22. Dr. Eubanks reported that registration numbers are up and expected to be higher as registration continues.
2. Dr. Eubanks stated that at present, the School's of Forest Resources and Social and Behavioral Sciences each have two open positions.
  - a. Job postings have been announced to fill the positions left vacant by Dr. Lynne Thompson and Dr. Felix-Locher in Forest Resources.
  - b. Applications are currently being accepted for a Social Work and Psychology professor. These positions are presently being filled by Visiting Professors.
3. The fall 2011 class schedule is now available to students for registration.
  - a. Summer session consists of 294 class sections, of which 68 are on-line classes.
  - b. Fall session will consist of 1,083 class sections, of which 62 are on-line classes.
4. Dr. Eubanks stated that the Office of Academic Affairs has recently completed two Program Reviews; one in Computer Information Systems and the other for the School of Business.
  - a. The Program Review for CIS was the first for the program; reviews are conducted every 10 years.

5. The on-site component of the review for the School of Business has been completed while the Self-study report is currently under evaluation. Once complete, a report will be sent with the results.
6. Two new academic programs will begin fall 2011.
  - a. B.A. in Communication with options in Media, Performance Studies, and Speech.
  - b. Master's degree program in Physical Education and Coaching. This program would be the first in the state and is currently under review with the Board of Trustees Distance Education Committee.
7. Commencement will be held May 13. The event will consist of two ceremonies; the first ceremony will begin at 10:00 a.m. and the second at 2:00 p.m. It had also been decided to move the ceremony into an inside facility to alleviate issues with weather.
8. Recently, UAM has completed two accreditations, one in the School of Music and the other in the School of Forest Resources.
  - a. The National Association of Schools of Music conducted their accreditation visit on our campus March 16-18.
  - b. The Society of American Foresters accreditation review team was here April 4-7.
    - Mr. Maxwell commented on the SAF review and asked about the results. Ms. Eubanks reported that the accreditation report would be presented in Hawaii in October.

Crossett Vice Chancellor, Ms. Linda Rushing, presented her report which included information on business and industry partnerships, personnel, and the Perkins Grant.

1. Ms. Rushing reported that on April 12, the Crossett Economic Development Foundation presented \$50,000 to the campus for purchasing equipment for the Electro-Mechanical Technology Program. This donation came with the stipulation that UAM has to match the funds. New machines purchased include:
  - Two laser alignment trainers; \$10,000 each
  - Two coupling alignment trainers; \$14,000 each
  - Process controlled Diagnostic system; \$18,000
 Ms. Rushing stated that the Crossett Advisory Committee has developed a list of equipment they feel beneficial to the program. Because of changes in the program, the need for better equipment and training will produce better work and a quality product.
  - Mr. Holderfield questioned how \$100,000 would position the campus with equipment. Ms. Rushing responded that smaller class sizes (at present, there are 20 students each in two classes) would be more beneficial, accordingly, the extra funds would allow for the payment of additional instructors.
2. Ms. Rushing reported that at this time, all personnel positions are filled with the exception of the Career Pathways position. At present, they are in the final stages of the interview process.
3. Ms. Rushing stated that funds from the Carl Perkins Grant have enabled the Crossett campus to hire a part-time person to retain and monitor student's progress via mid-term grades as well as attendance. The intent is to help the student progress through the program and graduate. Ms. Rushing mentioned that they are seeing positive results from their efforts.
  - Mr. Davis questioned the percentage of students that start and finish these programs. Ms. Rushing responded that reports confirm about a 65% completion rate.
  - Dr. Lassiter commented that the 2-year Technical Degree program students get up to 3 years to complete the degree while a 4-year bachelor's degree program student will get up to 6 years to complete the degree. He also stated that of total students enrolled; only 34% of students will graduate within the required time.
4. Ms. Rushing shared with the group that Crossett commencement will be held June 23 at 7:00 p.m. in Crossett.
  - Mr. Ware stated that McGehee will hold their commencement June 24, 7:00 p.m. at UAM.

McGehee Vice Chancellor, Mr. Bob Ware presented his information detailing the Adult Education Program, Career Pathways, Clearwater Paper Request, and the Carl Perkins Grant.

1. Mr. Ware mentioned that the Adult Education Program has seen some changes this year. He stated that the Vice Chancellor went to the department to calculate the budget with a request for \$110, 643. The request is still pending; however, the General Education Development program did receive funding.
  - a. Vice Chancellor Ware stated that Desha County has two Adult Education centers. The McGehee Center has an enrollment of 54 students; 9 of these students took the GED test with a 100% pass rate.
2. Vice Chancellor Ware presented information on Career Pathways. He stated that the program under the direction of LaWarn Rodgers and counselor Martha Barrett is doing great.
  - a. A Career Pathways regional meeting was held at UAM at the beginning of the month. Delegates from UA Community College, Batesville, Arkansas Northeastern, Blytheville, Mid South Community College, West Memphis, and East Arkansas Community College met to establish initiatives to collaborate their efforts in program operation.
  - b. Mr. Ware reported that Career Pathways had instituted goals for the campus to achieve; all were surpassed but one, the goals were as follows:
    - An enrollment goal of 150; actual enrollment was 157.
    - New students goal of 30; actual to date is 52.
    - Welfare recipient goal of 22; actual goal was 23.
    - Certificate awarded goal of 75; actual awarded was 81.
    - Projected employment goal was 90%; actual goal was lower with 50%.
  - c. Mr. Ware stated that on April 18, 10 welding students will go to the capitol for recognition by Governor Beebe for completing the Arkansas Career Readiness Certificate (CRC) program.
3. The Clearwater Paper Request is a program of courses in instrumentation with the funding provided by the government to release for existing workforce training. The McGehee campus applied for a \$50,000 grant receiving \$21,000 in funds for training.
  - a. The Clearwater Project administrators would like to build a lab on the McGehee campus for training in Millwright and instrumentation purposes. At this time, there are 48 existing and 12 new students who will start in the program which runs from October 24, 2011 – May 25, 2012.
4. Mr. Ware stated that Dr. Bryant has recently announced that Associate degree program students are now eligible for Carl Perkins grant funding. The grant will pay for AAS, LPN, and ADN testing, and also for faculty to attend Professional Development programs.

Vice Chancellor Clay Brown presented his report for the Office of Advancement. Agenda items included Admissions and Foundation Board reports, Phone-a-thon update, Endowments, and the Spring Spectacular.

1. Dr. Brown began with a handout detailing enrollment figures for spring 2011; total enrollment for the semester was 3482. A comparison to spring 2005 showed numbers increasing by 764.
  - Dr. Lassiter mentioned that at present, the university is currently addressing issues with students who are enrolled but do not attend classes. This could have had an adverse affect on enrollment numbers, but the count has remained consistent.
2. Dr. Brown stated that as of February, the Phone-a-thon was reinstated. On February 11, members of the UAM softball team made about 4500 phone calls that netted a profit of \$7129. Future plans for the Phone-a-thon is to hold the event 4 times a year: February, May, September and December.
3. Vice Chancellor Brown mentioned that since January, the university has received two new fully funded endowments and 10 new partially funded endowments.
  - a. Lisa Cathey Handley presented the university with a fully endowed scholarship in her father's name, James Cathey.
4. The Herbarium is still in the planning stages. Dr. 's Ed Bacon and Karen and Marvin Fawley have met with architects and UAM administrators to discuss funding and plans for the building. The projected site of the new building will be in-between the red barn and the museum
  - a. Projected cost for the 1800 - 2000 sq. ft. building is between \$225,000-250,000. Another meeting is scheduled for July; architectural drawings should be available at that time.

5. Dr. Brown stated that the 1<sup>st</sup> Annual Weevil Spring Spectacular will be held April 15. Events will include the Green and White Football game, baseball and softball games, and a dinner theatre featuring the musical “Oklahoma.”
  - a. This event was combined with the School of Forest Resources Groundbreaking and the Tree Campus USA dedication which took place earlier in the day.
6. Dr. Brown touched base on the Foundation Board. He stated that the Board is getting back on track with 14 highly committed members.

Due to the absence of Finance and Administration Vice Chancellor, Jay Jones, Dr. Lassiter presented the information which included the 2<sup>nd</sup> quarter Financial Report, the FY 12 Budget Process, Tree Campus Designation, and the Chamberlin Building Renovation Project.

1. Dr. Lassiter mentioned that Mr. Jones would have a new financial report ready for review the next Monday. He commended the faculty and staff and the Finance department on the budget process. The budget hearings are complete; however, the university has not yet received the outcome of funding. Dr. Lassiter commented that he feels certain the university would receive a full budget.
2. Dr. Lassiter shared the news that UAM has been named “Tree Campus USA.” He stated that UAM is fortunate to have the label for our campus. To qualify for the label, the university has to commit to plant 2 trees for every 1 planted last year, and to continually maintain the existing trees on campus.
3. The Chamberlin Building renovation has started. An alternative delivery method was used for the hire of the architect and contractor. The contractor was hired by the architect and university personnel to draw up the plans based on current funds available; this will insure that the university stays within budget.
  - a. Dr. Lassiter stated that the project will be completed in different phases. The front of the existing building will be modified, while the back of the building will get a new roof and windows.
  - b. The new annex will house an elevator, research labs, and classrooms.

Mr. Jay Hughes, Vice Chancellor for Student Affairs, presented his information detailing Housing and Room and Board, Black History Month and Student Activities Reports, Who’s Who, and the election of the new Student Government Officers

1. Mr. Hughes announced that February was Black History Month. 150 students attended the events which included competitions, speakers, and a human rights art festival.
2. Mr. Hughes stated that the Who’s Who among Students generated 98 student nominations from faculty and staff. 40 of the nominees completed the application to be considered for the honor, with 15 students receiving the award. An awards banquet is scheduled for April 25 to honor the selected students.
3. Elections have taken place for the Student Government Association. 19 candidates are seeking election for the 13 available positions. Mr. Hughes stated that the turnout of voters was lacking with about 250 going to the polls. Future plans are to move toward an electronic voting process with the hopes of engaging more students.
4. The testing is now complete on the Emergency Notification System. Over 1200 faculty and students received 1545 alerts, 671 emails, and 874 phone calls equaling a 97 % accuracy rate. An on-line registering procedure will begin soon which will improve the process and send information to the Arkansas Crime Data System.
5. Student activities for the spring semester included: Fat Tuesday, Mardi Gras, Wellness and Career Fairs, Cheerleading Tryouts, and a Blood Drive.
  - a. Upcoming events include: Spring Fling, Spring Spectacular, Mud Olympics, Real World TV event, and the Crawfish Boil.
6. Mr. Hughes stated that Mr. Kutenkuler, Mr. Jones, and Dr. Brown have all collaborated on developing a Master Housing Plan and Proposed Room and Board Rates.
  - a. The group has recommended in board rates to move towards lifestyle prices. This arrangement would include one price for a meal plan with the difference between meal plans in declining

balance dollars. These dollars can be used outside of the meal plan at different areas around campus such as football games or the bookstore.

- b. Recently, a Housing Proposal was presented to members of the Executive Council to bring in more on-campus housing and to overhaul current facilities. The first 2 years of the plan would be devoted to cleaning up or renovating the facilities, after that time, the committee will look at building new houses on campus.

Athletic Director, Chris Ratcliff presented his information which included personnel, the Spring Spectacular and other activities.

1. Mr. Ratcliff announced that Ms. Tanya Ray has been hired as the new head women's basketball coach. With this hire, Mr. Ratcliff will move to the position of full-time Athletic Director for UAM.
2. The Spring Spectacular will be held April 23. Events will include an alumni baseball game.
3. A "Pink-out" basketball game was held in February generating \$750 for the American Cancer Society.
4. Mr. Ratcliff stated that new football coach, Hud Jackson, is working hard to instill high codes of conduct for the team by making it mandatory for the team to sign a code of conduct and to know the Alma Mater. Members of the football team have also helped monitor area recesses, mentored, and donated \$1 to help students in need.

Dr Lassiter stated that Assembly Chairperson, Scott Lykens could not be at the meeting due to an out-of-state commitment. Dr. Lassiter mentioned that he and Provost Ray meet with the Assembly at their bi-monthly meetings to discuss curricular issues and campus concerns and/or needs of the faculty. April 28 is the last general meeting of the Assembly. At that meeting, election of new officers and committees will be scheduled for the next academic year.

Mr. Ryburn requested old/continuing business: None requested.

Mr. Ryburn requested new business: None requested

Remarks:

- Dr. Lassiter commended Scott Kuttenkuler, Director of Governmental Affairs, on his excellent work at the legislative session. He stated that at the session, the biggest focus was on changes in funding and remedial education issues.
- Dr. Lassiter talked about the Planning Steering Committee. The committee is working on plans for a new Conference Center. They are looking at the possibility of building a multi-purpose facility that will hold community and athletic events which will accommodate 800 people.
- Dr. Lassiter touched base on the Board members whose appointments are expiring this year.
- Mr. Davis mentioned the Board of Trustees dinner reception at Zach McClendon's. He stated that the event was a great success.

Mr. Ryburn adjourned the meeting at 5:55 p.m.