

Executive Council Meeting

February 1, 2017

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware, Sarah James – UA System

1. Spring Semester Work Plans

a) Future Planning of Summer Camps

Camps are important to UAM as an institution, as well as for recruiting, and to the community. The planning and implementation of camps will be evaluated to make sure we do not cut short the services we offer to our current and new students returning in August.

Since camps are already in the planning stages this year, changes will be made for 2018. More details will be looked at in regards to scheduling, allowing for periods of time when there are no campers, so that a higher standard of care can be provided. Due to the changes, UAM may not be able to accommodate as many camps, however the service will be improved.

Revenues and expenses on summer camps for 2016 was provided and discussed. Information on how to proceed with camps for 2018 will be finalized and distributed by March, 2017.

b) Summer Office Hours

Vice Chancellors were asked last semester to discuss with their units the need to have certain offices open all day on Fridays, during summer office hours. A representative from the following areas will remain open: Cashier's Office, Financial Aid, Residence Life, Admissions/Registrar.

The offices that remain open will be asked to track all services during the entire summer schedule (phone calls, visits, etc.). A uniform format on tracking will be provided.

c) Operating Procedures

Vice Chancellors have been asked to look at operating procedures and policies that apply to each area, and review to make sure they are enhancing our operations and efficiencies, but most of all, aligning with System policies. When there is action taken by the System, and those actions are integrated into our policies, it is important to have a way that the information is disseminated and communicated to the rest of campus. Each Vice Chancellor should let Christy how this process is being done.

Information regarding Operating Procedure 404.5 was provided and discussed. Policies regarding moving expenses at other UA schools will be reviewed to determine specific strategies that are being used. The Council will continue to review and set a framework and parameters before July 1, 2017.

d) Holiday Schedule

Draft holiday schedules for 2017-18 and 2018-19 were distributed. Council members will review, and approve by email. The schedules will be sent to the campus by the end of February.

2. Priority Ranking of Capital Requests

Capital Requests is a process completed every two years and was submitted in 2017. It will be brought back to Executive Council during the first meeting of 2018 for early planning.

3. Summer Vacation Planning

Vice Chancellors were asked to provide tentative vacation plans to the Chancellor's office. Once the information is received, a chart will be provided to all council members.

4. Unit Transition Status

Jay Hughes has been asked to conduct interviews in Finance and Administration, communicate with Jay Jones, and then provide feedback and recommendations to the Chancellor's office after spring break.

Updates were given on the calendar review, the withdrawal report, as well as transitions with the Registrar's office.

The following items regarding Facilities were discussed:

- All employees are working to improve the level of service they provide, the response time, as well as communication with the campus.
- The Boiler Operators met regarding an issue with call-outs, and are working on a solution that will make it easier for the Police Department.
- A new proposal regarding building supervisors is being discussed.
- The chiller for Science Center has been installed and tested.
- Faculty have been moved back to Sorrells Hall.
- Summer projects will be strategized and prioritized with considerations of renovations, safety, and funds.
- The Crossett and McGehee campuses will be visited to understand their challenges.
- The Deans will be sent a document to complete regarding safety issues in their units.

5. Executive Council Retreat

A working retreat for Executive Council will be planned for May at the Winthrop Rockefeller Institute.

6. Use of Enrollment Data

The new format being distributed for enrollment data is more valuable from a budget perspective. It gives schools/units an idea of where they are in relation to their respective goals, as well as where they need to be in order to meet budget. A couple of sentences will be added that gives an explanation of the margin.

For program reviews, a different set of data will need to be provided to also include SSCH by major, SSCH by general education, and SSCH in service.

7. Items Approved By Executive Council Via Email:

- a. Approval of a recommendation from the Dean's Council for a revision in the current limit on enrolled hours for students in developmental coursework. This proposed policy aligns with best practices as is suggested in research for 15 to finish. 2/6/17
- b. Approval of the removal of the title "Provost" from UAM documents, websites, catalogs, forms, etc. 1/16/17
- c. Approval of two early retirement requests. 1/3/17
- d. Approval of changes to Operating Procedure 500.1. 12/8/16