

Executive Council Minutes August 30, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldman, Linda Rushing, Bob Ware, Christy Pace

1. Start of School Update and Review

Vice Chancellors gave updates in their respective areas and discussed issues/challenges.

2. Professional Development Week Debrief

A debrief was given on Professional Development Week. Some positive feedback being heard by faculty and staff included: the overall presentation was positive; introductions of new employees was appreciated, as well as hearing from each Vice Chancellor. Some things to consider include: what should be the expectation in attendance; how to encourage attendance; and what could be appropriate side training for staff.

3. Talent Reviews for Non-classified Staff – Mr. Becker

A sample review form was provided and explained. It was noted that evaluations are completed on a calendar year. Some supervisors are currently evaluating non-classified staff. For those who are not, it is recommended that the evaluation form be introduced and begin January 2019.

4. Enrollment/Financial Aid – Dr. Goldman

An update was provided on enrollment and financial aid. It will be helpful if Vice Chancellors will let Dr. Goldman know as they are made aware of issues.

5. Concurrent Students on Academic Probation – Dr. Doss

A concern was discussed regarding students who come to UAM as a first-time freshman and are already on academic probation from concurrent enrollment. The high school will be contacted to see if parents are required to sign and approve the concurrent enrollment.

6. Using the Tools Available and Connecting the Dots – Dr. Hughes

An idea was discussed regarding the creation of a group who can meet to help solve problems. The attendance would depend on the issues at hand. As problems are solved, some members would fall off the group as others are added. Vice Chancellors will make recommendations on who in their units would be added initially.

7. Clothes Closet/Food Pantry

The creation of a professional clothes closet was discussed, as well as a food pantry.

8. Timing for Meeting with Deans

Executive Council will plan to meet again with the Deans in October.

9. SEARK

A recent meeting concerning the SEARK Concert Association was discussed.

10. Risk Assessment

The Risk Assessment Scorecard for UAM has been completed and sent to the System Office.

11. Finance and Administration

- a. Pending RFP/Contract renewals – Several contracts will be expiring soon. Committees will be formed to serve in the review process of those contracts.
- b. Background Checks – Currently, background checks are not completed on all employees. However, that practice will be changing.
- c. Minimum Wage Increase Initiative – Details were discussed regarding this initiative and how it will affect UAM.
- d. Performance Contracting – Discussed leveraging savings from utilities to address energy efficient projects and deferred maintenance.

12. Master Plan – Dr. Hughes

A list of individuals to serve on the Master Plan Committee is being created. Meetings will begin soon.

13. ARE-ON

A proposal was discussed and approved regarding building a fiber hut at the Crossett campus.

14. Meeting Adjourned