

## **Executive Council Minutes**

### **February 19, 2015**

Present: Jay Jones, Jay Hughes, Linda Rushing, Bob Ware, Jimmie Yeiser,  
Linda Yeiser, Debbie Gasaway, Alex Becker

Mr. Jones discussed the health insurance plan. He noted that the System Office has tiered the rate increases into two groups. The top tier will receive a 19% increase, the lower tier, which includes UAM, will receive a 12% increase. He provided information on all campuses showing the rates paid by employees and employers.

Mr. Jones asked the council to make sure their calendars are up-to-date in order to schedule meetings to discuss the following topics:

- Health insurance and salaries

- Initiatives and goals

- Efficiencies

- Retention

- Tuition/fees and scholarships

Mr. Jones discussed the FY16 budget timeline, noting the deadline to submit the agenda items to the President's Office will be April 27<sup>th</sup>. He stated that he would like to have everything finalized and approved by the Executive Council by April 20<sup>th</sup>.

The Executive Council discussed early retirement.

Mr. Hughes discussed an instance where an employee needed to be at work when the campus was closed due to inclement weather. Mr. Jones noted that there needed to be a written statement from the supervisor explaining why that employee was deemed critical personnel on that date.

Mr. Hughes presented a proposal from the student government association asking the University to consider instating a fall commencement. The council will review the information provided and discuss the proposal at the next meeting.

**Executive Council Minutes**  
**May 4, 2015**

Present: Jimmie Yeiser, Linda Yeiser, Jay Hughes, Linda Rushing, Bob Ware

Dr. Yeiser discussed a draft email from Mr. Jones regarding the summer work schedule. The Council approved the schedule and it will be sent to netlist.

Dr. Yeiser discussed commencement activities and details that each area is responsible for.

Dr. Yeiser stated that the budget is due to the System Office on May 7<sup>th</sup>.

Dr. Yeiser noted that the Board of Trustees meeting will be held May 20-21, and he will attend to represent UAM.

The Council discussed performance funding.

Mr. Hughes stated that the housing software contract and the laundry contract are both in the negotiation stage. He will discuss these items with Ms. Gasaway.

Mr. Hughes discussed an issue regarding the student nursing association. He will find out more information and get the problem resolved.

## **Executive Council Minutes July 16, 2015**

Present: Jay Jones, Debbie Gasaway, Jay Hughes, Jimmie Yeiser, Linda Yeiser

Mr. Jones discussed professional development week. Dr. Yeiser stated that he is working on the schedule and the theme for this year will be retention and student success.

Mr. Jones asked Dr. Yeiser to report on the HLC Pathway for reaffirmation of accreditation. Dr. Yeiser stated that the recommendation from the committee is to select the Open Pathway. He noted this selection has the least HLC oversight, is the least costly, has definite reporting requirement periods, and is the most appropriate for most universities. The Council approved this recommendation and Mr. Jones stated that he would send the pathways declaration form to HLC indicating the University's preference.

Mr. Jones presented a revised computer usage policy prepared by Ms. Anissa Ross. The Council reviewed the changes and adopted the revisions.

Mr. Jones led a discussion with the group regarding the University's hosting of events and providing of services for outside organizations. The Council discussed the desire of the University to continue to partner with the community and to manage these opportunities against the challenges related to available resources.

Dr. Yeiser provided a new policy regarding timber harvesting. The Executive Council approved this policy and it will be added on the website as an operating procedure.

Mr. Hughes provided a proposal regarding the purchase of folding chairs for events such as commencement. He will check on obtaining a bid, as well as acceptable storage options, if purchased.

Mr. Hughes discussed proposed rate increases for the Trotter House. He stated that the proposed pricing was more reflective of market rates. He will provide more information including a required state rate, and send out a revised pricing recommendation for approval.

Ms. Gasaway stated that Act 557 of 2015 changes reporting requirements for state purchases that will go into effect August 1, 2015.

Ms. Gasaway discussed GASB 68, which is the pronouncement of an authoritative governmental oversight board, related to accounting and financial reporting for pensions. She noted that all state agencies, including UAM, will be required to record liabilities related to the unfunded portion of APERS and ATRS participants' future benefits. She stated that these amounts could be significant for the University and would adversely affect financial ratios including the Composite Financial Index (CFI).

Ms. Yeiser discussed a matter involving private scholarships and she will check on related policies that may already exist at other campuses and provide that information at the next Executive Council meeting.

Ms. Yeiser suggested using the Chancellor's Home for the location of the Alumni Party to be held Friday, October 9, 2015. The Council approved this request.

Mr. Hughes provided information on housing applications for the fall semester, noting an increase from the past two years.

**Executive Council Minutes**  
**August 7, 2015**

Present: Jay Jones, Debbie Gasaway, Jay Hughes, Jimmie Yeiser, Linda Yeiser,  
Dave Nugent

The Council reviewed the schedule for Professional Development Week and discussed responsibilities and other logistics.

Mr. Jones reviewed with the Executive Council the performance improvement plan that was sent to the Department of Higher Education. He explained that the plan involved two primary components consisting of an enhanced institutional research function and a student success initiative.

## **Executive Council Minutes August 25, 2015**

Present: Jay Jones, Debbie Gasaway, Jay Hughes, Linda Rushing, Bob Ware, Linda Yeiser, Carol Dolberry, Gay Pace

Ms. Dolberry attended the meeting to discuss a FERPA electronic form. The current process is to have a student sign a paper copy. Those copies are kept in the Registrar's office. If anyone wants to know if a student has allowed for information to be released, they have to call the Registrar's office and have them look through a binder, which takes time. Ms. Dolberry stated that Ms. Ross has found a way to add it online. Employees who have access to the system and the custom work page will be able to access it. Ms. Dolberry will review the operating procedure and send a revised version to the Executive Council for approval.

Mr. Jones thanked Ms. Dolberry for her work and discussed computer issues during registration. He noted that he will schedule a meeting with everyone involved in registration to discuss the issues.

Ms. Pace attended the meeting to discuss Act 557 that took effect August 1, 2015. The first report is due October 3, 2015. She discussed three main points.

- Reporting of State Contract and Co-Op Purchases will be required (ex. – Goddess, Dell, Granger)
- General Technical Services Contracts will require four months prior approval if it is more than \$25,000 for the life of the contract.
- Vendor Performance Reporting will be required for contracts over \$25,000.

Mr. Jones discussed the community center project, noting that the scope of the original design had been scaled back. He said the Quorum Court would have to first approve a ballot measure including the project and, if it did, it will then go to the voters, with an election in December. If the community center project makes the ballot, UAM will recommend to the board of trustees a donation of 35 acres of land for the project, contingent upon the measure passing.

Mr. Jones stated that a workforce investment planning grant is due August 31, 2015, noting that the colleges of technology are working with school districts to partner with UAM. This grant would help to expand workforce training and meet regional needs.

Mr. Hughes discussed revisions to the Title IX policy. The Executive Council approved the changes and the policy has been updated.

Mr. Hughes discussed Haven, an online sexual violence prevention program. Information on how to complete the training was emailed to students on August 19, 2015, and so far 65 have created an account.

Mr. Hughes gave an update on residence life, noting there were about 70 no-show/late cancellations, and there are currently 712 students living on campus.

Mr. Hughes provided a proposal for event seating, such as commencement, and a sample of a folding chair. The Executive Council approved the request to purchase tables in order to have them for Homecoming, and will discuss the purchase of the folding chairs at a later date.

Ms. Yeiser discussed policies at other campuses regarding private scholarships. Currently, if a student is not eligible to receive state or federal money, then they will not receive a private scholarship. After researching, she found that four other schools in the state are awarding a private scholarship regardless of a student's eligibility to receive state or federal money, as long as the student meets the criteria for the scholarship.

Ms. Gasaway stated that the Non Classified Personal Services Request for the next fiscal year is due to ADHE on September 4<sup>th</sup>. Requests should be submitted to her with a justification.

Ms. Rushing discussed offering general studies classes on the Crossett campus, noting that students are not aware that the general education classes taken on their campus will cost the Monticello rate.

Mr. Ware discussed technical concurrent enrollment, noting complaints from students being charged the Monticello rate for general education classes.

## **Executive Council Minutes September 8, 2015**

Present: Jay Jones, Debbie Gasaway, Jay Hughes, Linda Rushing, Bob Ware, Jimmie Yeiser, Linda Yeiser

Mr. Jones discussed the fitness center fee that is charged to employees. The Council was reminded of the factors contributing to the University's requiring of a \$60 employee fee, including the fact that students are charged \$2/credit hour, or approximately \$60/year and that the fee is still relatively low when compared to other athletic clubs. It was stated that this fee is also a source of revenue for upkeep on the equipment. An email will be sent reminding employees of the payroll deduction that is available so that the fee does not have to be paid at one time.

Mr. Jones provided the Council with a draft job description for a new Institutional Research position, noting the intent to advertise in the near future.

Mr. Jones stated that at the last ADHE meeting, there was discussion of a new funding formula for higher education. He reminded the Council to respond to an email he sent regarding nominations for representatives to serve on various committees.

Mr. Jones reminded the Council of the UA Legal Seminar to be held on October 13, 2015.

Mr. Jones stated that there were no requests submitted for the legislative position request, due on September 4<sup>th</sup>.

Dr. Yeiser presented a request from the Library staff to name a room in the Library, the Sandra Campbell Conference Room. The Executive Council approved this request.

Ms. Rushing discussed the marketing budget. It was noted that requests should be presented to the marketing committee for approval.

Ms. Gasaway discussed the financial year, noting she will provide the Council with financial statements at the next meeting.

Ms. Yeiser announced that a phonathon will be held in November.



## **Executive Council Minutes September 22, 2015**

Present: Jay Jones, Debbie Gasaway, Jay Hughes, Jimmie Yeiser, Linda Yeiser

Mr. Jones gave an update on the Community Center project, noting he will meet with Dr. Lassiter and Mayor Tucker to discuss details regarding commitments from UAM, the city and the county.

Mr. Jones discussed a meeting that he and Dr. Yeiser had with Michael Moore regarding *e*Versity.

Mr. Jones provided a handout from ADHE regarding preliminary fall enrollment.

Mr. Hughes discussed Operating Procedure 545.1 regarding FERPA. He stated that the System Office reviewed and suggested changes to our policy. The Executive Council approved the revisions and it will be updated on the website.

Ms. Gasaway provided FY 15 financial statements. She also noted that the internal auditors were on campus earlier this month and UAM had no findings.

Ms. Yeiser discussed details regarding Homecoming, noting the Alumni Party to be held on Friday, October 9<sup>th</sup> from 6:00 – 8:00 p.m. at the Chancellor's Home.

The Executive Council approved by email, revisions to the Affirmative Action Plan.

## **Executive Council Minutes November 12, 2015**

Present: Jay Jones, Debbie Gasaway, Jay Hughes, Linda Rushing, Bob Ware,  
Jimmie Yeiser, Linda Yeiser, Karla Hughes, Lisa Shemwell

Mr. Jones welcomed Dr. Hughes and Ms. Shemwell and discussed the scheduling of executive council meetings.

Dr. Yeiser discussed fall 2015 enrollment, noting there are 3644 students enrolled, which is a decrease of about 5.1% from last fall. He stated that SSCH is 38,885, a decrease of about 8% from last fall. He noted that concurrent enrollment has increased in the past several years, and this fall we have 46 high schools participating with a total of 849 students. He stated that about 13% of concurrent students come to UAM after graduation.

Dr. Yeiser mentioned that we are near the end of preregistration for the spring semester, and the numbers look comparable to last year at this time. He noted that normally spring enrollment is 300-400 students less than fall enrollment.

Dr. Hughes asked about the enrollment for the Crossett and McGehee campuses. Ms. Gasaway stated she is working on an analysis of the individual campuses. She also discussed the sharing of revenue for general education courses offered at the Crossett and McGehee campuses. Ms. Rushing and Mr. Ware both agreed that enrollment in the technical programs has decreased.

Dr. Hughes asked about interventions that are in place during preregistration. Dr. Yeiser stated that students who have a certain GPA and number of hours may self-register, others see their advisors. He noted that lists of students who have not preregistered are sent to advisors, who are then asked to contact their advisees to get them registered. Ms. Shemwell asked if an analysis has been completed to see if there is a common variable with the enrollment trend. Dr. Yeiser stated there has not. She also asked if we know where students are going when they do not return to UAM. Dr. Yeiser said his office completes phone surveys, contacting freshmen late in the semester regarding their plans to continue the next semester.

Mr. Hughes discussed recently completed renovations to residence halls, as well as possible future projects. He noted that last fall, a 24 credit hour residential policy was implemented, and the number of students in housing was 735. He stated that we are down to 707 this semester.

Mr. Hughes stated that they are looking at an expansion of retail food service, noting the possibility of bringing a national brand to campus. He also discussed a few issues that students have brought to their attention, including lighting on campus, sidewalk/lighting from Bankston to Hwy 425, and having a fall commencement.

Ms. Yeiser gave an update on the Science Center project, noting there currently is not a plan on how it will be funded. She noted it needs to be a combination of private funds, and perhaps some bonding and state funds. She stated that donors need to know that it will be built before

they make a contribution. Ms. Yeiser noted that she has contracted with and provided our database to GG+A which has DonorScape wealth screening. They will estimate gift capacity and giving profile for five years. She noted that as soon as they get the plan, they can move forward. She stated that some donors have asked about a naming opportunity, which requires approval from the UA Board. Mr. Jones added that the project is on the agenda as an informational item for the November Board of Trustees meeting.

Ms. Yeiser discussed advancement activities, including homecoming involvement, an annual accounting mail out, a phonathon to be held November 10 - 22, and Giving Tuesday on December 1. She mentioned that the next UAM foundation board meeting will be December 2, and the following week on December 9, the UA foundation board will meet in Fayetteville. She briefly discussed the following future alumni events:

- February 20, 2016 – UAM Day at Oaklawn in Hot Springs
- March 11, 2016 – Alumni Event in Memphis in conjunction with Grizzlies NBA game
- June 2, 2016 – UAM Family Night at the Arkansas Travelers
- October 21 - 22, 2016 – Alumni Party and Homecoming

Mr. Ware reported on the McGehee campus, noting a 100% pass rate on several programs that require testing, including practical nursing (NCLEX), paramedic national registry, heavy equipment (NCCER), and welding (AWS).

Mr. Ware discussed the employment placement rate, noting the total average for all programs is 73%. He stated the average retention rate for the past two years is 66%. He also noted that the McGehee campus is responsible for all adult education programs in southeast Arkansas, with the exception of Drew and Bradley counties.

Mr. Ware announced that so far, a total of \$75,000 has been given to the McGehee campus for their 40 year celebration, which will be used for scholarships and a new campus sign.

Ms. Rushing discussed retention at the Crossett campus and their attendance policy, noting that when a student misses 10% of class, they are called in for counseling, at 15% they are placed on probation, and at 20% they receive an F in the class. She also noted that they have formed clubs to help keep students involved.

Ms. Rushing announced that they have received a workforce grant in the amount of \$84,810 to create the Workforce Alliance of Southeast Arkansas. She also stated that the Crossett campus will have their 40<sup>th</sup> anniversary project in the spring.

Dr. Hughes thanked the executive council for making time to meet and being so welcoming. She discussed the importance of the position of executive assistant and chief of staff. She expressed her excitement in making UAM the model open enrollment institution in the state and region.

Ms. Shemwell gave a brief background of areas she has worked at a university and system level, including academic affairs, student affairs, facilities and finance. She stated she is looking forward to getting to know everyone and is excited to get back on a university campus.