

Executive Council Meeting

February 23, 2018

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Linda Rushing

1. Budget 2018-19 Strategies

Details regarding tuition and fees were discussed, as well as ways to prepare the budget.

2. Facility Challenges and Special Projects

Challenges in facilities were discussed including chillers, main water lines, a/c units, stair wells, electrical problems, roofs, sewage/drainage issues, etc. Other repairs will be prioritized and completed using the remaining deferred maintenance funds.

Dr. Hughes has formed a new group called Connecting the Student Success Dots. This is a new project from EAB that parallels the Student Success Collaborative and will be looking at processes, policies, procedures at UAM and any and all roadblocks to moving the student through the life cycle of degree completion—from recruiting to commencement and even as a successful Alumni member.

3. Preparing for the Remainder of the Semester and Summer

The following important dates were provided to Council members:

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| March 12 | Deadline to submit academic agenda items for May BOT |
| March 19-23 | Spring Break – please send Christy your leave plans |
| March 28-29 | Board of Trustees Meeting at UAM |
| April 2-12 | Preregistration |
| April 16 | Deadline to submit regular agenda items for May BOT |
| May 11 | Commencement |
| May 23-24 | Board of Trustees Meeting at UALR |
| June 28 | COT Crossett Commencement |
| June 29 | COT McGehee Commencement |
| Summer vacations | Please send Christy your tentative leave plans |

4. Other

Bundle Testing with IT and will have some deadlines throughout the year and may need assistance from other campus partners in planning requests so that this project gets

priority. Offices involved in testing include: HR, Finance, Registrar, Academics, Financial Aid, Personnel, Business, Admission, UPD, and Cashier.

Executive Council Approvals February – April, 2018

Voted: Karla Hughes, Lisa Shemwell, Peggy Doss, Linda Rushing, Bob Ware

The following items were discussed by Executive Council members and approved through email.

1. Revisions to Operating Procedure 215.1 – Inclement Weather and Emergency Situations. Presented by Dr. Doss, input provided by Deans and Alex Becker. Approved by EC on 2/16/18. Updated 2/20/18.
2. Revisions to Operating Procedure 340.2 – Processing Travel Requests and Reimbursements. Reviewed by Purchasing Office. Approved by EC and updated on 2/12/18.
3. Approval of a flyer to be posted on campus from an outside organization, 3/7/18.
(Policy: Groups other than recognized campus organizations must petition in writing to the Executive Council for permission to distribute materials at least 48 hours prior to the distribution. Any such distribution will be restricted to the University Center.)
4. Addition of Operating Procedure 407.1 – Direct Deposit Policy. Presented by Mr. Becker. Approved by EC and updated on 3/12/18.
5. Addition of Operating Procedure 335.2 – Operation of Carts on Campus. Presented by Mr. Becker. Approved by EC and updated on 4/10/18.
6. Approval of a flyer to be posted on campus from an outside organization, 4/11/18.

Executive Council Minutes

July 11, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldmon, Linda Rushing, Bob Ware, Christy Pace, Emily Ashley, John Kidwell

1. Opening Remarks – Dr. Hughes

The leadership team was welcomed and comments were given.

2. Executive Council Meetings – Leadership Team

Future meetings were discussed including frequency, length and locations of meetings. Rules of engagement and ground rules of meetings were talked about, and each EC member expressed his/her thoughts of what and how information should be shared.

Guests will occasionally be invited to meetings to talk with the leadership team regarding their areas of expertise. There may also be expanded or additional meetings to include different stakeholders.

3. Board of Trustees Meetings – Ms. Pace

Information regarding deadlines for Board of Trustees meetings were provided and the importance of all dates were discussed. As a reminder, all agenda items being submitted to the System Office are to be sent by the Chancellor's office. The expectations of EC members attending meetings was talked about, noting that all are welcome but are not required to attend.

4. UAM Placement Plan – Dr. Doss

The Degree Pathways Program was discussed and a handout was provided that described the policy. This has been sent as an agenda item for approval by the Board of Trustees at the September meeting.

5. Online Forms – Mr. Becker

Our imaging software has the ability to create forms, and the first priority was the student application. The initiate to hire form and the personnel action form are ready to be tested, which will allow these forms to route through workflow. Items that need to be addressed regarding each form should be sent to both Mr. Becker and Mr. Weaver.

6. Talent Reviews for Non-Classified Staff – Mr. Becker

An example of a form to use as a starting point for performance reviews for non-classified employees was provided. Currently only classified employees are required to have a yearly review, however, it is needed for all employees. EC members will review the document and the item will be placed on the next agenda for discussion.

7. Update on Simpson Scarborough Branding Project – Mr. Weaver

Branding ideas provided by Simpson Scarborough were discussed. Some projects will be completed in-house, and the top priority is to have materials printed for recruiting.

Other discussion items included the website, the Science Building, a mobile application that will send notifications specific to each student who downloads the app, and the grand opening for the Student Success Center and Police Building, which will be held in September.

8. Physical Moves of Staff – Emily Ashley

An update was provided regarding the moves to the Student Success Center, noting that the testing center will be the first priority. Everyone was asked to label boxes, and no personal items will be moved by the maintenance staff. After all moves to the SSC have been made, discussions will take place regarding other vacated spaces.

9. UPD Discussion – Mr. Kidwell

The board policy regarding firearms was talked about, noting that enhance carry is still in effect and signs have been posted.

An inventory of key control is being worked on and grand master keys will be reviewed as well.

Information was given regarding access to cameras, and changes that will be made to who has access.

10. Board of Visitors Meeting – Dr. Hughes

Details regarding how information will be presented at the upcoming Board of Visitors meeting were discussed.

11. Phone System – Leadership Team

Different options were given regarding critical times when more phone lines are needed in certain areas.

Executive Council Minutes

July 30, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldman, Linda Rushing, Bob Ware, Christy Pace, Dan Boice, Crystal Halley, Emily Ashley, Bryan Fendley, Anissa Ross, John Davis

1. Pending HLC Visit – Mr. Boice, Ms. Halley

An update was given on the HLC accreditation review. Details were provided, including (1) the review process; (2) what has been completed; (3) what is still needed; (4) concerns, as well as, requests that will help make the review successful. Everyone was encouraged to let their staff know about the review that will take place in June of 2019.

2. CASAA Reorganization – Ms. Halley, Mr. Boice

Information was provided on the current CASAA membership and process. Proposed recommendations to the membership and function of the committee was discussed. It was noted how the changes could better meet the needs for HLC. The information will be discussed with Assembly leaders during Professional Development Week and brought back to the Executive Council for approval.

3. Data Analysis and Needs for Staffing – Dr. Hughes, Anissa Ross, Bryan Fendley, Emily Ashley

The analysis of data was discussed, and challenges were noted. This team will meet with others to determine what common things are being requested, what information is needed, etc., and will then attend a future EC meeting to share their findings.

4. Performance Funding – Dr. Davis, Ms. Halley

The Performance Funding Watchdog group that was appointed by the Chancellor last fall has been meeting regularly. An update as well as initiatives being made was provided. The group will look at additional employees to include in the discussion and bring that list to the Executive Council for approval.

5. Professional Development Week – Dr. Doss

The schedule for professional development week was distributed, and changes from previous years were noted.

6. Financial Aid/Student Engagement – Dr. Goldmon

Information regarding financial aid was provided. Scholarship awards have been posted and the process to package aid has started.

7. Student Charges (CT-McGehee) – Mr. Ware

A request from a student to remove charges from 2009 was handed out and discussed. There was no reason to justify removing the charge, therefore the request was denied.

8. Football Box Seating – Ms. Pace

A draft copy of a letter to box seat holders was distributed. Athletics needed approval from the Executive Council to keep the prices the same as the previous year. It was also decided that a lanyard to hold box seat passes would be provided to seat holders. This will help game workers determine who has access to the box seating area.

9. Advancement Update – Mr. Weaver

An anonymous endowment was announced. Upcoming events were discussed, including:

8/8 – Congressman Westerman in Crossett

8/9 – Senator Boozman and Congressman Westerman in Monticello

8/23 – Athletic Fundraiser in McGehee

10. Meeting Adjourned.

Executive Council Minutes August 6, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldman, Linda Rushing, Bob Ware, Christy Pace, John Kidwell, Renea McClendon, Deans Council

1. Weapons Policy – Dr. Goldman, Mr. Kidwell, Ms. McClendon

A copy of UASP 290.1 was distributed and discussed. The section of the policy regarding enforcement by UAM has been sent to Legal Counsel. Once it is approved, it will be sent to Executive Council.

2. CFI Calculation/Budgeting Issues – Mr. Becker

Information regarding CFI (composite financial index) was provided and the meaning was discussed. It was noted that if an institution falls below 1.00 for two consecutive years, HLC requires a plan of action. For FY 2017, the CFI was 1.37.

3. EAB Debrief – Executive Council, Deans Council

Discussion took place regarding the recent EAB visit. Positive feedback was given, as well as new ideas and concerns moving forward.

4. Fee Charges on one or both campuses – Mr. Ware

The fee charges for students taking classes at several locations was discussed. Although the amount is accurate in charging the fee rate times the number of hours enrolled at each location, it appears as though students are being charged twice. Options will be looked at to see if the bill can be made clearer.

5. Sympathy Announcements

Operating procedure 285.1 was distributed and discussed. It was noted that in some instances the policy is not being followed, but was determined that it was due to mainly to the fact that the policy is still new to some. Vice Chancellors will try to observe the policy and contact the Chancellor's Office with questions.

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

Executive Council Minutes September 20, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Linda Rushing, Jeff Weaver, Christy Pace

1. December Commencement – Dr. Doss

Fall Commencement will be Friday, December 14, 2018 at 10:00 a.m. The first planning meeting will be held next week. Since it is being changed from Saturday to Friday, it is recommended to only hold one ceremony.

2. CASAA Committee – Dr. Doss

A proposal to reorganize the CASAA Committee to form the University Assessment Committee was submitted, which will help meet requirements by the Higher Learning Commission. The Executive Council reviewed and approved the proposal.

3. Residential Summer Camps

The following proposed dates for residential camps were approved: June 8-14, 2019, June 22-28, 2019 and July 13-19, 2019. However, it was noted that anything that is advertised before the final approval by the Board of Trustees **must** state “pending Board of Trustees approval”. Camp requests are normally due in February and submitted at the March meeting.

4. Update from Chancellors Meeting – Dr. Hughes

Several items discussed at the last System Chancellors meeting were noted, including updates on WorkDay, BlackBoard, Winthrop Rockefeller Lecture Series and Title IX.

5. Discussion Focus Forward – Milestones Ahead

Topics mentioned during the discussion on milestones ahead included the budget, preregistration, annual giving and marketing campaign.

6. Leadership Professional Development

Ideas for ways to provide leadership development were discussed. Vice chancellors were asked to look at their units and identify those who would benefit, as well as topics that would be valuable.

Executive Council Minutes

October 11, 2018

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

1. Opening Remarks – Dr. Hughes

An EAB meeting was held yesterday and it is clear we are making great strides in every decision.

2. Approval of Naming a Building – Mr. Weaver

A request was made from a member of the Board of Visitors to officially name a building after former Chancellor Emeritus, Dr. Jack Lassiter. The Executive Council approved this request. It will be on the agenda for discussion at the next Board of Visitors meeting, and then will be submitted to the Board of Trustees for approval.

3. Upcoming Legislative Session and Personnel Changes – Mr. Weaver/Mr. Becker

The Presidents and Chancellors meeting was held last week and several items from that meeting were discussed, including legislative initiatives, potential elimination of codified reports, budget hearings, productivity funding, procurement and higher education classified personnel.

4. Performance Funding – Ms. Halley

Data is being reviewed for the next set of projections. Credential and completion points were discussed as well as different measures the Productivity Watchdog Team continues to look at.

5. Budget Priorities – Mr. Becker

A change in the format for submitting our budget to the Board of Trustees has changed. We will also begin looking at multiple years approach instead of one year at a time. The process of finding savings has begun and priorities will be looked at, including salaries, scholarships, memberships, contracts, travel, etc. A meeting with budget leaders will be held in a couple of weeks.

6. Recruitment and Retention – Dr. Goldman

Recruiting efforts were discussed including Preview Day, applications being received, and contacts made in the state, as well as in contiguous states. Processes and communication in financial aid continues to be reviewed.

Executive Council Minutes
Meeting with Deans/Budget Leaders
October 22, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldmon, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, John Davis, Dan Boice, Morris Bramlett, Marsha Clayton, Rick Clubb, Brian Hairston, Brandy Haley, Kim Level, Crystal Halley, Mark Spencer, Phil Tappe, Rita Hyatt, Tawana Greene, Renea McClendon

1. Opening Remarks – Dr. Hughes

The discussion on budget has already started in Executive Council meetings. It was intentional to focus on the positive during professional development meetings and not dwell on the negative. The productivity watchdog team has been working hard and a faculty group has also been added. The budget process is now more inclusive and transparent. We will be reviewing priorities and will have to balance them.

2. Background – Mr. Becker

About five years ago, the format was changed for the budget that had to be presented to the Board of Trustees. It went to an income statement approach and a loss was shown due to depreciation. However, beginning this year, the budget had to be balanced. Other concerns include not receiving new money, losing money due to productivity funding and having a reduction in enrollment. The process of finding savings has begun and a conservative approach on enrollment has always been taken when preparing the budget.

3. Going Forward – Dr. Hughes

The university as a whole needs to weigh everything we are spending. It is not just about academics, all areas are looking at their respective units. We have to move the institution forward but also look at reality.

4. Comments from Budget Leaders

- It's important for each unit to give input on their priorities.
- Each unit's budget needs to align with their own strategic plan.
- The dean's council liked hearing priorities from other deans.
- Decisions that are made regarding salaries and increases must be sustainable.
- With the productivity funding, we cannot just wait and see, which is why the watchdog team was established, and we have been moving in the right direction.
- Both recruitment and retention must be the focus, not just one or the other.
- There are many positive aspects to the degree pathways program, including a better chance for success, allowing for a starting point, benefitting the productivity formula, allowing savings in some units due to workload.

- As implementation takes place with the productivity funding, it will show how the faculty's role will be positively impacted.
- ADHE has control of the formula and there is no talk about changes from the legislation.

Executive Council Minutes October 29, 2018

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

1. EAB Presentation – Suzy/William

A demonstration was presented to the Executive Council on Smart Guidance, which has many features including push notifications, integrated scheduling/registration, and milestone guidance.

2. Theater – Mr. Weaver/Dr. Doss

A request was discussed regarding the donation of the old movie theater to UAM. If property is being donated, it is recommended that an endowment be in place for the upkeep of the property, therefore the Executive Council denied taking the request to the Board of Trustees.

3. Budget Hearings – Dr. Hughes

The Chancellor's office will work on sending information needed for budget hearings.

4. Clothes Closet – Dr. Hughes

A small work team will be formed to discuss a clothes closet, which will allow students the opportunity to select professional clothing for interviews.

5. McGehee/Crossett Bookstore – Mr. Ware

Discussion will take place regarding including the Colleges of Technology in the next bookstore contract, which will expire in 2019.

Executive Council Minutes

November 5, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Strategic Plan – Dr. Hughes

The strategic plan was discussed. The overall plan was completed in 2017, and each unit was to begin working on their individual plan. Updates were given as to how units have been accomplishing this task.

2. EAB Registration Campaign – Dr. Hughes

Vice Chancellors were asked to help support EAB efforts. There are approximately 60 faculty using campaigns.

3. Relocation of Furniture – Dr. Hughes

Phase II has begun for the relocation of offices. Vice Chancellors were asked to let their direct reports know that they should first contact Emily Ashley, the lead on the project, before looking at furniture in vacant offices.

4. Travel Reimbursement Policy – Mr. Becker

As a reminder, the Vice Chancellor of their respective unit must sign all TR-1 forms. The Finance office has been receiving several without the VC's signature and it slows down the reimbursement process. Also, a requisition must be entered prior to the travel.

5. Early Retirement Requests – Dr. Doss

Two requests for early retirement were submitted. The Executive Council reviewed and approved the requests, which will be submitted to the Board of Trustees for approval.

6. Budget Request Justification – Dr. Doss

Details were discussed regarding how to show a connection between budget requests and strategic plan goals. A column will be added to the budget request spreadsheet to clarify which goal the request links to, from either the overall strategic plan or the unit plan.

Executive Council Minutes

November 19, 2018

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

1. Corsicana Bowl/Athletic Director

Details were discussed regarding the Corsicana Bowl on December 1. Vice Chancellors should let Christy know who will be attending. UAM will have a reserved box seating area. Board of Trustees have also been invited.

2. Winthrop Rockefeller Lecture Series

A press release has been approved and will be sent regarding the Lecture Speaker, Liz Murray, who will be on campus February 5-6, 2019. The lecture will be Tuesday, February 5 at 5:30 p.m. in the Fine Arts Center, followed by a book signing. She will meet with students on Wednesday, February 6. Ways to encourage attendance at the lecture was discussed.

3. AmeriCorps Grant

The new director for Corporation for National and Community Service, Ben Olsen, met recently with the Chancellor. Vista and AmeriCorps have federal/state money available for grants. Dr. Hughes will work with Dr. Goldman to complete the necessary paperwork to apply for a grant.

4. Budget Process

An email was sent on November 6 regarding the budget process. All Vice Chancellors are to have conducted their individual budget meetings, and have priority ranking forms submitted to the Chancellor's office by 4:00 p.m. on January 28.

5. Division Updates

Finance

- Minimum wage passed and will increase January 1, 2019. The pay rate for student workers and a few full-time employees will increase to \$9.25. No forms are needed, payroll will complete the process.
- The food service contract was discussed, noting an issue with the decline in meal plans for the spring.
- UAM is currently working with the System Office to finalize an agreement with SEARK Concert Association.

Student Engagement

- The Christmas Tree Lighting Ceremony will be December 3.
- There will be an open house at the Trotter House during the Christmas Parade.
- The dates for summer camps have been changed, and will be emailed. As a reminder, all advertising must include “pending Board of Trustees approval.”

Advancement

- Legislative updates were given.
- As bills are presented, they will be forwarded to Vice Chancellors for review if needed.
- Recipients of Centennial Opportunity Funds have been announced.

Academic Affairs

- Preregistration numbers were discussed.
- Commencement will be December 14, 2018.
- Finals will be December 10-13, and grades are due the following Tuesday.
- Academic restructuring was discussed.

Crossett

- A student success luncheon will be held November 28, 2018.
- Businesses that want to offer internships to students were mentioned.
- The Regional Workforce Alliance Grant is in Phase 3, and all funds for equipment are to be encumbered by December 15, 2018.
- The need for adjunct instructors for the spring semester was discussed.

McGehee

- A 3-year average regarding the bookstore financials were given.
- The campus will host a student outreach meeting on December 6.
- An apprenticeship program for workforce development was discussed.

6. Committees for Faculty Handbook

Dr. Doss provided a list of committees that need to be updated for the faculty handbook. Dr. Hughes will review and send recommendations for discussion at a future meeting.

7. Holiday Receptions/Holiday Leave

Dates for several receptions to be held at the Chancellor’s Home were provided. Vice Chancellors are invited to attend all events.

Vice Chancellors were asked to provide their holiday leave plans, which will be sent to all Executive Council in case an emergency arises when the campus is closed.

Executive Council Minutes

December 3, 2018

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

1. Title IX

At a recent Chancellor's meeting, there was discussion regarding Title IX. Because of changes in federal regulations, we will need to make corrections in UAM policies and processes. Vice Chancellors were asked to review their policies and make sure they are following new guidelines.

2. Changes in Legislation

An update was given on recent legislative meetings and bills being discussed.

3. High Priority Activities and Projects

The following items were mentioned as activities and projects that are currently the highest priority: budget development; title IX revisions and training; Degree Pathways; unit reorganizations; renovations of Horsfall Hall and generator at the University Center; marketing director hire; a special event for the renaming of a building; fundraising; commencement; strategic planning; migration of the website and, renovations to classrooms.

4. Recognitions and Positive Strategy

The importance of positive reinforcement and recognitions was discussed, as well as ideas for other options to recognize employees, students, alumni, etc.

5. Common Course Numbering Project

ADHE and the System Office have been in discussion regarding a common course numbering system. Representatives from UAM will be involved in a working group to continue discussion on the topic.

6. Chancellor's Meeting

In January the Board will ask for an update on peer review revisions as specified in the March BOT meeting that align with personnel policy changes.

The 5 year program reviews will be requested as we go into the spring and we will prepare summaries of program productivity for BOT review.

Project One, the ERP Conversion Project was discussed and an update of deadlines was provided. In addition, we were told that WorkDay has limited CRM functionality, and therefore, we will need to be aware of this as we convert and consider EAB projects.