

# Executive Council Minutes

## January 7, 2019

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

### 1. Summer Hours

The options for summer hours were discussed. It was recommended and approved that UAM continue, as last year, with a four day 10-hour work week, with the exception that the change in work schedule begin after Memorial Day. The campus will be notified this week of the decision.

### 2. Status Updates from Vice Chancellors

#### Chancellor

- We will begin the process of writing a full grant for AmeriCorps VISTA.
- A call will be held with EAB next week to discuss modifying our contract in order to add enrollment and push notifications.
- Discussion will take place with units that need help completing their individual strategic plans.
- The HLC accreditation review will continue to be a topic of discussion, and others involved more with the review will be invited to meetings as needed.

#### Finance

- As a reminder, the minimum wage increased to \$9.25/hr on January 1.
- The RFP for the bookstore posted today. The food service contract and the pouring rights contract will post soon.
- M&R will be able to sell, online, the mobile home previously used for University Police.
- The second quarter report is due at the end of the month.

#### Student Engagement

- The issues of students on hold for provisional admission was discussed.
- The concern regarding student alerts was mentioned, noting that sometimes when alerts are received, it is already too late for improvement.

#### Advancement

- Due to a reorganization, Information Technology will now report to the vice chancellor for Finance and Administration.
- An update was given on the Peterson gift, noting that Simmons Bank is still completing appraisals of the farmland before the money can be distributed.
- The legislative session begins next Monday.

#### Academic Affairs

- The Deans will be meeting to discuss budget requests.
- Academic reorganization will continue to be discussed.

#### Crossett

- Grant opportunities were mentioned.
- Three instructors are still needed for this semester.
- The campus would like to look into requiring students to attend a program orientation/conference.
- The Crossett Chamber of Commerce will be January 24.

#### McGehee

- The campus orientation process was discussed.
- The 10-year review was mentioned, noting that out-of-state evaluators will have to be selected.
- The assistant vice chancellor position has been filled.
- An evaluation of the diesel training academy will be completed after recommendations by the review team were made.

### 3. Future EC Meetings/Other Important Dates

Dates for future executive council meetings were emailed to vice chancellors. Items to be included in the agenda should be emailed to Christy.

Due to a scheduling conflict, the date of the Board of Visitors meeting needs to be changed. All were in agreement with moving it to Tuesday, January 22. Christy will contact the Board chair to confirm that date is acceptable, and will then email all Board members.

Plans are being finalized for the visit from Liz Murray, the Winthrop Rockefeller Lecture Series guest speaker. As a reminder, the dates for her visit are February 5-6, 2019.

# **Executive Council Minutes**

## **January 14, 2019**

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

### 1. Composition of Executive Council

The option of adding additional team members to the composition of executive council was discussed, as well as the impact that may have in the future.

### 2. Board of Visitors Meeting

The next Board meeting will be Tuesday, January 22 at 4:00 p.m. An email was sent to the Board with the agenda and the previous meetings' minutes. A news release will also be sent announcing the meeting. Agenda items and other information that needed to be shared with the Board was discussed.

### 3. Community Center

UAM has been approached by community members regarding the discussion of building a community center. An initial meeting will be held next month which will focus on assessing interest in such a partnership as well as a strategy to put together such a project.

### 4. Enrollment Update

The number of students being finalized is still changing. Information will be sent soon regarding SSCH.

### 5. Continued Discussion of Student Success and Budget

- EAB Enrollment – Details regarding the enrollment portion of EAB was given. The options that will be available with this addition will be extremely useful to UAM and will also free up time to process applications.
- Meal Plans – The possibility of increasing the number of hours required to live in the residence halls was discussed. The process will begin of studying details to move UAM forward in the next couple of years.

### 6. Information Sharing

An updated non-classified performance evaluation form was distributed. Although this form should be discussed with employees for a formal evaluation beginning next calendar year, supervisors are encouraged to have mid-year reviews with their staff.

# **Executive Council Minutes**

## **January 28, 2019**

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

### 1. Opening Remarks

Executive Council members discussed highlights of initiatives/projects in their areas.

### 2. Board of Visitors

Recommendations were made for the vacant position on the Board of Visitors. Vice Chancellors will think of more recommendations for appointment of the position. Agenda topics for the next Board meeting was discussed, which should include items that can help Board members understand more about higher education. Vice Chancellors were asked to make a list of what can be shared/explained from their respective areas.

### 3. HLC Task Force Report

A report from the HLC Task Force was provided and discussed, noting that a Quality Initiative will need to be established.

### 4. Faculty Attendance at Commencement

In chapter six, section VII of the faculty handbook, a statement will be added to the commencement policy regarding appropriate academic regalia.

### 5. Information Sharing

- Budget Update – Active planning is taking place regarding the budget process. Current vacant positions are being reviewed and details for spring enrollment is being looked at.
- EAB Update – The addendum to the EAB contract for the mobile app has been approved, and the enrollment portion is being reviewed.
- Other items shared included updates on the VISTA grant, and the ANCRC grant to restore the outside of the Music building; student learning outcomes; and legislative issues.

# **Executive Council Minutes**

## **February 12, 2019**

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

### 1. Charting with the Chancellor

For the remainder of the semester, the Chancellor will meet with small groups to discuss their ideas and dreams for what the future may hold for UAM.

### 2. Legislative Update

An update was given on several legislative bills.

### 3. EAB Enrollment and Scholarship Deadline Considerations

Discussion took place regarding scholarship deadlines. It was noted that in the EAB system, students will not have registered before the March 1 deadline. A proposal for recommendations to the scholarship deadline will be brought back to the Executive Council.

### 4. Budget Update

The Chancellor will be holding budget meetings with Vice Chancellors this week. Finance will continue to look at personnel, and then identify possible options for the budget.

### 5. Employee Exit Interview

A draft questionnaire was distributed, which would be made available to all employees who leave UAM. It would be voluntary and would provide feedback regarding their employment.

### 6. Academic Interventions

Ideas were discussed regarding way to help students, noting a need to intervene even before midterm.

# **Executive Council Minutes**

## **February 19, 2019**

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

1. Chancellors Meeting Update – Dr. Hughes

Updates were given regarding issues discussed in the Chancellors Meeting held at the System Office yesterday. Topics included Project One, Chancellor search for System campuses, tuition and fees, and 5 year program reviews for new programs.

2. Legislative Update – Mr. Weaver

Legislative bills being brought forth for consideration that would impact higher education were mentioned.

3. Faculty Senate – Dr. Moore

Policies and bylaws of the current faculty assembly and the proposed faculty senate were discussed, as well as, the rules and regulations of the Board of Trustees that govern the University of Arkansas System.

# **Executive Council Minutes**

## **February 27, 2019**

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

### 1. Athletics Update

Over the last three months, there have been great conversations taking place as a listening tour has been completed. Athletics is looking at ways where they can play their part to move the mission of the University forward. They will continue to correct and follow internal policies and procedures, get a better understanding of the budget process, and work on what they can control. The University is the biggest donor to Athletics.

### 2. Clothes Closet and Master Planning Update

A committee appointed last fall has been meeting regularly to discuss the logistics of a clothes closet. Student workers will be mentored and will be taught various skills such as how to interview, tie a tie, apply makeup, etc. Once details have been finalized, the campus will be notified of this new project.

An update was given on the Master Planning Committee which has met eight times so far. They are working to prioritize projects, and hope to have a proposal ready to share with the Board of Visitors in April.

### 3. Nomination for Patent and Copyright Committee

The System Office has requested a nomination to the Patent and Copyright Committee. The Executive Council voted to nominate Dr. Morris Bramlett.

### 4. CASE Conference and Legislative Update

The Council for Advancement and Support of Education (CASE) Conference was held Feb. 24-26 in Texas. An update was given on the innovative things happening to help advance education.

An update was given on legislative bills.

### 5. Budget

The Finance Office is working to budget more conservatively and are reviewing credit hours, personnel, and vacant positions. Once budget summaries are completed, the information will be brought back to the Executive Council for review.

6. Discussion of VC Reports to the Assembly

Each Vice Chancellor talked about what would be reported at today's Assembly meeting regarding their respective areas.

1.

# **Executive Council Minutes**

## **March 12, 2019**

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

### 1. HLC Update

The HLC Committee has been working diligently to complete the tasks required for our review in June, which will involve a four-week analysis. The current primary focus is the Assurance Agreement, which will be loaded into the portal at the end of May. The other items needed are updates to the University's strategic plan, an enrollment management plan, and a campus management plan.

### 2. Legislative Update

April 12 could be a possible adjournment date for the legislative session. Updates were given on specific bills being watched that could affect UAM.

### 3. ARE-ON Board Meeting

A meeting was held yesterday in Little Rock. David Merrifield, the current Executive Director will be retiring July 1, so a search is underway for his replacement. Efforts are being made to connect major networks and improvements are taking place. McGehee is on their radar.

### 4. Texarkana/Hope Collaboration

The possibility of collaborating with the University of Arkansas Community College at Hope-Texarkana is being looked into. More details will be discussed on ways this type of partnership could be successful and beneficial to both parties involved.

### 5. Save AR Students/Substance Abuse Awareness Week

Events being held this week regarding substance abuse awareness were mentioned, including the state-wide kickoff held at the State Capitol yesterday, and the Roundtable Discussion taking place tonight at the Fine Arts Center.

# **Executive Council Minutes**

## **April 3, 2019**

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

### 1. Budget

A projected budget summary was provided. Various options were discussed concerning revenue/expenses and tuition/fees.

### 2. Enrollment

An update on enrollment was provided, noting that work is being done to find out how to use our data to get a more accurate projection. We will begin tracking applications and admitted students weekly. On April 8, the enrollment portion of EAB will launch, which is expected to reach 25,000-28,000 students through direct marketing. The Scholarship Committee is beginning to look at more options to provide for students.

### 3. VISTA Grant

The three-year AmeriCorp grant will provide UAM with four VISTA's, who will be housed on campus. During the first year, it will be more about planning. In the second year of the grant, the VISTA's will be placed in selected high schools to create relationships, beginning with sophomore students, to help them figure out their goals, and what they need to accomplish before finishing high school. This will also help break down barriers before our recruiters make it into the high schools.

### 4. Board of Visitors

The next Board of Visitors meeting will be Thursday, April 25 at the McGehee campus. Items that will be placed on the agenda were discussed.

### 5. Legislative Update

April 12 is still a target date for adjournment. Updates were discussed on specific bills.

### 6. Residency Policies

A handout was provided on a summary of residency policies for other campuses. Discussion will take place on whether we should consider making changes our policy.

### 7. Faculty Senate/Staff Senate

If the process of forming a faculty senate moves forward, there will need to be a discussion of organizing a staff senate. As a reminder, the Assembly is the recognized governance by the Board of Trustees.

#### 8. Strategic Plan Summary

Vice Chancellors were asked to review the information emailed to them regarding the University's overall strategic plan initiatives, which is needed for the HLC report.

# **Executive Council Minutes**

## **April 15, 2019**

**Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldmon, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, John Davis, Bryan Fendley, Dan Boice**

1. Board of Visitors Vacant Position

The vacant position was discussed, as well as the terms that will expire in December, 2019. Jeff will provide a list of alumni from Ashley County.

2. Strong Start to Finish

Mandates regarding the future delivery of remedial coursework were discussed, as well as steps already being taken to meet the goals.

3. SGA Proposal regarding First Generation Graduates – John Davis

The Student Government Association Executives created a proposal to recognize first generation graduates at Commencement. The Executive Council discussed options and proposed creating a lapel pin to be given out, and also this group of students will be asked to stand and be recognized at Commencement. A sample of the pin will be sent to the SGA Executives for their input.

4. Website Update –Bryan Fendley

The website is one of the most valuable marketing tools for UAM. A redesign of the website will take place this summer with a preliminary launch date of the end of July.

5. HLC – Dan Boice

The Assurance Argument will be loaded onto the HLC Portal at the end of May. An enrollment management plan is still needed. The HLC Conference provided useful information on changes to the accreditation criteria and processes. Documents are being sent to the chair of the HLC team as requested.

6. Health Premiums

A handout was provided of health plan rates that will be effective July 1, 2019. These changes will bring us in line with mandates from the UA System.

7. Catalog: Administrative/Professional Staff

There does not appear to be any guidelines on which staff members are listed in the catalog. After discussion, and since all staff members are listed on the website, the Executive Council decided that staff members did not need to appear in the catalog.

# **Executive Council Minutes**

## **April 29, 2019**

**Present: Karla Hughes, Alex Becker, Peggy Doss, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, Tyler Harrison, Becky Hammett, Tawana Greene, Padraic McMeel, Dorissa Kaufman**

### 1. Revisions to Scholarships – Scholarship Committee

The scholarship committee has worked hard to establish a draft policy regarding scholarships. During the process of creating the draft policy, items such as renewal requirements, deadlines, non-stackable and the language were discussed. Different scenarios were looked into, and students were asked to provide input to make sure the wording was clear. The Executive Council will review the information and provide approval by email.

### 2. GED Discussion - Dorissa

Information was discussed regarding options for students who do well on the GED. The Deputy Director for Adult Education would like UAM to consider being in a Pilot program. This information will be presented to the Deans Council for further discussion.

### 3. Chancellors Meeting Update

Updates were given regarding issues discussed in the Chancellors meeting held at the System Office. Topics included ERP update, common course numbering, annual personnel evaluations, legislation on DACA students, appeal process of governance, and updates on the Chancellor searches at Fort Smith and Morrilton.

### 4. Entergy

UAM is going to explore the possibility of a performance contract which would allow us to use the savings from lower utilities to address deferred maintenance across the campus.

### 5. Assembly Debrief

The April 24 Assembly meeting was discussed. Dr. Clubb was commended for adhering to the agenda. There was good representation by faculty and staff, as well as the technical campuses.

### 6. Board of Visitors

The April 25 Board of Visitors meeting held at the McGehee campus was discussed. Information which had been inquired about at the January meeting was provided to Board members.

## 7. Legislative Summary

A summary of this year's legislative session was given.

# **Executive Council Minutes**

## **May 20, 2019**

**Present: Karla Hughes, Alex Becker, Peggy Doss, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, Dan Boice, Crystal Halley**

1. HLC Update – Dan Boice

The narrative is almost complete and the argument is due May 31. The committee has done great work. The chair of the HLC review team has been in contact. June 20 is the last date the team can ask for additional material.

2. University Assessment Plan – Crystal Halley

The University Assessment Committee has finalized the University Assessment Plan. A copy was provided to the Executive Council and approved.

3. Enrollment Management Plan Update/Enrollment Report

- Enrollment – Admitted applicants are trending low.
- Housing – The numbers are low on paid deposits. The residential housing policy was discussed.
- Financial aid – A plan is being developed to track the number of students being advised by counselors. Awarding will begin earlier to allow students to make decisions sooner.
- EAB – The direct marking campaign has begun which will allow the tracking of student responses. Information will be provided soon.

4. Board of Visitors Planning

Ideas were discussed regarding what information could be shared with Board members at the next meeting in order to help them understand each vice chancellors' respective area.

5. Summary and Overview of Contract Negotiations

The following contracts were mentioned:

- Pepsi has been signed.
- Aramark has been signed.
- Changes are still being made to the Follett contract.
- Vivature has been approved and will allow training staff to track injuries.
- Under Armour was extended for four years in 2018.
- Learfield will expire in 2020.

# **Executive Council Minutes**

## **June 10, 2019**

**Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldman, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, Mike Steelman, Ryan Biles**

### 1. UAM Master Plan – Mike and Ryan

The master plan was discussed in detail with the Executive Council, including the selection of a steering committee; meetings held to discuss perceptions, values, traditions; the creation of concepts and development of goals; as well as the need for the master plan to support UAM's strategic plan.

### 2. Other Business

- Academic Calendar – Concerns with the 2019-20 academic calendar were discussed. A meeting will take place with those involved to problem solve the issues. A draft of the 2020-21 calendar will also be distributed for review.
- Adams Room Chancellor Photos – The portraits located in the Adams Room of UAM Presidents and Chancellors will be moved to the Administration Building.
- Working Manuals – It would be a great service to have working manuals located in each office. Vice Chancellors were asked to encourage staff to begin this process.
- Middle Managers Meeting – A non-academic group of middle managers will be brought together to discuss challenges, areas of professional development, etc. Vice Chancellors should provide names of who to include in the initial meeting.
- Evaluations – Vice Chancellors should discuss specific items that should be evaluated by their supervising staff.
- Crossett Discussion – A special leadership roundtable will be held at the Crossett campus to discuss ways UAM will be able to assist those affected by the Georgia-Pacific closings.

# **Executive Council Minutes**

## **July 9, 2019**

**Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldmon, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, Rachel Young, Jerry Cochran**

1. Orientation Update – Rachel Young

Details of Welcome Week were discussed, including the discussions from group meetings and activities being planned to welcome new students to campus.

2. Professional Development Week – Peggy Doss

A draft schedule of professional development week was given out and discussed.

3. Update on EAB an Enrollment – Moses Goldmon and Jerry Cochran

A year-to-date data comparison was provided showing the number of new applications, new admits, and total enrolled. Information was provided on the application campaign for high school seniors, noting that the campaign for next fall will begin in September of this year.

4. Georgia Pacific – Linda Rushing

A job fair will take place on site July 23-24 from 10:00-4:00, and UAM will have two tables set up. They also have a mobile unit on site to help with resume writing and mock interviews. The Crossett campus will open on Fridays for displaced workers to be tested and for employers to interview.

5. Board of Visitors

The topics to be presented at the Board of Visitors retreat were discussed.

6. Other Discussion

The McGehee campus will host two free movie nights: July 18 at Cane Creek State Park, and July 25 at the McGehee campus.

The University Center which was built for students is not being utilized properly. A work team has been formed by the Chancellor to evaluate the use of the building, bring student focus groups together, and discuss what is needed/desired.

# **Executive Council Minutes**

## **July 24, 2019**

**Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldman, Linda Rushing, Bob Ware, Emily Ashley**

Opening Remarks: Positive things happening at UAM include: the great response from HLC, more donors are stepping forward, Horsfall Hall is almost complete, Starbucks is making progress, and professional development week is being finalized and the program looks good.

1. Act 844

Act 844 will allow in-state tuition to undocumented students who have gone through DOCA program. ADHE made the rules around this and the Governor's office now has to approve it. It will not be ready for the fall term. The Executive Council approved this plan for our campus.

2. Forum Act

Arkansas passed the Forum Act and the UA System General Counsel sent out a template for campuses to create their own policy. Revisions were made and a copy was provided and discussed. The Executive Council approved this policy with one correction to page 5 adding the Technical campus representatives. This will become operating procedure 710.5.

3. Enrollment Update

Applications are down, and as of yesterday, 2146 students are enrolled. A meeting will be set with Tawana, Becky H, Alex, Bob, Linda and Peggy to discuss drop dates for the fall term.

4. SSCH

SSCH was discussed, noting that we need 25,759 by the end of July to meet budget. More discussion will take place regarding ways increase enrollment and revenue, including 15 to finish, athletes living on campus, and housing policies.

# **Executive Council Minutes**

## **August 26, 2019**

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

1. Budget Overview

Information was provided and discussed regarding fall 2019 SSCH Actual versus Budget.

2. LGBTQIA Training

Discussion took place regarding an interest in providing the campus a safe zone training for LGBTQIA. A group will be formed to discuss details regarding this training.

3. Students Dropped for Non-Payment

A list was provided of students who have not finalized. Discussion took place regarding keeping the drop dates, but ensuring the students being dropped are not planning to attend UAM. Enrollment Management will meet every Thursday, and others will be brought in as needed.

4. Planning Document and Implementation

As enrollment numbers were being looked at and the realization took place that we were not going to meet the projected hours/revenue, we were advised to complete a long range plan. The plan was completed and will continue to be discussed and revised as needed. A meeting was held with one of our Board of Trustees members to provide an understanding of UAM's financials.

5. UA Hope Collaboration

A date will be set to meet with Chancellor Chris Thomason and his staff to visit the UA Hope and Texarkana campuses.

6. Board of Visitors Retreat

As a reminder, Vice Chancellors should be working on materials that will be shared with the Board on September 9.

# **Executive Council Minutes**

## **September 23, 2019**

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

1. Enrollment

The preliminary enrollment is 2856, which is down about 8%. We were prepared for the decline, and it is not only UAM but other universities as well. We will continue to look as ways to save costs without sacrificing people.

2. Budget

Challenges regarding the budget were discussed. A freeze will be put on vacant positions, and each will be looked at on a case-by-case basis regarding the impact of the position on student success. Out of state travel will be limited as well, unless it is paid by a grant. Each vice chancellor should only approve necessary travel.

3. Planning Document and Implementation

Vice Chancellors were asked to review this plan and bring back suggestions.

4. UA Hope/Texarkana Partnership

The visit to the Hope and Texarkana campuses on September 18 was a great experience and good meeting. Discussion will continue regarding this partnership.

5. Board of Visitors Debrief

The last meeting was very informative for Board members, and all seemed appreciative of the information they received. For the next meeting, the same format will be used and the topics not covered at the last meeting will be discussed.