

# **Executive Council Minutes**

## **January 21, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Jeff Weaver, Christy Pace**

### 1. Operating Procedures

Operating Procedure 200.1 states that Executive Council will review procedures annually. In future meetings, Vice Chancellors will be given a section of operating procedures to review and bring back to the next meeting for discussion.

### 2. Summer Office Hours

Executive Council discussed summer officer hours, noting that a decision needs to be made soon so that the campus can be notified.

### 3. Crisis Management Plan Update

A review of the current emergency management plan will be conducted. Mr. Weaver will communicate with the appropriate personnel to review the plan and oversee updates.

### 4. Critical Personnel

Due to the recent storms and campus closure, critical personnel was discussed. Those employees will remain to be identified by vice chancellors in each situation.

### 5. Prior Approval of Overtime

As a reminder, the prior approval of overtime form should be completed prior to the work being done.

### 6. Enrollment Report

To date, there are currently 96 students who need to finalize. More enrollment details will be given after census, which is January 23.

### 7. Budget

A budget report will be provided after census, since students are still being finalized. The FY 21 budget is being reviewed line by line and more information will be presented soon.

### 8. FY 21 Budget Presentations

Vice Chancellors discussed options on how budget presentations will be conducted for next fiscal year.

# **Executive Council Minutes**

## **January 27, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

1. Website

A meeting was held last week with Bryan Fendley and Ember Davis. The majority of the website is built, and most content has been migrated. Forms have already been added to Blackboard. There will be a final viewing next week and the new website is scheduled to go live in March.

2. Out of State Fee Waivers

Operating Procedure 520.7 was discussed. Executive Council approved for Band/Choir to offer waivers in accordance with this policy.

3. Operating Procedures

Executive Council members reviewed operating procedures in the 200 series. Minor changes such as grammatical errors, formatting, position titles, link errors, etc., will be made to the following policies: 205.1, 215.1, 220.1, 225.1, 225.2, 240.1, 245.2, 250.2, 250.3, 250.5, 260.1, 260.2, 260.3, 270.1, 276.1, 280.1, 290.1, and 297.1.

Work teams will review and propose revisions to the following policies: 250.4, 250.6, 250.7, and 250.8.

4. Early Retirement Requests

Three requests were submitted for early retirement in 2020. A motion to approve the requests was made, and a second. All voted in favor.

5. Summer Office Hours

Executive Council members discussed summer office hours. Two years ago, when the decision was made to work four 10-hour days, a survey was completed and 83% voted in favor of this change. Now that employees have had the opportunity to experience this work schedule, one more survey will be conducted to allow employees to express their preference. The survey will be sent to 12-month employees who work a regular 40-hour schedule.

6. UAM Assembly

Vice Chancellors were asked to send items to the Chancellor that they would like covered at the Assembly meeting. There will be one administration report presented. The spring Assembly dates are February 19 and April 22.

7. Enrollment Report

As of Friday, January 24, there were 2612 students enrolled at UAM this spring semester.

8. Budget Report

An update on the budget was given and handouts were provided regarding actual SSCH compared to the budget.

9. FY 20 Status

Executive Council members discussed current budgets. The Chancellor's Office and other Vice Chancellor's budgets will be reduced 10%. Other budgets will be reduced at least 5% with a few exceptions, such as those that involve recruitment.

# Executive Council Minutes

## February 3, 2020

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

### 1. Meeting to Review the New Website – SSC 102

A final review of the new website was held with Executive Council, Deans, and representatives in Athletics, Student Engagement, etc. It was noted that last year, the UAM website had about one million hits. The new website will have approximately 250 pages, whereas the current website has around 500, with over 5000 PDF's. Most of those documents will be moved to Blackboard, since they are for more internal usage. Recommendations on a few changes were given.

### 2. Summer Hours

A survey was sent to employees who work a regular 12-month, 40-hour per week schedule. Out of 266 surveys sent, 201 responded, with the following results:

80 % (191) voted to work a 4-day, 10-hour per week schedule

20 % (40) voted to work a 4 ½ day schedule

Executive Council approved the 4-day, 10-hour per week schedule. An email will be sent to the campus with more details.

### 3. Operating Procedures – 300 Series

Executive Council members reviewed operating procedures in the 300 series. Minor changes such as grammatical errors, formatting, position titles, link errors, etc., will be made to the following policies: 301.1, 305.1, 310.1, 330.1, 340.3, 340.4, 345.3, 350.1, 360.1, 360.4, and 370.1.

Work teams will review and propose revisions to the following policies: 315.1, 335.1.

### 4. Hornaday Outstanding Faculty Award

The policy for the Hornaday Outstanding Faculty Award was discussed, specifically the criteria for the award, and the nomination/selection committees. A work team will be formed to review the policy before next year.

### 5. Enrollment

There are currently 2615 students enrolled: 1970 undergraduate, 331 graduate, and 314 prefreshmen. A campus release will be sent internally.

### 6. Budget

Vice Chancellors will discuss reductions in the current budget with their budget managers.

# **Executive Council Minutes**

## **February 10, 2020**

**Present: Dr. Peggy Doss, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

1. Assembly Meeting

Vice Chancellors were asked to send items to the Chancellor by the end of this week that they want included in the administrative report to the Assembly.

2. Dynamic Forms

We are moving forward with dynamic forms. The first items to be used in this format will be the PAF and Initiate to Hire form. A training will be provided soon on how to use the forms.

3. Operating Procedures

Operating Procedures in the 400 and 500 series will be discussed at the February 24 Executive Council meeting.

4. Meeting with ADHE

A representative from ADHE met with the Executive Council to discuss the Productivity Funding Formula.

# **Executive Council Minutes**

## **February 24, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

### 1. Review of Operating Procedures

Executive Council members reviewed operating procedures in the 400 and 500 series. Minor changes such as grammatical errors, formatting, position titles, link errors, etc., will be made to the following policies: 404.1, 407.1, 410.1, 410.2, 410.3, 410.4, 410.5, 420.3, 425.1, 435.1, 455.1, 505.1, 510.1, 515.1, 520.2, 520.5, 520.7, 520.9, 545.1, 545.2, 555.1, 560.1.

Vice Chancellors and/or work teams will review and propose revisions to the following policies: 415.1, 430.1, 440.1, 440.2, 500.1, 500.2, 510.2, 510.3, 520.3.

### 2. Discussion of Board of Trustees Agenda Items

A review of the items being submitted to the March Board of Trustees Meeting was discussed.

### 3. Change in Date for Board of Visitors Meeting

Due to several members having a conflict with the third Thursday of the month, the Executive Council voted to move the April Board of Visitors meeting from April 16 to April 23.

# Executive Council Minutes

## March 2, 2020

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

1. Discussion of Coronavirus Epidemic and UAM's Prepared Crisis Plan – Executive Council joined by Dr. Marsha Clayton, Michael Davila, Bryan Fendley, Brian Hairston, Carrie Johnson, John Kidwell, Sylvia Miller, Cody Reaves, Terri Richardson.

A copy of UAM's Pandemic Action Plan was distributed. Ways in which UAM can be prepared were discussed including: uninterrupted instruction, food supplies, increased cleaning on high-traffic surfaces, medical interventions for the campus, residence halls, scheduled events, and travel. A command team was named. A distribution list will be created for email discussion and the team will be brought together for meetings as needed.

2. Open Educational Resource Materials/Cost Savings for Students – Dr. Doss

Faculty are being encouraged to use open educational resources in order to provide cost savings for students.

3. Enrollment Report and Fall Projections – Dr. Goldmon

- Weevil Welcome Update – On February 28, there were 320 students on campus participating in Weevil Welcome. All who attended had already applied to UAM and the vast majority, when asked, stated they are planning to attend UAM in the fall.
- Recruitment – The latest emphasis on recruitment has been encouraging students to attend Weevil Welcome. Supervisors are continuing to work with staff and help recruiters learn how to recruit more effectively.

4. Budget Update – Mr. Becker

- Short and Long-Term Plans – Budget forms have been sent to unit directors to prepare for 2021 budget meetings. Budget directors should review all contracts, programs, etc., to see what can be changed/eliminated in order to reduce costs.
- At a CFO meeting last week, the following topics were discussed:
  - Options for tuition increases will be discussed at the March Board of Trustees meeting.
  - There will be an increase in health insurance. Estimates will be provided by the System Office within the next few weeks.
  - Legal Counsel will be providing guidance to campuses regarding leave without pay.

# **Executive Council Minutes**

## **March 9, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, John Kidwell, Rusty Rippee**

1. Command Team Meeting – Executive Council, Rossia Broughton, Michael Davila, Ember Davis, John Kidwell, Rusty Rippee, Terri Richardson.

Updates were provided on the steps being taken to clean high-traffic areas. A flyer with hygiene tips has been created and will be placed at all handwashing stations. The team reviewed and discussed the following sections of the UAM Pandemic Action Plan: Pre-Planning: Mitigation and Prevention, Level 1: General Readiness and Level 2: Heightened Readiness. Each lead person listed should complete the status and notes on each section. A self-monitoring form will be created to gather information on recent travel. The command team was asked to review Levels 3 and 4 for discussion at a later date.

2. Legislative Budget Hearing – Mr. Weaver

A brief review was given on the budget hearing held last week at the Capitol.

3. Financial Update – Mr. Becker

An update on budget was provided. It was noted that internal audit plays a major role in making sure that policies and procedures are being followed and the right decisions are being made.

4. Campus Discussion – Dr. Doss

Vice Chancellors were encouraged to be leaders, while also holding employees accountable; be aware of surroundings and help maintain existing resources; and monitor and adjust practices as needed. Specific areas on campus that need to be addressed were mentioned.

5. Other

Operating Procedure 335.2: Operation of UTV/Carts on Campus was presented, discussed, and approved by Executive Council.

Upcoming events were mentioned.

# **Executive Council Minutes**

## **April 27, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, John Kidwell, Padraic McMeel, Christy Pace**

1. Culture and Climate Management During Crisis – Dr. Doss

Ways to manage culture and climate at UAM during this unknown time was discussed. While there is comfort in knowing we are not alone, it is important for employees to have the support they need. Several handouts were distributed and discussed. Communication is key because what people hear and say becomes reality and makes an impact on the university.

2. Athletics Update – Mr. McMeel

An update was provided on the status of the athletics staff. Focus has been on recruiting, and student welfare checks, as well as future planning of budgets, schedules and training. Fundraising materials for athletics will be launched soon. An update was also given on the women's basketball coach search.

3. UPD Update – Chief Kidwell

Face masks, both disposable and N95, have been ordered for future use. The Clery report, which is a campus crime survey due in October, has been completed. It was noted that information regarding COVID-19 needed to be updated on the website.

4. Employee Time Documentation, Flex Hours, Summer Hours – Dr. Doss

Supervisors should begin having their staff, who have been working from home, to come back to campus. Summer hours will begin on May 26, as previously announced. Vice Chancellors discussed which offices in their areas would be open from 8:00-12:00 on Fridays during the summer work schedule. Those offices will include: Academic Advising, Admissions, Cashier, Financial Aid, Registrar, and University Police Department.

5. Cap and Gown Curb-side Pick-up – Ms. Halley

A commencement committee meeting was held last week by Zoom to discuss the distribution of regalia, which was ordered for all graduates eligible to participate in the May commencement. The Executive Council approved for a curb-side pick-up to take place at the Fine Arts Center. The specific guidelines were noted which will adhere to social distancing and protection of all involved. Graduates will be given their regalia, diploma cover, alumni gift and a lapel pin, if they are a first generation student.

6. Enrollment Report for Board of Trustees – Ms. Halley and Dr. Goldman

Information on enrollment was discussed that will be sent to the Board of Trustees. There is currently 73% of students preregistered for fall who were eligible. Faculty and staff continue to work together to help contact students and increase that percentage.

7. Budgeting of Open/Unfilled Positions – Mr. Becker

An update will be sent to vice chancellors on which vacant positions were taken due to budget restraints. However, vice chancellors were asked to check with his office before completing initiate to hire forms.

# **Executive Council Minutes**

## **May 5, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

1. Board of Trustees Meeting – Dr. Doss

A brief update was given on the special called Board of Trustees meeting that took place this morning. Padraic, along with the Athletic Directors from UAPB and UAF, gave a report to the Board. There will continue to be further discussions on fall sports. The Board voted in favor of allowing campuses to have face to face classes in the fall. Appreciation of leadership was given to UAMS and Governor Asa Hutchinson.

2. Fall 2020 Strategic Planning – Dr. Doss

Topics were discussed regarding the opening of the fall semester. Vice Chancellors were asked to do extensive research in their areas for feedback and provide Dr. Doss with preliminary information by May 15<sup>th</sup>. It was agreed that tasks should be completed over the summer, and risks that could affect face-to-face classes in the fall, should be considered.

3. Enrollment Update/Housing Projections – Dr. Goldman

The number of admits is currently down; however, Ms. Whiting and her team are starting to field more calls and inquiries, and will begin sending weekly admission reports. Very few freshmen have made applications for housing, which is currently around 200 below average. Returning students seem to be waiting to see if UAM will be open in the fall, before completing housing applications. A request was made to consider waiving the housing deposit of \$100. The Executive council voted in favor of this request.

4. Update on CARES Act Fund Distribution – Mr. Becker

The calculation for distribution of the CARES Act Fund was discussed. Mr. Gadson has updated the information and the funds have been made available. An email will be sent to students soon with more details.

5. Financial Aid Update – Mr. Becker

Over the last decade, UAM has operated on a one year provisional approval for financial aid certification. UAM has now been approved for six years.

6. Impact of Strategic Plan – Dr. Doss

Strategic plans should be reviewed and updated as needed, taking into account the impact of COVID-19. Vice Chancellors were asked to designate someone in their area to review their respective sections of the strategic plan. This item will be added to the agenda for discussion throughout the summer.

# **Executive Council Minutes**

## **May 18, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, John Kidwell, Padraic McMeel, Tyrone Gadson, Frank Porto, Haley Woods, Mary Whiting**

1. Financial Aid Update – Mr. Porto, Mr. Gadson, Ms. Woods

The new Director of Financial Aid, Tyrone Gadson, and Assistant Director, Haley Woods, were introduced. The summer awarding of financial aid is about half way completed. The remainder of aid should be completed by the end of this week. For the fall semester, around 2,000 FAFSA's have been received, with about 500 selected for verification. The target date for aid for the fall semester to be packaged is the end of June.

2. CARES Act Fund Distribution– Mr. Porto, Mr. Becker

The spring semester CARES Act distribution has just been awarded to students. Students who take summer classes will also be given additional CARES Act money after the summer 2 census date. The distribution of funds from the institutional side of the CARES Act was discussed, as well as the restrictions the University has on what the money can be spent on.

3. PPE Assessment – Mr. Kidwell

The purchase of PPE equipment was discussed, including face masks, face shields, gloves, plexiglass at podiums and desks. The current challenge is the purchase of sanitizing wipes. Items will need to be ordered by mid-June in order to be received by the fall semester.

4. Admissions and Recruitment Update – Dr. Goldman, Ms. Whiting

There is an increase in enrollment and the number of admissions applications compared to last year. All offices were commended for their help in contacting students, including academic affairs, financial aid, admissions staff and recruiters, etc. Walking tours are being given, with masks being worn and social distancing being practiced. Zoom meetings are also being held with parent and students.

5. Options for Promoting Fall Enrollment – Dr. Doss

Ideas for helping to promote enrollment for the fall should be sent to Mary, as well as any information on prospective students/parents that need to be contacted.

6. NCAA and GAC Updates – Mr. McMeel

The offices of Financial Aid, Admissions and Academic Affairs were commended on their help with the Athletics department. NCAA Division II has approved on-campus recruits, as long as it is approved by the campus. The Presidents Council will meet tomorrow to discuss games. The GAC will be meeting later in the week to discuss

options from a conference standpoint. Meetings are being held with coaches and student athletes regarding processes and procedures. Options for games are also being looked at both with fans and without fans.

7. Update on Housing Contract – Dr. Goldmon

The UA System legal counsel is currently looking at UAM's housing contract to see if revisions are needed. Conversations are also being held with other UA 4 year institutions regarding their policies.

8. NAPT Program – Mr. Ware

Certification of the NAPT program through 2022 was received with the help of Representative Jeff Wardlaw and the Arkansas Office of Long-term Care.

9. Update on FY 21 Status – Mr. Becker

The request for approval of tuition and fees is on the agenda for Thursday's Board of Trustees meeting. The following change in office staff was announced: Debbie Gasaway will be moving to the Chancellor's office and her position will focus more on budget forecasting and planning. Frank Porto will move into the position of Controller and will take on financial statements, etc.

10. Alumni and Development Updates – Mr. Weaver

Graduates who participated in the regalia pick-up were given an alumni gift. There has been an influx of brick purchases for weevil walk. The UAM Foundation Board met recently and Randy Risher offered to match up to \$500 for each Board member who donated to the UAM/Student Success fund.

11. Academic Affairs Update – Ms. Halley

Student grade change forms were discussed, noting there have been 353 submitted. During the regalia pick-up, 77 packets were handed out. The current primary focus is registration and fall planning.

# **Executive Council Minutes**

## **June 2, 2020**

### **Trotter House**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

1. University Assessment Report – Ms. Halley

The annual report from the University Assessment Committee was provided by email. It was noted that some work from the committee was delayed due to COVID-19 and therefore not as much training was provided. However, all academic annual reports were reviewed and had met minimum benchmarks.

2. Productivity Year 4 Final Model Run – Ms. Halley

Preliminary information for year 4 of the Productivity Funding Model has been received, which shows a positive increase for UAM. Final data will be released mid-June.

3. Athletics – 5<sup>th</sup> Year Aid Request – Dr. Doss

A special circumstance request for 5<sup>th</sup> year aid was presented. The policy was reviewed and discussed. Executive Council members voted in favor of the request.

4. Space Inventory – Dr. Doss

The bookkeeping records for space inventory will be kept in the Chancellor's Office. Vice Chancellors will approve of changes made in rooms/offices that are in their respective areas, and should then forward the changes to Christy. For space not already assigned, requests of approval should be sent to the Chancellor. Vice Chancellors should communicate this information with their staff.

5. Summer Dress Attire – Dr. Doss

A draft message regarding summer dress attire was provided and discussed. A final notification will be sent to the netlist. Vice Chancellors were asked to have discussions with all employees in their units.

6. Communicating Reopening Plans – Dr. Doss

A draft reopening plan was provided and discussed which addresses strategies for now through August. The next step will be finalizing the plan that the special task committee has been working on.

7. Review of Fall Reopening Final Drafts –Vice Chancellors

Each vice chancellor discussed the details of plans and actions being taken for their respective units regarding the fall semester. All individual plans should have the same language/messaging that is used in the overall reopening plan.

8. Update on FY 21 Status – Mr. Becker

Enrollment for summer 2 and fall is currently showing a significant increase from this time last year.

# **Executive Council Minutes**

## **June 15, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, John Kidwell**

1. Chancellor's Office – Dr. Doss

The topics discussed at the recent Presidents and Chancellors Meeting was mentioned, noting that everything is very fluid. Vice Chancellors were encouraged to take some vacation time to rest and relax. Agenda items for the Executive Council Retreat at the Taylor House were discussed. Deans will be invited to attend the first day of the retreat. A reminder that employees should not tape anything to doors or windows on campus was noted, and this should be communicated to all staff.

2. PPE and Distribution Process – Chief Kidwell

A list of items that have been purchased and distributed was provided. Supplies in stock and how much more is needed was discussed. Items will continue to be ordered as needed.

3. Fall Reopening Plans

- Testing – More information will be provided as it is available.
- Quarantines – A meeting is scheduled to discuss a preliminary location.
- Other related topics – A draft of the fall plan will be send this week to the Executive Council and finalized at the EC Retreat.

4. Summer and Fall Enrollment – Dr. Goldmon

The following are current enrollment numbers:

First time freshmen – 282 (year-to-date: 204)

Total – 1999 (year-to-date: 1537)

The number of tours have increased, as well as the recruitment in Athletics.

5. College of Technology at Crossett – Ms. Rushing

The summer plan is going smoothly. Meetings are being held with staff to discuss all concerns. Year five of the Regional Workforce Grant will end on June 30, however funds can continue to be spent until December 31. Ways to boost enrollment in the HVAC/R program are being looked at.

6. College of Technology at McGehee – Mr. Ware

The summer classes are going well. Discussion with the OEC is taking place to have evening welding or automotive classes for the fall.

7. Windgate Foundation Grant – Mr. Weaver, Ms. Halley

The Windgate Foundation is a nonprofit that provides grants in various areas including visual art, art education, graphic design, scholarships, etc. Dr. Suzzette Goldmon has begun writing a grant for mobile graphic design labs and art scholarships.

8. Student Engagement – Dr. Goldmon

There are currently 409 housing applications, which is up 77 from last year.

9. Advancement – Mr. Weaver

The scoreboard, destroyed by the last storm, will be replaced with private funds.

10. Finance and Administration – Mr. Becker

As a reminder, 80% of the CARES Act Funding for students was distributed in May. The remaining 20% will be dispersed after summer II census, which is around July 9. Currently on the institutional side, \$34,000 has been spent on PPE or technology, \$240,000 on housing credits and \$108,000 on meal plan refunds.

# **Executive Council Minutes**

## **July 13, 2020**

**Present: Dr. Peggy Doss, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Debbie Gasaway, Christy Pace**

1. Campus Health Care Providers for Testing/Contact Tracing – Dr. Doss

- Selection of Two Providers – UAM will have a primary and a secondary provider who will do testing and contact tracing.
- Location on Campus – The space attached to Maxwell Hall that was recently vacated by the copy center will serve as the location for the health care provider.
- MOA Development – A draft MOA will be sent soon to EC for review.
- Timelines for Preparation – The MOA will be finalized as soon as possible and there should be no problem with being ready by the fall semester.

2. Contact Tracer Training – Dr. Doss

The interest of having trained contact tracers on our campus was discussed.

3. PPE Orders and Reimbursement – Mr. Becker (via phone)

A meeting was held last week to discuss current orders and future needs of PPE. An order will be placed with the state on July 15. Dates will be set for mass distribution of PPE needed for the fall semester.

4. Response Plan for COVID Positive Campus Cases – Dr. Goldman

There have been eight spaces in Maxwell Hall designated as quarantine areas. Once a person has tested positive, the protocol is to wait 24 hours before disinfecting areas. Close contacts are asked to self-quarantine. Commuters who test positive will be asked to quarantine at home.

5. Fall Professional Development Week – Ms. Halley

A draft schedule for professional development week was provided and discussed including community involvement, virtual meetings, options for refreshments/lunch, and choices of themes.

6. Fall Orientation Week Plan – Dr. Goldman

Ms. Whiting and Mr. Davila are co-chairs for planning the events for fall orientation. Options are being discussed regarding activities that can be held face-to-face, and those which will be virtual.

7. Campus Communication/Messaging – Mr. Weaver

Messages that need to be sent to the campus were discussed, including a reminder of the importance of wearing masks, fall reopening updates, division mitigation plans, and finalizing registration/bills.

8. Board of Visitors Meeting – Dr. Doss

The agenda for tomorrow's Board of Visitors meeting is lengthy. Vice Chancellors were reminded to be brief in their presentations.

9. Building Coordinators Responsibilities – Dr. Doss

Building coordinators should observe their building both inside and outside, and enter work orders as needed. A meeting will be scheduled with coordinators and the Executive Council to give more details regarding their role.

10. PAF Requests for Change in Salary – Dr. Doss

Vice Chancellors should notify the Chancellor if they have PAFs in which the salary is being altered.

# **Executive Council Minutes**

## **July 29, 2020**

**Present: Dr. Peggy Doss, Alex Becker Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Michael Davila, John Kidwell, Padraic McMeel, Christy Pace, Mary Whiting**

1. PPE and Distribution Process – Chief Kidwell

A list was provided of PPE that has already been distributed. Lysol, hand sanitizers, and wipes have not been received yet. Directional arrows are being placed in all buildings on campus. All Vice Chancellors should have someone designated to pick up PPE for their area. Students will receive a UAM mask when they receive their parking permit.

2. Fall Sports Season – Mr. McMeel

Last week the GAC Presidents Council met and approved delaying the beginning practice date and first game date. There are 23 sports in the Division II conference. Thirteen of those sports will not play this fall, ten are tentatively set to play.

3. Fall Orientation, Parent/Family Day – Dr. Goldmon, Mr. Davila, Ms. Whiting

A hybrid model has been created for fall orientation this year. Videos will be posted in Blackboard for students to complete through the first week of class. Activities to be held during welcome week were discussed. Move-in will begin on August 14. A team has met to discuss options for Parent/Family Day since game dates have been moved.

4. Large Venue Events Compliance – Dr. Doss

A zoom meeting will be held with ADHE next Tuesday to discuss large venue events.

5. Enrollment Update – Ms. Whiting

As of 7/27/20, there were 2226 students enrolled, which was up from 1742 last year on the same date. Rolling enrollment has worked well and will stay open until the end of August.

6. SSCH Update – Mr. Becker

A handout was provided on fall 2020 SSCH compared to fall 2019 SSCH, as well as fall 2020 SSCH compared to fall 2020 budget.

7. Mainline and UAMS: Contact Tracing – Dr. Doss

A MOU has been finalized with Mainline. The onsite clinic will be located in the Maxwell Annex (old Copy Center). The clinic will be open Monday – Friday from 7:30-11:30 and 12:00-3:30. Positive cases will be referred to the Arkansas Department of Health. If patients are asymptomatic, it is recommended that they not be tested.

8. Professional Development Week – Ms. Halley

A draft schedule of professional development week activities was provided and discussed.

9. Fall Alumni Activities – Mr. Weaver

Alumni activities being discussed for this fall include:

McGehee Fundraiser – Online auction

Centennial Opportunity Grant – Nominations will begin in September

SEARK Concert in the Quad – Tuesday of Homecoming Week

Phonathon – November 2-6

Giving Tuesday – December 1

Distinguished Alum – Nominations are being received

# **Executive Council Minutes**

## **August 10, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Padraic McMeel, Christy Pace**

1. COVID Testing/Contact Tracing – Dr. Doss

Mainline is set up on campus and operational for COVID testing. They are not doing contact tracing, but are working through ADH/UAMS to provide the case results. MOA's for other health care providers are in progress.

2. Athletics/NCAA Updates – Mr. McMeel

Discussion regarding athletics continues to take place with the NCAA as well as with the GAC Presidents, Athletics Directors, etc. If fall sports are cancelled, there will be several activities impacted including homecoming, tailgating, parent/family day, alumni awards, and sports hall of fame.

3. Housing Update and Move-In – Dr. Goldmon

Residence Hall Assistants are currently on campus and completing training. Move-in begins August 14 and will continue over a 4-5 day period.

4. Freshman Orientation – Dr. Goldmon

Orientation modules have been created and uploaded in Blackboard. About 80 students accessed the courses over the weekend. There will be four in-person freshman orientation sessions held in the Fine Arts Center on 8/18/20.

5. Academic Update/Mode of Delivery Report – Ms. Halley

Professional Development Week started today with the focus on new faculty and professional staff. The week will consist of several zoom meetings as well as prerecorded sessions. Wellness bags have been delivered to faculty. Plexiglass shields have been installed in classrooms.

6. Enrollment and Financial Aid Update – Mr. Becker

An update was provided on enrollment. Due to the resignation of the Financial Aid Director, Frank Porto will resume the duties of this position until a replacement is hired. Last week, 659 students had not completed their FAFSA. That number is now under 400. Executive Council members voted to approve the drop date be changed to August 25.

# **Executive Council Minutes**

## **August 19, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Bob Ware, Jeff Weaver, Padraic McMeel, Christy Pace, Via Zoom: Linda Rushing**

1. Athletics – Mr. McMeel

There has been no change since the announcement by the GAC on 8/14/20 to suspend all sports competition through the end of the 2020 calendar year. Coaches have been upbeat and are working on updating policies and procedures, and finding ways to engage students.

2. All American Back to School Rally – Dr. Doss

A drive-thru event hosted by the SEARK Baptist Association will be held on 8/23/20 for all school districts, including UAM. The Chancellor invited Executive Council members to join her at the Chancellor's Home to greet participants.

3. Student Engagement – Dr. Goldmon

Move-in this year was held over a period of seven days, instead of one. A few rooms were missed in the cleaning process but overall there have not been very many complaints. As of 8/18/20, 415 residential students have checked in. The no-visitation rule may be challenging.

The quarantine protocol was discussed. Students who are capable are encouraged to quarantine/isolate off campus. For those who are unable, rooms have been set aside and procedures are in place for care and safety of all students.

Freshmen Orientation went well. Four sessions were held on 8/17/20 with a total of 236 students. The last session was recorded and will be added to Blackboard. Help tents are set up around campus and have been very successful.

4. Finance and Administration – Mr. Becker

An update was given on enrollment and SSCH. The Executive Council approved to change the drop date to August 28 for those who have not shown any activity on attending classes.

5. Academic Affairs – Ms. Halley

The status of classroom preparations was discussed. Students will be added to course sections, if there is capacity, as long as social distancing can continue. Citizens Bank would like to recognize UAM employees when they have the grand opening for their new building. More details will follow.

6. Endowment Update – Mr. Weaver

Information was given on UAM endowments, scholarships, and fundraising activities. Notice was received today that UAM will receive a \$50,000 Windgate Grant.

# **Executive Council Minutes**

## **August 24, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Debbie Gasaway, John Kidwell, Padraic McMeel, Christy Pace**

1. Athletics – Mr. McMeel

A request was made for an exception to Operating Procedure 510.2 for two student athletes to receive athletic-related aid as well as a fifth year scholarship. The Executive Council voted to deny this request, which is in violation of the policy, since all aid can be covered from the athletic budget.

A draft Athletics Opt-Out Form was presented, which informs student athletes of what opting out of participation means. Changes will be made to the form and sent to the Executive Council for review.

2. Campus Security Report – Chief Kidwell

It appears that most students are following the procedures of wearing masks and social distancing. Vice Chancellors should remind their employees to wear masks. Several PPE items that were ordered through the State have not yet been received, such as Lysol spray.

3. CT Crossett – Ms. Rushing

An update for the Crossett campus was provided. Concurrent students started this morning. The schedule is still being finalized. Hospitality courses have been cancelled due to low enrollment.

4. CT McGehee – Mr. Ware

An update was given for the McGehee campus. Procedures are continuing to be followed to help reduce the spread of the virus.

5. Finance – Mr. Becker

Information on enrollment and financial aid was discussed. As a reminder, one in three FAFSA applications are selected for verification. There are currently 311 students who have missing documents. A status was given on posting institutional and private scholarships.

Due to more take-out dining, an increase in trash pick-up is needed. Vice Chancellors were asked to notice areas around campus that may need cleaning and/or more trash receptacles.

6. Student Engagement Update – Dr. Goldmon

The support shown during welcome week activities was appreciated. The team and volunteers who helped during this time were commended for their work. The number of students living in residence halls, 462, is up from last year, which was 415. A weekly newsletter will be sent out to students from the Counselor, beginning this week.

7. Advancement – Mr. Weaver

Details were provided on draft MOA's for health care providers. It was noted that testing completed on campus by Mainline is only for employees and students; and those being tested will not receive a bill.

An update was given on grants that have been awarded, or are in the process of being submitted.

8. Commencement – Ms. Halley

Possible dates were discussed for fall commencement.

# Executive Council Minutes

## September 14, 2020

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Padraic McMeel, Christy Pace**

### 1. Chancellor's Report

The four leadership competencies from *Your Leadership Edge* were discussed which are: diagnose the situation, manage self, energize others, and intervene skillfully.

Fall Enrollment – An enrollment report from ADHE was provided. Normally there is an 8-10% decrease in enrollment from fall to spring. If spring sports are not allowed, that could mean an even larger decrease. Ways to help retain and recruit students were discussed.

Approval of Campus Events – While we want the campus to be open, we also have to be extremely careful. SGA and SAB have come up with ideas for a Spirit Week. The UAM Alumni Awards will be a virtual event. A proposal for commencement is being prepared to send to ADH for approval.

### 2. Finance and Administration

An update on the budget was provided. Trinita Newton has moved from Finance and Administration to Financial Aid and will be the Financial Aid Coordinator.

### 3. Athletic Update

NCAA plans and procedures were discussed. Athletes are currently participating in on-campus training and following CDC guidelines. As of right now, institutions would have to test athletes in high-risk sports 72 hours prior to every external event. An opt-out form was distributed and discussed.

### 4. Academic Affairs

Mid-term grades are due today for 8-week classes, and October 7 for full session classes. Students whose grades are of concern are being contacted.

### 5. Student Engagement Update

A request was made to resume giving the ACT exam on campus. All other tests have continued to be proctored throughout the pandemic with specific safety guidelines in place. The Executive Council approved this request.

# **Executive Council Minutes**

## **September 28, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

### 1. Spring Enrollment

There will be additional synchronized instruction in the spring semester, as well as new course offerings at Crossett including introduction to chemistry. Opportunities for transfer students were considered, and ideas for new programs and certificates were discussed.

### 2. UA System Partnership Grant

Mr. Chris Thomason, VP for Planning and Development at the UA System Office visited the Monticello, Crossett and McGehee campuses on September 23 to discuss partnership opportunities.

### 3. Commencement

Academic Affairs is checking with the System Office regarding how other institutions in the System are holding commencement. A survey is being sent to eligible students to see who would be interested in participating.

### 4. Request for Tuition Discount for City Employees

A request was made for city employees to receive a tuition discount; however, tuition discounts are board policies and UAM would not be able to approve this request.

### 5. MOU Agreements

UAM will continue to work together and partner with schools in the UA System. Funding will be explored for the TRIO Grant, which UAM has had in the past.

# Executive Council Minutes

## October 12, 2020

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Dan Boice, Christy Pace**

### 1. Strategic Planning Task Force Update – Mr. Boice

A steering committee has been formed to oversee the development process of the strategic plan. An environmental scan will be completed to look at external challenges. The Executive Council was asked to identify internal strengths and weakness. Responses included:

Weakness – facilities, thin bench, budgetary restraints, lack of community amenities, “we’ve always done it this way”, diversity, risk averse, fear of change, infrastructure (IT), lack of academic programs, identity.

Strengths – dedicated staff/faculty, community support, UAM alumni, facilities, size (student/faculty ratio), open admissions, colleges of technology.

### 2. Update on Focus Group – Bob Ware

The UAM task force committee for racial equity, diversity and inclusion has met twice. Assignments have been given to committee members with focus on what is happening on UAM’s campuses. A recommendation will be given based on data and facts, instead of opinion.

### 3. Update on Task Force – Dr. Goldmon

The UA System task force on racial equity meets monthly. Data is being reviewed and ways are being looked at to keep information confidential.

### 4. University Growth: Thinking Creatively and Futuristically – Dr. Doss

- Recruitment and Enrollment Management Techniques for Today’s Students: Steps being taken for spring 2021 and fall 2021 were discussed, including: establishing where students are in the financial aid process and taking action now, reviewing lists of students who are eligible/not eligible to register for the spring, beginning pre-registration early, calling students who registered but did not attend in the fall, hiring student workers.
- Virtual/Digital Recruitment and Retention: The ways that UAM currently recruits virtually was discussed, as well as other possible avenues that might be useful such as Netflix, Youtube, Tik Tok, etc. Input from local current high school students could be beneficial.
- Retention:
  - This is the second fall semester to have Career Pathways in place. Students are developing good relationships with academic advising.
  - College of Technology courses held on the Monticello campus and vice versa are important for retaining students.

# Executive Council Minutes

## October 26, 2020

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Padraic McMeel, Christy Pace**

1. Assembly Meeting

Vice Chancellors should send any items to be reported at the Assembly meeting to Dr. Doss.

2. Green and White Game – Mr. McMeel

Due to the rain expected on Wednesday, the green and white game will be moved up to Tuesday night.

3. Commencement – Ms. Halley

A draft program was distributed and discussed. Commencement will be held Friday, November 20, 2020 at 3:00 p.m. at the Cotton Boll Stadium. Students will receive three tickets each. In the case of inclement weather, the ceremonies will be moved inside the Steelman Fieldhouse and no guests will be able to attend.

4. Spring Schedule – Ms. Halley

Pre-registration begins November 2. Hybrid classes have been difficult this semester so there will be less of those courses offered. Thirty classrooms will be available for synchronized instruction.

5. Financial Incentives for Recruitment

There has been no feedback yet from the additional scholarship awards that were approved for transfer students. Promoting the programs that are offered at all three campuses would be beneficial for recruitment.

6. AR Connections Academy State Testing Site Request – Dr. Goldmon

A request has been received by the Arkansas Connections Academy to hold testing sites on the Monticello campus on the following dates:

February 23-25 or March 2-4 – ACT (11<sup>th</sup> graders)

April 19-23 – ACT Aspire (3<sup>rd</sup> – 10<sup>th</sup> graders)

The Executive Council approved this request.

# Executive Council Minutes

## November 2, 2020

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Debbie Gasaway, Christy Pace**

Old Business:

- Mr. Becker checked on the use of the Gallery Room (patio café). It was to be used for overflow during lunch; however, it is not being utilized. Ms. Halley will look at it as an option for classroom space. Ms. Halley viewed the racquetball court as a possible use of space, but due to an echo in the room and the small doors, it might not be practical.
- Mr. Weaver announced new endowments and discussed the legislative meetings that took place last week. He will find out the date for the Athletic Fundraiser that will be an online auction this year.
- Mr. Ware asked about the insurance for the shooting range. Mr. Becker will check on it, as well as, the possibility of having federal college work study funds at the Colleges of Technology. A food distribution was held at the McGehee campus, and over 1200 families received food.
- Ms. Rushing discussed the promoting of the hospitality program. Mr. Weaver will have Media Services highlight programs on social media.
- Dr. Goldmon asked Ms. Whiting to reach out to a couple of prospective students who have not been contacted by UAM, but have received materials from other universities.
- Ms. Halley discussed assistance for the Academic Advising staff. Some faculty have already volunteered to help advise students in general studies, and Ms. Johnson has requested federal college work study funds.

New Business:

### 1. Christmas Messaging to Students

Vice Chancellors were requested to talk to their staff about messages from their areas that need to be sent to students over the next couple of months.

### 2. Spring Break

Some universities have already made decisions regarding spring break. A meeting will be called with Executive Council, Deans, Assembly Leadership, and members of SGA and SAB to discuss spring break options for UAM.

### 3. UAM Student Help Line

At one time, a student help line was discussed. Since students can normally reach the counselor and be directed to other areas, a help line may not be needed. It would be beneficial; however, for all offices to know more about how to provide customer service. Vice Chancellors were asked to send the most frequently asked questions, along with the

answers, to Christy by Friday, as well as a list of employees who would benefit from attending a Zoom meeting on Monday.

4. UAMS/UAM MOU Agreement

A copy of the agreement with UAMS was provided. UAMS will be the official provider for UAM Athletics; however, this does not force any athlete to use UAMS. A billboard will be put up soon announcing the partnership.

5. Vacant Positions/Voluntary Retirement

Positions that are currently vacant were discussed. Vice Chancellors were asked to look at ways to restructure or be more effective in their respective areas. Faculty who have applied for voluntary retirement was also discussed. It was noted that voluntary retirement is not an entitlement or obligation; and the university can refuse if it is a detriment or there is not substantial savings. Mr. Becker and Ms. Gasaway will provide a recommendation of the amounts the University can fund for voluntary retirement incentives.

6. CT Campuses Coffee Breaks/Dates

A coffee break will be provided at McGehee and Crossett, like the one that will be held on the main campus on November 11.

7. UAM Assembly Leadership/Executive Council Meeting

A meeting will be scheduled soon with the Assembly Leadership and Executive Council.

8. Five Oaks Project

An agreement has just been finalized with Five Oaks Ag Research and Education Center, Inc., which will allow access to waterfowl habitat in Humphrey, AR and research to be conducted on red oaks.

9. FY22 Budget Hearings/Planning

Vice Chancellors were asked to begin having conversations with staff regarding budget needs for FY22.

## **Executive Council Minutes**

### **November 9, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace**

Old Business:

- Messaging to students during the holiday break should be sent from all areas.
- Ms. Halley has met with Deans regarding academic programs that will be highlighted.
- Vice Chancellors were asked to go back and look at what frequently asked questions/answers from their areas would be beneficial to provide to all offices.
- The Master Plan needs to be reviewed and will be added to upcoming agendas.
- The status of buildings and deferred maintenance projects were discussed.

New Business:

1. Building Coordinators and Maintenance/Cleanliness of Buildings – Marilyn will begin meeting meet with Building Coordinators and Deans of academic buildings. Vice Chancellors will review the list of coordinators and send revisions.
2. Spring Break – A meeting is scheduled for tomorrow to discuss spring break.
3. Commencement – Materials are being prepared and the program has been sent to be printed. There are currently 338 possible participants.
4. Grading Policy for the Fall – The Executive Council will meet tomorrow with the Deans and the credit/no credit policy will be discussed.

# **Executive Council Minutes**

## **December 7, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, John Kidwell, Padraic McMeel, Christy Pace**

Old Business:

- Mr. McMeel provided an update on athletic events. For the basketball season, Arkansas schools in the GAC will play against each other and Oklahoma schools will play against each other. At this time, there will be no fans through the first five games.
- Chief Kidwell announced that a new officer, Devin Herron, has been hired. The campus crime survey has been completed and the Clery report will be finalized on Wednesday.
- Preparations are being made to add synchronized instruction for the spring semester.
- Messaging to students during the holiday break was discussed. Vice Chancellors will review all messaging in their respective areas before anything is distributed.
- The following updates on building maintenance projects were noted:
  - painting on the first floor of the MCB began last week;
  - bids have been re-advertised for the CFANR exterior staining;
  - renovations for the Agriculture building will be funded by the Bob White property sale;
  - the approximate cost to renovate the student apartments would be \$6000 per apartment;
  - costs for abatement and demotion of family housing was discussed.
- The normal process for summer camp approvals will continue. Camps will be advertised with a statement that the dates are pending approval by the UA Board of Trustees.
- There have been three transfer scholarship offers at this time.
- Vice Chancellors should review the list of building coordinators and send any updates to Christy.

New Business:

1. Review of Operating Procedures 800.2 and 810.1 – Proposed changes to these policies will be emailed to EC members for approval.
2. Faculty Voluntary Retirement Recommendations – There are currently seven requests for voluntary retirement. The Executive Council approved these requests.
3. Financial Aid Update – The position for financial aid director will be readvertised.
4. Requirement of Scholarship Recipients to Send Thank You Notes – The policy of requiring scholarship recipients to send thank you notes to donors was discussed. Students who do not complete this requirement will lose their scholarship. Vice Chancellors were asked to think about this policy and it will be discussed at the next meeting.

- There are many students who are in need, and not just academically, but mentally, physically and financially.

5. Partnership/Program/Grant Innovation Leader – Dr. Doss

Ideas are being considered for the restructuring of an existing position or release time for a partnership/program/grant innovation leader.

6. Scholarship Recommendation Request – Dr. Doss

A request has been made to add the following scholarship awards:

- 12 additional transfer scholarships awarded to students transferring from a four-year campus who have at least a 3.00 gpa and 36 hours or more - \$2000/term
- 12 additional transfer scholarships awarded to students transferring from a four-year campus who have at least a 3.00 gpa and 24 hours or more - \$1000/term

The Executive Council approved this request.