

# **Executive Council Minutes**

## **January 14, 2022**

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

1. MOU with Good Shepherd – Chief Kidwell, Mr. Becker

A request was submitted by Good Shepherd Childcare Center for UAM to provide a temporary shelter for children and staff in the event of a disaster/emergency situation. While UAM is willing to help the community in emergencies, the request to sign an agreement was declined.

2. COVID Updates and Feedback from all Divisions

All units reported on the effects of COVID in their respective areas. PPE supplies are adequate for this semester.

3. Pet Waste by University Apartments – Dr. Goldman

The policy for service and emotional support animals on campus was provided. Pet waste stations have been ordered and will be placed near residence halls and around the pond. The idea of creating a dog park was discussed.

4. Report on Efforts of Enrollment and Finalizing – All EC Members

The percentages of enrollment compared to budget for each campus was discussed. Options for adding 8-week classes are being considered. There are currently 457 students in residence halls.

5. Accuplacer for Scholarship Consideration– Dr. Doss

There were no objections from Executive Council members for considering the accuplacer exam for scholarships, beginning in the fall semester. Mr. Becker will organize a meeting with employees from financial aid, admissions and testing to discuss details.

6. Operating Procedures – All EC Members

A new operating procedure was approved in accordance with Act 958 of 2021. It will be OP 1010.1 – The Star-Spangled Banner Act. Revisions were made to OP 1000.1 – Athletic Grants-in-Aid.

# **Executive Council Minutes**

## **January 31, 2022**

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

1. Requests for Voluntary Retirement – Ms. Halley

One request has been submitted for Voluntary Retirement. The Executive Council approved this request.

2. Enrollment – Mr. Becker, Ms. Halley

An update was provided on enrollment and student semester credit hours. The current headcount is 2411, compared to 2490 on this date last year.

3. Evaluation of Staff – Dr. Doss, Mr. Becker

Job responsibilities should be entered into workday for all employees by February 15. Evaluations will need to be completed by March 31. Vice Chancellors were reminded that all employees have room for improvement and growth. Evidence of ratings will need to be provided.

As a reminder, requests for annual leave should be submitted in Workday in advance.

4. Operating Procedures

Operating Procedure 270.2 – Official Functions Policy was discussed and revised. Vice Chancellors were given, and asked to update, a list of reoccurring events that would not require the official functions form to be completed.

Revisions were made to the following operating procedures and approved by email on January 24, 2022:

- OP 900.1 – Publications and Brochures
- OP 910.1 – Use of Alumni Records
- OP 915.1 – Solicitation of Funds for the University
- OP 925.1 – Tailgating Activities

5. Institutional Effectiveness – Dr. Doss

Vice Chancellors were asked to begin thinking about ways to make all areas on campus more effective.

6. Cost vs. Return on Investment – Dr. Doss

Going forward, the cost versus return on investment will be addressed by the Board of Trustees for new programs. This would entail how much a student is paying for tuition versus how much they will make once they complete their degree.

7. Other

- a. Dr. Goldman discussed the AD search, noting that there are a large number of applicants and he hopes to meet with the search committee this week.
- b. Dr. Goldman announced that the upward bound grant has been submitted and a decision will be made in March.
- c. Mr. Ware inquired about approving travel for employees. Vice Chancellors can approve travel as long as the employee has the funds in their budget.
- d. Mr. Ware announced that the LPN program has received a 100% pass rate, for the 9<sup>th</sup> consecutive year.

8. Approval by Email

A partnership agreement with National Park College is being considered, which will allow students to complete a bachelor's degree from UAM on the NPC campus. According to HLC, the proposal will require approval for an additional off-site location. A request to move forward was sent to the Executive Council and all approved by email on January 18, 2022.

# Executive Council Minutes

## February 23, 2022

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

### 1. Strategic Planning – Dr. Doss, Mr. Boice

The work on the UAM strategic plan has resumed, and UAM's vision statement will be reviewed/revised. A vision statement clarifies the direction in which our University is headed by stating the outcomes we expect to achieve in the near future. The group provided responses to the following questions:

Why does UAM exist?

What makes UAM unique?

What would define success for UAM?

What should (or shouldn't) we do to achieve our objectives?

All vice chancellors were asked to complete the same activity within their units, by the beginning of April.

### 2. Budget Preparations – Mr. Becker, Ms. Gasaway

The process of exploring savings has begun. Budget hearings begin next week.

### 3. Tickets for EC Members to Alumni Events – Mr. Weaver

When executive council members are required to attend events, the UAM Foundation will pay for the cost of the employee's ticket.

### 4. HEDS Diversity and Equity Campus Climate Survey – Mr. Ware

There was discussion last year from the UAM Focus Group for Racial Equity, Diversity and Inclusion regarding distributing a survey to all faculty, staff and students. At the time, the decision was to wait. The focus group has brought it back for approval. The cost will be around \$2500. The Executive Council approved the request for the focus group to move forward with the survey.

### 5. Other

a. Ms. Halley provided an update on the search process for three Dean positions: Arts and Humanities, Mathematical and Natural Sciences, and Social and Behavioral Sciences.

b. Dr. Goldmon provided an update on the search process for the AD position.

c. All vice chancellors provided updates on vacant positions in their areas.

d. Announcements/Upcoming Events:

- Mr. Ray's service will be Saturday at 2:00 p.m. in Hot Springs Village.

- The last home basketball games will be this weekend.

- The Athletic Fundraiser is Friday, February 25 at 5:30 p.m. in McGehee.

- Renovation of the Agriculture building is in progress.

# **Executive Council Minutes**

## **March 8, 2022**

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

### 1. Summer Office Hours

The Executive Council approved the 4-day, 10-hour work schedule for this summer, with the exception of several critical offices that will be staffed on Fridays from 8:00-12:00. Those offices will include Academic Advising, Admissions, Cashier, Financial Aid and Registrar.

### 2. Student Success Fund Policy

The current policy was provided. The balance on this fund is \$41,625. The committee will be asked to give feedback regarding changes that should be made to the policy and how the student body will be made aware of this opportunity.

### 3. Operating Procedures

The Executive Council discussed and approved the following operating procedures:

OP 455.2 – Outside Employment. This policy was created in accordance with Board Policy 450.1, which requires prior approval of outside employment by full-time faculty and non-classified staff.

OP 275.1 – Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment. Revisions to this policy combines all procedures together into one policy.

On March 7, 2022, revisions to the following operating procedures and the addition of two new operating procedures were approved by email:

OP 275.2 – Discrimination and Harassment Policy - Non-Title IX (New)

OP 460.1 – Consensual Relationships (New)

OP 525.1 – Student Complaint/Grievance Procedure for Non-Academic Matters

OP 810.1 – Maintenance of Facilities and Grounds

OP 920.1 – Payment for Services from UAM Foundation

### 4. Strategic Planning

Vice Chancellors were reminded to contact Mr. Boice to schedule a time for him to meet with their units regarding strategic planning.

5. Other

- a. A revision to the Commencement Regalia Policy was approved by email on March 7, 2022. The revision will allow students completing a graduate certificate to wear a stole associated with their school or college.
- b. The following dates were mentioned:
  - April 25, 2022 – Crossett Chamber of Commerce Banquet
  - June 23, 2022 – UAM College of Technology – Crossett Commencement
  - June 24, 2022 – UAM College of Technology – McGehee Commencement

## **Executive Council Minutes**

### **April 18, 2022**

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

1. Summer Vacation Leave – Dr. Doss

Executive Council members were asked to send tentative vacation plans to Christy as soon as possible. Critical dates such as registration events should be avoided when planning leave.

2. Fine Arts Center Lighting – Mr. Weaver

The lighting in the Fine Arts Center needs to be replaced. The building will have to be closed for six weeks, beginning July 31 through September 3. Events normally held in the Fine Arts Center, such as Professional Development Week and Weevil Welcome will be relocated.

3. Enrollment – All EC Members

Information was provided on preregistration, as well as strategies to encourage more students to register. An opportunity to allow juniors and seniors to self-register was discussed and approved.

4. Commencement – Ms. Halley

Details for UAM Commencement were discussed. There will be two ceremonies Friday, May 13 at 10:00 a.m. and 2:00 p.m. in the Steelman Fieldhouse.

5. FY23 Budget – Mr. Becker

Information was provided on the FY 23 budget, which is due to the System Office this week.

6. Open Positions – All EC Members

Vice Chancellors discussed vacant positions in their areas.

# **Executive Council Minutes**

## **April 25, 2022**

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

1. Salary Adjustments/Revenue Streams – Dr. Doss

Feedback was discussed regarding the announcement that employees will receive a one-time payment equivalent to 2% of their base salary. The goal is to reassess what else might be given after enrollment for the fall has been finalized.

2. Enrollment Initiatives – All EC Members

The strategies to continue to encourage enrollment were mentioned, including visiting students in residence halls, and setting up in the Green Room during lunch hours. Deans and faculty will also continue to reach out to their advisees. The expectations for both new students and current students were discussed, as well as ideas on how to meet those expectations.

3. Commencement – Ms. Halley

There are currently 113 students who will participate in the 10:00 a.m. ceremony, and 116 in the 2:00 p.m. ceremony. Mr. George Dunklin will be attending Commencement and will present diplomas to the first four graduates receiving the Waterfowl Habitat and Recreation Management Graduate Certificates.

4. HLC 10-Year Review – Ms. Halley

The HLC 2024-25 Four-Year Assurance Review Schedule was provided at the last meeting, which includes the tentative schedule of tasks. A Steering Committee will be appointed this summer and the date for the HLC visit should be set this fall.

5. Partnerships – Ms. Halley

The partnership with National Park College has been signed by our campus representatives and approved by the Board of Trustees. It will be on the agenda for the July Coordinating Board meeting. Meetings will be scheduled between the two campuses and a consortium agreement will be proposed this summer. UAM is hopeful that it can be approved by HLC this fall. The target date for the partnership to begin is July 1, 2023.

6. Open Positions – All EC Members

Vice Chancellors discussed vacant positions in their areas.



## 7. Operating Procedures

Revisions were approved to the following operating procedures:

OP 315.1 – Faculty and Staff Housing

OP 340.1 – Travel Fund Advancements

OP 340.2 – Processing Travel Requests and Reimbursements

OP 340.3 – Travel Expenses

OP 340.4 – Travel Between UAM Locations

OP 345.2 – Travel, Lodging and Airfare Expenses

# **Executive Council Minutes**

## **May 16, 2022**

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

### 1. Fall Enrollment

Current data on headcount and SSCH for all campuses was discussed.

### 2. Plans for Retaining Current Students

Ideas and incentives were mentioned that might help retain current students and attract new students.

### 3. Commencement

A debrief was given on Friday's commencement ceremonies. Everyone who worked to make this event successful was commended.

### 4. Open Positions

An update was provided on vacant positions in Arts and Humanities, Business, Math and Sciences, Student Engagement, and Finance.

### 5. Projects

An update was given on renovation projects on campus.

# **Executive Council Minutes**

## **June 7, 2022**

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

1. Strategic Planning Update – Dr. Doss

Mr. Boice has met with all units on campus regarding the strategic plan. He will meet with the Board of Visitors on June 30. The next step will be to meet with community members, the Alumni Board, and the Foundation Board. Vice Chancellors were asked to send names of individuals who should be invited to Mr. Boice.

2. Enrollment/Recruitment Update – Dr. Goldmon

The current enrollment for the fall semester is 1599. There are 95 students registered for the June 13 registration event. The Admissions Office is calling students who have not provided transcripts.

3. Operating Procedure 270.1 – Dr. Doss

Maintenance has worked extremely hard to make the area around the pond look nice. Options were discussed for how to keep the area clean of trash, bait, and bobbers.

4. Campus Project Updates – Mr. Becker

An update was given on renovation projects.

5. Upcoming Dates:

- Arkansas Travelers UAM Day – June 9
- College of Technology Commencements – Crossett (June 23), McGehee (June 24)
- BOV Strategic Planning – June 30
- Professional Development Week – August 8-12
- Weevil Welcome Week – August 14-20
- Homecoming – October 8
- Board of Trustee Meeting – November 15-16

# Executive Council Minutes

## July 18, 2022

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

1. Honorary Degree Policy – Dr. Doss

Currently, there is only a Board policy for awarding honorary degrees. We will look at other campuses and create a draft operating procedure specific for awarding honorary degrees at UAM.

2. Board Approval for Summer Housing Rates – Dr. Doss

As a reminder, the only Board approval for summer housing rates that we have been given is for Maxwell Hall and the University Apartments. An agenda item will be prepared for the September Board meeting, requesting approval for other residence halls.

3. Budget Process – Ms. Gasaway

Information was provided on the steps it takes to arrive at a new budget. Topics discussed included budget revenues: tuition and fees, state funding, sales and services and other sources; and budget expenses: salaries, fringes, maintenance and operation, scholarships, contingency, and auxiliary. Productivity funding was also discussed. ADHE has proposed a decrease of 2.49% for UAM, which will result in a loss of \$347,000 for all three campuses.

4. Enrollment Update/Recruitment and Retention Efforts – Dr. Goldmon and Ms. Halley

For the last two weeks, the focus has been on students who were not matriculated. Changes were made to this process, so that a query can be run to identify those students. Last week, 111 students were matriculated. Once students are matriculated, they need to be contacted, to let them know they are ready to register. Admissions began reaching out to students who had incomplete applications, as well as prospective students.

Academic units and advisors will continue contacting to students through the first week of classes. If students do not have test scores, they can take the Accuplacer test for free. The schedule will be updated to add hybrid classes, list the correct instructor, and make sure classroom locations are accurate.

5. Housing Occupancy for Fall Update – Dr. Goldmon

There are currently 436 housing applications for the fall semester. It was noted that athletics has been really helpful with encouraging students to live on campus.

6. Cross Training – Dr. Doss

Vice Chancellors were reminded to continue cross training. It would be helpful to even have more than one employee cross trained when possible. Isolation does not need to occur within offices.

7. Professional Development Week – Ms. Halley

A draft schedule was emailed to EC members. The theme “Becoming Agents of Change” was approved.