

Executive Council Minutes

January 5, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace, Debbie Gasaway, Hud Jackson, Thomas Lafever, Frank Porto, Mary Whiting

1. Scholarship Structure

Information was shared regarding data that has been gathered since the last scholarship discussion. A summary of scholarship comparison was provided, and the following proposals were made:

- Reduce the institutional scholarships to four tiers, which would combine the leadership and the weevil excellence into a new scholarship.
- Reduce the GPA requirement on all institutional scholarships from 3.0 to 2.5.
- Provide a housing incentive of \$500 per semester for incoming freshmen who receive an institutional scholarship. This would be non-refundable and reoccurring as long as the student continued their institutional scholarship requirements and continued to live in on-campus housing.
- Provide a legacy incentive of \$500 per semester to incoming freshmen who receive an institutional scholarship and whose legal guardian(s) graduated from UAM with a technical certificate or higher degree. This would be non-refundable and reoccurring as long as the student continued their institutional scholarship requirements.

The Executive Council voted to approve these proposals. The change in GPA requirement will be effective at the end of the spring 2023 semester. All other proposals will be effective for the fall 2023 semester. A team will get together to finalize the rules and discuss promoting these changes.

2. Spring Enrollment and Recruitment

The current undergraduate SSCH for the Monticello campus is 16,451, with graduate SSCH around 2,500. Academic Deans are communicating with students who are eligible but have not registered. A texting campaign will go out to students this afternoon.

3. UAM Website Updates

The UAM website currently contains incorrect information and outdated pictures. All Vice Chancellors were asked to appoint a staff member in their area to carefully review webpages and submit IT work orders for information that needs to be updated.

4. Productivity Funding Formula

The productivity funding formula is being reviewed by State Legislators, as well as the Arkansas Department of Higher Education. Feedback has been requested by ADHE from all Arkansas institutions regarding changes, improvements, and impacts of the funding formula.

5. Housing Update

It is estimated that the housing occupancy for the spring semester will be around 400. The occupancy for the fall was 426.

Issues with room keys have been addressed and a complete key inventory has been compiled. An audit of all rooms has been conducted and information will be sent to maintenance to have needed repairs made.

6. Operating Procedure 710.1

Discussion took place regarding adding a clause to this policy requiring outside entities to have a \$1,000,000 liability event policy. Policies from other schools will be reviewed and brought back to the group for further discussion.

Executive Council Minutes

March 7, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Jeff Weaver, Dr. Kim Level, Christy Pace

1. AR Teacher Academy and Teacher Academy Scholarship – Dr. Level

Details on the Arkansas Teacher Academy are not clear at this time. As more information is presented, updates will be provided.

2. Dental Health Project

Concerns were voiced regarding a request to hold a dental clinic on the UAM campus on October 7, 2023. The Executive Council denied the request.

3. Greek Village – Mr. Becker

A meeting will be held with the architect to refine the Greek Village project. A timeline will be provided soon.

4. Projects – Mr. Becker

The following updates were given on campus projects:

Athletic Performance Center – negotiating with Clark Contractors
1937 House and Trotter House – work is being completed on the exterior
Curbing – bids are being submitted for review
Headhouse – the scope is being refined

5. Other

Vice Chancellors provided updates in their respective areas.

Executive Council Minutes

March 28, 2023

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

1. Strategic Planning/HLC Update – Dr. Doss

Ms. Halley is currently attending the HLC Conference and will provide updates when she returns. A meeting was held last week with Mr. Boice and Ms. Halley, and plans are progressing. The goal is to have proposed changes finalized for approval at the January 2024 Board of Trustees meeting.

2. Textbook Options – Dr. Doss

Vice Chancellors were asked to continue to look at ways to reduce the costs of textbooks.

3. Campus Projects Update – Mr. Becker

The 1937 House is currently under renovation. A contract has been signed for the Athletic Performance Center. Kinco is rebuilding curbs and repairing other concrete work. Drawings are being completed for bathroom renovations in Maxwell Hall.

4. Proposed New Operating Procedure for Admissions Clearance

A proposed new operating procedure for admissions clearance was provided and discussed. The Executive Council approved this policy and it will be add to the website.

5. Student Engagement/Recruitment Update

Updates in Student Engagement were discussed, including attendance at High School award programs; SAB/SGA application process; participation in workshops; housing deadlines; and upcoming events.

6. Legislative Updates

An update was provided on current legislation being tracked that affects higher education. More information will be emailed.

Executive Council Minutes

April 11, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Linda Rushing, Bob Ware, Jeff Weaver, Debbie Gasaway, Thomas Lafever, Christy Pace

1. New Scholarship Opportunity – Mr. Becker, Ms. Gasaway, Mr. Lafever

Discussion has been ongoing regarding offering scholarships based on a student's High School GPA. A handout was provided with details which would allow students who have an ACT score between 16-23 the option to receive a scholarship if their GPA was 2.50 or higher. The Executive Council approved this request.

2. Student Success Funds – Mr. Weaver

A proposal has been made to change the requirements of this policy to allow the funds to also be used to purchase textbooks. The Executive Council approved this request.

3. Commencement – Mr. Hughes, Ms. Halley

A handout on Commencement Safety/Decorum was distributed, which requests that graduates refrain from unsafe and/or disruptive behavior. This message will be posted with other Commencement details on the UAM website.

Commencement will be held May 12 at 10:00 a.m. and 2:00 p.m., with rehearsal taking place Thursday at 3:00 p.m. There are 242 students who have responded that they will participate. The program is being finalized and will be sent off for printing by April 24. Commencement for Crossett will be held June 29 at 7:00 p.m. Commencement for McGehee will be June 30 at 2:00 p.m.

4. Comparison Rates for May Graduates – Ms. Halley

A handout was provided for data on credentials for 2021 and 2022, as well as, anticipated credentials for May 2023.

5. Fall Enrollment – Ms. Halley

There are currently 537 students registered for the fall semester at the Monticello campus, 40 at the Crossett campus, and 35 at the McGehee campus.

6. Campus Transportation for Students – Mr. Hughes

An estimate was presented regarding the availability of providing transportation for UAM students. Challenges were discussed and options will continue to be looked at.

7. Textbook Options – Ms. Halley

Options are being explored to provide more reasonably priced textbooks. Follett ACCESS will look at all textbooks being used, provide one price, and add the cost to the student's bill. Students will have the choice to opt out. A pilot group will begin this fall, with a full launch in the fall of 2024.

8. Staff Awards – Dr. Doss

A proposal to create two new staff awards was emailed to the Executive Council. The criteria for the awards was discussed. With a few revisions, the proposals were approved by the Executive Council. An email will be sent announcing the awards, and details will be added to UAM website.

Executive Council Minutes

May 4, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Linda Rushing, Dr. Tracy Tucker, Bob Ware, Jeff Weaver, Christy Pace

1. Graduation/Retention Rates – Ms. Halley

The University Assessment Report was distributed which includes the tasks, summary of work and findings made by the University Assessment Committee. The data included in the report was discussed.

The 2023 Assessment Plan was also distributed. Vice Chancellors were asked to review and provide feedback.

2. Vision of Higher Ed for the Future

Plans for the future of higher education were discussed, including ideas for partnerships; creative programs and schedule of delivery for today's students; and initiatives for returning students.

3. Review of Operating Procedure 270.1 – Use of Weevil Pond

The Executive Council voted to add the following restrictions to this policy:

- ◆ No live bait fishing is permitted unless approved for special events.
- ◆ UAM has a catch and release policy for fishing in Weevil Pond.

The operating procedure will be updated on the website, and signage will be posted around the pond.

4. Proposed New Operating Procedures – Ms. Halley

The following new operating procedures were proposed and approved by the Executive Council. They will be added to the website.

- Operating Procedure 415.3 – Salary Increase for Advanced Degrees
- Operating Procedure 415.4 – Faculty Qualifications for Teaching

5. Update on UAM Focus Group for Racial Equity, Diversity, and Inclusion – Mr. Ware

A handout was provided from the 2021-22 UAM Diversity and Equity Campus Climate Survey. Additional information, including actual numbers, will be brought back to the Executive Council for discussion.

6. Economic Impact Study

The Economic Impact Study presentation held on April 27 was discussed. Vice Chancellors were given flyers that include the results of the study, to pass out at various community events.

7. Scholarships – Mr. Becker

The following changes to scholarships were made and approved by the Executive Council:

Community College Transfer Scholarship – The eligibility requirement will be “at least 60 transferable hours and no more than 80 transferable hours...”.

Sophomore Transfer Scholarship – The \$2000 award will require “at least 36 transferable and no more than 60 transferable hours...”. The \$1000 award will require “at least 24 transferable and no more than 35 transferable hours...”.

Executive Council Minutes

May 16, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Linda Rushing, Dr. Tracy Tucker, Bob Ware, Jeff Weaver, Christy Pace

1. Operating Procedures

Proposed revisions to Operating Procedure 520.1 – Student Employment/Hiring Procedures was emailed to the Executive Council. The changes would eliminate OP 520.2. Vice Chancellors were asked to review the policy as well as the updated work study handbook and respond by email with changes and/or approval.

2. Updates on Enrollment/SSCH by Campus – Ms. Halley, Ms. Rushing, Mr. Ware

Current enrollment and SSCH for each campus was discussed and compared with last year's numbers. It is important for each campus to continue reviewing this information.

3. Summer Recruitment and Retention Strategies – All EC Members

Vice Chancellors discussed current recruitment and retention plans occurring in their respective areas.

4. UAM of the Future: Planning and Preparation – All EC Members

Ideas of planning for the future and what might be in store for higher education was discussed, including creativity in filling position; retention of faculty and staff; programming/unit reviews and planning; immediate and long-term change; and strategic planning.

5. “The Hybrid Campus” Article

Vice Chancellors were sent and asked to review an article, and to begin thinking of ideas and plans of action that will help further advance UAM.

6. Summer Campus Improvements – Mr. Becker

Current projects for campus improvement were discussed, including replacing the curbing by the Music Building and along University Drive between the BBC and MBSF; sidewalk repair; finishing the brick at Willard Hall; and renovations to the 1937 House and the Trotter House.

Executive Council Minutes

July 5, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Dr. Tracy Tucker, Jeff Weaver, Christy Pace, Thomas Lafever, Renea McClendon, Mary Whiting

1. Fall 2023 SSCH and Budget Comparison

An update was provided and reviewed regarding the comparison of SSCH and budget to last year at this time.

2. Recruitment and Retention Initiatives

Ideas for recruitment and retention were discussed, including ways to recruit, class offerings, how to reach stop-out students and new students, opportunities for students in adult education classes, and textbook options.

3. Transformational Academic Initiatives

The Executive Director and Board Chair of the Windgate Foundation visited campus last week. They toured the art lab, graphic design lab, nursing building, and the Fine Arts Center. EC members discussed ideas for the next grant proposal.

4. Selection Committee for Staff Awards

The Executive Council selected and approved members to serve on the selection committee for the two new UAM staff awards. There were 51 nominations for the administrative staff award and 24 nominations for the maintenance staff award. The selection committee will choose the winner of each award, and the recipients will be announced at Professional Development Week.

5. Weevil Transit Update

An update was given on the Weevil Transit program, which will provide transportation for students to nearby locations. The information included details on the schedule of operation, specific stops and services, and passenger rules/requirements.

6. Concept 3D (Calendar/Virtual Tour) Update

Training is currently in place for the new calendar software. The tentative launch date is August 1, 2023.

7. Additional Locations: High School Partners

The potential need for additional off-site locations related to a grant proposal was discussed.

8. Productivity Funding

Data for productivity funding is starting to be distributed. At this point, UAM appears to be down in credentials, gateway, and progression.

9. Workforce Operating Procedure

The current trends in Workforce efforts were discussed. A new operating procedure will be created and brought to a future meeting for consideration and approval.

10. Degree Pathways

An update was given on degree pathways, including fall-to-fall retention by ACT and retention rates for first-time freshmen. A team is looking at the data and how to make it more presentable.

11. Professional Development Week

Last year's schedule of activities for professional development was distributed and possible themes for this year were discussed.

12. Operating Procedure 725.1 – Building Coordinators

EC members discussed the coordinators listed for each building. A recommendation was made to change most coordinators to the Dean, Director, or Vice Chancellor of the building. Proposed revisions will be provided by the next meeting.

Executive Council Minutes

July 13, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Dr. Tracy Tucker, Bob Ware, Jeff Weaver, Christy Pace

1. Report on Thursday Morning's Chancellor/Provost Meeting

An update was provided on topics discussed in a meeting with UA System Chancellors and Provosts.

2. Review of Operating Procedure 725.1 – Building Coordinators

The Executive Council approved revisions to the building coordinators in operating procedure 725.1.

3. Windgate Foundation Discussion

The Executive Director and Board Chair of the Windgate Foundation visited campus last week. They toured the art lab, graphic design lab, nursing building, and the Fine Arts Center. EC members discussed ideas for the next grant proposal.

4. Survey for Return on Investment Programs

Ms. Halley and Mr. Becker provided information on the first step in determining the return on investment for academic programs.

5. Enrollment and Recruitment Strategies

Enrollment and student semester credit hours were discussed. Currently, 483 students have signed up for housing. A flyer with welcome week activities was distributed. An update on the stop-out campaign was given.

6. Professional Development Week

A draft schedule for professional development week was distributed and options for speakers were considered.

7. Special Topics Classes

The benefit of special topics classes was discussed and encouraged as an opportunity to find new things to offer.

8. Partnerships with Other Institutions

Vice Chancellors were asked to continue exploring and thinking of new and creative partnerships.

9. Agenda Items for the Board of Visitors Meeting

The next Board of Visitors meeting will be held on July 25. EC members discussed items that will be shared with Board members.

Executive Council Minutes August 3, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Dr. Tracy Tucker, Bob Ware, Jeff Weaver, Christy Pace

1. Calendar and Virtual Tour Update – Mr. Hughes, Mr. Fendley

A presentation was given on the new calendar which is an event management system. It currently has 42 events loaded. The Executive Council approved for this system to be launched. The virtual tour will have 360° images at 10 different stops. The target launch date will be the end of September.

2. Status of Various Campus Enrollments/SSCH and “Just-in-time” Management – Mr. Becker, Ms. Halley, Mr. Ware, Dr. Tucker

Current enrollment and SSCH was discussed. Vice Chancellors gave updates on programs, offerings, and projects in their areas.

3. Housing Update – Mr. Hughes

There are currently 493 applications for housing. Students who have not enrolled in classes are being contacted.

4. Windgate Grant Update – Mr. Weaver, Mr. Becker

Information was provided on projects that will be requested in the new Windgate grant application.

5. Professional Development Week Final Plans – Ms. Halley

The final schedule and order of introductions for Professional Development Week was discussed. The schedule has been sent to employees.

6. UAMS/Crossett CT Campus Partnership: Phlebotomy – Dr. Tucker

UAM-CTC is working with UAMS to start a pilot phlebotomy program. A MOU was signed yesterday, and a budget is being created.

7. Operating Procedure 301.1: Cash Management – Mr. Becker

Proposed revisions were made to Operating Procedure 301.1, to include guidelines for collateralization. The Executive Council approved the revisions.

8. “Stop-out” Student Scholarship – Mr. Becker

The criteria for a “Stop-out” scholarship was discussed. With a few changes, the Executive Council approved this new award.

Executive Council Minutes

August 22, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Dr. Tracy Tucker, Bob Ware, Christy Pace

1. Arkansas Baptist Homes for Children – Mr. Allen Elkins

An overview was given of the changes over the last several years in the Arkansas Baptist Homes for Children. Discussion took place regarding how UAM can create a partnership in order to provide opportunities. Ideas mentioned included internships, special programs, possible jobs for recent graduates, visits to the Home, and invitations to campus activities.

2. Enrollment Update from all Vice Chancellors

An update was provided on enrollment. Monticello undergraduate SSCH is at 98.36% of budget. Graduate SSCH is up 6.78%. Crossett SSCH is 4% over budget and McGehee is at 88% of budget. Another message on finalizing will be sent tomorrow. Faculty are allowing students to finalize while they are in classes or directing them to locations where they can receive help.

3. Student Engagement – Mr. Hughes

- ♦ Move-In and Housing Update – Move-in Day was a huge success. It was very organized and there was a tremendous amount of help from the campus and community. There are currently 468 students in the residence halls, compared to 429 last year.
- ♦ 2024-25 Recruitment Update – A meeting was held last week to review and discuss recruitment data. It was recommended that the direct mail campaign be changed from three to two mail pieces, in order to increase the ads on social media. Other campaigns were also mentioned, including the Stop-Out Campaign, You Belong, and Refer a Friend.
- ♦ Orientation and Welcome Week Report – A total of 427 students attended orientation. All events were well attended, including the student worker job fair, which had 171 participants.

4. Application and Enrollment Process Debriefing – Dr. Doss

The process for applying to UAM and enrolling in classes was discussed. Vice Chancellors were asked to think about critical areas on campus and be sure multiple people are trained who can help during critical times.

5. Operating Procedure 440.2 – Ms. Halley

Proposed revisions to OP 440.2: Compensation for Teaching Internet-based, Online Courses were made to be in accordance with the Quality Assurance Rubric. The Executive Council approved the revisions.

6. Windgate Grant Application – Dr. Doss

A more specific breakdown of expenses is needed for the proposals that will be requested in the Windgate Grant. Please send this information to Mr. Weaver as soon as possible.

Executive Council Minutes September 5, 2023

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Dr. Tracy Tucker, Bob Ware, Jeff Weaver, Christy Pace

1. Parents Day/First Home Football Game – Mr. Hughes

Details for Saturday's football game and Parent/Family Day were discussed.

2. Enrollment Data Collection – Dr. Doss

A more formal plan for collecting and analyzing data was discussed. Vice Chancellors were asked to identify exactly what is needed.

3. Recruitment – Mr. Hughes

All recruiters are busy traveling to schools. The Southeast AR College Fair will be held on campus next Thursday, September 14. Emails and ads are ready and will be sent out soon. Mailers will go out in November/December and again in January/February.

4. Retention Strategies (Grade and Attendance Checks/Early Interventions) – Dr. Doss

By this time in the semester, students should have some grades and those who need help should be easy to identify. This topic will be added to the next agenda to discuss feedback from faculty regarding interventions.

5. Windgate Grant – Mr. Weaver

The application for the new Windgate grant is being finalized. The Windgate Foundation Board will meet in October.

6. Liberal Arts Promotion – Dr. Doss

Information on social science workforce was provided and discussed, as well as, ways to promote liberal arts.

7. Solar Eclipse Planning Committee – Dr. Doss

MEDC has asked UAM to help with events regarding the solar eclipse on April 8, 2024.