

University of Arkansas at Monticello Executive Council Minutes
for May 20, 2008

All members present except David Ray

1. Dr. Brown reported that the Free Summer Housing initiative has been well received. At this date, 85 students plan to take advantage of the free housing for the Summer I term. In the past, the University has had approximately 45-50 students living on campus for Summer I. At this date, 56 students plan to take advantage of the free housing for the Summer II term. In past years, the University has had approximately 35-40 students living on campus for Summer II.
2. Dr. Lassiter reviewed the UAM items to be considered by the Board of Trustees at the meeting on June 6. The following items will be on the agenda:
 - a. *Consideration of Request for Approval of a Proposal to Offer a Technical Certificate in Health Information Technology, UAM (Action)*
 - b. *Consideration of Request for Approval of a Proposal to Offer Certificates of Proficiency in Basic Office Skills, Healthcare Office Skills, Industrial Equipment Repair Skills and Basic Computer Repair/Networking Skills, UAM (Action)*
 - c. *Notification of a Proposal to Offer the Master of Arts in Teaching by Distance Education, UAM (Information)*
3. Dr. Lassiter reported that there has been confusion with the official name of the old student union building on campus. The Executive Council confirmed and clarified that the correct name of the building is the Visual and Performing Arts Building. All campus maps and documents should reflect this name when referring to the building.
4. Dr. Lassiter distributed a draft schedule for Professional Development Week. Monday is reserved for student advising and faculty planning; required programs are planned for Tuesday and Wednesday; Thursday and Friday are set aside for unit meetings and other activities.
5. Mr. Jones discussed the distribution of notification of salary letters and the titles that are used. He distributed a report containing employees reporting to each Executive Council member with the official title and working title listed for each employee in their area. He requested that the desired title of the two be indicated on the report and returned to the Personnel Office by the next day. Notification of salary letters will be distributed after the Board of Trustee meeting on June 6.

6. Mr. Jones distributed a copy of Operating Procedure 250.4 and discussed additions to the policy to insure that official university websites would be hosted and maintained by the UAM IT department. Language was also added requiring that any outsourced web design be approved by the IT department. Changes to the policy are needed to insure the quality and consistency of UAM's website. Other modifications were discussed and will be distributed to the Executive Council in advance of the next meeting at which time the Council will take action on the final draft of the policy.
7. Mr. Jones announced that the detailed FY09 budget book will be distributed to the campus shortly after approval by the University of Arkansas Board of Trustees. The budget will be considered at the meeting scheduled for June 6.
8. Mr. Jones requested that Executive Council members review the latest version of the Classified Personal Services Request. This version was returned last week for any changes that might have occurred since the first review. Executive Council members are to notify the Personnel Office if modifications are necessary.
9. Dr. Berry announced that the Office of Advancement is working with Jim Brewer to design a postmark that will reflect the UAM Centennial during the 18-month period spanning April 1, 2009 through September 10, 2010. This will be used on all outgoing mail items from campus as well as a one day usage on the date of our determination from the Monticello post office.
10. Dr. Berry announced a focused phonathon that is being conducted during this month. It is an effort to test the responsiveness from donors and prospective donors to a yearly phonathon that will seek annual support for UAM. As of 05/15/2008, student callers have spoken to just over 450 alumni and received \$6,270 in pledges from 161 donors. An overview of the effort will be presented to the Executive Council in June.