

University of Arkansas at Monticello Executive Council Minutes

For June 12, 2008

Present: Jack Lassiter, David Ray, Jay Jones, Clay Brown, Kathy Berry, Linda Rushing, Bob Ware

1. Dr. Berry reported that during May 2008 the Office of Advancement completed a broad-scale phonathon. This was the first effort in more than a decade, and the phonathon focused primarily on renewing relationships with donors who had previously provided financial support to UAM through charitable gifts and/or alumni association dues. Student callers reached 1,752 households to secure \$10,915 in pledges from 288 households. During June and July, a test sample of 500 prospective alumni donor households who have never given financial support will be contacted. After these contacts have been made, a reasonable goal can be determined for a comprehensive phonathon to the entire database of 10,281 households. This effort is scheduled to occur in February and early March of 2009.
2. The Centennial Celebration Committee has worked with Jim Brewer to design a Centennial postmark. This custom postmark will be used on all UAM mail (sent through the Post Office on campus) during the Centennial Celebration timeframe (April 1, 2009 through September 10, 2010). Additionally, on **one** day of UAM's designation, all outbound mail from the Monticello Post Office will be postmarked with the Centennial design.
3. Mr. Jones reported that his staff is currently working on an operating procedure to incorporate the use of the newly adopted volunteer staff agreement form. He will present the proposed procedure at the next Executive Council meeting.
4. Mr. Jones reported that Notification of Salary memorandums were distributed to supervisors for all employees late last week.
5. Mr. Jones reviewed the minor changes made in UAM's Pay Plan Study for the Office of Personnel Management (OPM). The Executive Council approved the final version to be submitted to OPM.
6. Mr. Jones reported that UAM has been given instructions to prepare the biennial budget for 2010-2011 requests based on three scenarios:
 - 1) Modest increase ("modest" not defined)
 - 2) Flat funding (0% increase)
 - 3) 7% decrease

He also mentioned that UAM has been asked to complete a form that details the budget categories where reductions would be made should the 7% decrease

scenario become reality. This form will be reviewed by the Chancellor and submitted to the Office of Budget by June 16.

7. Mr. Jones clarified that employees should file travel authorizations in the system even when there is no cost to the University. The principle is that if an employee is away from campus and is not taking personal leave, a travel authorization should be entered to document the business nature of the absence.
8. Mr. Jones reported that the UA System office notified the campus that they anticipate a loss in the University health insurance plan for the fiscal year ending June 30. In addition to the 3% increase in premiums, which UAM will absorb for the coming year, we have been told to anticipate slight changes in benefits and a possible requirement for pre-authorizations for certain services. The campus will be informed of any changes prior to implementation.
9. Mr. Jones reported that UAM applied for a grant from the Arbor Day Foundation to receive up to 100 trees for the Monticello campus and up to 25 trees for the McGehee and Crossett campuses.
10. Mr. Jones reported that UAM recently received a grant from the Arkansas Forestry Commission for \$3,209. The grant is to purchase a tree air spade and for the necessary training for its use.
11. Mr. Jones reported that the IT staff is currently working with the Housing staff to provide wireless internet access for the residents in family housing.
12. Mr. Jones explained the University's current position on the streaming video on campus. Because of the limited bandwidth UAM has to the Internet at this time, Internet Video Viewing is not an available service for users. UAM has dedicated present bandwidth to the Learning Management System, Email, and Internet research. UAM will connect to the new high-speed ARE-ON in the future, and a review of this position can occur at that time. Also it is not possible to give access to selected individuals without having to provide this access to the whole campus.
13. Mr. Jones reported that budget books will be distributed by the latter part of the week of June 16-20.
14. Mr. Jones reported that the University has decided not to implement the energy savings performance contract which it had been negotiating with Tour Andover Controls. The University and an engineering consultant with TME, Inc. are studying alternatives to implementing the needed work that has been identified.

15. Mr. Jones reported that there will be a change in the distribution of monthly allowance payments for employees who utilize personal cell phones for University business. Beginning August 1, these payments will be split in half and included in the regular 15th and end of month salary payments. The allowance deposit will be the same as your regular salary allocation on file in the Personnel Office. The authorization form for FY 2009 will be distributed during the week of June 16-20.
16. Mr. Jones recommended that paper copies of the Staff Handbooks be distributed to employees Grade 10 and below and by request for any other employee. This action will save on copying costs. He reminded the Council that employees have desktop access through the website for this information. The Executive Council approved this recommendation.
17. Dr. Brown distributed a draft of a proposed Fifth Year Institutional Scholarship for UAM students. The draft includes the exact criteria for students to receive the scholarship. The Executive Council reviewed and approved the proposal with some revisions. The policy will become effective July 1 and be listed as Operating Procedure 510.3. The Council also reviewed and revised Operating Procedure 510.2: Scholarship for Fifth-year Athletes to insure that the two policies are consistent.
18. Dr. Brown reported that he has been in contact with ARAMARK regarding a formal copy of the 2008-2009 food service contract. The primary change in the contract is an increase of 4.25% for student meal service for the next year. Dr. Brown should receive the formal document for approval by Friday, June 20, 2008.
19. Dr. Brown reported that 76 students are living in Maxwell Hall for the 2008 Summer I Term. Last year (2007 Summer I Term) 54 students lived in Maxwell Hall. Thus, the free summer housing initiative provided an increase of 22 students. Dr. Brown and Mr. Meredith will provide some additional data on students residing in the halls at the next Council meeting.
20. Dr. Brown reported that he is in the process of completing the *Self Assessment of Campus Security Survey* as required by the Arkansas Department of Higher Education. Dr. Brown will be working with Peggie Orrell from the McGehee Campus and Sheila Upshaw from the Crossett Campus to prepare a comprehensive report for all three campuses.
21. Dr. Brown reported on the status of compliance with the 1998 Higher Education Act requiring all institutions to make a good-faith effort to distribute state voter registration forms to degree or certificate-seeking students. Dr. Brown has received the voter registration forms from the State Election Office. In the fall

2008 semester, Mr. Ralph Burns from the State Election Office will be on the UAM campuses to organize a voter registration drive. Mr. Burns will bring a mock election booth in which students may enter to learn how the voting machine works.

22. Provost Ray provided information from the Registrar on the Summer I 2008 enrollment. The official headcount enrollment submitted to ADHE was 1035. The official 2007 Summer I headcount enrollment was 1024.
23. Provost Ray is serving as a member of the ADHE Program Review Committee. The committee met for the first time on June 10, 2008. The Director of ADHE, Dr. Jim Purcell, met with the committee and outlined his expectations including an increased number of graduates per year, per program, and the need for external review. The committee will meet several times in the summer and early fall.
24. Provost Ray reported that an academic unit asked for reclassification of unit personnel based upon the latest CUPA definitions. This request was not approved by the Council since the salary study was complete and any adjustment in salary was based on the approved position definitions at that time.
25. Ms. Rushing reported that the Career Pathways program on the Crossett campus is to receive approximately \$18,000 incentive funding based on FY08 program performance.
26. Mr. Ware reported that the Practical Nursing pinning ceremony for the McGehee campus will be at 1 p.m. on Friday, June 27, 2008, and the Commencement Exercises will be held the same day at 7 p.m. Both events will be held in the Fine Arts Center on the Monticello campus. Ms. Rushing announced that the Commencement Exercises for the Crossett campus will be on Thursday, June 19, 2008, at 7 p.m. at the Crossett City Auditorium.
27. Mr. Ware noted that the Department of Labor has extended authorization for UAM to expend the remainder of funds in the \$1.6 million heavy equipment grant through September 30, 2009.
28. Mr. Ware reported the Career Pathways program on the McGehee campus is to receive approximately \$19,000.00 incentive funding based on FY08 program performance.
29. Mr. Ware reported the Small Business Center Director was honored with a plaque at the 18th Arkansas Small Business Awards Luncheon hosted by the Arkansas State Chamber of Commerce and Associated Industries of Arkansas.

30. Dr. Lassiter reviewed the tentative agenda for the July 14th Planning Session. He encouraged everyone to remind faculty/staff who will be attending to forward items for the agenda to his attention by no later than July 7th. The meeting will be at the Commercial Bank Employee Training Center and will begin at 8:30 a.m.
31. Dr. Lassiter distributed a draft of the Role and Scope Statement from ADHE. ADHE has been working with a consultant on revision of existing role and scope statements. Provost Ray and the Chancellor will be attending a meeting on June 20th to present questions and concerns on behalf of UAM.
32. Dr. Lassiter asked that the Fraud Hotline Information be placed on the campus website. The Fraud Hotline number is 866-252-9838.
33. Dr. Lassiter reported on visits that he and Mr. Jones have had with the System auditors concerning the University of Arkansas System Risk Assessment. This is a biennial requirement and is directed at discovery of possible risks to the operation of the campus. A report from the auditors will be filed in the future and will be available on campus.
34. On behalf of the Athletic Director, Dr. Lassiter presented the 2008-2009 Athletic Schedules for approval. After minor revisions, the Executive Council approved the schedules as presented.
35. Dr. Lassiter distributed the NCAA Athletic Game Environment Pledge that he signed on behalf of the institution. This is an initiative of the Division II Presidents and Chancellors to assist in creating a positive game environment for Division II intercollegiate athletics events. The pledge and the expectations of the University for athletic contests have been discussed with the athletic staff.
36. Dr. Lassiter presented a proposal for renovation of the swimming pool. After review of the cost and the utilization of the area for recreation and instruction, the Executive Council has decided to close the swimming pool. Julie Gentry has been appointed to represent the university in meetings with community members that are working on a possible recreation complex that would include an indoor pool.
37. Dr. Lassiter reviewed the tentative schedule of Professional Development Week. The schedule will follow the timeline of the past few years that will provide opportunity for unit meetings and limited university wide meetings. The final schedule will be mailed in early August.

38. Dr. Lassiter provided a report on the Board of Trustee meeting held June 6. The proposed FY 2009 Budget was approved. The Board also approved four new Certificates of Proficiency to be offered primarily on the Crossett and McGehee campus. The Board approved a new Technical Certificate in Health Information Technology. The Board also received information on the Master of Arts in Teaching offered by the School of Education.