

## **Executive Council Minutes** **January 22 and February 3, 2009**

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

1. Dr. Lassiter presented a Request for Land Purchase by Johnny Donaldson. Mr. Donaldson wishes to purchase approximately two acres adjacent to his property (Weevil Run Apartments) for the purpose of building additional apartments. After discussion and consideration, the Council agreed to deny the request at this time.
2. Dr. Lassiter reported on the Board of Trustees Meeting of January 16<sup>th</sup>. All items submitted by UAM were approved. These items included a new appointment to the COT McGehee Advisory Board, acceptance of the Adult Education Building as a donation from the Hamburg School District, authority to offer the Bachelor of General Studies degree, the deletion of the Music Theatre option and authority to proceed with a Critical Maintenance Loan from the College Savings Bond fund. The loan will be used for installation of equipment for connection of the MCB to the central chilling system, roof repairs on various buildings, and foundation repairs to the Agriculture building depending upon availability of funds.
3. Dr. Lassiter provided the Council with an update from the 87<sup>th</sup> legislative session that began on January 12<sup>th</sup>. The following items were discussed: 1) the present recommendation for funding would provide the campus with \$170,000 with a requirement for payment of at least ½ of the new pay plan if adopted, 2) Special Capitol Requests recommended by the Higher Education Coordinating Board, 3) legislation requiring acceptance of all credits by universities if a student completes the AA, AS, or AAT degree, 4) a limit on scholarship spending, and 5) implementation of a new pay plan for classified employees.
4. Provost Ray reported that the preliminary spring 2009 enrollment for UAM is 3,234 as of January 30, 2009. This is an increase over the spring 2008 semester.
5. Provost Ray reported that the National Association of Schools of Music (NASM) accreditation visit originally scheduled for the first week of March has been moved to September 13-16, 2009. The School of Education accreditation (NCATE) will be held March 7-11, 2009.
6. Provost Ray reported on the Academic Council's recent discussion concerning the effective time span (two, three, and four years) for the University Catalog. The discussion was prompted as a possible cost savings measure. The Academic Council recommended a two year calendar due to numerous changes that take place on the three UAM campuses. The Executive Council approved the two year catalog with reduced numbers of hard copies and an emphasis on use of the CD's and the web.
7. Provost Ray reported that a number of suggestions for the academic calendar had been offered for consideration. Dr. Bryant prepared four calendar scenarios for discussion: Exhibit A – Status Quo (no fall break and no dead day in the spring); Exhibit B – Fall break occurring about half way through the semester; Exhibit C –

Dead day in fall and spring; and Exhibit D – Fall break and dead day in fall and spring. After lengthy discussion, Exhibit A was approved by the Council and will be forwarded to the Curriculum and Standards Committee for review and action.

8. The Executive Council approved Provost Ray's suggestion that the policy covering graduate faculty course load be clarified. Provost Ray suggested that the Faculty Handbook section on "Standard Work Load" should be modified as follows: "The course load for full-time faculty holding the rank of instructor is 15 semester credit hours. The course load for full-time faculty holding the rank of Assistant Professor or above is 12 semester credit hours. The course load for full-time faculty teaching only graduate level courses is 9 semester credit hours." Provost Ray also noted that the UAM Operating Procedure 420.1 "Teaching Load for Faculty" would be revised to show the calculation of graduate faculty course loads. This request was also approved by the Council.
9. The Council approved Dr. Brown's request that the Missionary Baptist Student Fellowship (MBSF), directed by Rob Leonard, have access to the Red Barn as a temporary facility for the group's programming and meeting needs until the renovation and additions to the current MBSF facility are completed. The newly renovated facility should be ready for occupancy around June 2009.
10. Dr. Brown distributed a list of possible artists/groups to perform in October 2009 as part of the University's Centennial Celebration festivities. The cost to host the group will be provided by the UAM Student Activities Board and the SEARK Concert Association.
11. Mr. Jones reported that the IT department is reviewing the content and presentation of the university's website and is formulating recommendations for changes. He will provide a progress report on the initiative at the next meeting.
12. Mr. Jones discussed the schedule for the development of the FY10 budget and some of the more significant elements of the coming fiscal year's process. He stated that with the probability of flat to slightly reduced state funding, the university is looking at the option of reallocating existing resources to accomplish the budget goals for the upcoming fiscal year. He reminded the Council that UAM continues to have the lowest tuition rate in Arkansas among four-year universities, and reported that an increase in tuition would be considered as a part of the budget process. Dr. Lassiter reported that the possibility of a freeze or % limit on tuition increases is being considered by the legislature. The Council expressed a desire to give priority to employee salary increases in FY10, and Mr. Jones explained that the possible implementation of a new administrative software system would also impact the budget for the coming fiscal year.
13. Mr. Jones discussed the university's new procedure that went into effect January 1, 2009 that requires employees to retain and submit meal receipts in support of claims on TR-1 forms. Mr. Jones will research state and university policy to determine if there is a limit on the amount of reimbursement that can be claimed on an individual meal, i.e., breakfast, lunch or dinner and report at the next meeting.

14. The Executive Council considered and approved Ms. Rushing's request for a full refund to a student who had enrolled for the spring 2009 term. The tuition refund was based on medical reasons.
15. Mr. Ware reported that the Advisory Board Meeting on the McGehee campus is scheduled to meet the third Monday after the Board of Visitors meeting. He also reported that the Board of Trustees has appointed two new members to the McGehee Advisory Board. The next meeting of the advisory board will be on February 16th.
16. Dr. Lassiter reported on the following special events:
  - Centennial Celebration at the Capitol on January 13-14
  - Crossett Chamber of Commerce Banquet on January 26
  - Semi-monthly Assembly Officers Meetings to begin January 29
  - Arkansas Higher Education Coordinating Board on January 29-30
  - SEARK Cornerstone Leadership Class Graduation (Congressman Ross, speaker) on January 29
  - Arkansas Association of Public Universities President and Chancellor Advance on January 22-23
  - Hamburg Chamber of Commerce Annual Banquet on February 5
  - Weekly meeting of Presidents and Chancellors during Legislative Session beginning February 2
  - SEARK Cornerstone Coalition legislative function on February 18
  - Trustee Training Workshop and Trustee Day at the Capitol on February 18
  - Monticello Economic Development Council Meeting with Congressional Delegation in Washington on February 23-26
17. The Council discussed possible funding that UAM could receive from President Obama's Economic Stimulus Funding proposal presently under consideration by Congress. The Council will continue to monitor the action on the funding proposals.