

**University of Arkansas at Monticello Executive Council Minutes**  
for July 10, 2008

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

1. Mr. Jones presented revisions to UAM Operating Procedure 250.4 (Web Page Policy) that included language requiring that all university websites be hosted by UAM to insure quality and consistency. Additional language was included that requires approval of the supervising vice chancellor for the outsourcing of web design. The proposed revisions were approved, and the procedure as modified will be posted on UAM's website.
2. Mr. Jones proposed a procedure to give guidance with respect to the service of volunteers at the University including instructions for supervisors and conditions to which the volunteer must agree. The operating procedure and the form that must be completed by each volunteer will be posted on UAM's website.
3. Mr. Jones reported that the sale of timber on the old POW camp site has been postponed indefinitely due to the decline of timber prices.
4. Mr. Jones reported on the successful FY08 closeout that took place on the evening of June 30, 2008. Not only was the month of June closed out, but the FY09 budget was loaded onto the system. Mr. Jones commended Debbie Gasaway and her staff for their efforts which enabled spending on the new fiscal year budget to commence on the morning of July 1.
5. Mr. Jones proposed that the financial aid refund date be changed beginning with the fall 2008 semester from the 10th class day (September 3) to the 15th class day (September 10). The Executive Council approved this action. Mr. Jones and the financial aid office will be responsible for informing students of this change.
6. Mr. Jones provided the Executive Council with information regarding a loan agreement with Ryburn Motor Company in which the dealership is donating the use of automobiles to the football coaching staff for recruiting and other business related to the football program. The new agreement will insure that the liability of the local dealership and the university are covered by adequate insurance and that there is an understanding on responsibility for normal maintenance and repair of vehicles. Any university employee or unit that receives a vehicle for university-related business is to contact the fiscal office to insure that a similar agreement is completed.

7. Mr. Jones proposed the following new mileage rates for the use of university-owned automobiles used for official business purposes to become effective July 1, 2008. He noted that the IRS rate had increased 8 cents per mile from 50.5 cents per mile to 58.5 cents.

	<u>Current Rate</u>	<u>New Rate</u>
Compact Sedan	<b>0.33</b>	<b>0.38</b>
Jeep/Mini-Van	<b>0.39</b>	<b>0.44</b>
Large Sedan	<b>0.42</b>	<b>0.47</b>
15 Passenger Van	<b>0.49</b>	<b>0.54</b>
Trucks	<b>0.50</b>	<b>0.55</b>
Dump Truck	<b>0.55</b>	<b>0.60</b>
25 Passenger Bus	<b>0.98</b>	<b>1.03</b>
Bucket Truck	<b>\$22/hr</b>	<b>\$24/hr</b>
Trailer	<b>\$12/day</b>	<b>\$12/day</b>

The Executive Council will make a slight adjustment in selected unit M & O budgets to accommodate the new rates. The rates and the budget adjustments were approved.

8. Dr. Lassiter presented proposed athletic ticket prices for the 2008-2009 season for all sports. These prices were prepared by the athletic director after comparing with other GSC schools and in recognition of the seating improvements that have been made to several of the athletic facilities. The Executive Council approved the new ticket prices, and Mr. Early will publicize this information on the UAM website.
9. Dr. Lassiter reviewed the agenda for the Board of Visitor meeting scheduled for July 10.
10. Dr. Lassiter reviewed the schedule and agenda for the Planning Session to be held on July 14. At present, 31 individuals have confirmed their attendance at this day long meeting.
11. Dr. Brown reported that he has received the 2008 ARAMARK contract addendum and is in the process of reviewing it. The primary change is an increase in rates based upon the consumer price index. The Council approved the addendum and asked Dr. Brown to complete the necessary forms for its acceptance.
12. Dr. Brown reported that the University will formally request RFP's (Request for Proposal) from food vendor companies regarding campus dining services this fall. Dr. Brown will work closely with Mr. Jones and his staff in

preparing the document and reviewing the bids submitted. A new agreement must be finalized by no later than July 1, 2009.

13. The UAM Role and Scope has been revised by ADHE in accord with state law. The document as revised was approved by the Executive Council. The Role and Scope designations for state institutions of higher learning will be presented to the Higher Education Coordinating Board on July 25, 2008 for discussion and approval. Dr. Lassiter, Provost Ray and Mr. Jones will be attending the meeting.
14. Provost Ray discussed program review issues and graduation numbers that are being discussed at ADHE. There is a proposal from the director to increase the number of degrees produced annually for a program to remain in good standing.
15. Mr. Ray noted that the American Library Association requested that the UAM Taylor Library develop a library privacy policy. This policy is being developed by Ms. Campbell, Library Director, and will be presented at the next meeting for approval.