

Executive Council Minutes

October 30, 2008

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

1. Dr. Brown provided a draft of the proposed smoking policy for the campus. This proposal reflects the previous discussions of the Council and is ready for final action. After review the Council voted to implement the new policy effective September 1, 2009. The policy will be Operating Procedure 245.2 and will be posted to the website.
2. Dr. Lassiter reported on the budget hearing he attended on behalf of the University on October 29. A summary of the presentation was discussed with the Council and will be presented in various meetings scheduled with academic units and the Academic Council.
3. Dr. Lassiter reported on UAM agenda items for the Board of Trustees meeting scheduled for November 21, 2008. The following items have been submitted to the Board for consideration:
 - A. Corrections to the land description for the sale of property to Drew Central School district that was approved at the September board meeting.
 - B. UAM is requesting approval to sell 14.32 acres for the right of way for the I-69 Connector (Job 020357). This highway is part of the planned extension of I-530 between Pine Bluff and west of Monticello. The total price for the sale of this land is \$27,000.
 - C. UAM is requesting approval to borrow \$1 million from the College Savings Bond Loan Fund. The proceeds from this loan would be used to fund improvements related to an energy savings initiative, expansion of the district cooling system and various small renovation projects.
 - D. UAM is requesting approval to delete the Journalism major within the Bachelor of Arts program.
4. Provost Ray reported to the Council that UAM has received full accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP). UAM is the only fully accredited program in Arkansas. UAM is one of thirty-one fully accredited programs in the United States. Accreditation by NACEP is required by ADHE for institutions who offer concurrent enrollment.
5. Bob Ware reported that COT McGehee wants to develop a policy for continuing education payments to employees with allowance for use of university facilities and equipment. The Council will review the proposed policy at a future meeting and consider adoption for use as a university-wide procedure.
6. The Council discussed the use of P-Cards and various situational purchases. It was noted that some types of transactions are not allowable for P-Cards such as travel and supplies from vendors who are not state contract vendors for certain items such as office supplies (Office Depot is our current office supply vendor). There was also discussion about general state purchasing guidelines and prohibitions on certain types of purchases for items such as gifts and other personal items. Jay Jones stated that any

P-Card holder or budget director should always call Purchasing when there is doubt regarding whether a purchase is allowable. Mr. Jones will send an email to netlist that gives some guidance on purchasing both generally and specifically for P-Card transactions.

7. The Council discussed the difficulty in obtaining approval by the U. S. Department of Education for the Health Information Technology Program for awarding financial aid for students. Jay Jones and David Ray each reported on their efforts to obtain from ADHE and North Central the necessary documentation that has been requested by USDE to gain approval for this program. Both indicated that they felt that the university was close to having the required authorization.

8. Jay Jones reported that the FY08 audit field work was now complete and an exit conference was conducted with Chancellor Lassiter on Monday, October 27. Mr. Jones told the group that there were two issues in the area of Information Technology that were being considered as findings related to the assignment of network IDs and passwords and the university's disaster recovery plan. One or both of these findings could be reduced to the status of a supplemental finding which are not reportable in the body of the audit report. The University's audit report indicated that the work done by the finance staff is exemplary as indicated by the absence of audit findings related to financial matters for a number of years.