

Executive Council Minutes January 26, 2016

Present: Karla Hughes, Lisa Shemwell, Jay Jones, Jay Hughes, Linda Rushing, Bob Ware
Jimmie Yeiser, Linda Yeiser

Dr. Hughes welcomed everyone to the meeting and asked for reports from Vice Chancellors.

Mr. Jones discussed the following matters regarding Finance and Administration.

- B-1 State Funding has now been forecasted to flow.
- Changes in the University's retirement plan will begin July 1, 2016. An email was sent to the campus on January 21, 2016.
- The date for making requests for the summer projects initiative will be moved up to the first week of March, in order to better prepare and prioritize.

Dr. Yeiser discussed the following Academic items.

- Material was provided regarding an honors program. After discussion by the Council, Dr. Hughes stated the proposal should target the fall of 2017, so that the curriculum will be in place and discussions can be made regarding learning communities in housing, scholarships, marketing materials, etc.
- Information was discussed on offering technical courses on the Monticello campus. A plan will be prepared and discussed in more detail.

Ms. Yeiser discussed Advancement, noting she is about to begin working on calculations for private scholarships.

Mr. Hughes discussed the following items in Student Affairs.

- Drawings and pricing has been received regarding retail food service and a meeting will be scheduled to discuss the details.
- More discussion detailing financial options will be needed regarding the renovation of Horsfall Hall.
- A company has agreed to sell video surveillance equipment to the University at a wholesale cost, and our employees will make the installations.
- An update on the Title IX training for faculty and staff was given, as well as options to engage student participation in the student survey.
- Officer training will be provided for CRASE (Civilian Response to Active Shooter Events), and emergency response exercises will be conducted in the fall.

Ms. Shemwell discussed the following matters concerning the Chancellor's Office.

- An update was given on the listening tours. Once completed, a detailed briefing will be provided.
- The Council was asked to begin thinking about cross representation on committees as well as opportunities for up and coming leaders.

- Topics will be discussed regarding Board of Visitors meetings and opportunities to allow board members to engage and collaborate.
- Planning and prioritizing future events for the Chancellor is very important and should be communicated to the Chancellor's Office as soon as dates are known.

Dr. Hughes gave the following Chancellor updates.

- Protocols were discussed, noting that Christy is the first line of contact for scheduling.
- Chief Kidwell has been asked to advise the Chancellor regarding emergency notifications on closures.
- During budget hearings, unit heads have been asked to prepare for all needs and priorities, with the understanding that everything may not be funded.
- Future executive council meetings will continue to have some reporting, but will focus more on strategic planning and direction for the University.

**Executive Council Minutes
February 9, 2016**

Present: Karla Hughes, Lisa Shemwell, Jay Jones, Jay Hughes, Linda Rushing,
Bob Ware

The Executive Council and various groups met with the Education Advisory Board who provided information on Student Success Collaboration.

Executive Council Minutes

March 9, 2016

Present: Karla Hughes, Lisa Shemwell, Jay Jones, Peggy Doss, Jay Hughes, Linda Rushing, Bob Ware

1. Academic Calendar and Holiday Calendar

The 2016-17 academic calendar was approved, with an adjustment on drop dates for Crossett and McGehee. The Council will review handouts and discuss the 2017-18 calendar at the next meeting.

2. Blackboard Update

Information was provided on the System-Wide Blackboard Contract detailing additional services. Priority pre-registration was discussed, which will give seniors and juniors an opportunity to enroll in classes first. A new housing registration was also discussed, that allows students to register online for housing.

3. Discussion on Stoles at Graduation

A proposal submitted by the Student Government Association regarding wearing organizational stoles at graduation. Dr. Hughes asked the Council for input and stated she will make the final decision.

4. Board of Visitors Agenda Preparation

A new format will be prepared for the Board of Visitors Meeting, which will include information of what will be relevant at each meeting time. At the April meeting, discussion will take place with the Board regarding budget, retention initiative, and tuition.

5. Strategic Planning—Core Values

Dr. Hughes provided her vision statement and stated that the Council will discuss strategic planning, as well as set core values.

6. Tuition Discussion

Factors that have an important role in making tuition and fee recommendations were discussed.

7. Important Dates to Remember:

- Preregistration – April 4 – 15
- Board of Visitors Meeting – April 14
- Commencement – May 6

Executive Council Minutes

March 18, 2016

Present: Karla Hughes, Lisa Shemwell, Jay Jones, Jay Hughes, Linda Rushing, Bob Ware

1. Calendar Discussion with Carol Dolberry

For the 2017-18 calendar, a 12-week session for nursing will be added at Crossett, and a six-hour waiver will be discussed. Items being reviewed/researched for the 2018-19 calendar include an early start date for Crossett and McGehee, changing the start date to Monday instead of Wednesday, and reducing final exam days to four days instead of five.

2. Budget Discussion with Debbie Gasaway and Alex Becker

The budget process was discussed. Requests will be reviewed and prioritized according to critical needs for student success and retention, safety, retention of personnel, and maintaining infrastructure in technology. The Early Retirement policy has been reviewed for the past several years, and will be discussed at the April Assembly meeting.

3. Tuition and Fees Discussion for Board of Visitors

A comparison of UAM's tuition and fees and strategic initiatives for student success was discussed.

Executive Council Minutes

April 12, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Budget Update

Details were discussed regarding legislative issues and the budget. The early retirement plan will be discussed at the April meeting, and Jay Jones will explain to faculty that it is one of the items being considered regarding budget decisions. Discussions will continue at the next Executive Council meeting.

2. ERP Status

The System Office has developed a task force to leverage our collective advantage and cost. A consultant will work with each campus to determine the specific needs. The system will be holding meetings for campus stakeholders - CFOs, CAOs and CIOs, as well as continuing discussions with Chancellors at their system meetings.

3. Peer Institutions

Data regarding peer institutions was provided to the Council. Dr. Hughes asked members to review the information and provide feedback by email before the next meeting. Dr. Doss was asked to get input from the academic program Deans.

4. Tuition and Fees Discussion with Board of Visitors

The Council was presented material that will be discussed with members of the Board of Visitors at the April 14th meeting.

5. Commencement Planning Discussion

An update was given on planning details for commencement. The Executive Council approved to award a posthumous degree.

6. Summer Camps

Information was provided regarding 27 camps to be held on campus.

7. Welcome Week Planning

An overview of the ideas from the Welcome Week Committee was discussed. Committee members are excited about the changes to engage students during this time.

8. Housing Selections Update

An update was provided on housing during the summer terms. There are currently 535 registered for housing, with 308 of those being current students.

9. Pre-registration Count

Data on preregistration was discussed. By the end of the first week, a total of 450 students had enrolled for Summer I 2016, 241 for Summer II 2016, and 993 for Fall 2016.

10. Professional Development Week Discussion

A group of employees across campus have met to discuss ideas for professional development week. Topics included student success, interdepartmental conversations, program enhancement, and best practices for Blackboard.

11. Scholar's Day

UAM will host Scholar's Day for high school seniors on April 18, 2016. Changes have been made to help students become more familiar with the campus and activities, and the academic unit they will major in.

12. Summer Retreat

Members were asked to provide suggestions for agenda items at the summer meetings.

Executive Council Minutes

April 26, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Debriefing on Board of Visitors Meeting

The Council discussed the structure of the April Board of Visitors meeting, noting positive feedback given by Board members. Material will be strategically presented at meetings to align with the calendar cycle so that Board members are aware of current information regarding the institution.

2. Peer Institutions

Updated data regarding peer institutions was provided to and discussed with the Council.

3. Commencement

Dr. Hughes stated that for this first year, she has asked Ms. Shemwell to work behind the scenes during commencement in order to provide suggestions for next year's ceremony. Dr. Doss discussed specific commencement details. Mr. Jones gave an update on the installation of screen and video equipment.

4. Early Retirement

The Council continued the discussion on early retirement. There were no requests submitted by the March 1, 2016 deadline. As indicated at the faculty assembly in April, discussions regarding early retirement are ongoing.

5. Summer Projects Prioritization

Information was provided on proposed summer projects, which will be prioritized for student success. Vice Chancellors were asked to submit feedback to Mr. Jones.

6. Council members were asked to send the following information to the Chancellor's Office as soon as possible:

- Dates of events the Chancellor will need to speak at
- Agenda items for the summer retreats
- A list of events in each area for a yearly calendar

Executive Council Minutes

May 17, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Initial Commencement Debriefing

Comments and suggestions regarding commencement were discussed. The possibility of using alternate locations was also mentioned. Dr. Doss will ask for data on preliminary numbers for December's commencement, and more discussion will take place at the summer retreat.

2. Marketing UAM with Jim Brewer and Morgyn Ellis

Because of the limited amount of research/data, it is difficult to know if money used for marketing is being spent wisely. Ideas were discussed, including the need for an agency of record, internal organizational structure for marketing, and the alignment of materials across campus.

3. Early Retirement

The Council continued the discussion on early retirement. A recommendation will be proposed and submitted to the Executive Council for review.

4. Equipment/Item Transfer and Disposal Procedure

The Purchasing Office is working on a draft policy to transfer or dispose of items purchased by the University. Once finalized, this policy will be distributed to the Executive Council for approval, and communicated to the campus.

Executive Council Retreat

June 16, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

Dr. Hughes welcomed Council members. She discussed details and provided notes regarding a meeting held with program deans. She encouraged all leaders to think about how they communicate with their staff and what information needs to be directed to the appropriate employees.

1. Marketing

Vice chancellors were asked to bring ideas from their units regarding “who we are.” Ideas will continue to be looked at as well as what it will take to brand UAM.

2. Strategic Planning Framework

The vision, mission and core values were discussed and revised by Executive Council. Goals will be discussed at one of the next retreats. There will also be opportunities for input on the draft from campus groups as faculty return to campus in the fall. The Chancellor requested that Vice Chancellors begin thinking about how to organize forums for feedback.

Vision:

The University of Arkansas at Monticello will be recognized as a model, open access regional institution with retention and graduation rates that meet or exceed its peer institutions.

Through these efforts, UAM will develop key relationships and partnerships that contribute to the economic and quality of life indicators in the community, region, state, and beyond.

Mission:

The University of Arkansas at Monticello is a society of learners committed to individual achievement by:

- Fostering a quality, comprehensive, and seamless education for diverse student learners to succeed in a global environment;
- Serving the communities of Arkansas and beyond to improve the quality of life as well as generate, enrich, and sustain economic development;
- Promoting innovative leadership, scholarship and research which will provide for entrepreneurial endeavors and service learning opportunities;
- Creating a synergistic culture of safety, collegiality and productivity which engages a diverse community of learners.

Core Values:

- *Ethic of Care:* We care for those in our UAM community from a holistic perspective by supporting them in times of need and engaging them in ways that inspire and mentor.
- *Professionalism:* We promote personal integrity, a culture of servant leadership responsive to individuals' needs as well as responsible stewardship of resources.
- *Collaboration:* We foster a collegial culture that encourages open communication, cooperation, leadership and teamwork, as well as shared responsibility.
- *Evidence-based Decision Making:* We improve practices and foster innovation through assessment, research, and evaluation for continuous improvement.
- *Diversity:* We embrace difference by cultivating inclusiveness and respect of both people and points of view, and by promoting not only tolerance and acceptance, but support and advocacy.

3. Wi-Fi Update

Challenges with Wi-Fi coverage were discussed. An outside company will complete an evaluation to make sure access points are placed so that the maximum coverage is available.

4. Calendar

The 2016-17 academic calendar had already been approved; however, the payment deadline will be changed to the third class day based upon input from various campus groups. A draft of the 2017-18 calendar was discussed and approved with the following changes:

- Number of class days reduced from 74 to 73 class days
- Payment deadline changed to the fifth class day
- One day between end of 8W1 and beginning of 8W2 to process grades and drop/add for students who did not pass 8W1 class
- Study day between last class day and start of finals
- Sessions C1 and C2 are 12 weeks in length
- Added session M4 and M5 for McGehee practical nursing

5. Recruiting

Limited available data was provided and discussed regarding enrollment and events. The Council agreed that the university needed to develop a recruiting strategy and plan with targeted goals.

6. Master Plan

The Executive Council agreed this plan would need to be developed in phases for further implementation. There will be opportunity for discussion with faculty and staff about UAM needs as well. Future plans will focus on student success. Facilities and space utilization will continue to be reviewed.

Executive Council Retreat June 29, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Performance Funding

The following topics of performance funding were discussed: principles, measures, funding recommendations, transition play, and strengths/weaknesses of the model. Executive Council members were asked to discuss this information with employees in their areas.

2. Concurrent Enrollment

A work team was assembled to develop a pilot project narrative on concurrent enrollment at the Crossett and McGehee campuses. This request was presented and discussed, and will be submitted to ADHE.

3. Commencement

A strategic work group spent many hours researching the possibility of having commencement in the Fine Arts Center. Due to the several factors, including the number of eligible participants, ADA accessibility and maximum occupancy load, it is not feasible to use the Fine Arts Center for commencement.

4. Updates

- a. Textbook Fee Charges - Information was discussed regarding textbooks and supportive software. Dr. Doss, Mr. Jones, and Mr. Hughes will put together a work group to review textbooks, accessibility and costs, as well as propose fundraising ideas to assist students in obtaining the resources they need to be successful.
- b. Academic Council - A proposal was submitted to change the structure of Academic Council to Deans Council. This group will include the Deans of academic programs, and others may be invited as needed. This proposal was approved by Executive Council and will be presented to the Assembly for approval.
- c. Professional Development Week - A tentative schedule of meetings and activities was provided and discussed.

- d. Welcome Week – A cross collaborative work team revamped welcome week to help make it easier for freshmen to transition to college. The schedule of activities was discussed.

5. Scholarships

Information was provided on scholarship amounts, and charges for tuition, fees, room, and board for UAM and comparable institutions. A work group will develop a proposal for changes to scholarships for the 2017-18 academic year.

Executive Council Meeting

September 20, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Profile Data and Setting Targets for Spring Semester

Unofficial data on fall 2016 enrollment was provided, as well as a comparison to fall 2015. Information for spring 2017 enrollment was discussed with financial implications considered.

Based on historical information, Enrollment Management will begin to look at strategies, who to target, as well as how, and also have conversations among all three campuses. Once strategies are in place and approved, Finance and Administration will provide financial analysis.

2. Student Life: Housing Data and Welcome Week

Housing statistics were provided using the housing software which has revolutionized the ability to capture real-time data efficiently and quickly. Information was also provided on meal plans/declining balance.

An update was given regarding Welcome Week. Approximately 575 surveys were completed in small group sessions and concurrent sessions, and feedback was overall very positive.

A topsoil quote on additional parking east of Bankston Hall was discussed. Mr. Ashcraft is expecting to receive a paving quote this week.

3. Student Success Collaborative Next Steps

Phase I of the Student Success Collaborative was a small cross collaborative group that met over the summer. Phase II has added more representation. A timeline was provided to the Council regarding the next steps which entail training, activation, and full implementation. The team is also ready to look at which courses students are bottlenecking and/or failing.

4. Facility Issues

Processes will begin to be improved regarding facility issues. When problems arise, they will be dealt with and those involved will be informed.

The issue of mold was discussed, including the relocation of faculty and staff. A report was given on Sorrells Hall, Willard Hall and Maxwell Hall. Estimations were given for

the encapsulation of the crawl spaces in these three buildings. A timeline will be provided once the scope of the work is set.

In the past, the surplus building on campus has been full of non-serviceable items. Over the summer two trips were made to landfills. A regular schedule will be developed to help keep the building from filling up, so that offices and storage spaces can be kept clean. An update will be provided by email to the Executive Council.

A facilities update for the McGehee campus and Crossett campus was discussed.

5. Performance Appraisal Implementation

Council members were provided a generic template and asked to complete evaluations on all employees, including non-classified, before December 31. If all direct reports have been evaluated, a confirmation email should be sent to the Chancellor's Office. All supervisors should make sure they are giving positive feedback, as well as what can be improved.

6. Future Executive Council Meeting Topics

- a. Update vs Discussion – Send email updates that do not need discussion.
- b. Policies – Executive Council members should review operating procedures and if there are policies that need updating, send to Executive Council by email.
- c. December Commencement – An updated list of responsibilities was provided.
- d. Strategic Planning – A process for campus input will be implemented regarding strategies and metrics for achieving goals.
- e. Marketing and Branding will continue to be discussed.

Executive Council Meeting

October 12, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Commencement Committee Update

Results/feedback from the last Commencement meeting was provided and discussed. The deadline for Executive Council members to review and provide updates will be October 21. In case of inclement weather and the need to cancel the ceremony, it will not be rescheduled, however, students will be allowed to participate in the May ceremony.

2. Student Withdrawal Data

Academic Affairs will begin looking at withdrawals on a regular basis, and begin tracking the process for both qualitative and quantitative withdrawals. Understanding why students leave UAM is part of strategizing for retention.

Data on withdrawals from 2015 and 2016 was provided and discussed. From today forward, students should meet with their advisor and dean before withdrawing, for advice on potential options that may be available, especially those who are juniors and seniors.

3. Board of Visitors Preparation

The October Board of Visitors meeting will be a tour of facilities, which will include the Babin Business Center, Horsfall Hall, the Athletic Field, Steelman Field House, Locker Rooms for Basketball, and the Natatorium.

4. Campus Improvement Projects

The Babin Business Center was surveyed for mold issues. A report will be provided with recommendations.

ATOKA, Inc. from Little Rock inspected Sorrells Hall, Willard Hall, and Maxwell Hall. The reviewer guaranteed creating a crawl space encapsulation on each of these three buildings would solve the moisture and mold problems. The initial indication from Kinco Constructors is that this work could be performed by Thanksgiving.

The Science Center generator is still being worked on, however, the temporary chiller is operating.

Processes should be put in place for cleaning up all of the campus. Supervisors who have responsibility for managing space should stay up-to-date on their areas, and use storage spaces wisely.

Between now and November 28, all Vice Chancellors should review the space in the attic of Harris Hall. Anything that is not tagged to stay, will be disposed of after this date.

A workforce development project at the Crossett campus was discussed.

5. Upcoming Projects/Work Planning

Executive Council members discussed some of their highest priority projects.

Executive Council Meeting

November 8, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Strategic Plan Input Process

Information for the Strategic Plan Input Process was emailed to team leaders this week. One of the most important factors in this process is continual input at all levels. Employees serving on teams will need to take information back to their units for lateral communication.

Details, including a list of all team members and a tentative timeline, will be added to the website under “Messages from the Chancellor.” This is also where periodic updates will be posted.

Executive Council members will review all priorities and provide input before the final plan is submitted.

2. Enrollment/Retention and Pre-registration Targets

- a) Enrollment – Monthly reports for September and October were distributed and discussed, which included data on new applications received/entered, admits, student contacts, etc. Ideas were discussed to help increase enrollment for pre-freshmen. Guiding questions were also provided for strategic enrollment management.
- b) Pre-Registration – Data was provided and discussed regarding students who are eligible to pre-register for spring 2017. The number of withdrawals was also given, as well as reasons students are withdrawing. The new withdrawal from now requires signatures from both the advisor and dean. The Executive Council approved a refund of tuition and fees for a student needing to withdraw due to medical reasons.
- c) Financial Analysis for Budget Impact – A tuition and fee analysis was provided, and should be discussed with each unit. The worksheet will be revised to include data divided by unit, and will be distributed to the Executive Council next week.

3. Summer Hours

Universities within the UA System were surveyed regarding office hours during the summer months. It was found that no universities close all day on Fridays. Vice Chancellors will discuss with their units and determine if certain offices need to be open all day on Fridays.

4. Moving Expenses

Council members were given a spreadsheet detailing moving expenses by unit for fiscal year 2015 and 2016, and were asked to review the current policy to determine if updates are needed.

5. Holiday Leave

A chart with tentative leave for all EC members was provided by email. Vice Chancellors were asked to be aware of when others are on leave and submit all paperwork in a timely manner.