

Executive Council Meeting

February 1, 2017

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware, Sarah James – UA System

1. Spring Semester Work Plans

a) Future Planning of Summer Camps

Camps are important to UAM as an institution, as well as for recruiting, and to the community. The planning and implementation of camps will be evaluated to make sure we do not cut short the services we offer to our current and new students returning in August.

Since camps are already in the planning stages this year, changes will be made for 2018. More details will be looked at in regards to scheduling, allowing for periods of time when there are no campers, so that a higher standard of care can be provided. Due to the changes, UAM may not be able to accommodate as many camps, however the service will be improved.

Revenues and expenses on summer camps for 2016 was provided and discussed. Information on how to proceed with camps for 2018 will be finalized and distributed by March, 2017.

b) Summer Office Hours

Vice Chancellors were asked last semester to discuss with their units the need to have certain offices open all day on Fridays, during summer office hours. A representative from the following areas will remain open: Cashier's Office, Financial Aid, Residence Life, Admissions/Registrar.

The offices that remain open will be asked to track all services during the entire summer schedule (phone calls, visits, etc.). A uniform format on tracking will be provided.

c) Operating Procedures

Vice Chancellors have been asked to look at operating procedures and policies that apply to each area, and review to make sure they are enhancing our operations and efficiencies, but most of all, aligning with System policies. When there is action taken by the System, and those actions are integrated into our policies, it is important to have a way that the information is disseminated and communicated to the rest of campus. Each Vice Chancellor should let Christy how this process is being done.

Information regarding Operating Procedure 404.5 was provided and discussed. Policies regarding moving expenses at other UA schools will be reviewed to determine specific strategies that are being used. The Council will continue to review and set a framework and parameters before July 1, 2017.

d) Holiday Schedule

Draft holiday schedules for 2017-18 and 2018-19 were distributed. Council members will review, and approve by email. The schedules will be sent to the campus by the end of February.

2. Priority Ranking of Capital Requests

Capital Requests is a process completed every two years and was submitted in 2017. It will be brought back to Executive Council during the first meeting of 2018 for early planning.

3. Summer Vacation Planning

Vice Chancellors were asked to provide tentative vacation plans to the Chancellor's office. Once the information is received, a chart will be provided to all council members.

4. Unit Transition Status

Jay Hughes has been asked to conduct interviews in Finance and Administration, communicate with Jay Jones, and then provide feedback and recommendations to the Chancellor's office after spring break.

Updates were given on the calendar review, the withdrawal report, as well as transitions with the Registrar's office.

The following items regarding Facilities were discussed:

- All employees are working to improve the level of service they provide, the response time, as well as communication with the campus.
- The Boiler Operators met regarding an issue with call-outs, and are working on a solution that will make it easier for the Police Department.
- A new proposal regarding building supervisors is being discussed.
- The chiller for Science Center has been installed and tested.
- Faculty have been moved back to Sorrells Hall.
- Summer projects will be strategized and prioritized with considerations of renovations, safety, and funds.
- The Crossett and McGehee campuses will be visited to understand their challenges.
- The Deans will be sent a document to complete regarding safety issues in their units.

Executive Council Meeting

March 1, 2017

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware, JoAnn Maxey – UA System

1. Pre-Commencement Planning

The first planning meeting for Commencement was held in early February. A Commencement guidebook is being created that will be kept in Academic Affairs and will include all responsibilities for each office, as well as specific details that are performed. Each office will also be provided a detailed binder of their own responsibilities in their respective area.

Other details discussed:

- The current sound system is being looked at and a new system may be purchased that would be multipurpose to serve in many capacities.
- Prospective high school students are being considered to sing the national anthem and alma mater.
- Parking may be a challenge if the baseball championship tournament takes place at UAM.
- Options are being reviewed to pay additional police officers to work during Commencement.

2. Pre-Registration Planning

Information on pre-registration will be distributed. Priority registration will continue this year, which has shown significant increases in pre-registration numbers.

3. Summer School Planning

Operating Procedure 440.3 Summer School Compensation Policy is being reviewed and changes will be presented to the Executive Council for approval.

4. Moving Expense Policy

A draft policy with revisions was provided and discussed. A decision on a revised policy will be made by the May Executive Council work session, to go into effect September 1, 2017.

5. Chancellor's Report

- a. Budget – All budget hearings have been completed, and priorities have been submitted by budget directors. A summary will be provided to Executive Council, so that each Vice Chancellor can prioritize items in their units.

- b. Campus Projects – Building projects and student success projects were discussed including, Horsfall Hall, Library, Roof Repairs, Crossett Building, Harris Hall Attic, and EAB.
 - c. Summer Planning
 - With camps and other projects going on, please be patient with facilities as work orders and repairs are requested and completed.
 - The Executive Council will have work sessions May 22-23. More details will be provided, and there may be mini sessions to include other personnel. EC members should provide items to be considered for discussion.
 - All units should have work teams to review and propose changes to policies in their respective areas.
6. General Education Courses Taught at the Colleges of Technology
- Plans are in place, effective with the fall 2017 semester, to change the hiring process and account to the Monticello campus for the instructors teaching general education courses at the Crossett and McGehee campuses. The Vice Chancellors will help with the day-to-day details. The Deans should make visits to the COT campuses and complete the faculty evaluations with input from the Vice Chancellors.
7. Items Approved By Executive Council Via Email:
- a. Approval to delete Operating Procedure 440.1 Compensation for Teaching CIV Distance Education Classes. 2/23/17
 - b. Approval of changes to Operating Procedure 440.2 Compensation for Teaching Online Classes. 2/23/17

Executive Council Approvals April – July, 2017

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

The following items were discussed by Executive Council members and approved through email.

1. Revisions to Operating Procedure 440.3 – Compensation for Teaching Summer Term(s). Presented by Dr. Doss, input provided by Deans and Alex Becker. Approved by EC on 4/10/17. Updated 6/6/17.
2. Addition of Operating Procedure 250.6 – IT Information Security. Presented by Mr. Hughes, input provided by UA Legal Counsel and Mike Owens. Approved by EC on 5/30/17. Updated 6/1/17.
3. Addition of Operating Procedure 250.7 – IT Website Standards and Accessibility. Presented by Mr. Hughes, input provided by UA Legal Counsel and Mike Owens. Approved by EC on 5/30/17. Updated 6/1/17.
4. Revisions to Operating Procedure 425.1 – Staff/Faculty Enrollment in University Courses. Presented by Mr. Hughes, input provided by UA Legal Counsel. Approved by EC on 6/6/17. Updated 6/6/17.
5. Addition of Operating Procedure 250.8 – Acceptable University E-mail Policy. Presented by Mr. Hughes, input provided by Mike Owens. Approved by EC on 5/18/17. Updated 7/1/17.
6. Revisions to Operating Procedure 404.5 – Moving Expenses for Newly Hired Employees. Presented by Mr. Hughes, input provided by UA Legal Counsel. Approved by EC on 6/10/17. Updated 7/1/17.
7. Revisions to Operating Procedure 510.1 – Grants-in-Aid. Presented by Mr. Hughes. Approved by EC on 6/12/17. Updated 6/13/17.

Executive Council Agenda

August 9, 2017

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

1. Concurrent Enrollment and Deans' Meetings Updates — Dr. Doss

Concurrent enrollment is being reviewed. They are looking at the value, the amount of time for the program, and the benefits to UAM. It will be studied over the next year and recommendations will then be made.

An update on Dean's meetings was provided, noting significant steps are being made to look at valid data and a justification on what the data means. Items from the EAB report are being addressed.

2. Enrollment Snapshot, Residence Hall Report, Welcome Week — Mr. Hughes

Information on residence life housing applications was provided which included data from the past 5 years as well as averages. An update was also given on headcount/SSCH.

Welcome Week activities were discussed.

3. Strategic Planning — Ms. Shemwell

An update on the strategic plan was given, noting that all work teams were asked to discuss the plan with other faculty/staff so that everyone should have had an opportunity to provide input. Once approved the plan will be placed on the website.

4. Chancellor Discussion

- Performance Funding – a small team is working on data and any implications/issues that may arise.
- Budget Strategies and Questioning – questions regarding the budget process are being asked, not to find fault or be critical, but to help look at things differently to make sure we are spending wisely and using money for priorities. We are already doing more with less – paying attention now will yield more in the future.
- Board of Visitors – Recent legislation has changed appointments made to the Board of Visitors from the Governor to the Board of Trustees.

5. Executive Council Retreat

A working retreat for Executive Council will be planned for May at the Winthrop Rockefeller Institute.

6. Use of Enrollment Data

The new format being distributed for enrollment data is more valuable from a budget perspective. It gives schools/units an idea of where they are in relation to their respective goals, as well as where they need to be in order to meet budget. A couple of sentences will be added that gives an explanation of the margin.

For program reviews, a different set of data will need to be provided to also include SSCH by major, SSCH by general education, and SSCH in service.

7. Items Approved By Executive Council Via Email:

- a. Approval of a recommendation from the Dean's Council for a revision in the current limit on enrolled hours for students in developmental coursework. This proposed policy aligns with best practices as is suggested in research for 15 to finish. 2/6/17
- b. Approval of the removal of the title "Provost" from UAM documents, websites, catalogs, forms, etc. 1/16/17
- c. Approval of two early retirement requests. 1/3/17
- d. Approval of changes to Operating Procedure 500.1. 12/8/16

Executive Council Approvals August – November, 2017

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

The following items were discussed by Executive Council members and approved through email.

1. In accordance with Operating Procedure 510.2 – Scholarship for Fifth Year Athletics, the Executive Council reviewed two separate appeals. Both appeals were denied by EC on 8/18/17.
2. Addition of Operating Procedure 276.1 – Sex Offender Notification Regarding the Campus Community; Residential Restrictions for Registered Sex Offenders. Presented by Mr. Hughes, input provided by UA Legal Counsel. Approved by EC on 9/8/17. Updated 9/8/17.
3. Addition of Operating Procedure 250.7 – Early Retirement, the Executive Council approved the request of two individuals for early retirement. Presented by Dr. Doss. Approved by EC on 11/16/17.