

Executive Council Minutes

January 14, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Linda Rushing, Bob Ware, Jeff Weaver, John Kidwell, Christy Pace

1. MOU with Good Shepherd – Chief Kidwell, Mr. Becker

A request was submitted by Good Shepherd Childcare Center for UAM to provide a temporary shelter for children and staff in the event of a disaster/emergency situation. While UAM is willing to help the community in emergencies, the request to sign an agreement was declined.

2. COVID Updates and Feedback from all Divisions

All units reported on the effects of COVID in their respective areas. PPE supplies are adequate for this semester.

3. Pet Waste by University Apartments – Dr. Goldmon

The policy for service and emotional support animals on campus was provided. Pet waste stations have been ordered and will be placed near residence halls and around the pond. The idea of creating a dog park was discussed.

4. Report on Efforts of Enrollment and Finalizing – All EC Members

The percentages of enrollment compared to budget for each campus was discussed. Options for adding 8-week classes are being considered. There are currently 457 students in residence halls.

5. Accuplacer for Scholarship Consideration– Dr. Doss

There were no objections from Executive Council members for considering the accuplacer exam for scholarships, beginning in the fall semester. Mr. Becker will organize a meeting with employees from financial aid, admissions and testing to discuss details.

6. Operating Procedures – All EC Members

A new operating procedure was approved in accordance with Act 958 of 2021. It will be OP 1010.1 – The Star-Spangled Banner Act. Revisions were made to OP 1000.1 – Athletic Grants-in-Aid.

Executive Council Minutes

January 31, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Requests for Voluntary Retirement – Ms. Halley

One request has been submitted for Voluntary Retirement. The Executive Council approved this request.

2. Enrollment – Mr. Becker, Ms. Halley

An update was provided on enrollment and student semester credit hours. The current headcount is 2411, compared to 2490 on this date last year.

3. Evaluation of Staff – Dr. Doss, Mr. Becker

Job responsibilities should be entered into workday for all employees by February 15. Evaluations will need to be completed by March 31. Vice Chancellors were reminded that all employees have room for improvement and growth. Evidence of ratings will need to be provided.

As a reminder, requests for annual leave should be submitted in Workday in advance.

4. Operating Procedures

Operating Procedure 270.2 – Official Functions Policy was discussed and revised. Vice Chancellors were given, and asked to update, a list of reoccurring events that would not require the official functions form to be completed.

Revisions were made to the following operating procedures and approved by email on January 24, 2022:

- OP 900.1 – Publications and Brochures
- OP 910.1 – Use of Alumni Records
- OP 915.1 – Solicitation of Funds for the University
- OP 925.1 – Tailgating Activities

5. Institutional Effectiveness – Dr. Doss

Vice Chancellors were asked to begin thinking about ways to make all areas on campus more effective.

6. Cost vs. Return on Investment – Dr. Doss

Going forward, the cost versus return on investment will be addressed by the Board of Trustees for new programs. This would entail how much a student is paying for tuition versus how much they will make once they complete their degree.

7. Other

- a. Dr. Goldmon discussed the AD search, noting that there are a large number of applicants and he hopes to meet with the search committee this week.
- b. Dr. Goldmon announced that the upward bound grant has been submitted and a decision will be made in March.
- c. Mr. Ware inquired about approving travel for employees. Vice Chancellors can approve travel as long as the employee has the funds in their budget.
- d. Mr. Ware announced that the LPN program has received a 100% pass rate, for the 9th consecutive year.

8. Approval by Email

A partnership agreement with National Park College is being considered, which will allow students to complete a bachelor's degree from UAM on the NPC campus. According to HLC, the proposal will require approval for an additional off-site location. A request to move forward was sent to the Executive Council and all approved by email on January 18, 2022.

Executive Council Minutes

February 23, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Linda Rushing, Bob Ware, Jeff Weaver, Dan Boice, Debbie Gasaway, Christy Pace

1. Strategic Planning – Dr. Doss, Mr. Boice

The work on the UAM strategic plan has resumed, and UAM's vision statement will be reviewed/revised. A vision statement clarifies the direction in which our University is headed by stating the outcomes we expect to achieve in the near future. The group provided responses to the following questions:

Why does UAM exist?

What makes UAM unique?

What would define success for UAM?

What should (or shouldn't) we do to achieve our objectives?

All vice chancellors were asked to complete the same activity within their units, by the beginning of April.

2. Budget Preparations – Mr. Becker, Ms. Gasaway

The process of exploring savings has begun. Budget hearings begin next week.

3. Tickets for EC Members to Alumni Events – Mr. Weaver

When executive council members are required to attend events, the UAM Foundation will pay for the cost of the employee's ticket.

4. HEDS Diversity and Equity Campus Climate Survey – Mr. Ware

There was discussion last year from the UAM Focus Group for Racial Equity, Diversity and Inclusion regarding distributing a survey to all faculty, staff and students. At the time, the decision was to wait. The focus group has brought it back for approval. The cost will be around \$2500. The Executive Council approved the request for the focus group to move forward with the survey.

5. Other

- a. Ms. Halley provided an update on the search process for three Dean positions: Arts and Humanities, Mathematical and Natural Sciences, and Social and Behavioral Sciences.
- b. Dr. Goldmon provided an update on the search process for the AD position.
- c. All vice chancellors provided updates on vacant positions in their areas.
- d. Announcements/Upcoming Events:
 - Mr. Ray's service will be Saturday at 2:00 p.m. in Hot Springs Village.
 - The last home basketball games will be this weekend.
 - The Athletic Fundraiser is Friday, February 25 at 5:30 p.m. in McGehee.
 - Renovation of the Agriculture building is in progress.

Executive Council Minutes

March 8, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Debbie Gasaway, Christy Pace

1. Summer Office Hours

The Executive Council approved the 4-day, 10-hour work schedule for this summer, with the exception of several critical offices that will be staffed on Fridays from 8:00-12:00. Those offices will include Academic Advising, Admissions, Cashier, Financial Aid and Registrar.

2. Student Success Fund Policy

The current policy was provided. The balance on this fund is \$41,625. The committee will be asked to give feedback regarding changes that should be made to the policy and how the student body will be made aware of this opportunity.

3. Operating Procedures

The Executive Council discussed and approved the following operating procedures:

OP 455.2 – Outside Employment. This policy was created in accordance with Board Policy 450.1, which requires prior approval of outside employment by full-time faculty and non-classified staff.

OP 275.1 – Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment. Revisions to this policy combines all procedures together into one policy.

On March 7, 2022, revisions to the following operating procedures and the addition of two new operating procedures were approved by email:

OP 275.2 – Discrimination and Harassment Policy - Non-Title IX (New)

OP 460.1 – Consensual Relationships (New)

OP 525.1 – Student Complaint/Grievance Procedure for Non-Academic Matters

OP 810.1 – Maintenance of Facilities and Grounds

OP 920.1 – Payment for Services from UAM Foundation

4. Strategic Planning

Vice Chancellors were reminded to contact Mr. Boice to schedule a time for him to meet with their units regarding strategic planning.

5. Other

- a. A revision to the Commencement Regalia Policy was approved by email on March 7, 2022. The revision will allow students completing a graduate certificate to wear a stole associated with their school or college.
- b. The following dates were mentioned:
 - April 25, 2022 – Crossett Chamber of Commerce Banquet
 - June 23, 2022 – UAM College of Technology – Crossett Commencement
 - June 24, 2022 – UAM College of Technology – McGehee Commencement

Executive Council Minutes

April 18, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Summer Vacation Leave – Dr. Doss

Executive Council members were asked to send tentative vacation plans to Christy as soon as possible. Critical dates such as registration events should be avoided when planning leave.

2. Fine Arts Center Lighting – Mr. Weaver

The lighting in the Fine Arts Center needs to be replaced. The building will have to be closed for six weeks, beginning July 31 through September 3. Events normally held in the Fine Arts Center, such as Professional Development Week and Weevil Welcome will be relocated.

3. Enrollment – All EC Members

Information was provided on preregistration, as well as strategies to encourage more students to register. An opportunity to allow juniors and seniors to self-register was discussed and approved.

4. Commencement – Ms. Halley

Details for UAM Commencement were discussed. There will be two ceremonies Friday, May 13 at 10:00 a.m. and 2:00 p.m. in the Steelman Fieldhouse.

5. FY23 Budget – Mr. Becker

Information was provided on the FY 23 budget, which is due to the System Office this week.

6. Open Positions – All EC Members

Vice Chancellors discussed vacant positions in their areas.

Executive Council Minutes

April 25, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Salary Adjustments/Revenue Streams – Dr. Doss

Feedback was discussed regarding the announcement that employees will receive a one-time payment equivalent to 2% of their base salary. The goal is to reassess what else might be given after enrollment for the fall has been finalized.

2. Enrollment Initiatives – All EC Members

The strategies to continue to encourage enrollment were mentioned, including visiting students in residence halls, and setting up in the Green Room during lunch hours. Deans and faculty will also continue to reach out to their advisees. The expectations for both new students and current students were discussed, as well as ideas on how to meet those expectations.

3. Commencement – Ms. Halley

There are currently 113 students who will participate in the 10:00 a.m. ceremony, and 116 in the 2:00 p.m. ceremony. Mr. George Dunklin will be attending Commencement and will present diplomas to the first four graduates receiving the Waterfowl Habitat and Recreation Management Graduate Certificates.

4. HLC 10-Year Review – Ms. Halley

The HLC 2024-25 Four-Year Assurance Review Schedule was provided at the last meeting, which includes the tentative schedule of tasks. A Steering Committee will be appointed this summer and the date for the HLC visit should be set this fall.

5. Partnerships – Ms. Halley

The partnership with National Park College has been signed by our campus representatives and approved by the Board of Trustees. It will be on the agenda for the July Coordinating Board meeting. Meetings will be scheduled between the two campuses and a consortium agreement will be proposed this summer. UAM is hopeful that it can be approved by HLC this fall. The target date for the partnership to begin is July 1, 2023.

6. Open Positions – All EC Members

Vice Chancellors discussed vacant positions in their areas.

7. Operating Procedures

Revisions were approved to the following operating procedures:

OP 315.1 – Faculty and Staff Housing

OP 340.1 – Travel Fund Advancements

OP 340.2 – Processing Travel Requests and Reimbursements

OP 340.3 – Travel Expenses

OP 340.4 – Travel Between UAM Locations

OP 345.2 – Travel, Lodging and Airfare Expenses

Executive Council Minutes May 16, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Fall Enrollment

Current data on headcount and SSCH for all campuses was discussed.

2. Plans for Retaining Current Students

Ideas and incentives were mentioned that might help retain current students and attract new students.

3. Commencement

A debrief was given on Friday's commencement ceremonies. Everyone who worked to make this event successful was commended.

4. Open Positions

An update was provided on vacant positions in Arts and Humanities, Business, Math and Sciences, Student Engagement, and Finance.

5. Projects

An update was given on renovation projects on campus.

Executive Council Minutes

June 7, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Jeff Weaver, Christy Pace

1. Strategic Planning Update – Dr. Doss

Mr. Boice has met with all units on campus regarding the strategic plan. He will meet with the Board of Visitors on June 30. The next step will be to meet with community members, the Alumni Board, and the Foundation Board. Vice Chancellors were asked to send names of individuals who should be invited to Mr. Boice.

2. Enrollment/Recruitment Update – Dr. Goldmon

The current enrollment for the fall semester is 1599. There are 95 students registered for the June 13 registration event. The Admissions Office is calling students who have not provided transcripts.

3. Operating Procedure 270.1 – Dr. Doss

Maintenance has worked extremely hard to make the area around the pond look nice. Options were discussed for how to keep the area clean of trash, bait, and bobbers.

4. Campus Project Updates – Mr. Becker

An update was given on renovation projects.

5. Upcoming Dates:

- Arkansas Travelers UAM Day – June 9
- College of Technology Commencements – Crossett (June 23), McGehee (June 24)
- BOV Strategic Planning – June 30
- Professional Development Week – August 8-12
- Weevil Welcome Week – August 14-20
- Homecoming – October 8
- Board of Trustee Meeting – November 15-16

Executive Council Minutes

June 20, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Public/Private Partnership Opportunities – Dr. Doss

Opportunities for partnerships were discussed. A feasibility study will be conducted on options that were mentioned.

2. Windgate Needs-based Scholarships – Mr. Weaver

UAM has received \$50,000 for the next two years to provide scholarships. A plan will be prepared with guidelines on how the funds will be distributed.

3. Preregistration Update – Dr. Goldmon

There were 88 students in attendance at the June 13 preregistration event. Another event will take place on Tuesday, June 28 from 4-8 p.m.

4. University Assessment Report –Ms. Halley

A copy of the assessment report was provided, which is an overall picture of how UAM is doing as an institution. The Executive Council voted to approve this report.

5. Greek Row Site Preparation – Mr. Becker

The demolition of the family housing is almost complete. The next step is to bring in dirt to level the area.

6. CPI Update – Dr. Doss

Vice Chancellors were reminded to continue cross training. It would be helpful to even have more than one employee cross trained when possible. Isolation does not need to occur within offices.

7. SECAC CARES Initiative

The Southeast Arkansas Community Action Corporation is seeking a partnership with UAM to provide scholarships to students in specific counties who enroll in technical and certificate programs.

8. Grant Applications

The Colleges of Technology have received notification that they will be awarded Regional Workforce Grants by the Arkansas Department of Higher Education. The Crossett campus

will receive \$450,000 for industrial technology, and the McGehee campus will receive \$225,000 for transportation equipment.

UAM applied for, but did not receive, the Upward Bound grant. Other TRIO grants will be looked at for submitting applications.

Executive Council Minutes

July 18, 2022

Present: Dr. Peggy Doss, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Jeff Weaver, Debbie Gasaway, Christy Pace

1. Honorary Degree Policy – Dr. Doss

Currently, there is only a Board policy for awarding honorary degrees. We will look at other campuses and create a draft operating procedure specific for awarding honorary degrees at UAM.

2. Board Approval for Summer Housing Rates – Dr. Doss

As a reminder, the only Board approval for summer housing rates that we have been given is for Maxwell Hall and the University Apartments. An agenda item will be prepared for the September Board meeting, requesting approval for other residence halls.

3. Budget Process – Ms. Gasaway

Information was provided on the steps it takes to arrive at a new budget. Topics discussed included budget revenues: tuition and fees, state funding, sales and services and other sources; and budget expenses: salaries, fringes, maintenance and operation, scholarships, contingency, and auxiliary. Productivity funding was also discussed. ADHE has proposed a decrease of 2.49% for UAM, which will result in a loss of \$347,000 for all three campuses.

4. Enrollment Update/Recruitment and Retention Efforts – Dr. Goldmon and Ms. Halley

For the last two weeks, the focus has been on students who were not matriculated. Changes were made to this process, so that a query can be run to identify those students. Last week, 111 students were matriculated. Once students are matriculated, they need to be contacted, to let them know they are ready to register. Admissions began reaching out to students who had incomplete applications, as well as prospective students.

Academic units and advisors will continue contacting to students through the first week of classes. If students do not have test scores, they can take the Accuplacer test for free. The schedule will be updated to add hybrid classes, list the correct instructor, and make sure classroom locations are accurate.

5. Housing Occupancy for Fall Update – Dr. Goldmon

There are currently 436 housing applications for the fall semester. It was noted that athletics has been really helpful with encouraging students to live on campus.

6. Cross Training – Dr. Doss

Vice Chancellors were reminded to continue cross training. It would be helpful to even have more than one employee cross trained when possible. Isolation does not need to occur within offices.

7. Professional Development Week – Ms. Halley

A draft schedule was emailed to EC members. The theme “Becoming Agents of Change” was approved.

Executive Council Minutes

August 22, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, John Kidwell, Christy Pace

1. Enrollment – Dr. Doss

Enrollment and SSCH was discussed, as well as scholarships available to students. The drop date for non-payment is Monday, August 29. Text messages have been sent, encouraging students to finalize. Census date is Wednesday, August 31.

2. Expanding Tailgating to Weevil Pond Area – Dr. Goldmon

A request has been made to expand tailgating to the area between Harris Hall and the pond. The preference from Executive Council is that all tailgating be in one location, which is the east side of Weevil Pond.

3. Housing Occupancy for Fall – Dr. Goldmon

There are currently 463 students in residence halls. Housing occupancy for the fall of 2021 was 472.

4. Fall 2023 Recruitment Strategies

Vice Chancellors gave updates from their respective areas regarding plans and ideas for recruiting students for the fall of 2023.

5. Operating Procedure 620.2 – Ms. Halley

Proposed revisions were made to the Operating Procedure 620.2: Annual Review Policy Guidelines. The Executive Council approved the revisions.

6. Parent/Family Day Schedule and Planning – Dr. Goldmon

Parent/Family Day will be held September 24. The committee will meet soon to discuss the activities for this day, and it will be promoted through Residence Life.

7. Fall Events – Mr. Weaver

A handout of events for the fall semester was provided and discussed.

8. Update on Campus Projects – Mr. Becker

Updates on construction projects were given for the Science Center, Fine Arts Center, and Athletic Performance Center.

9. Vacant Positions

Vice Chancellors discussed positions that are currently vacant and gave updates on advertising and scheduled interviews.

Executive Council Minutes September 28, 2022

Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Linda Rushing, Bob Ware, Jeff Weaver, Debbie Gasaway, Bryan, Fendley, Christy Pace

1. Modern Campus Software – Mr. Fendley

A presentation was given, and the importance of accessibility was discussed. The Executive Council approved the request for the purchase of this software.

2. Clubs – Dr. Doss

Competitive clubs, different from student organizations, were discussed. The Great American Conference encourages more of these types of clubs. UAM is currently working to create and Esports club for the fall 2023 semester.

3. Academic Calendars

Handouts were given of academic calendars for 2023-24, 2024-25, 2025-26, 2026-27 and 2027-28, which have been approved by the Deans Council. The Executive Council voted to approve these calendars.

4. Upcoming Events – Mr. Weaver

All Homecoming activities were mentioned as well as the following upcoming events:

September 29 – Ribbon Cutting for the Forest Business Center.

October 4 – Tea at the Trotter House, ANCRC Reception at the Taylor House

October 5 – ANCRC Meeting and Ribbon Cutting at the Taylor House

October 6 – Sports Hall of Fame Banquet

October 7 – A&M/UAM Alumni and Friends Lawn Party

5. Other

Vice Chancellors discussed updates from their respective areas.

Executive Council Minutes

October 20, 2022

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Student Engagement Update – Dr. Doss and Mr. Hughes

Mr. Hughes has been named the Interim Vice Chancellor for Student Engagement. An update was provided on the Associate Vice Chancellor/Dean of Students position, as well as staff meetings held so far and areas that need to be addressed.

2. Spring Retention Strategies – Ms. Halley

Handouts were provided on midterm grades, fall 2022 retention efforts, and a schedule of academic unit communication.

3. Enrollment Strategies for Spring and Fall

Vice Chancellors discussed plans from their respective areas regarding enrollment strategies.

4. Legislative Updates – Ms. Halley

Beginning in January, schools will be required to give prospective students a consumer guide (ACT 539). This can be added as a pop-up to the admission application. Another requirement is a module on the concepts of personal finance and macroeconomics (ACT 1038) for all students.

5. Update on UAM Focus Group for Racial Equity, Diversity, and Inclusion – Mr. Ware

In April, the UAM Diversity and Equity Campus Climate Survey was sent to all faculty, staff, and students. There were 357 respondents. The Focus Group will meet soon to discuss the results.

6. Budget Update – Mr. Becker

A handout was provided and discussed regarding actual SSCH compared to budgeted for the fall, spring, and total FY 2023. It was noted that UAM's financial index is good.

7. Board of Trustees Planning Update – Mr. Weaver

UAM will host the Board of Trustees meeting on November 15-16. The main meeting will take place in the UC Green Room. Details were discussed.

8. Assembly Meeting Topics – Dr. Doss

Vice Chancellors were asked to forward 3-4 items by Monday to include in the Chancellor's report to the Assembly.

Executive Council Minutes November 30, 2022

Present: Dr. Peggy Doss, Crystal Halley, Jay Hughes, Linda Rushing, Bob Ware, Jeff Weaver, Debbie Gasaway, Hud Jackson, Renea McClendon, Mary Whiting, Christy Pace

1. Revisions in Scholarship Awards – Mr. Hughes, Ms. McClendon, Ms. Whiting

Information was provided on proposals to change the criteria for institutional scholarship awards in order to make UAM more competitive. Data was shown regarding the costs if the changes were made. More information will be gathered and this discussion will continue at the next meeting.

The eligibility requirements for transfer scholarships were reviewed. The Executive Council voted to approve the following beginning with the Spring 2023 semester:

Change the minimum GPA from 3.0 to 2.5 for both the eligibility requirement and renewal criteria on the following three transfer scholarships:

Community College Transfer Scholarship
Freshman Transfer Scholarship
Sophomore Transfer Scholarship

2. Enrollment Taskforce Update – Mr. Weaver

An update was given on the strides this team has made to help recruit students. Additional ideas are being explored and more options will be made available.

3. Spring Enrollment Projections – Ms. Gasaway

A handout was provided and discussed regarding actual SSCH compared to budgeted SSCH. All vacant positions will be reviewed, and justifications will need to be provided before requesting the positions to be filled.

Executive Council Minutes December 5, 2022

Present: Dr. Peggy Doss, Alex Becker, Crystal Halley, Jay Hughes, Linda Rushing, Bob Ware, Jeff Weaver, Debbie Gasaway, Hud Jackson, Renea McClendon, Mary Whiting, Christy Pace

1. Revisions in Scholarship Awards

The discussion continued regarding proposals to change the criteria for institutional scholarship awards. Ideas were discussed, including a summer bridge program. The discussion will continue at the next Executive Council meeting.

2. TutorMe Resource – Mr. Hughes

It was noted in UAM's four-year HLC visit, that the services provide for distance education students are not clearly defined on the website. This information will be updated on the Tutoring and Career Services webpage so online students will have a clearly defined way of accessing the services.

The option to provide online tutoring services for all UAM students was discussed. TutorMe is one resource, however information on other available options will be explored.

3. SGA/SAB Proposal – Mr. Hughes

A proposal was made to change the current Grants-in-Aid award structure for Student Government Association in an effort to enhance and grow the student leadership opportunities, increase needed support to the Office of Student Programs and Activities, and improve SRO and overall student participation and involvement in campus life. The proposed amounts are as follows:

- SGA President - \$1200
- SGA Vice President - \$800
- SGA Secretary - \$545
- SGA Treasurer - \$545
- SAB President - \$1200
- SAB Vice President for Operations - \$800
- SAB Vice President for Marketing - \$545
- SAB Vice President for Finance - \$545

The Executive Council approved this proposal, with the new award structure beginning in the Spring 2023 semester.

4. Other

Vice Chancellors provided information regarding updates in their respective areas.