

**Arkansas State University**  
**Board of Trustees**  
**March 8, 2002**

The Arkansas State University Board of Trustees met on Friday, March 8, 2002 at 10:00 a.m. in the Wal-Mart/Regions Room of the Student Center on the Beebe campus. Mr. Richard Bell, Chair of the Board of Trustees, called the meeting to order at 10:03 a.m. Other Board members present were Mr. Mike Medlock, Vice Chair; Mr. John Paul Hammerschmidt, Secretary; Ms. Florine Bingham; and Colonel Dallas Wood. Minister Larry Treadwell from the Beebe Church of Christ delivered the invocation.

Upon motion by Mr. Hammerschmidt, second by Ms. Bingham, the minutes of the December 14, 2001, meeting were approved.

Ayes: Bell, Medlock, Hammerschmidt, Bingham, and Wood

Nays: None

Agenda Item III was then presented by Mr. Bell, Election of Officers. Upon motion by Ms. Bingham, second by Colonel Wood, the election of officers for the Board of Trustees was approved as follows: Mr. Richard Bell, Chair; Mr. John Paul Hammerschmidt, Vice Chair; and, Mr. Mike Medlock, Secretary.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell commented that he was pleased with the opportunity to serve another term on the Arkansas State University Board of Trustees. He then asked for reports from Dr. Wyatt, President, and other campus officers. Dr. Wyatt remarked that the university is pleased about the reappointment of Mr. Bell to the board, and looks forward to working with him over the next several years. Dr. Wyatt noted that programs on the Beebe campus extend to the Little Rock Air Force Base in Jacksonville, Heber Springs, and Searcy, which is a tribute to Dr. McKay, Chancellor for ASU Beebe, and his staff.

Dr. Wyatt then called upon Dr. McKay for his report to the board.

Dr. McKay reported that enrollment is up on all of the campuses of ASU Beebe, except for the Little Rock Air Force Base. However, civilians can now get back on the base to register for classes. He commented that Governor Huckabee has released \$200,000 of the general improvement funds to complete the student center. Approximately 500 guests attended an open house held recently on the Heber Springs campus, and the Sugar Loaf Mountain property has been purchased for the campus. Dr. McKay then recognized Ms. Gina Herget and Dr. Diane Tiner from ASU Heber Springs, who were attending the board meeting. He then referred to the North Central Self-Study booklet, which had been provided to the board. He stated that the information contained in the booklet reveals past accomplishments for ASU Beebe and their goals for the future. Many faculty and staff worked on the self-study document, and Dr. McKay recognized the individuals who were attending the board meeting. The accreditation team will be on the Beebe campus on April 1-3.

Dr. McKay next provided an economic impact study, which was prepared by Mr. Keith Pinchback and the Beebe development office staff, and stated that ASU Beebe has a \$65 million annual impact on White County. He also mentioned that the campus has received another clean audit and will present that material to the board in May. At the last meeting of the Arkansas Coordinating Board of Higher Education, the board reported that ASU Beebe had the highest graduation rate of all Arkansas two-year colleges. Dr. McKay concluded by recognizing President Don Harlan of Foothills Technical Institute in Searcy, Arkansas, and individuals from other ASU campuses. Colonel Wood inquired about the graduation rate for ASU Beebe. Dr. McKay responded that according to the Arkansas Department of Higher Education the rate is 48 percent, but believes this figure may be a little high. He stated that the figure was probably based upon first-time, full-time students, instead of total enrollment.

Dr. Wyatt reported that over the last several months work has been ongoing on the budget for each of the campuses. He stated that funds in Category B have been totally eliminated, with some reductions in Category A. All the campuses of Arkansas State University have been affected by the budget cuts. He said that during the same time that the university is experiencing mid-year budget reductions, there also has been a reduction of funds for workforce education, and the

university is having to absorb significant promissory notes for scholarships normally administered through ADHE. ADHE also is experiencing a shortfall in revenue funding and has no cash available for scholarship purposes. The university is responsible for carrying \$2 million in scholarship funds due to the shortfall. Dr. Wyatt commented that while trying to find solutions to current shortfalls, the university is in the process of trying to develop budgets for the next fiscal year. The chancellors of Beebe, Mountain Home, and Newport have reported that discussions about the budget have been held on their respective campuses, which have led to the definition of solutions to the shortfall problems. Recently on the Jonesboro campus, funds were released to support the operation of the campus, thereby lifting the freeze on personnel appointments. Dr. Wyatt stated that the Jonesboro campus has found a way to manage the institution through a difficult budget time. The question remains whether funds will be released for the scholarships funded by ADHE. He remarked that the university continues to stay in touch with Mr. Robert Evans, Executive Director for Governmental Relations, who works with the legislators and the Department of Finance and Administration on system issues about the revenue picture. The university anticipates having a better picture of the revenue at the end of the third quarter. Work continues on promoting systemic developments such as common admission applications and course numbering for easy transfers among the campuses, and the executive staff will meet following the board meeting to discuss opportunities such as these and to find ways to work together. Dr. Wyatt then called upon Mr. Jennus Burton, Vice President for Finance and Administration, for a report about the study for management information.

Mr. Burton provided the board with a timeline beginning with the strategy to hire an information technology consultant to review the system and hardware configurations for all of the campuses. The purpose in hiring an IT consultant was to try to make the student experience seamless. Three companies responded to the request for bids, but only two of the companies had higher education experience, which included KPMG and the Kartner Group. Each campus reviewed the proposals extensively and through an elimination process, only one company was chosen. Based upon physical presentations and without knowing the competitive prices among the consultants, the Kartner Group was selected. The Kartner Group's proposal will be reviewed by Legislative Council on April 3, followed by a review of the full council two weeks later. The university will then negotiate a signed contract with the company. The consultants will visit every

campus to review their systems and provide a strategy on how to move the university forward. When the work has been completed, a Chief Information Officer for the system can then be hired. Mr. Hammerschmidt inquired about the cost for the consultants, and Mr. Burton responded that the consultant=s fee is \$135,000. Mr. Bell then asked when the Chief Information Officer would be hired, and Mr. Burton responded that it would be sometime during Fall 2002. Dr. Wyatt then recognized Mr. Mark Hoeting, Director for Information and Technology Services, who is serving as counsel on the project.

Dr. Wyatt remarked that the four-year presidents will be presenting a proposal to the 2003 Legislature asking them to restore funding that was part of the operational base for this biennium, address equity funding among the four-year campuses, and to provide support of modest increases for operational expenses for the campuses. He then recognized members of the ASU Debate Team attending the board meeting: Ryan Gutierrez, Nelson Ireson, Ashley Hale, Marquis Willis, Kate Hingtgen, and Keith Peterson, who is the Director of Forensics. He stated that over the last several years, the group has been a very competitive team, who does their work with great distinction while representing Arkansas State University in competitions nationally and internationally. He next presented to the team the 1<sup>st</sup> Place Award on Open Parliamentary Debate, which was one of many awarded to the team at the National Collegiate Honorary Forensics Tournament held at Webster University in St. Louis, Missouri on January 25-28, 2002. Dr. Wyatt also recognized Dr. Russ Shain, Dean of the College of Communications, and Dr. Dennis White, Chair of the Speech Communications Department at ASU-Jonesboro, for greatly encouraging the students participating on the Debate Team.

Dr. Wyatt asked Mr. Sach Oliver, the newly elected Student Government Association President, to provide comments. Dr. Wyatt remarked that Mr. Oliver won the recent SGA election by a landslide. Mr. Oliver expressed his appreciation to Dr. Wyatt, and commented that he looks forward to working with the executive staff and the Board of Trustees, as well as other institutions around the state. He remarked that the SGA will work on the development of policies, and ways to bring together the views of the administration and students.

Dr. Wyatt reported that the Jonesboro campus continues to work through budget matters, and with the release of support for operational budgets, many plans will be accomplished to provide continuing educational growth on the Jonesboro campus. The Jonesboro campus has paid

close attention to costs for personnel and salary savings, and in some areas, filling appointments have been postponed. However, no one has been laid off. He stated that it becomes difficult to explain to the casual observer how all of the construction activities at ASU Jonesboro can be occurring, while carefully making decisions on whether to fill or not fill positions. Dr. Wyatt commented that construction funds were actually approved by the legislature several years ago for projects such as the Liberal Arts building, the Student Union, and etc. A list provided to the board revealed funding sources for each of the capital projects. He reported that the university annually prepares a list of capital projects for the Department of Higher Education and for the Arkansas Legislature. Currently, the university has urgent funding requests for a new business building, a new facility for the College of Nursing and Health Professions, additional funding for a liberal arts building to replace Wilson Hall, plus several more for the advancement of the institution. The legislature will be made aware of the need to modernize and improve ASU-Jonesboro=s capacity to serve and educate the students.

Dr. Wyatt commented that there are two ongoing searches: the Vice Chancellor for Research and Academic Affairs, and the Vice Chancellor for Student Affairs. The Vice Chancellor for Research and Academic Affairs position has now gone through two national searches and three targeted recruitment efforts. A strong candidate which had been identified withdrew his candidacy due to a change in position at his current place of employment. A new search will begin for a qualified candidate. He also reported that the university will continue the search for a Vice Chancellor for Student Affairs on the Jonesboro campus. He anticipates both positions being filled by July 1, 2002.

Dr. Wyatt concluded by mentioning that the Jonesboro campus is working through the self-study process for the Higher Learning Commission. He then asked Dr. Coulter, Chancellor of ASU Mountain Home, for his report.

Dr. Coulter first recognized Ms. Rozalyn Blagg, Registrar and Admissions Director, for ASU Mountain Home, who was attending the board meeting. Dr. Coulter stated Ms. Blagg is instrumental in planning many events on the campus. He reported that the headcount is up by 12 percent, and FTE by 15 percent compared to last year. He then referred the board to the 2001 Student Headcount by Institution Descending Order chart, which revealed that ASUMH was in the middle ranking of the schools listed. Chart number two, Descending Order Student Enrollment by

FTE 2001, also ranked ASUMH in the middle of the listed schools, however, the FTE number for ASU Newport was incorrect, and ADHE will make that correction. The third chart, Top Ten Two-Year Colleges by Growth Percentage of Change in Fall On-Campus FTE 1997-2001, provided the percentage of growth among two-year schools, with ASUMH ranking number three out of 10, and a 47.4 percent growth over a four-year period. ASU Newport ranked number eight out of 10, with a 31.9 percent growth over a four-year period. The 2002 Spring Headcount by Counties map revealed ASUMH students represent 33 counties in the State of Arkansas, and seven from the State of Missouri. Dr. Coulter then mentioned that the map of the State of Arkansas depicted areas representing students coming to ASU Mountain Home for the ASU-Jonesboro Middle Level and Elementary Education programs. He reported that 12 students will be graduating this spring from those programs, and that school districts in the area are heavily recruiting them. He anticipates graduating 35 next year and 70 in the next two years. Dr. Coulter then referred to the article from the *Arkansas Democrat-Gazette* showing a chart of the fastest growing two-year colleges in the United States. ASUMH was left off the chart because of the change in the name of the institution, but according to ADHE, ASUMH would have ranked number 32 in the United States. Dr. Coulter then provided a list of naming opportunities for the ASU Mountain Home Community Development Center. The funding goal for Business, Industry, and Workforce Development (BIWD) is \$150,000, however, the campus has received a verbal commitment of \$250,000, and a \$200,000 verbal commitment has been received for the Concourse Art Gallery (Great Hall). ASUMH has received \$2.2 million, but still needs to raise approximately \$2 million. Dr. Coulter stated that a grant of \$140,000 had been received for the hearing healthcare program, as well as two sound booths being donated, valued at \$100,000. Concerning upcoming events for the campus, Dr. Coulter reported that the ASU Orchestra will be perform on April 2 at 7:00 p.m., and The Honorable Dale Bumpers will be the commencement speaker on May 13. He then referred the board to the chart, Academic Cost Accounting, which is a part of the Strategic Management Tool for Higher Education Planning and Campus Decision-Making report mandated by ADHE and the Arkansas Legislature. The chart revealed three degree areas for two-year institutions: certificates, associate degrees, and undecided. The average cost accounting in the state in the certificate area per student is \$9,210, \$7,835 for the associate degree, and \$8,028 in the undecided area. All three of the ASU two-year campuses rank below the average in each area.

Dr. Wyatt next asked Dr. Larry Williams, Chancellor for ASU Newport, for his report. Dr. Williams first presented ASU Newport's strategic plan, "The Map to the Future," to the board, and expressed his appreciation to Dr. Wyatt for hosting a reception for several community leaders who participated in the strategic planning process. The document can be referred to in the future to see the progress that has been made over time, and is a part of the effort to become a stand-alone campus. He commented that ASU Newport is working with the Newport Industrial Development Association for the acquisition of 19.2 acres, which lies north and west of Walton Hall. The acreage was appraised for approximately \$3,000 per acre since it is located in the industrial park area, however, the Newport Industrial Development Association has agreed to sell the property to ASU Newport for \$1,250 per acre. Dr. Williams then directed the board to the revised organization chart, which also is a part of the initiatives relative to becoming a stand-alone campus, and to improve efficiency. He commented that the accreditation visit for the campus is scheduled the same time as ASU Beebe's visit on April 1-3, 2002. He mentioned that the administrative organization also had been restructured as part of the accreditation process. Dr. Williams recognized Mr. Bob Stiger, Mr. Ike Wheeler, and Mr. Duane Doyle for their work on the restructuring of campus committees. He reported that the campus recently hosted the United States Air Force Shades of Blue Jazz Ensemble, and approximately 400 to 500 people attended the event. Through the activities in the Center for the Arts, Dr. Ntombizodwa (Zodwa) Dlamini, has been invited to the Newport campus. Dr. Dlamini served as Deputy Director General of Education under Nelson Mandela for the North Cape of Africa. Dr. Dlamini has agreed to come to ASU Newport on April 22, and to Little Rock, Arkansas, where she will hold a press conference. ASU Newport will receive support from Arkansas Steel Associates for their sponsorship in bringing Dr. Dlamini to Arkansas. Arkansas Steel Associates has established a \$250,000 endowment for lectureships, cultural activities, and performing arts to be used on the ASU Newport campus.

Mr. Bell expressed his delight in the success of the Debate Team in representing Arkansas State University-Jonesboro at the recent tournament. Mr. Hammerschmidt stated that after hearing all of the reports, it is more evident than ever that Arkansas State University has truly become a system and something that we can be very proud of.

Ms. Bingham complimented Dr. Wyatt and the Chancellors for their work, and commented that she

is pleased with the web-based learning and the efforts which are being made in technology. Mr. Medlock and Colonel Wood both expressed their pleasure with the ongoing work of the ASU campuses.

Mr. Bell then proceeded to Item V, the Consent Agenda. He stated that Dr. Wyatt had visited with each board member individually prior to the meeting to review the material being considered.

The first item of consideration, Resolution 02-01, Authorizing ASU-Jonesboro to Engage Bond Counsel and Borrow Funds for the Purpose of Purchasing Land Contiguous to Existing Campus Property. Upon motion by Mr. Hammerschmidt, second by Colonel Wood, Resolution 02-01, was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Resolution 02-02, Approving the Appropriate Use of Information and Technology Resources Policy on the Jonesboro campus, was next presented by Mr. Bell. Dr. Wyatt commented that Mr. Mark Hoeting, Director of Information and Technology Services, and his colleagues worked to assemble the Appropriate Use Policy in response to the requirement by the state to have a policy for the operation of the university's computer and information systems.

Upon motion by Mr. Medlock, second by Ms. Bingham, Resolution 02-02 was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell presented Resolution 02-03, Approving the Revised Class Drop Refund Policy for ASU-Jonesboro. Dr. Wyatt reported that the students requested a policy which mirrors the recent tuition refund policy approved by the board on December 14, 2001.

Upon motion by Colonel Wood, second by Mr. Medlock, Resolution 02-03 was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood



Nays: None

Resolution 02-04, Approving Increase in Room and Board Rates for the Jonesboro campus, was then presented by Mr. Bell. Dr. Wyatt stated that each year the university assesses the operation of housing and food services on the Jonesboro campus, which has the largest resident population among the ASU campuses. He stated that there is a need to approve this resolution, so the university can provide the information to students who will be coming in the fall. The resolution provides for modest increases for all of the housing units and food programs on the Jonesboro campus, and depicts current comparative information with other institutions around the state. Rates also have been assessed in view of the current market in Jonesboro and Craighead County. The proposed rates would be implemented this fall.

Upon motion by Colonel Wood, second by Mr. Hammerschmidt, Resolution 02-04 was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Resolution 02-05, Approving ASU Jonesboro to Expend Income from the Dean B. and Helen Ellis Endowment Fund, was the next item for consideration by the board.

Dr. Wyatt commented that the endowment was created several years ago by action of the board. The Ellis property was sold and funds from that sale were reinvested in an interest-bearing account. The university has recognized that interest from the account has grown considerably from \$300,000 to over \$925,000, and seeks approval to spend any interest income for the purpose of financing a capital campaign.

Upon motion by Ms. Bingham, second by Mr. Medlock, Resolution 02-05 was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell next presented Resolution 02-06, Approving ASU Jonesboro to Offer the Master of

Science in Nursing in Nurse Anesthesia. Dr. Wyatt commented that this program would be offered on the Jonesboro campus, and stated that there is considerable state-wide interest for this degree. Following approval by the state board, the program would begin next fall.

Upon motion by Mr. Hammerschmidt, second by Mr. Medlock, Resolution 02-06, was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

The next item for consideration, Resolution 02-07, Approving ASU Jonesboro to Offer the Master of Science in Education in Curriculum and Instruction, was presented by Mr. Bell. Dr. Wyatt remarked that this was a fairly common advanced degree program found at institutions around the country.

Upon motion by Ms. Bingham, second by Colonel Wood, Resolution 02-07, was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell then presented Resolution 02-08, Approving ASU Jonesboro to Offer the Bachelor of Science in Sport Management. Dr. Wyatt reported that this proposal had been developed through the Health, Physical Education, and Sport Sciences department, and stated that there is a need for individuals who have experience and/or training in sport management.

Upon motion by Colonel Wood, second by Mr. Medlock, Resolution 02-08, was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Resolution 02-09, Approving the ASU Beebe Faculty Handbook, was then presented for consideration by Mr. Bell. Dr. Wyatt reported that the campuses of Arkansas State University either have or are in the process of developing faculty handbooks. Normally, faculty handbooks require changes on an annual basis. The faculty of ASU Beebe have been working for some time

to create a handbook, which also includes collateral activities such as a policy for distance learning. The handbooks are important for review by accrediting teams, as well as becoming part of the contractual arrangement with employees. The university legal counsel has reviewed the Beebe handbook to ensure legal accuracy.

Upon motion by Ms. Bingham, second by Colonel Wood, Resolution 02-09, was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell presented Resolution 02-10, Authorizing ASU Mountain Home to Offer the On-Line Associate of Applied Science Degree in Opticianry. Dr. Coulter stated there is not another program like this in any state surrounding Arkansas. Wal-Mart stores are needing several employees who have this type of degree, and the Mountain Home campus is working with the local chain to establish this on-line program with full-time faculty.

Upon motion by Ms. Bingham, second by Colonel Wood, Resolution 02-10, was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Resolution 02-11, Approving ASU-Newport Strategic Plan, was the last resolution to be considered by the board. Dr. Wyatt stated that members of the community participated in the development of the strategic plan for the campus.

Upon motion by Ms. Bingham, second by Mr. Medlock, Resolution 02-11, was approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell stated that the board would recess for Executive Session and reconvene to vote on any action items discussed during that time. Upon motion by Mr. Medlock, second by Mr.

Hammerschmidt, the board recessed into Executive Session at 11:34 a.m.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell reconvened the board at 12:14 p.m.

Upon motion by Colonel Wood, second by Mr. Medlock, the academic appointments for all campuses of Arkansas State University were approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Upon motion by Ms. Bingham, second by Mr. Hammerschmidt, the non-academic appointments for all campuses were approved.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None

Mr. Bell then directed the board to Other Business under Agenda Item VIII.

Dr. Wyatt reported that the university has the opportunity to recognize a graduate of Arkansas State University, Dr. Kathy Brittain White, who is Executive Vice President for Cardinal Healthcare System. Dr. White has given a generous gift to the university to create the, AKathy Brittain White Horizon Institute of Technology.A The board unanimously supported the naming of the institute.

Upon motion by Mr. Hammerschmidt, second by Mr. Medlock, the board adjourned at 12:32 p.m.

Ayes: Bell, Hammerschmidt, Medlock, Bingham, and Wood

Nays: None



EXECUTIVE SUMMARY

Contact: Jennus L. Burton (910-8200)

ACTION ITEM: Arkansas State University-Jonesboro requests Board approval to engage bond counsel and to borrow funds for the purpose of purchasing land contiguous to existing ASU-Jonesboro property.

ISSUE: In order to finance the cost of future property expansion, the university seeks permission to borrow up to \$6,000,000 and engage bond counsel to structure either a bond issue, or other tax-exempt financing opportunities, which may be converted to a bond issue at a future date.

BACKGROUND:

- § Long range plans for the university include owning all lands contiguous to the present campus and within the boundaries of existing streets surrounding the university.
- § There are a number of tracts of land contiguous to the university campus that ASU-Jonesboro anticipates may be available for purchase over the next year to two years and the university needs to be in a position to purchase those properties if and when they become available.
- § Since the university is investing in future growth, and does not currently have the resources in reserve to purchase all the land that could become available as targets of opportunity, ASU-Jonesboro recommends distributing potential costs over a twenty year period, much the same as would be done for any long term capital project.
- § Estimates of land valuation for the total purchases could be as high as \$6 million over several years as properties become available. The University's financing strategy will be to use a line of credit for a reasonable time, e.g., up to five years, then a longer term financing mechanism will be employed, such as a tax-exempt 20 year fixed rate bond.
- § Much of the property anticipated to be available in the very near future is property the university can rent to faculty and staff and recover some of the costs associated with the debt. Other properties may be used for commercial revenue purposes as well.
- § Long term, the property will be in the University land bank for future campus expansion and/or reconfiguration purposes.

EXECUTIVE SUMMARY

Contact: Jennus L. Burton (910-8200)

- § It is important to note that these tracks are very important to the quality growth of the University.
- § This financing plan will also require the approval of the Arkansas Department of Higher Education Coordinating Board. If the Board of Trustees approve this plan, then ASU-Jonesboro will seek approval from the Higher Education Coordinating Board at its April 19, 2002, meeting.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Jonesboro be, and hereby is, authorized to move forward with financing the purchase of various parcels of land which the President deems necessary to complete the long range goal of the university. The university is also authorized to secure bond counsel to assist with the structure of the debt instrument and obtain the necessary tax-exempt financing to acquire the land, and to issue debt in support of the purchase.

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Mike Medlock, Secretary

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Richard Bell, Chair

**ARKANSAS STATE UNIVERSITY-Jonesboro**  
**Board of Trustees Meeting**  
**March 8, 2002**  
**Resolution 02-02**  
**Contact: Jennus Burton (910-8200)**

**EXECUTIVE SUMMARY**

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**ACTION ITEM:** Arkansas State University-Jonesboro (ASU-J) requests approval of the Appropriate Use of Information and Technology Resources Policy.

**ISSUE:** The Board of Trustees must approve all University Policy and Procedure.

**BACKGROUND:**

- The 83<sup>rd</sup> General Assembly of the Arkansas State Legislature passed House Bill 2403 into law as ACT 1287 of 2001. This Act requires all State agencies to develop appropriate use policies. The Appropriate Use Policy complies with this act.
- ASU-J invests substantial and sufficient resources into its technology infrastructure. Effective management of information technology resources will assure students, faculty, and staff adequate access to information and technology over the long term.
- ASU must manage certain legal risks regarding employment and student conduct issues.
- Information and Technology Services presently does not have written guidelines within which to set policy for operation, employment, or conduct issues outside of individually interpreted understandings.

**RECOMMENDATION/RESOLUTION:**

Resolved that the attached policy is approved for the Arkansas State University-Jonesboro campus.

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Mike Medlock, Secretary

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Richard Bell, Chair



EXECUTIVE SUMMARY

Contact: Jennus Burton@ 910-8200

ACTION ITEM: Arkansas State University-Jonesboro (ASU-J) requests approval to modify the drop refund policy to be consistent with the withdrawal refund policy effective for the Fall 2002 semester.

ISSUE: The Board of Trustees, by policy, must approve the University=s tuition refund policy. The students have requested that the University=s tuition refund policy for withdrawals mirror the refund policy for class drops.

BACKGROUND: The Board approved a revised tuition refund policy at the December 14, 2001, meeting. This approval had differences in refund policies for a withdrawal as opposed to a class drop. This change will allow both withdrawals and class drops to be treated equally for refund purposes.

The current policy provided for refunds of 100% for class withdrawals if they occur in the first 5 days, and 75% if they occur after the 5<sup>th</sup> class day but before the 11<sup>th</sup> class day. The class drop policy did not provide for any refund regardless of the day the class was dropped.

The University, at the request of the students, asks that the class drop refund policy mirror the withdrawal refund policy as follows:

Fall and Spring Semesters:

- Withdrawal or class drop from the university on or before the 5<sup>th</sup> Class Day 100%
- § Withdrawal or class drop from the university on or after the 6<sup>th</sup> Class Day until the 11<sup>th</sup> Class Day 75%
- § Withdrawal or class drop from the university on or after the 11<sup>th</sup> Class Day None

Summer Sessions Five week Terms:

- Withdrawal or class drop from the university on or before the 2<sup>nd</sup> Class Day 100%
- § Withdrawal or class drop from the university on or after the 3<sup>rd</sup> Class Day until the 5<sup>th</sup> Class Day 75%
- Withdrawal or class drop from the university on or after the 5<sup>th</sup> Class Day None

All refund policies for services other than tuition and fees remain unchanged, i.e., course related fees on or before the 5<sup>th</sup> class day are eligible for a 100% refund. After the 5<sup>th</sup> class day no refunds of course fees are permitted. The interim term refund policy will remain unchanged, in that withdrawals on the 1<sup>st</sup> class day will receive a 100% refund and no refunds will occur after the 1<sup>st</sup> class day.

EXECUTIVE SUMMARY

Contact: Jennus Burton@ 910-8200

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Jonesboro be, and hereby is, authorized to provide class drop refunds to match the schedule of withdrawal refunds effective for the Fall 2002 semester as outlined herein.

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Mike Medlock, Secretary

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Richard, Bell, Chair

**EXECUTIVE SUMMARY**

**Contact: Rick Stripling (870) 972-2048**

ACTION ITEM: Establish room and board rates for the 2002B2003 academic year.

ISSUE:

- § Each February/March the Board of Trustees sets the rates for housing and meal plans for the coming year.
- § Action at this time allows for the accurate information provided to students during the Residence Life AEarly Sign-up@ held during March for the following year.

BACKGROUND:

- § Expansion of the housing program and its debt service requirements will increase for the 2002B2003 academic year.
- § New Village rates will include internet access, cable, telephone and utilities and will be as follows for the 2002B2003 academic year.
  - 1 Bedroom apartment - \$450 a month
  - 2 Bedroom apartment - \$525 a month
  - 3 Bedroom apartment - \$575 a month
- § Proposed room and board rate increases are as follows for the 2002B2003 academic year.
  - Meal Plans B 3.6%
  - Residential Rates B 8.5%
  - Overall Increase B 7.7%

RECOMMENDATIONS/RESOLUTION:

Be it resolved that ASU B Jonesboro is authorized to increase room and board rates, effective Fall 2002.

Be it further resolved that the administrative staff is hereby authorized to establish room and board rates for the summer school terms of less than one semester=s duration.

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Mike Medlock, Secretary

Richard Bell, Chair

**EXECUTIVE SUMMARY**

ACTION ITEM: Arkansas State University-Jonesboro requests Board approval to expend funds from the Dean B. and Helen Ellis Endowment Fund for institutional needs.

ISSUE: The Board of Trustees must approve all expenditures of the Dean B. and Helen Ellis Endowment Fund.

BACKGROUND:

- ! Dean B. and Helen Ellis contributed certain real property known as Caraway Plaza Shopping Center.
- ! The real property was sold for \$300,000.
- ! The Board of Trustees authorized the establishment of the Dean B. and Helen Ellis Endowment Fund by resolution on April 18, 1986.
- ! The principal assets of the fund has had all accrued income reinvested and has grown from its original \$300,000 to over \$925,000.
- ! Arkansas State University-Jonesboro shall maintain the original \$300,000 corpus of the endowment in perpetuity and any interest income, dividends, or unrealized asset appreciation may be utilized for designated purposes.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Jonesboro is authorized to utilize the Dean B. and Helen Ellis Endowment Fund for institutional development needs which the President deems necessary for prudent investment in the growth of private support for the institution and, that this fund be managed in a manner consistent with established policies governing the management of all other university endowment and quasi-endowment funds.

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Mike Medlock, Secretary

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Richard Bell, Chair

**EXECUTIVE SUMMARY**

Contact: Rick McDaniel (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASU-J) requests approval to offer a new degree, Master of Science in Nursing in Nurse Anesthesia, August 2002.

**ISSUE:** The Board of Trustees must approve the offering of any new degree or any new option of an existing degree prior to submission to the Arkansas Higher Education Coordinating Board.

**BACKGROUND:**

This proposal requests delivery of the Master of Science in Nursing (MSN) program in nurse anesthesia. The Master of Science with advanced practice in nurse anesthesia would prepare a student for a career as a practicing nurse anesthetist. The study of nurse anesthesia focuses on preoperative patient assessments, intraoperative patient management, and postoperative evaluations. The program of study at Arkansas State University-Jonesboro leading to the Master of Science in Nursing degree with a specialization in nursing anesthesia (MSNNA) would involve 30 months of intense full-time didactic study and practicum experiences. The nursing anesthesia program is designed to provide a registered nurse, who possesses the minimum of a baccalaureate degree in nursing, an educational opportunity at the graduate level to specialize in an advanced practice. The faculty will provide classroom, clinical instruction, and supervised clinical experiences designed to instruct the student in graduate nursing principles, practice of anesthesia and related areas of care. In addition, seminars and clinical conferences will be components of the learning environment.

Faculty who teach the MSN core and support courses are located in the College of Nursing and Health Professions. Two additional faculty/administrators will need to be hired. Library resources are sufficient. Facilities and equipment are essentially in place with the purchases of a few additional specialized tools.

The American Association of Nurse Anesthetists (AANA) reported certified registered nurse anesthetists (CRNAs) are responsible for 65% of the 26,000,000 anesthetics given per year in the United States. Furthermore, CRNAs are the sole anesthesia providers in 50% of the hospitals and 65% of the rural hospitals. There are 27,000 CRNAs nationally, but only 246 CRNAs in Arkansas. Less than 1% of all CRNAs practice in Arkansas. Within the state of Arkansas, 43% of CRNAs practice in the rural areas of the state. Of the entire nursing profession, CRNAs are an aging discipline. The mean CRNA age is 49 years, while the Arkansas CRNA mean age is 49.5.

According to the AANA 1998 workforce study, 35% of hospitals reported increased number of CRNA positions, compared to 20% increase in 1997. As many as 43% of the nurse anesthesia managers reported open positions in their departments ranging from 1 to 12 positions. Additionally, 59% of the departments were recruiting.

**EXECUTIVE SUMMARY**

Contact: Rick McDaniel (870) 972-2030

The American Association of College of Nursing (AACN) reported Master=s level nurse anesthesia programs have steadily increased their enrollments. In fact, in a declining MSN student base, CRNA programs are one of the only programs growing in enrollment and graduation. The AACN reported the following student enrollment the last three years: 1998-1,046; 1999-1,219; and 2000-1,508. Graduation data is as follows: 1998-327; 1999-341; and 2000-385. These graduates cannot replace all the retiring CRNAs.

The Council on Accreditation of Nurse Anesthesia Education Programs reported 85 recognized NA programs in the United States. There are no programs in Arkansas.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro be allowed to offer the Master of Science in Nursing in Nurse Anesthesia, August 2002.

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Mike Medlock, Secretary

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Richard Bell, Chair

ASU Board of Trustees  
March 8, 2002  
Resolution 02-07

**EXECUTIVE SUMMARY**

Contact: Dr. Rick McDaniel (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASU-J) requests approval to offer a new degree, Master of Science in Education in Curriculum and Instruction, August 2002.

**ISSUE:** The Board of Trustees must approve the offering of any new degree or any new option of an existing degree prior to submission to the Arkansas Higher Education Coordinating Board.

**BACKGROUND:**

The Master=s Degree in Curriculum and Instruction offers educators a planned program of study designed to improve their general educational and specific professional competencies as leaders in the public school systems. The degree is specifically designed to prepare curriculum directors and is based on recommendations from professional organizations and accrediting associations.

There are only four programs in the state of Arkansas offering a Master=s degree in Curriculum and Instruction. Two programs are located in Central Arkansas (UCA and UALR), one in Southwest Arkansas (HSU), and one in Northwest Arkansas (UAF). There is a great need for a similar degree in Northeast Arkansas. The College of Education at ASU-J produces a large number of graduates each year, most of them find jobs teaching in the surrounding areas and seek graduate degrees at Arkansas State University-Jonesboro. Even though ASU-J has an approved program in Curriculum and Instruction as a different emphasis of the Master=s degree in Educational Administration, it is evident that the lack of a Master=s degree in Curriculum and Instruction leads students to enroll in distant programs across the state and other states such as the University of Memphis and the Southeast Missouri University.

**RECOMMENDATION/RESOLUTION**

Be it resolved that Arkansas State University-Jonesboro be allowed to offer the Master of Science in Education in Curriculum and Instruction, August 2002.

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Mike Medlock, Secretary

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Richard Bell, Chair



**EXECUTIVE SUMMARY**

Contact: Dr. Rick McDaniel (870) 972-2030

- ACTION ITEM:** Arkansas State University-Jonesboro (ASU-J) requests approval to offer a new degree, Bachelor of Science in Sport Management, August 2002.
- ISSUE:** The Board of Trustees must approve the offering of any new degree or any new option of an existing degree prior to submission to the Arkansas Higher Education Coordinating Board.
- BACKGROUND:**

The Bachelor of Science degree is designed to educate students interested in pursuing careers in sport management. Opportunities within the field can be found within the hierarchical structure of intercollegiate athletics, MLB (AAA, AA, A, Rookie League teams), NBA (NBA developmental league), NHL (AHL, ECHL, WPHL, CHL, USHL), NFL (NFL Europe), Professional bowling, NASCAR and Professional soccer (MLS) as well as the PGA and all of its affiliated tours and tournaments to name a few. In addition, there are a host of opportunities within community recreation departments, YMCA's and YWCA's. Facility management is a rapidly developing sub-specialty in which experts oversee golf courses, rinks, stadiums and sport complexes of all kinds. Finally, a sport management degree could lend itself to pursuing a career in sport journalism, more specifically, as a reporter in newspapers and magazines as well as sport broadcasting in which the television is the medium through which information is disseminated.

There are six programs in the state of Arkansas presently offering a Bachelors degree in Sport Management. The schools include Arkansas Tech University (Central Arkansas), Harding University (Central Arkansas), Henderson State University (Central Arkansas), John Brown University (Northwest Arkansas), and University of Arkansas (Northwest Arkansas). It is important to note that none of these institutions have majors, but rather are emphasis areas in Sport Management under a larger parent discipline such as Physical Education or Recreation. The Department of Health, Physical Education and Sport Sciences at ASU-J currently enrolls over 90 students in our program (B.S.) who have a Sport Management or Sport Promotion emphasis. In addition, the growing need for sport management

**EXECUTIVE SUMMARY**

Contact: Dr. Rick McDaniel (870) 972-2030

graduates is reflected in job postings through professional organizations totaling more than 1,000 nationwide as the proposal is being presented.

The City of Jonesboro also has opportunities within the emerging field of Sport Management. Examples of jobs locally would include: any of the health club facilities, the golf courses, the YMCA, the Jonesboro Park and Recreation department, athletic departments at any of the area high schools, the ASU-J athletic department, and facilities that house athletic competition of any kind to name a few.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro be allowed to offer the Bachelor of Science in Sport Management, August 2002.

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Mike Medlock, Secretary

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Richard Bell, Chair

Arkansas State University-Beebe  
Board of Trustees  
March 8, 2002  
Resolution 02-09

**EXECUTIVE SUMMARY**

Contact: Eugene McKay (501) 882-8356

**ACTION ITEM:** Arkansas State University-Beebe requests the approval of the Faculty Handbook. This handbook applies to all Arkansas State University-Beebe faculty and all of its campuses and sites.

**ISSUE:** Arkansas State University-Beebe currently does not have an updated handbook reflecting changes in policies and procedures for full-time faculty.

**BACKGROUND:** Much of the material contained in this handbook is summarized in a form that does not include all the details of complex policies or laws, and it does not purport to be comprehensive. This handbook, therefore, should not be considered as the legal identification or exact text of all University or State rules, regulations, and policies.

Arkansas State University-Beebe wishes to provide all of its faculty with a handbook that defines its university mission and goals; organization and governance; personnel policies; academic policies, procedures, and services; promotion, retention and tenure policies and procedures; faculty grievance procedure; administrative support services and policies; steps associated with formal and informal grievances and compliance with sexual harassment policies; constitution of the Faculty Association; and other policies and procedures.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Beebe be, and hereby is, authorized to implement a Faculty Handbook effective March 8, 2002.

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Mike Medlock, Secretary

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Richard Bell, Chair

**Arkansas State University-Mountain Home**  
**Board of Trustees**  
**March 8, 2002**  
**Resolution 02-10**

**EXECUTIVE SUMMARY****Contact: Pat Bailey - (870) 508-6102**

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**ACTION ITEM:** Arkansas State University Mountain Home requests the authority to offer the on-line Associate of Applied Science degree in Opticianry beginning August 2002.

**ISSUE:** The Arkansas State University Board of Trustees must approve all new academic degree programs before they can be submitted to the Arkansas Higher Education Coordinating Board.

**BACKGROUND:** The Associate of Applied Science degree in Opticianry is a 63 semester credit hour program designed to meet the increasing demands from the general public and physicians for fitting and dispensing eyeglasses and contact lenses.

The National Federation of Opticianry Schools (NFOS) designed, developed, and produced all the educational materials through a grant from the SOLA Corporation. The NFOS plan calls for the associate degree in Opticianry to be offered through partnerships with colleges and universities. Partner institutions receive the educational plan and materials at no charge to the educational institution. ASUMH will partner with NFOS to provide this degree on-line.

There are currently five colleges offering the on-line degree in Opticianry in the country. ASUMH would be the first to offer this degree in Arkansas. The closest program is located in Georgia.

**RECOMMENDATION / RESOLUTION:**

Be it resolved that Arkansas State University Mountain Home be authorized to offer the on-line Associate of Applied Science degree in Opticianry beginning August 2002.

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Mike Medlock, Secretary

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Richard Bell, Chair

**Arkansas State University-Newport  
Board of Trustees Meeting  
March 08, 2002  
Resolution 02-11**

**EXECUTIVE SUMMARY****Contact: Dr. Larry Williams (870) 512-7850**

ACTION ITEM: Arkansas State University-Newport requests approval of its Strategic Plan.

ISSUE: The Board of Trustees must approve all University Strategic plans.

BACKGROUND:

- § ASU-Newport is in the process of becoming a stand-alone institution.
- § ASU-Newport has completed an introspective evaluative process relative to its accreditation and institutional planning.
- § ASU-Newport's faculty, staff, students, and higher education partners have endorsed its importance, and participated in the strategic planning process.
- § ASU-Newport will have its Higher Learning Commission evaluation accreditation visit on April 1, 2002.
- § ASU-Newport is committed to carrying out its mission.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Strategic Plan for Arkansas State University-Newport is approved.

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Mike Medlock, Secretary

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Richard Bell, Chair

**ARKANSAS STATE UNIVERSITY  
BOARD OF TRUSTEES**

**RESOLUTION**

A Resolution Providing for the Recognition of Significant Contributions  
made to Arkansas State University  
by  
Dr. Kathy Brittain White

**WHEREAS**, the Board of Trustees has retained to itself the authority to name facilities of the university in honor of individuals who have significantly distinguished themselves through service and support of importance to the university; and

**WHEREAS**, Dr. Kathy Brittain White has made significant contributions to Arkansas State University by establishing the Horizon Institute of Technology, which is of a magnitude worthy of special and lasting recognition.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Arkansas State University, that the academic program placed within the College of Business on the Jonesboro Campus shall be named and henceforth known as the

**KATHY BRITTAIN WHITE HORIZON INSTITUTE OF TECHNOLOGY**

**DULY ADOPTED AND APPROVED** this 8<sup>th</sup> day of March, 2002.

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Leslie Wyatt, President

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Richard Bell, Chair

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John Paul Hammerschmidt, Vice Chair

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Mike Medlock, Secretary

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Florine Bingham, Member

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Dallas Wood, Member