

**Arkansas State University
Board of Trustees
September 13, 2003**

The Arkansas State University Board of Trustees met on Saturday, September 13, 2003, in the Board Room on the 8th floor of the Dean B. Ellis Library on the Jonesboro campus. Mr. John Paul Hammerschmidt, Chair of the Board of Trustees, called the meeting to order at 9:42 a.m. The following board members were present: Mr. Mike Medlock, Vice Chair; Ms. Florine Tousant Bingham, Secretary; Colonel Dallas Wood, and Mr. Richard Bell. Mr. Hammerschmidt introduced Reverend Chuck Coffelt, Director of the ASU Wesley United Methodist Campus Ministry to offer the invocation.

Mr. Hammerschmidt announced the first item of business was the approval of minutes.

Upon motion by Colonel Wood, second by Ms. Bingham, the minutes of June 6, 2003, were approved.

Ayes: Hammerschmidt, Medlock, Bingham, Wood, Bell

Nays: None

Mr. Hammerschmidt then called on Dr. Leslie Wyatt, President, for remarks. Dr. Wyatt welcomed everyone to the Jonesboro campus. He announced that Homecoming is being celebrated this week on the Jonesboro campus. Friday evening the university honored three outstanding alumni and their families at a reception. The honorees are: Mr. John Woodside of Houston, Texas, whose mother was one of the first faculty members at Arkansas State University;

Mr. Jack Fleischauer, a prominent banker in Little Rock; and, Mr. Jim Pickens, a former member of the Board of Trustees of the university, who is now a member of the governor's staff serving as Director of Economic Development. There are a number of Homecoming activities planned by the various colleges and organizations this weekend and Dr. Wyatt expressed his appreciation for all their efforts.

He continued by saying that ASU is enjoying the largest enrollment in history. He referred to a handout that included the fall enrollment highlights. The numbers are indicative of the trust the public gives the university, and the good work of the faculty and staff in providing quality education and services.

Dr. Wyatt then called on Dr. Susan Allen, Vice Chancellor of Research and Academic Affairs at the Jonesboro campus to introduce new leaders in the academic areas. Dr. Allen said there were four new senior level academic administrators. Dr. George Grant, Dean of the Library could not be present and will be introduced at a later time. She then introduced Dr. Don Cotten, Associate Vice Chancellor for Research and Technology Transfer. Dr. Cotten is a native of Mississippi. He received his EdD at West Virginia University and most recently was the Vice President for Research and Dean of the Graduate School at the University of Southern Mississippi. He brings a great deal of experience in governmental affairs. While at USM he increased the external sponsored research dollars dramatically from \$19 to over \$70 million. He was also the Director for the Center for Science and Mathematics at USM, which reinforced his interest in science education and outreach. In addition, he served as executive director of the Public Education Forum in Mississippi.

Dr. Hector Flores, dean of the College of Sciences and Mathematics, comes from Penn State University, and is a native of Lima, Peru. He has a PhD in biology from Yale

University. He has over 100 publications and while at Penn State was personally responsible for more than \$3 million in external funding. He recently served as a program director at the National Science Foundation in the division of cellular and molecular biology. One of the things that attracted Dr. Flores to ASU is the ABI effort, as he is a plant biotechnologist and studies roots.

Dr. Greg Phillips, dean of the College of Agriculture, comes from New Mexico State University, and is a native of Covington, Kentucky. His PhD is in crop science. His major area was plant genetics and breeding. He was the director of the Molecular Biology program at New Mexico State for over seven years. He is and has been the editor since 1985 of a major journal, *In Vitro Cellular and Developmental Biology – Plant*, a publication which will now be headquartered at ASU-Jonesboro. Dr. Allen encouraged everyone to take the time to get to know these individuals.

Dr. Wyatt stated that each of these individuals share the ambition of this university to expand and develop our research capacities. Dr. Allen's background and the combined expertise of those introduced represent the capability that we might add and expand activities in research to the already existing and productive base that the university has in teaching. This institution is a teaching institution and always will be. It is the main focus of the institution and the meaning behind its existence. The university has great potential to add a dimension in research, and by that addition to augment the good work of the teaching faculty, as well as adding a service component that will be valuable to the community.

He noted that since the last board meeting, ASU-Jonesboro has received a report from the Higher Learning Commission. The board members met with the visiting team last spring. The university has exchanged documents with the HLC, and has

submitted a report to the reader's panel which says that we understand and accept the report. Dr. Wyatt said the institution will begin in earnest to respond to the categories of concern of the HLC. Three principle areas of concern are: strategic planning, assessment, and shared governance. These areas will be addressed over the next years of activity on the Jonesboro campus, and will be the basis of a return visit by HLC in 2006-07. Dr. Wyatt indicated that a planning consultant from Florida has been retained and that he, Mr. Medlock, and Colonel Wood have already met with him. The consultant will be working with campus-based committees throughout the university, but particularly in the area of academic affairs. Dr. David Cox has agreed to chair the campus-based organization of that process. Dr. Cox is a distinguished member of the faculty in the College of Education, who has worked through a similar planning process before, and his expertise will be very helpful. The institution also will begin a process of review and modification of documents that illustrate how the university operates. There will be a close examination of board policies and procedures, and the handbooks of the faculty and staff. The documents will be brought to the board when the planning process has been completed and additional documentation is available. This process will engage the entire campus-faculty, staff and students. Each of the committees organized to work through this process will be characterized by their inclusiveness. These will be large committees and will meet often. At this time, we are working with Tom Moore in University Communications to establish the best method of communication regarding the process to the campus and surrounding community. Dr. Wyatt welcomed the involvement of the trustees in any aspect of this process. He believes it will be helpful to the institution and informative in the future.

Dr. Wyatt then thanked the Board for allowing him to travel to Cuba. He was able to visit Cuba under license by the United States Department of State through an organization to which our university belongs, the American Association of State Colleges and Universities. ASU was one of a few universities chosen because of the programs that we operate currently in agriculture, the focus being developed in bioscience and biotechnology, and because of the scope of the programs represented within our catalog of offerings. Dr. Wyatt said his hosts were very well informed about our institution through our website, they knew individuals by name and the various research areas and programs offered. He said during the course of his visit much was heard about political differences and ideas regarding socialism, but beyond that there was a great deal of talk about the Cubans' wish to collaborate in meaningful ways with educators around the world. He was impressed with the willingness to consider the opportunities that might be developed between Cuban universities and Arkansas State University. There were several discussions about possible affiliations. The opportunities in the future will focus on the strengths of this university, and, with the exception of veterinary science, ASU has a perfect match in the College of Agriculture for the things Cuba needs to know in particular areas of research. In the areas of sciences, they have need of collaboration in biology and chemistry, particularly in genetic exploration. Cuba is behind in their capability to conduct research and meaningful teaching in those areas because of the limitations that they have in instrumentation and laboratories. Cuba has a great need to know about aspects of our environmental program as focused on issues of water quality and quantity, areas that our institution is expert in and methods to protect and conserve that resource.

Dr. Wyatt stated that a memorandum of understanding with the Agrarian University of Havana has been signed, copies of which were provided. This document encourages further collaborations between ASU and this particular university, which is located in the suburbs of Havana. They have an enrollment of 8,000 students with 900 faculty members, 70% of whom have PhDs from universities around the world, but not American universities. They have a great need for what we can provide and the memorandum expresses our intention to work with them to meet their needs. At present it is not possible for Cubans to come to America, but it is possible for Americans to travel to Cuba. Next week we will begin a process to obtain a license from the state department to allow faculty, staff, and students to travel to Cuba. Dr. Wyatt recognized that this is a new step for ASU and that it is being taken on the basis of earlier encouragement of the Board to seek global opportunities and to expand our resources beyond limitations of the geography around us. There is a great potential for Arkansas products to be used by countries like Cuba. If ASU could establish meaningful relationships that would encourage and permit further collaborations of our interests, then our university could become a very powerful tool for economic development in Arkansas through our association with neighbors such as Cuba. He stressed they have a great need not only for our knowledge and expertise, but for our products. He then asked for the Board's consent to continue to explore these possibilities and submit further information to the Board as it is obtained. Dr. Wyatt said that ASU is the only university in the southern part of the United States to have such an agreement, currently, and certainly the only one in Arkansas to develop this sort of arrangement. There will be a focus on returning to Cuba, especially in February 2004, when there will be an International Higher Education Summit in Havana. There will be approximately

3,000 participants from around the world, about 500 native Cubans and 2,500 from other nations, but few Americans. This will be the first time that Americans are included and would be an opportunity to become involved representing the capability and the opportunities realized by the university.

Mr. Hammerschmidt responded that he thought this was a step in the right direction. He said, in his experience, that in dealing with communist countries (such as China and Russia), when they begin to break down we could begin communication in our scientific community and academic community and help bring them into a market economy rather than a communist economy. He said there have been examples of this happening in other countries.

Dr. Wyatt said he appreciated Mr. Hammerschmidt's perspective. Colonel Wood indicated the agreement was very positive.

Dr. Wyatt then called on Chancellor Ed Coulter of ASU-Mountain Home for his report. Dr. Coulter began his report by presenting the university with a copy of *The Mound*, dated 1929. The Jonesboro college yearbook was donated by Tracy Francher of Mountain Home and Gene and Shirley Porter of Berryville. The book originally belonged to Mildred Fulton, one of the first female pharmacists in Arkansas.

Dr. Coulter distributed copies of *Aspire*, a publication totally produced by the students, including artwork, poetry, and writing.

Dr. Coulter said he was pleased to report that enrollment is up 8% and more importantly an FTE increase of 8½%. ASU-Mountain Home is at a maximum number of students for the facilities, classrooms are full, and no office space is available. Also, he mentioned that sufficient funds have been found in the budget to provide salary increases. He is recommending to the board a 2.7% merit pool for all employees with

an additional .5% for equity raises for contract personnel. Dr. Coulter said on October 5-12, the campus will be hosting a group of librarians from the Soviet Union. A grant from the Academy for Educational Development will cover the expense of this program. He said negotiations have started with the Workforce Education Board to create a technical center. He said there is a need for this type of facility because of the dilemma in public education. He believes this will create programs to help all the public schools in their area and that the administrators and counselors are appreciative of this effort. In October, the campus will have the final review for accreditation. Dr. Coulter is optimistic that a good report will be received.

In the informational packet sent, Dr. Coulter indicated there was a report provided by the state called "Cost Accounting in the State of Arkansas." This report includes every certificate degree, every associate degree and those students who are undecided. He pointed out on a chart from that report that in the associate degree column it indicates the total cost of the degree to the institution and it ranges from \$5,000 to \$12,000. Included as three of the five least expensive are ASU-Mountain Home, ASU-Beebe, and ASU-Newport. He said there is no clearer indication that these schools are providing a product for the state of Arkansas for the least dollars. He noted another chart that shows numbers just shared by the ADHE; and in looking at the 2002-03 enrollment, the amount of money the state is giving per student is an average of \$4,057. There are four schools in the state that are considered in the small category and are getting below the state average. Of those four, Ouachita Tech would need \$90 per student or \$70,000, Ozarka would need \$136 per student, ASU-Newport would need \$270,000, and ASU-Mountain Home would need \$515,000, just to get to the state average. Dr. Coulter stated he would not give up until the funding issue is resolved. He

said that Stacy Pittman, who is the president of the State Chamber of Commerce, made reference to an editorial in the *Arkansas Democrat-Gazette* that listed the amount of funding for two-year and four-year institutions in the state. She said the numbers quoted are surprising and that the funding issue may be Arkansas' next education lawsuit. Dr. Coulter said it was nice to have someone outside of the educational process recognize and work to address this problem.

He said a contract has been signed to build the first gate to enter the ASU-Mountain Home campus, which will cost over \$100,000. A contract also has been signed to build a gazebo with a fire pit just outside the student center. In closing, he recognized Dr. Pat Bailey, who is the current president of the Arkansas Association of Two-year Colleges.

Dr. Wyatt further addressed the equity issue by explaining that Senator Jerry Bookout, during the recent legislative session, called for a special legislative committee to study significant differences among higher education institutions of the state. Senator Baker and Representative Jacobs co-chair the joint committee of representatives and senators. Discussion has started to address some of these significant differences. Everyone is aware that the differences exist, but the question is what can be done, and that is the purpose of the committee.

Dr. Wyatt then called on Chancellor Eugene McKay of ASU-Beebe for his report. Dr. McKay said that enrollment was up dramatically with 549 new students on the ASU-Beebe campuses for a total 408 new FTE. There are 2,438 students at the Beebe campus, or 8% increase; 382 at the Little Rock Air Base, 446 at Heber Springs; and 318 at the newest campus, ASU-Searcy. Overall, the Beebe enrollment is up 17%. According to the August 11 issue of *Arkansas Business*, ASU-Beebe was listed as the

12th largest college among the state's 43 colleges and universities. If ASU-Searcy had been included, Beebe would have been 10th. He also referred to a chart from ADHE that contained the most current information available which listed ASU-Beebe as producing 360 associate degrees in 2001-02. The total represented 100 more than any other current figures for two-year colleges in Arkansas. Dr. McKay then indicated the displays for the master plan of the Heber Springs campus. He said that a committee was formed which included members from Beebe, Heber Springs, and Cleburne County to develop a master plan. The Wilcox Group, the architectural firm that designed the Mountain Home campus, was hired as the architectural firm to develop the plans. The campus will be built in three phases, each based on the number of FTEs: Phase 1 - 500, Phase 2 - 1,000, and Phase 3 - 1,500. The first phase will include five buildings and cost approximately \$16 million. The second phase cost is approximately \$12 million. He indicated the pictures of Phase 2 and 3 buildings and invited everyone to look more closely at the plan. He said this plan would serve 3,000 actual students or 1,500 FTEs. Dr. McKay explained that the buildings would be built around Sugar Loaf Mountain with parking in front and a promenade behind the buildings for accessibility to each building. In conclusion, he announced that ASU-Searcy would be having an open house and a dedication of the new campus on September 22. Mr. Don Harlan, Vice Chancellor for ASU-Searcy invited everyone to come and join the week-long celebration. Attorney General Mike Beebe will be the keynote speaker.

Dr. Wyatt added that ASU is a state supported institution and the campuses operate in the public interest as state-supported, state-assisted institutions, except for Heber Springs, which operates without a penny of state monies. It is a remarkable achievement to see the operations flourish at Heber Springs because of the people of

Cleburne County who pay taxes to permit the operation of the campus facility there.

The state needs to provide support for that operation.

Dr. Wyatt indicated that Robert Evans, Executive Director for Governmental Relations, is working toward that goal and with the collaboration of Mr. Bill Stovall, the next Speaker of the House of Representatives, he believes the effort will be accomplished.

Mr. Hammerschmidt asked Robert Evans what type of legislative action must be taken in order to get Heber Springs in line for funding. Mr. Evans responded by saying that you start with a recommendation from the Department of Higher Education to fund them at sufficient levels. However, a legislative committee meeting was held at Heber Springs at which Speaker-Elect Bill Stovall announced to committee members and the public that he would secure the funding. Dr. Wyatt said there was previous funding provided for the Heber Springs campus, but it was in a category of funding that was reduced as part of the state budget cuts.

Dr. Wyatt then called on Dr. Larry Williams, Chancellor at ASU-Newport, for his report. Dr. Williams stated that ASU-Newport is currently working with the City of Newport and the Airport Authority to acquire an additional 32 acres of property that has been leased by the college. The property is referred to as the driving range and is used for the commercial driver program. It is important that this property be obtained because additional facilities such as classrooms and restrooms are needed. This past year, 791 students graduated from this program. ASU-Newport graduates more certificate students in the commercial driver program than any other two-year college in the state. In addition to working toward acquiring the land, the campus has acquired two trucks and three trailers from the University of Arkansas Community College at Batesville following the discontinuation of their program. With this expanded inventory,

26 trucks and 34 trailers are available for use by the students. Dr. Williams also mentioned that a minority retention report was being provided for informational purposes along with a resolution for approval of the faculty handbook for the Newport campus. The campus also hosted the Miss Three Rivers pageant. Ms. Whitney Kirk from Cabot won that pageant and was later crowned Miss Arkansas.

Dr. Williams thanked the staff for the hard work that resulted in the increased enrollment statistics. This fall, 1,101 unduplicated headcount students were enrolled which represents an increase of 28% with an FTE enrollment of 636 representing a 36% increase. These numbers will translate significantly into the state assisted budget and allow the university to continue to meet the needs of students in this region of the state. Of those students, 900 individuals are located on the campus, 140 are concurrent enrollment students, and approximately 54 currently reside at the Grimes or McPherson correction units. He announced that Stephens, Inc., a charitable group, just sent a check for \$10,000 to assist with scholarships for the women in the correctional units. This is an opportunity for them to make a difference in their lives.

Dr. Williams then directed attention to the designs displayed for the new student community center west of Samuel Moore Walton Hall, which he said was developed with input from students, faculty, staff and the community. This facility will be 36,000 square feet and construction will cost approximately \$3.5 to \$4 million. It is designed to be student friendly, a learning environment, and community friendly. He explained that the facility would have a lot of natural light and will be a one-stop service facility for the students. It will house such offices as admissions, records, advisement, enrollment, financial aid, the business office, counseling office, student government association office, bookstore, a game room, a large food service area, and multipurpose rooms.

There will be two multipurpose rooms which can be converted to one large conference area. One of the two rooms will be more technology intensive and will be designed for electronic conferencing, not only for the campus but for use by local business and industry leaders who have international conferences. There is also a multipurpose community banquet area that can be divided into three rooms or opened up into one large room to seat 256 people. Dr. Williams said they hope to have construction documents in hand by mid-October, be ready to secure bids, and to break ground in January 2004. Dr. Williams noted also that ASU-Newport is represented by students from 3 countries, 33 different counties, and over 230 students from out of state. In conclusion, he mentioned that Steve Arnold, the faculty representative who teaches the industry-specific program that was started a year ago for Barloworld, has been recognized as their outstanding division employee. Because of the innovative nature of this program, Mr. Arnold will be traveling to Johannesburg, South Africa to represent that area of the corporation for international recognition. Dr. Williams said information has been received that the faculty member is one of the finalists out of their worldwide endeavors. A film crew from Johannesburg, South Africa has already been on the campus to film in the diesel laboratory and prepare an announcement that will take place after the first of the year. Dr. Williams believes this will bring some positive focus to the Newport campus and the ASU system.

Mr. Hammerschmidt asked how much money is being requested for the improvements. Dr. Williams replied that the money is in hand for this effort. A bond was secured with the help of the people of Jackson County. He said that naming opportunities either for the building or portions of the building would be brought to the

Board at a later date. He hopes private funds can be used to completely furnish the building.

Ms. Bingham expressed her thanks to the two-year chancellors for the excellent job they are doing. She expressed that along with the enrollment rate, she has two areas of concern – retention rates and the graduation rates. She stated she had two requests: One, if at some point in the chancellors' reports they could share the retention rate and the graduation rate at the various levels. Two, at the recent training conference the Trustees attended, there was a deep concern about the achievement gap with P-16. She asked if the various campuses are doing anything to partner with those schools to decrease that gap.

Dr. Wyatt asked if the two-year chancellors could explain what they are doing in regard to concurrent enrollment. Dr. Williams responded that Newport is working with eight high schools this fall. The schools located in Jackson County are Newport, Tuckerman, and Swifton. They also have students in Weiner and Harrisburg, both on-site and via distance learning, as well as Brookland, Bay, and Riverside in Craighead County. There has been a joint meeting of ASU-Jonesboro and ASU-Newport to discuss opportunities with Jonesboro, Nettleton, and Westside High Schools; and to look at all the curricula involved as far as the 38 core curriculum and the ability of those institutions to provide those courses. Public schools seniors in high school could leave after a senior English class, but starting next year those students will be required to spend a full day in school. This will open up a tremendous opportunity for colleges and universities to work with those institutions to provide advanced courses, especially in the area of math and science. Dr. Williams said that retention has been considered at the Newport campus. Retention varies by program of study, by major, and by intent of

the individual. Many times at a two-year institution, an individual will take a course only for a semester to develop skills geared toward employment. Dr. Williams said it is difficult to tabulate those intents with the over-all student body. However, the commercial driving training program had approximately 1,000 students enrolled this year, 791 graduated with an 80% completion or retention rate. The nursing program has a 70% retention rate. The Associate of Arts students who wish to pursue a degree and matriculate into a comprehensive university is an estimated 60%. The final group are those students who are degree seeking but undecided. These students have a tendency to start and stop, and they along with the students that only want to take one or two courses will significantly skew the retention rates. Dr. Williams credits a dedicated faculty for helping students remain focused and achieve their goals which results in higher retention rates.

Colonel Wood remarked on the explosive enrollment increase at the Newport campus and asked if this was happening at other two-year institutions in the state. Dr. Williams responded that unfortunately when the economy is bad, enrollment numbers increase. However, when the Department of Higher Education provides enrollment increase figures statewide, he believes the Board will be pleased with what the ASU System is doing in comparison with the others.

Mr. Hammerschmidt asked of those individuals who received certificates if there was any tracking of their career path for four or five years? Dr. Williams said there is no formal tracking system in place, but that they do initial employment follow up and virtually every student that comes from the Commercial Driving program is employed. There are three major corporations that are sending students for this program: PAM from Tontitown, USA Trucking, and Star Trucking. Dialogue has started with JB Hunt to

add their corporation to the list. Each of those three organizations sponsor students to come to the campus, the majority of whom are from out-of-state, which accounts for the high enrollment numbers in that area. In addition to the driver program, Dr. Williams said the opportunity and demand for the nursing program is tremendous and that he would like to graduate twice as many nurses.

Dr. McKay referred to the information he had previously distributed. The ADHE provides graduation and retention figures for all the schools in the state and that information is made available to the public. Beebe does well in enrollment by graduating 100 more students than any other two-year institution in the state, and has a 62% retention rate. Dr. McKay reminded everyone that traditionally students do not enroll at two-year institutions for the purpose of a degree. They come for courses relating to their jobs, such as digital technologies. While there is room for improvement, he credits the success rate with the amount of money and people invested in the student services activities, including the Learning Center which he believes is one of the best in the state. In working with the public schools, Dr. McKay said there are three major areas: ASU-Beebe is a regional CISCO Academy and works with approximately twelve public schools to provide training to their teachers on the CISCO networking computer programs. Beebe provides Cooter Interest Assessment for students for several major schools in the area. Concurrent enrollment has 250 students and involves thirteen schools. In addition, the Bald Knob campus has an area vocational center which allows high school students to participate in vocational training. They offer six areas of study and have 357 students currently enrolled. Dr. McKay reminded everyone that while more could be done and they are willing to do so,

the campus is operating with 25% more FTE students, but with less money than three years ago. There was a loss of \$1 million in the last biennium because of the state cuts.

Chancellor Coulter added there is a national dilemma on the method to evaluate retention and graduation rates at the two-year institutions. He believes students should be asked what they want to accomplish when they enroll, and track whether or not they actually complete their goal. If they finish what they started, they are successful. The student may be an LPN who goes to work for a hospital or one of several programs that are not full associate degrees. These students (in terms of accountability) are deemed failures because they did not receive a degree. Many students will begin their collegiate experience at ASU-Mountain Home and stay for a semester or two and then transfer to the Jonesboro campus to complete their degrees. They don't take the time to complete the paperwork or go through graduation at Mountain Home because they know they were going on to graduate at the four-year institution. With the current accountability methods, Mountain Home must count these students as failures. He cited an example of Tom Spencer, president of Garland County, (now National Park College), who has six siblings, all of whom are professionals with advanced degrees. While all six started at two-year colleges, none graduated from those institutions. Again, all would be deemed failures at the two-year level. Dr. Coulter said one of the goals of two-year institutions should be to work to change this practice of accountability.

Mr. Hammerschmidt asked if some software could be developed to track these students. Dr. Coulter agreed that a system of tracking must be created to give some of the credit for a student graduating with a four-year degree to the two-year institutions.

Dr. McKay added that according to the data that he has seen, an associate degree is worth approximately \$5,000 to \$8,000 additional income per year. Over a

lifetime career that would amount to \$320,000. Last year with 360 associate degrees awarded, ASU Beebe contributed \$90 million to the state because most of these students will stay, work, and live in Arkansas.

Dr. Wyatt assured Ms. Bingham that data could be collected and sent to the Board that would reflect not only ASU System numbers but comparisons with other institutions within the state. He also commended the work begun by Dr. Rick McDaniel, Senior Associate Vice Chancellor for Academic Affairs, and Dr. Lynita Cooksey, Associate Vice Chancellor for Academic Affairs of the Jonesboro campus for their efforts to address the issue of retention, continuation, and persistence for students to complete and obtain degrees. The data compiled will show that the Jonesboro campus compares very favorably with all four-year institutions in the state, particularly with those that have open enrollment policies. Their activities have focused on the capability to identify students who are in danger of failure and elimination from the institution, and to get those students recycled back into our program with counseling and support. This has assured success for those students, with greater than 50% of those students able to persist. Because of the success of the Jonesboro campus and the two-year campuses in addressing the areas where we are located and serving the needs of the people there and the schools there, representatives of the university have been invited to participate in a conference with a group of legislators in east Arkansas to explain the success we are having on our campuses. The meeting will be in Brinkley next Tuesday.

Dr. Wyatt concluded the reports of all the campuses.

Mr. Hammerschmidt then proceeded to the Consent Agenda items. He said that in addition to all the information that had been provided, Dr. Wyatt had met with each

board member separately prior to the meeting to discuss the issues and that explanations were given and questions were answered.

- Resolution 03-40, Authorizing the Execution of Salary Increases Retroactive to July 1, 2003, and to Adjust Budgets for FY04.

Upon motion by Ms. Bingham, second by Colonel Wood, Resolution 03-40 was approved.

Ayes: Hammerschmidt, Medlock, Bingham, Wood, Bell

Nays: None

- Resolution 03-41, Approving a New Job Order Contracting Policy.

Dr. Wyatt explained this will enable the university to streamline the process by which arrangements are made for construction work on the campuses.

Mr. Jennus Burton, vice president for Finance and Administration, worked with a group of higher education leaders to develop this concept and to have it approved by the Legislature during the last session. It is now necessary to have the approval of the Board.

Upon motion by Mr. Bell, second by Mr. Medlock, Resolution 03-41 was approved.

Ayes: Hammerschmidt, Medlock, Bingham, Wood, Bell

Nays: None

- Resolution 03-42 Authorizing ASU-Jonesboro to Eliminate the Assessment of a Class Drop Fee Effective the Fall 2003 Semester.

In the past when a student would withdraw or drop a class, the paperwork process was done by hand and a fee was assessed. With the advancement of technology, much of that hand processing has been eliminated, and the fee is no longer necessary, Dr. Wyatt said.

Upon motion by Mr. Medlock, second by Mr. Bell, Resolution 03-42 was approved.

Ayes: Hammerschmidt, Medlock, Bingham, Wood, Bell

Nays: None

- Resolution 03-43, Authorizing ASU-Jonesboro to adopt the Correspondence Tuition and Fee Changes for Use in the 2004-2006 *Independent Study Bulletin*.

These fees are necessary to keep up with the cost of providing correspondence courses to students who request them. These are nominal increases in the fees and will be sufficient to pay the cost of the operation of the correspondence program. Dr. Wyatt indicated the fees are listed on the proposed resolution

Upon motion by Colonel Wood, second by Ms. Bingham, Resolution 03-43 was approved.

Ayes: Hammerschmidt, Medlock, Bingham, Wood, Bell

Nays: None

- Resolution 03-44 Authorizing ASU-Jonesboro to Extend In-state Tuition to Include All Counties and Selected Cities That Border the State of Arkansas Effective for the Fall 2003 Semester.

Dr. Wyatt said a list of the counties is included in the Board agenda. Many of the students and their families live and work in the surrounding area. The Board has recognized a 75 mile radius around Jonesboro as inclusive of an in-state tuition rate and some of the counties that border on the north side of central Arkansas and the Missouri area. The university now wishes to expand that area. Mr. Hammerschmidt added that many education institutions are doing the same thing. Dr. Wyatt said quite a number have similar or expanded policies.

Upon motion by Mr. Medlock, second by Mr. Bell, Resolution 03-44 was approved.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

- Resolution 03-45 Approving ASU-Beebe's *Utilization of Facilities Policy Manual* effective July 1, 2003.

The Board is responsible for all buildings in the ASU System, and gives the responsibility for management of the facilities to the various campuses. The policy manual will spell out the usage policy for facilities on the Beebe campus.

Upon motion by Ms. Bingham, second by Mr. Bell, Resolution 03-45 was approved.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

➤ Resolution 03-46 Approving ASU-Newport's Faculty Handbook.

This is consistent with the development of the Newport campus becoming a free-standing, separately-operated campus. For a number of years, the Newport campus has operated under the provision included in the Beebe faculty handbook. This submission is Newport's effort to develop their own document. Dr. Wyatt mentioned that Ms. Lucinda McDaniel, legal counsel for the university, was present and had worked closely with the development of these documents, which are operational policies under which business is conducted internally.

Upon motion by Mr. Bell, second by Ms. Bingham, Resolution 03-46 was approved.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

Mr. Hammerschmidt then called on Dr. Wyatt to review the audit findings for the Jonesboro, Beebe, Mountain Home, and Newport campuses. Dr. Wyatt said that copies of the individual audit findings were included in the Board materials, and the chief financial officers for each campus were present to answer any questions. These documents represent a review by auditors of the state of the fiscal operations of the campuses within the Board's authority and control. Over \$100 million of the people's money is spent each year in the operation of the university and all of its campuses. The

people who are responsible to review this information from the state come to the campuses to review every aspect of our financial operation. For seven consecutive years, the results of the audits indicate that there are no audit exceptions in the way business has been conducted. Dr. Wyatt said he would match records with any public institution in the state. He commended those in charge of the management of the budgets. He said they do a great job, and are responsible to the people they serve and those who give their support to the institution. He said as a state-supported institution, the people of the state of Arkansas can be proud of their efforts.

With no further business, Mr. Hammerschmidt announced that the board would recess into Executive Session to consider the personnel action items.

Upon motion by Colonel Wood, second by Mr. Medlock, the board recessed into executive session at 11:00 a.m.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

Mr. Hammerschmidt reconvened the board at 11:41 a.m.

Upon motion by Mr. Bell, second by Ms. Bingham, the academic appointments for Jonesboro, Beebe, Mountain Home, and Newport campuses were approved.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

Upon motion by Mr. Medlock, second by Colonel Wood the non-academic appointments for Jonesboro, Beebe, and Mountain Home campuses were approved.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

Upon motion by Mr. Bell, second by Colonel Wood, the reassignment of duty for the Jonesboro and Beebe campuses were approved.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

Upon motion by Ms. Bingham, second by Mr. Bell, the contract extensions for Jonesboro, Beebe, Mountain Home, and Newport campuses were approved.

Ayes: Hammerschmidt, Medlock, Bingham, Bell, Wood

Nays: None

Mr. Hammerschmidt asked if there were any further comments or questions. After receiving no response, Mr. Hammerschmidt congratulated Colonel Wood on his reappointment to the Board of Trustees. Dr. Wyatt then outlined the activities for the remainder of the day and invited everyone to stay and enjoy the festivities.

Upon motion by Mr. Bell, second by Colonel Wood, the Board adjourned at 11:44 a.m.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair

EXECUTIVE SUMMARY

Contact: Dr. Leslie Wyatt 870-972-3030

ACTION ITEM: Arkansas State University (ASU) requests approval of Cost of Living (COLA) salary increases for classified employees and meritorious salary increases for faculty and non-classified staff and the authority to revise operating budgets accordingly.

ISSUE: The Board of Trustees, by policy, must approve the University's operating budget for each fiscal year. The increases in salary and fringe benefits budgets have such a large impact on the operating budgets of each ASU campus that it would be appropriate to request the Board of Trustees to approve such revisions.

BACKGROUND:

All Arkansas State University campuses will implement a salary program including raises for employees, both classified and non-classified, who were in regular salaried positions as of June 30, 2003. These raises are retroactive to July 1, 2003, and do not include vacant positions at June 30, 2003. Employees hired on or after July 1, 2003 will not be eligible for a salary increase.

When approved by the Arkansas State University Board of Trustees, the September 30, 2003 payroll will include both the retroactive funds and the September 30, 2003 pay increases. The October 15, 2003 payroll will reflect the ongoing salary amount for the balance of FY04.

A new salary may not exceed the pay plan amount for classified staff. If a salary adjustment for non-classified staff exceeds the line item maximum established for the position, the Vice Chancellor/Vice President, Human Resources, and the Chancellor/President must approve the adjustment before it is discussed with the non-classified employee.

Classified staff salary increases were calculated using the formula required by the Department of Finance and Administration and the Office of Personnel Management. These raises were considered to be a COLA (Cost of Living Adjustment) salary adjustment adhering to the following plan:

- o Salaries \$21,128 or less received a flat adjustment of \$570;
- o Salaries from \$21,129 up to \$50,000 received a 2.7% increase;
- o Salaries from \$50,001 up to \$90,000 received an increase of \$1,350 plus 1.9% of the amount in excess of \$50,000, and;
- o Salaries from \$90,001 and above received an increase of \$2,110 plus 1.4% of the amount in excess of \$90,000.

Employees hired under grants and contracts (soft money) may only be awarded a raise if the grant or contract permits, and funds are available to fund the raises.

ARKANSAS STATE UNIVERSITY - BEEBE

BACKGROUND:

Concepts used in calculating salary increases for FY04 are as follows:

- Merit increases are requested for faculty members from a 2.7% salary increase pool totaling \$82,889;

EXECUTIVE SUMMARY

Contact: Dr. Leslie Wyatt 870-972-3030

- Merit increases are requested for non-classified employees from a 2.7% salary increase pool totaling \$56,319;
- Cost of living adjustments (COLA) increases for classified employees as outlined in the state compensation plan are requested in the amount of \$71,635;
- Equity increases for fourteen faculty are requested from a ½ % equity pool totaling \$14,350;
- Salary increases totaling \$12,732 are requested for five individuals receiving promotions as of July 1 2003, and;
- Corresponding fringe benefit costs for the salary increases are estimated at \$47,585.

The total cost of Unrestricted E&G pay increases for Arkansas State University – Beebe is \$237,925, and the increase in fringe benefit costs is \$47,585 making a total cost of raises with fringe benefit costs at \$285,526.

Arkansas State University – Beebe will utilize the following sources of funding to cover the aforementioned salary increases:

- Unallocated reserves \$285,526

No revision in total operating funds for Arkansas State University – Beebe is requested at this time.

ARKANSAS STATE UNIVERSITY - NEWPORT
BACKGROUND:

The Vice Chancellor, Human Resources, and the Chancellor must approve all promotions, equity, and/or extraordinary salary issue adjustments.

- Cost of Living (COLA) adjustments for classified staff totaling \$16,181 have been calculated as defined by Arkansas Law;
- Classified staff receiving promotions after June 30, 2003 have been given the COLA increase. Promotion increase amounts have been recalculated to reflect the COLA adjusted base salary;
- Merit raises for non-classified staff totaling \$44,161 were calculated based on a 0% to 3% increase range, and;
- Promotional adjustments and extraordinary salary issue adjustments listed as equity adjustments totaling \$35,293 have been calculated and the appropriate approval levels have been obtained.

Arkansas State University – Newport will utilize the following sources of funding to cover the aforementioned salary increases:

- State Appropriations B-1 funding for FY04 (previously unbudgeted) \$67,285
 - Unallocated reserves \$28,351
- Total \$95,636

The Arkansas State University – Newport revised budget is \$4,784,062 for Educational and General Operations.

EXECUTIVE SUMMARY

Contact: Dr. Leslie Wyatt 870-972-3030

ARKANSAS STATE UNIVERSITY - JONESBORO

BACKGROUND:

- Faculty and non-classified employee salary increases were calculated using a 3% merit pool. Each Vice President/Chancellor made decisions concerning staff within his/her division based on merit;
- An additional salary adjustment pool was created for faculty and non-classified employees based on one half of one percent of the salary base pool. This pool of funds was allocated to each Vice President/Chancellor to distribute based on extraordinary circumstances;
- Non-classified employees who have received a salary adjustment after June 30, 2003 that exceeds 3% are not eligible for a merit increase;
- Classified staff who have been promoted after June 30, 2003 are eligible for an additional salary increase according to the following guidelines:
 - Calculated based on the June 30, 2003 salary, which will create a new base salary, and then;
 - The promotion percentage will then be calculated on the new base salary.

ASU-J Funding required for FY04 E&G salary increases:

Classified Staff	\$ 374,982
Non-Classified and Faculty	<u>\$ 944,942</u>
	Total \$1,319,924
Fringe Benefits	<u>\$ 263,985</u>
	Total Required \$1,583,909

- Auxiliary budgets approved by the Board of Trustees for FY04 included salary adjustment pools, which were not allocated or committed at that time.

ASU-J Funding required for FY04 Auxiliary salary increases:

Classified Staff	\$ 40,060
Non-Classified and Faculty	<u>\$ 65,608</u>
	Total \$105,668
Fringe Benefits	<u>21,134</u>
	Total Required \$126,802

EXECUTIVE SUMMARY

Contact: Dr. Leslie Wyatt 870-972-3030

Arkansas State University – Jonesboro will utilize the following sources of funding to cover the aforementioned salary increases:

• State Appropriations B-1 funding for FY04 (previously unbudgeted)	\$ 895,284
• Reallocation of scholarship funding	725,000
• Additional Educational Excellence Trust fund dollars	<u>29,655</u>
Total	1,649,939

ASU-J also will be taking the first \$250,000 generated in temporary salary savings and holding it for CLIP (Career Ladder Incentive Program) allocations in June 2004.

The Arkansas State University - Jonesboro revised FY04 budget is \$100,651,487 for Educational & General.

ARKANSAS STATE UNIVERSITY - MOUNTAIN HOME

BACKGROUND:

Arkansas State University-Mountain Home will implement a salary program including raises for all employees, both classified and non-classified, who were in regular salaried positions as of June 30, 2003. These raises are retroactive to July 1, 2003, and do not include vacant positions at June 30, 2003. Employees hired on or after July 1, 2003 will not be eligible for a salary increase.

Process for Salary Calculations:

- **Classified staff:** The FY04 salaries were calculated as required by the Arkansas Department of Finance and Administration and the Office of Personnel Management. The total salary increase from \$579,768 FY03 salaries to \$596,809 FY04 salaries is 2.94%. The FY04 salaries are to be retroactive to July 1, 2003;
- **Faculty:** A merit pool of \$31,460 was calculated at 2.7% of returning faculty salaries. An equity pool of \$6,668 was calculated at one half of one percent of the total FY03 faculty salaries. Salary increases for faculty range from 2.7% upward depending upon merit and equity calculations by Academic Affairs. New faculty hired for FY04 are not eligible for a salary increase. All merit and equity salary increases are to be retroactive to July 1, 2003;
- **Administrative Staff:** A merit pool of \$18,901 was calculated at 2.7% of returning administrative salaries. An equity pool of \$4,042 was calculated at one half of one percent of all FY03 administrative salaries. Salary increases for administration will range from 2.7% upward depending upon merit and equity calculations by the Chancellor. New administrative staff hired after July 1, 2003 are not eligible for salary increases. All merit and equity salary increases are to be retroactive to July 1, 2003.

Arkansas State University – Mountain Home will utilize the following sources of funding to cover the aforementioned salary increases:

• Budget Reserve	\$ 45,632
• Salary Savings	8,791
• Budgeted increase in Workforce 2000 funds	13,777
• Reallocation of funds within the FY04 operating budget	<u>40,000</u>
Total	\$108,200

EXECUTIVE SUMMARY

Contact: Dr. Leslie Wyatt 870-972-3030

Funding required for FY04 salary increases:

Classified Staff	\$17,041
Faculty	38,128
Administrative Staff	<u>22,943</u>
	Total \$78,112
Fringe Benefits	<u>23,434</u>
	Total Required \$101,546

Arkansas State University-Mountain Home has been notified of an increase in Workforce 2000 funds in the amount of \$13,777. Therefore, those funds will be utilized to supplement the funding for the requested salary increases. Budgeted income will increase by the above amount, and the total budgeted expenditures will remain as stated in the budget approved by the ASU Board of Trustees June 6, 2003.

ARKANSAS STATE UNIVERSITY - SYSTEM OFFICE

BACKGROUND:

The Arkansas State University – System Office followed the same regulations and guidelines as the ASU-J campus in allocating salary increases for FY04.

Funding required for ASU-System FY04 salary increases:

Classified Staff	\$11,882
Non-Classified Staff	<u>\$26,436</u>
	Total \$38,318
Fringe Benefits	<u>7,664</u>
	Total Required \$45,982

RECOMMENDATION/RESOLUTION

Be it resolved that Arkansas State University be authorized to execute salary increases retroactive to July 1, 2003 as aforementioned, and to adjust budgets for FY04 as described herein.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair

EXECUTIVE SUMMARY

Contact: Jennus L. Burton 870-910-8200

ACTION ITEM: Arkansas State University requests the approval of a new job order contracting policy.

ISSUE: ASU wishes to initiate a job order contracting procedure to be used by campuses of Arkansas State University.

BACKGROUND:

- The State of Arkansas 84th General Assembly Regular Session, 2003 enacted Act 1476. This Act established the ability for state agencies and higher education institutions to develop policies and procedures for job order contracting.
- Job Order Contracting is defined as the acquisition of contracting services using a selection method that requires contractors to submit qualifications and prices based on wage rates inclusive of fringes and burden, plus a pricing matrix for markups on materials and subcontractors.
- Arkansas State University desires to establish a policy and procedure that would allow such contracting services on all of its campuses.
- Attached is a policies and procedures document that requires Board adoption.
- The adoption of such a policy will streamline construction contracting procedures and speed projects to conclusion. This procedure will save money in the long run on all small construction projects.
- ASU would allow projects of \$300,000 or less to qualify under the program.

RECOMMENDATION/RESOLUTION:

Be it resolved that the campuses of Arkansas State University are authorized to use the streamlined procurement process defined as job order contracting as outlined in the State of Arkansas Act 1476 of 2003, and the attached policies and procedures are approved.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair

EXECUTIVE SUMMARY

Contact Jennus L. Burton 870-910-8200

ACTION ITEM: Arkansas State University-Jonesboro requests the elimination of the drop fee effective Fall 2003.

ISSUE: The purpose of the drop fee was to discourage costly manual transactions that were required to correct the class rosters per the student's request, and to raise revenue. Moreover, the University has upgraded technology and now offers class drops on-line, with the students actually performing the data input requirements that previously were the responsibility of the Registrar's personnel.

BACKGROUND:

- If a student wishes to drop a class for which they previously registered, then Arkansas State University-Jonesboro assesses a \$5 per-class-drop fee on all transactions involving such class load reductions.
- The fee has generated revenues over the last three years as follows:
 - FY-03 \$23,455
 - FY-02 24,765
 - FY-01 28,045
- The revenues have been minimal.
- The on-line transaction, if a \$5 drop fee were required, would not be cost effective as the fee payment would be required via credit card. The credit card transaction would require a merchant fee; thus reducing the positive return for the transaction.
- An examination to make the drop fee available on-line would require system enhancements, and on-going annual maintenance fees estimated at \$5,000 to \$10,000; again, reducing the cost effectiveness of these transactions. Consequently, the cost to eliminate the drop fee would be minimal, while the goodwill would be large.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Jonesboro is authorized to eliminate the assessment of a class drop fee effective the Fall 2003 semester.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair

EXECUTIVE SUMMARY

Contact: Rick McDaniel (870) 972-2030

ACTION ITEM: Arkansas State University-Jonesboro (ASU-J) requests authority to change the correspondence tuition and fees effective July 1, 2004 through July 1, 2006 for the *Independent Study Bulletin* of the ASU Center for Regional Programs.

BACKGROUND:

The Center for Regional Programs has determined that correspondence tuition and some regional program fees are no longer in line with other Arkansas institutions of higher education and proposes the following: *Textbook Rental Fee*--The Center for Regional Programs proposes a \$5.00 rental fee increase based on book usage, present textbook costs, and a maximum book life expectancy of three years. *Testing Fee*—A \$10 increase is proposed to cover the additional cost of increased staff proctoring and technology upgrades to accommodate the Internet testing process for students taking exams for other colleges and universities in our facility. *Course Extension/Exchange Fee*- A \$10 increase is proposed to defray the additional costs of new course material and labor costs for preparation of new student files. *Correspondence Tuition*—A \$3 per credit hour increase is proposed. This \$3 tuition increase is in the predetermined percentage of 5% rounded to the nearest dollar, which has been approved for on-campus and off-campus tuition rates. *Postage Fee per credit hour and Course Materials Fee*—There will not be an increase to these fees.

Description	Change From	Change To	Action
Tuition per Credit Hour	\$63.00	\$66.00	\$ 3 Increase
Textbooks Rental Fee	\$20.00	\$25.00	\$ 5 Increase
Course Extension/Exchange Fee	\$40.00	\$50.00	\$10 Increase
Testing Fee	\$10.00	\$20.00	\$10 Increase
Postage Fee per Credit Hour	\$ 6.00	\$ 6.00	No Change
Course Materials Fee	\$ 7.00	\$ 7.00	No Change

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Jonesboro is authorized to adopt the correspondence tuition and fee changes for use in the *2004-2006 Independent Study Bulletin*.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair

EXECUTIVE SUMMARY

Contact: Rick Stripling 870-972-2048

ACTION ITEM: Arkansas State University-Jonesboro requests approval to extend its in-state tuition area to include all counties and selected cities that border the state of Arkansas.

ISSUE: Arkansas State University-Jonesboro seeks to stay competitive with its counterparts in the mid-south area. Since 1998, Arkansas State University-Jonesboro has enrolled 21% fewer students from Missouri, Tennessee, Oklahoma, Mississippi, and Louisiana. The adjoining states are offering state-funded scholarships to retain more of their graduating seniors. Extending the ins-state tuition area would slow the decline in the number of out-of-state students enrolled on campus.

BACKGROUND:

- Currently, Arkansas State University-Jonesboro offers in-state tuition to 14 counties in Missouri, 8 in Tennessee, 2 in Mississippi, and Bowie County in Texas.
- For fall 2004, all neighboring states will be offering state scholarships to qualified high school graduates. These scholarships are similar to Arkansas' Challenge Scholarships and tend to pay for a large part of a student's cost of attendance.
- Missouri has two scholarship programs aimed at keeping students in the state. The *Missouri College Guarantee Program* that allows qualified students to attend any school in the state and receive a scholarship equal to tuition and fees charged at the University of Missouri minus federal financial aid. The *A+ Program* allows qualified high school students to attend any public community college or technical school and have the cost of tuition and books covered.
- For fall 2004, Tennessee will be awarding to qualified students up to \$3,000 for the cost of attendance at a four-year college/university.
- Both Tennessee and Missouri are our top out-of-state feeder schools and the number of students attending from these states has dropped steadily for four years. In fall 1998, 1,292 students, or 12.5%, were non-Arkansas residents. By fall 2002, only 1,064, or 10.2%, were non-Arkansans.

EXECUTIVE SUMMARY

Contact: Rick Stripling 870-972-2048

The new areas will include:

- Louisiana – The parishes of West Carroll, East Carroll, Morehouse, Union, Claiborne, Webster, Bossier, Ouachita (*Monroe*) and Caddo (*Shreveport*).
- Oklahoma – The counties of McCurtain, Le Flore, Sequoyah, Adair and Delaware.
- Mississippi – The counties of Coahoma, Bolivar, Issaquena, and Washington.
- Texas – The county of Cass.
- Missouri – The counties of Stone, Barry, McDonald, Christian, Greene (*Springfield*), Newton, Jasper (*Joplin*), Lawrence, Wayne and Cape Girardeau. Southwest Missouri State University is located in Greene County and Southeast Missouri State University is located in Cape Girardeau County.
- Tennessee – The county of Madison (*Jackson*)

RECOMMENDATION/RESOLUTION

Be it resolved that Arkansas State University-Jonesboro is authorized to extend in-state tuition to students residing in the counties listed above effective for the fall 2003 semester.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair

EXECUTIVE SUMMARY

Contact: Ben Pickard (501) 882-8386

ACTION ITEM: Arkansas State University-Beebe requests the approval of the *Utilization of Facilities Policy Manual*. This manual applies to all Arkansas State University-Beebe personnel and all of its campuses and sites.

ISSUE: Arkansas State University-Beebe currently does not have a board approved *Utilization of Facilities Policy Manual* reflecting compliance with current procedures.

BACKGROUND:

Arkansas State University-Beebe is a state supported institution of higher education, and its facilities are provided and designed to be used to further the University's mission. This policy manual is designed to provide direction for University personnel charged with the responsibility for scheduling ASU-Beebe facilities. The University reserves the right to revise, delete, or otherwise amend any portion or portions of this manual. ASU-Beebe is committed to equal opportunity in all of its programs and activities. The facilities of the University cannot be used in any way to discriminate on the basis of race, color, religion, sex, handicap, or national origin.

Arkansas State University-Beebe wishes to provide all of its personnel with a facilities usage policy manual that defines its general policies, policies and procedures for non-university groups, facilities request procedures, usage fee policy, facilities fee schedule, ASU-Beebe responsibilities, facilities user responsibilities, and posting policies.

RECOMMENDATION / RESOLUTION:

Be it resolved that Arkansas State University-Beebe's *Utilization of Facilities Policy Manual* is approved effective July 1, 2003.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair

EXECUTIVE SUMMARY

ACTION ITEM: Arkansas State University-Newport requests the approval of the Faculty Handbook.

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

BACKGROUND:

Arkansas State University-Newport 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.

Some of the information in the handbook is in a summarized format and is not intended to supplement university policies or state rules, regulations, or guidelines. If additional information is desired, respective documents should be reviewed. This handbook, therefore, should not be considered as the legal identification or exact text of all university or state rules, regulations, and policies.

RECOMMENDATION / RESOLUTION:

Be it resolved that Arkansas State University-Newport's Faculty Handbook is approved effective September 13, 2003.

Florine Tousant Bingham, Secretary

John Paul Hammerschmidt, Chair