

**AGENDA**  
**ARKANSAS STATE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**May 15, 2009**  
**10:00 a.m.**  
**Newport Campus**

- I. Call to Order  
Mrs. Florine Tousant Milligan, Vice Chair
- \*II. Approval of the Minutes of Meeting  
March 6, 2009  
April 24, 2009
- III. President's Report  
Reports of the Chancellors
- \*IV. Agenda
  - Proposed ASU System Resolutions
    - Resolution approving ASU System to sell properties located in Craighead County.
    - Resolution approving ASU System relationship with the ASU Foundation, Inc.
    - Resolution approving ASU System provisional positions.
    - Resolution approving the ASU System Affirmative Action Policy.
    - Resolution approving the ASU System Annual Leave Accrual Policy.
    - Resolution approving the ASU System Bond Financing Post-Issuance Compliance Policy.
    - Resolution approving the ASU System Cell and Data Phone Policy.
    - Resolution approving the ASU System Construction on Leased Grounds Policy.
    - Resolution approving the ASU System Drug and Alcohol Policy.

- Resolution approving the ASU System Employee Discount of Tuition and Select Fees Policy.
- Resolution approving the ASU System Freedom of Expression Policy.
- Resolution approving the ASU System Investment Collateralization Policy.
- Resolution approving the ASU System Misconduct in Research Policy.
- Resolution approving the ASU System Nepotism Policy.
- Resolution approving the ASU System Out-of-State Tuition Waiver for Residents in Contiguous Counties Policy.
- Resolution approving the ASU System Presenting Matters to the Board of Trustees Policy.
- Resolution approving the ASU System Access to Retirement Accounts by Full-Time Employees Policy.
- Resolution approving the ASU System Early Retirement Benefits Policy.
- Resolution approving the ASU System Retirement Contributions for Visiting Scholars Policy.
- Proposed ASU-Jonesboro Resolutions
  - Resolution approving ASU-Jonesboro summer 2009 private athletic camps.
  - Resolution approving ASU-Jonesboro to negotiate program costs for English as a Second Language cohort programs.
  - Resolution approving ASU-Jonesboro to provide English as a Second Language outside the United States.
  - Resolution approving ASU-Jonesboro to offer the interdisciplinary minor in Children's Advocacy Studies.
  - Resolution approving ASU-Jonesboro to offer the interdisciplinary minor in History and Philosophy of Science and Technology.

- Resolution approving ASU-Jonesboro to offer a logistics minor in the College of Business.
- Resolution approving ASU-Jonesboro to offer the concentration in logistics within the Master of Business Administration program.
- Resolution approving ASU-Jonesboro to offer the concentration in healthcare administration within the Master of Business Administration program.
- Resolution approving ASU-Jonesboro to offer a graduate certificate in Addiction Studies.
- Resolution approving ASU-Jonesboro to name two new residential housing facilities.
- Resolution approving ASU-Jonesboro to rename rooms in the Student Union.
- Proposed ASU-Beebe Resolutions
  - Resolution approving ASU-Beebe to increase their promotional items budget.
  - Resolution approving ASU-Beebe to serve as the sponsor for an Arkansas Recreational Trails Grant.
  - Resolution approving ASU-Beebe to offer the Technical Certificate in Aerospace and Certificates of Proficiency embedded within the Aerospace Technical Certificate in Composites, Cabinetry, Aerospace Upholstery, and Computer Aided Three-Dimensional Interactive Application.
  - Resolution approving ASU-Beebe to offer the Technical Certificate in Petroleum Technology.

V. Executive Session

\*VI. Approval of Personnel Actions

VII. Other Business

\*VIII. Adjournment

\*Action Items

**Arkansas State University  
Board of Trustees  
May 15, 2009**

The Arkansas State University Board of Trustees met on May 15, 2009, in the Merchants and Planters Community Room in the Student Community Center on the Newport campus. Mrs. Florine Milligan, Vice Chair of the Board of Trustees, called the meeting to order at 10:01 a.m. Board members present were: Mrs. Florine Milligan, Mr. Howard Slinkard, Mr. Ron Rhodes, and Mr. Mike Gibson. Mr. Mike Medlock was absent due to illness. Anthony Coleman, pastor of Chosen Generation Church, delivered the invocation.

**Minutes:**

Upon motion by Mr. Slinkard, second by Mr. Gibson, the minutes of March 6, 2009, were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Rhodes, second by Mr. Slinkard, the minutes of April 24, 2009, were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

**Campus Reports**

**System – Dr. Les Wyatt, President**

- Budget appropriations for the coming year remain relatively flat, which is a continuation of the budget seen over the last biennium. Extraordinary funding for base level was received for the ASU-Jonesboro (ASUJ) Heritage SITES project.

General Improvement Funds (GIF) projects were included in the appropriations bill, but funding will have to be realized depending on revenue opportunities. Money also will be coming from various federal stimulus programs. All campuses were asked to submit proposals for capital projects that would be related to stimulus funding. Those projects will continue to be received by the state over the next year. The ASU campuses will make application for stimulus funds and apply them within the frameworks for instructions that will be given for the distribution of those funds. A revised classified pay plan was also passed during the last legislative session. The effect will be new market-graded salaries and adjusted entry level salaries for employees. Information on how to implement the new pay plan is expected to be received today and each campus will be able to complete final budget recommendations. Budgets for the coming year will be presented to the board on May 29. A change brought about by the Legislature is that budgets will now focus on a single fiscal year rather than the previous biennial budget submissions. Therefore, the budget presented will be for fiscal year 2010 and a new budget will be submitted for fiscal year 2011. The system will continue to hold tuition and fees to a minimum and no salary increases for employees will be given other than those identified by the pay plan, position reassignment, or promotion or tenure decisions made by the campuses. In general, the economy of the state of Arkansas continues to fare better than the national average. This is due in large part to the Revenue Stabilization Act and the fiscally conservative nature of the Governor and the state as a whole. Although this will be a tough budget year, the positive outcomes for the operation of the university include a continuation of: the work force, support budgets, benefit programs for employees,

ongoing construction projects, and the acquisition of materials and equipment to support the educational enterprise of the institution.

- Information was presented by Jennus Burton, vice president for System Operations, that explained the operational and financial results for the fiscal year ended June 30, 2008, along with a snapshot of the forecast ending June 30, 2009. The report summarized the information of all the campuses. Copies of the presentation were available.
- A number of discussions with the Arkansas Department of Higher Education (ADHE) and Director Jim Purcell are ongoing. One issue under discussion is the articulation between public schools and higher education, which has led to a greater definition of the role and scope of institutions across the state. The chief academic officers of the ASU campuses meet periodically to address issues such as transfer articulation between campuses, both those within the ASU System and those coming to our campus from other Arkansas institutions and vice versa. Concurrent enrollment practices also have been discussed. ASU supports concurrent enrollment as so much of the population that surrounds the institution is rural. This enrollment allows students to receive instruction at the collegiate level while still enrolled in high school. Arkansas has embraced advanced placement (AP) activities. Advanced placement is an artifact of Arkansas law, which extends AP classes throughout the schools in Arkansas; however, we would also like to see a continuation focused on concurrent enrollment practices.
- Over 2,500 ASU students will graduate this year with degrees and certificates.

## **ASU-Newport – Larry Williams, Chancellor**

- Three students from the ASU-Newport Technical Center won first place at the Skills USA state competition and will represent Arkansas in the national competition to be held in Kansas City, Missouri.
- Earth Day activities were held on the Newport campus with over 175 students participating. As a part of the Arkansas Delta Training and Education Consortium, the campus received a federal grant for renewable energy. The grant provided for a new faculty person to be hired to develop curricula in renewable energy that will articulate into some of the efforts on the Jonesboro campus and in expanding related economic development opportunities.
- A display of pictures commemorating events on the campus was available for viewing.
- Last year Governor Mike Beebe hosted a state-wide educational economic development incentive forum and challenged every county in the state to submit data to his office by December and then begin planning county-wide meetings that concentrate on economic development and improving education in the K-12 system within the county. ASU-Newport is assisting and hosting that endeavor in Jackson County with Jackson County Consolidated and Newport Public Schools participating. Two meetings have already been held. The third meeting next week will be to look at what the community can do to strengthen opportunities for the local public schools. That information will be submitted back to the Governor for the meetings planned for the coming fall.
- A flyer was distributed highlighting the groups that have been scheduled for the 2009-2010 Patron Series.

- In 2008, 471 students enrolled for summer term on the ASU-Newport campus. In comparison, there are 593 students who have enrolled for this 2009 summer term on the ASUN campus. If the numbers for the ASU Technical Centers are included, a total of 729 students are enrolled for summer courses.

**ASU-Mountain Home – Ed Coulter, Chancellor**

- Enrollment has increased by over 12%. This year applications are up 8% over last year's numbers.
- An excerpt from the local newspaper showed the academic top 15 students from the graduating class of Cotter. Of the 15 students, 12 indicated they would be attending Arkansas State University, either the Jonesboro or Mountain Home campus.
- The Vada Sheid Community Development Center is progressing well. Work is being done to secure funding for Phase II.
- A thank you was extended to Senator Johnny Key and Representative Karen Hopper in obtaining \$429,000 in GIF funds and another \$100,000 in a special appropriation for the ASUMH campus.
- Funds for a walking/jogging trail to connect all the parking lots to the Vada Sheid Community Development Center are being discussed with contacts in Washington. This space will be user/green friendly and will eliminate the need for creating large additional parking lots.
- August 1, 2009, ASUMH will be tobacco free.
- Christy Keirn, director of Public Relations and Marketing, was named president of the National Association of Junior Auxiliaries. Rosalynn Blagg, associate vice chancellor of Enrollment Management, was selected the Arkansas Academic

Advising Network Academic Advisor of the Year in the Administrative division.

- Spring commencement ceremony last Monday had 246 graduates from ASUMH and 41 graduates from ASUJ. Thursday evening 96 GEDs were awarded.

**ASU-Beebe – Eugene McKay, Chancellor**

- Commencement was held with 747 graduates from ASU-Beebe, 153 at ASU-Heber Springs, and 85 in the ASU-Jonesboro programs.
- Open house for the ASU-Searcy campus was held on March 6. During this event, ASU-Searcy was named the National Training Center for NOMAC, a drilling subsidiary of Chesapeake. Dave Fisher, Chesapeake's vice president for Drilling, and Gary Holley, president of NOMAC, presented checks for \$150,000 and equipment valued at \$160,000 to support the program.
- National accreditations have been received this year including the EMT and Pharmacy Tech programs as well as the National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation for concurrent enrollment.
- June 1, 2009, all ASU-Beebe campuses will be tobacco free.
- Several students won awards in the 2009 Skills USA competition. The Medical Laboratory Technology students won first place in the state medical laboratory quiz bowl.

**ASU-Jonesboro – Robert Potts, Chancellor**

- Commencement ceremonies were held with approximately 1,100 degrees awarded. Ohio State University President E. Gordon Gee was the featured speaker.
- The North Central Higher Learning Association has stated that there must be a shared governance process at ASUJ. In December 2008, a resolution was approved that merged the oversight committees into one Shared Governance

Oversight Committee (SGOC). Since the organization of that committee in January 2009, 32 different policies and proposals have been reviewed, both academic and institutional. Dr. Mike McDaniel, SGOC Chair, and Ms. Julie Isaacson, Faculty Handbook Committee Chair, were recognized for leading these efforts. Other members were also commended.

- ASUJ submitted a revised application to the ADHE for stimulus funds. The original application was for \$25 million and has now been revised to \$4 million. If received, the funds will be used primarily for laboratory renovations, boiler upgrades, energy efficient windows, and electrical upgrades.
- The ASUJ University Police Department has received full accreditation status from the International Association of Campus Law Enforcement Administrators. This is the first university police department in the state to receive such certification and they did so in record time.
- The first edition of *Wolf Tracks*, the annual yearbook, was presented to board members.
- About 50 years ago, Clyde, the marble Indian statue that was displayed in the Reng Center and later in the Student Union was purchased by Student Government Association. The SGA has purchased a new Red Wolf sculpture which has been placed in Clyde's former location in the Student Union. Clyde has been moved to the third floor atrium. SGA also will provide an image of the Red Wolf mascot to be placed in the new student recreation and wellness center when completed.

**ASU System Financial Resolutions:**

- Resolution 09-14 approving ASU System to sell properties in Craighead County.

- Resolution 09-15 approving ASU System relationship with the ASU Foundation, Inc.
- Resolution 09-16 approving ASU System provisional positions.

Dr. Wyatt explained that the first resolution is to sell properties in Craighead County that are considered to be surplus to current university needs. The properties will be listed and advertised for sale using state guidelines for this process. The second resolution defines the relationship between ASU System Board of Trustees and the ASU Foundation Board of Directors. This is a formal memorandum of understanding between the university, which is a public entity, and the foundation, which is a private entity. Resolution 09-16 seeks approval of positions that are grant-funded or funded through special sponsored programs. These appointments will be made provided funding is available. Positions are reviewed periodically to be sure that funding is in place.

Upon motion by Mr. Rhodes, second by Mr. Slinkard, Resolutions 09-14 through 09-16 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

#### **ASU System Policy Resolutions**

- Resolution 09-17 approving the ASU System Affirmative Action Policy.
- Resolution 09-18 approving ASU System Annual Leave Accrual Policy.
- Resolution 09-19 approving ASU System Bond Financing Post-Issuance Compliance Policy.
- Resolution 09-20 approving ASU System Cell and Data Phone Policy.
- Resolution 09-21 approving ASU System Construction on Leased Grounds Policy.
- Resolution 09-22 approving ASU System Drug and Alcohol Policy.

- Resolution 09-23 approving ASU System Employee Discount of Tuition and Select Fees Policy.
- Resolution 09-24 approving ASU System Freedom of Expression Policy.
- Resolution 09-25 approving ASU System Investment Collateralization Policy.
- Resolution 09-26 approving ASU System Misconduct in Research Policy.
- Resolution 09-27 approving ASU System Nepotism Policy.
- Resolution 09-28 approving ASU System Out-of-State Tuition Waiver for Residents in Contiguous Counties Policy.
- Resolution 09-29 approving ASU System Presenting Matters to the Board of Trustees Policy.
- Resolution 09-30 approving ASU System Access to Retirement Accounts by Full-Time Employees Policy.
- Resolution 09-31 approving ASU System Early Retirement Benefits Policy.
- Resolution 09-32 approving ASU System Retirement Contributions for Visiting Scholars Policy.

Dr. Wyatt stated that these policies are representative of the good work done through the shared governance process and commended the leadership of Dr. Mike McDaniel and Ms. Julie Isaacson. Four resolutions were tabled because they need slight modifications: Resolution 09-17 approving ASU System Affirmative Action Policy, Resolution 09-22 approving ASU System Drug and Alcohol Policy, Resolution 09-24 ASU System Freedom of Expression Policy, and Resolution 09-26 approving ASU System Misconduct in Research Policy. Many of the policies presented are ASU-Jonesboro policies that have been adapted for the system. Each campus has had input, along with recommendations from Lucinda McDaniel, ASU System legal counsel. The application of

these policies on a system-wide basis will aid in uniformity across all the campuses. It will permit employees, staff, and students, who are similarly situated to have similar benefits. These policies can be changed as needed with the processes defined on the campuses.

Mr. Rhodes thanked Dr. Wyatt for the time and effort put forth by him and others in compiling the large amount of information presented. He added that due to Dr. Wyatt's persistence, the information is presented to board members in a clear, concise manner which allows decisions to be made based on a greater understanding of the material.

Mr. Gibson moved to approve Resolutions 09-17 through 09-32, with the exception of Resolutions 09-17, 09-22, 09-24, and 09-26 which were tabled, second by Mr. Slinkard.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

#### **ASU-Jonesboro Athletic Resolution**

- Resolution 09-33 approving ASU-Jonesboro summer 2009 private athletic camps.

Upon motion by Mr. Slinkard, second by Mr. Rhodes, Resolution 09-33 was approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

#### **ASU-Jonesboro Academic Resolutions**

- Resolution 09-34 approving ASU-Jonesboro to negotiate program costs for English as a Second Language cohort programs.
- Resolution 09-35 approving ASU-Jonesboro to provide English as a Second language outside the United States.

- Resolution 09-36 approving ASU-Jonesboro to offer the interdisciplinary minor in Children's Advocacy Studies.
- Resolution 09-37 approving ASU-Jonesboro to offer the interdisciplinary minor in History and Philosophy of Science and Technology.
- Resolution 09-38 approving ASU-Jonesboro to offer a logistics minor in the College of Business.
- Resolution 09-39 approving ASU-Jonesboro to offer the concentration in logistics within the Master of Business Administration program.
- Resolution 09-41 approving ASU-Jonesboro to offer a graduate certificate in Addiction Studies.

All the above resolutions address the needs of students and the university as a whole, Dr. Wyatt stated. Some of the resolutions deal with international students, others with interdisciplinary relationships, and some specifically target economic development as well as one geared toward the welfare of students.

Upon motion by Mr. Rhodes, second by Mr. Gibson, Resolutions 09-34 through 09-41 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

#### **ASU-Jonesboro Naming Resolutions**

- Resolution 09-42 approving ASU-Jonesboro to name two new residential housing facilities.
- Resolution 09-43 approving ASU-Jonesboro to rename the rooms in the Student Union.

Upon motion by Mr. Gibson, second by Mr. Slinkard, Resolutions 09-42 and 09-43 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

#### **ASU-Beebe Financial Resolutions**

- Resolution 09-44 approving ASU-Beebe to increase their promotion items budget.
- Resolution 09-45 approving ASU-Beebe to serve as a sponsor for an Arkansas Recreational Trails Grant.

Dr. Wyatt stated that annual approval is needed to provide for promotional items for the Beebe campus. The grant resolution is to provide sponsorship to a local organization in Heber Springs that wishes to restore and preserve Sugar Loaf Mountain on the campus of ASU-Heber Springs.

Upon motion by Mr. Slinkard, second by Mr. Rhodes, Resolutions 09-44 and 09-45 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

#### **ASU-Beebe Academic Resolutions**

- Resolution 09-46 approving ASU-Beebe to offer the Technical Certificate in Aerospace and Certificates of Proficiency embedded within the Aerospace Technical Certificate in Composites, Cabinetry, Aerospace Upholstery, and Computer Aided Three-Dimensional Interactive Application.
- Resolution 09-47 approving ASU-Beebe to offer the Technical Certificate in Petroleum Technology.

Dr. Wyatt remarked that these proposals will allow the campus to address the needs of businesses in aerospace and petroleum technology.

Upon motion by Mr. Rhodes, second by Mr. Gibson, Resolutions 09-46 and 09-47 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Gibson, second by Mr. Slinkard, the board retired into executive session at 11:14 a.m.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Mrs. Milligan announced: "This body has voted to retire into executive session to consider the personnel action items. We will reconvene in public session following this executive session to present and vote on any action arrived at in private."

The board reconvened at 12:09 p.m.

Upon motion by Mr. Gibson, second by Mr. Slinkard and Mr. Rhodes, Dr. Wyatt's contract was extended for one year, which would be inclusive of five years.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Slinkard, second by Mr. Rhodes, the academic appointments for Jonesboro, Beebe, and Newport were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Gibson, second by Mr. Slinkard, the academic reassignments of duty for Jonesboro and Beebe were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Rhodes, second by Mr. Slinkard, the tenure recommendations for Jonesboro were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Rhodes, second by Mr. Slinkard, the academic promotion recommendations for Jonesboro and Beebe were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Gibson, second by Mr. Rhodes, the nonacademic appointments for Jonesboro and Newport were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Slinkard, second by Mr. Gibson, the nonacademic reassignments of duty for Beebe and Newport were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

Upon motion by Mr. Rhodes, second by Mr. Slinkard, the contract extensions for the ASU System were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

## Other Business

Mr. Rhodes stated that he, Mrs. Milligan, and Mr. Slinkard had the pleasure of attending several commencement ceremonies, which he feels is the best part of being a trustee. He cited several instances of individuals receiving degrees which in turn created good jobs for them and assured their future would be brighter because of the training and educational experiences they received at ASU.

Dr. Wyatt expressed his thanks to the board for extending contracts for the system employees.

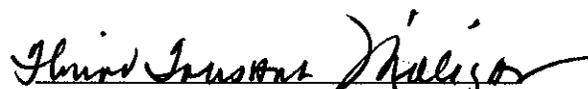
Dr. Williams recognized Dr. Mary Robertson, vice chancellor for Student Affairs; Dr. Larry Davis, vice chancellor for Academic Affairs; Mr. Bob Stiger, vice chancellor for Business Affairs; and Ms. Laura King, assistant to the chancellor, for their efforts in arrangements for the board meeting. He then introduced the two new vice chancellors, Ms. Linda Sharp, vice chancellor for the ASU Technical Center at Jonesboro, and Mr. Jeff Bookout, vice chancellor for the ASU Technical Center at Marked Tree.

Upon motion by Mr. Gibson, second by Mr. Slinkard, the meeting adjourned at 12:17 p.m.

AYES: Milligan, Slinkard, Rhodes, Gibson,

NAYS: None

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Jennus Burton (870) 933-7950

**ACTION ITEM:** The Arkansas State University System (ASU System) requests approval to sell property in Craighead County.

**ISSUE:** The Board of Trustees must approve all property sales.

**BACKGROUND:**

- Arkansas State University owns three parcels of property as follows:
  - A tract of land located at 2400 E. Nettleton Avenue in Craighead County comprised of 4.41 acres and a house of 5,857 square feet (Attachment A);
  - Approximately 33 acres located at Race Street and McClellan Drive (Attachment B); and
  - A tract of land located at 2916 Willow Road comprised of 1.325 acres and three metal skinned buildings (Attachment C-1, and C-2).
- The first two properties are vacant, while the property located at 2916 Willow Road is leased to a small business owner. March 20, 2009, appraisals for the properties are as follows:
  - 2400 E. Nettleton Avenue, \$1,554,000;
  - Race Street and McClelland Acreage, \$4,312,000; and
  - 2916 Willow Road, \$182,000.
- The ASU System requests permission from the board to sell these three properties by using the following procedure:
  - Value the properties at the value of the current appraisals;
  - Advertise the properties for sale in a statewide and local newspaper, seeking bids on the properties, indicating the time and place for bidding;
  - Require that each bid be accompanied by a cashier's check equal to one-tenth of the amount of the bid;
  - Open the bids and select the purchaser at or above the appraised value;
  - Negotiate with specific potential buyers at the appraised price or higher, if no bids at or above the appraised value are received; and
  - Execute and deliver the deed at closing upon full payment.
- When the properties are sold the proceeds will be deposited into the ASU System Reserve Account for future use.

**EXECUTIVE SUMMARY**

Contact: Jennus Burton (870) 933-7950

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System is approved to sell properties located in Craighead County at 2400 E. Nettleton Avenue, at Race Street and McClelland Drive, and 2916 Willow Road as outlined herein.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** Arkansas State University System requests approval to execute a Memorandum of Understanding with the ASU Foundation, Inc.

**ISSUE:** The Board of Trustees must approve Memorandums of Understanding between Arkansas State University and any private 501(c)(3) support organization.

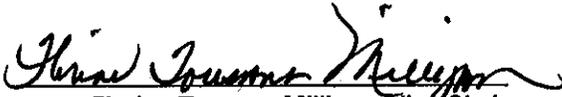
**BACKGROUND:**

- The ASU Foundation, Inc. is a private 501(c)(3) non-profit corporation dedicated to the support of Arkansas State University.
- The ASU Foundation, Inc. has the ability to and is willing to receive, receipt, manage, hold, maintain, invest and distribute private resources for the benefit of Arkansas State University.
- The Board of Trustees desires to utilize the ASU Foundation, Inc. as the sole entity which will manage general funds donated to Arkansas State University.
- The Board of Trustees must authorize the university to work with private support organizations.
- A copy of the Memorandum of Understanding between Arkansas State University and the ASU Foundation, Inc. is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it hereby resolved that the Arkansas State University System relationship with the ASU Foundation, Inc. is approved under the terms of the Memorandum of Understanding attached to this resolution.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**MEMORANDUM OF UNDERSTANDING BETWEEN  
ARKANSAS STATE UNIVERSITY AND  
ARKANSAS STATE UNIVERSITY FOUNDATION, INC.**

**Terms of the Memorandum of Understanding**

This Memorandum of Understanding is made this 5 day of MAY, 2009, by and between Arkansas State University ("ASU") and the Arkansas State University Foundation, Inc. ("Foundation"), an Internal Revenue Code 501(c)(3) non-profit corporation, and is intended to set forth the policies and procedures that will contribute to the coordination of their mutual activities.

To insure effective achievement of the terms of the agreement, ASU system and campus representatives and Foundation representatives shall insure open and continuing communication.

**Introduction**

The Foundation was organized for the purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations, and others for the benefit of Arkansas State University. As originally founded, Arkansas State University consisted of one campus located in Jonesboro, Arkansas. Arkansas State University has now expanded to include separate System offices as well as constituent campuses all of which are known collectively as Arkansas State University. The campuses now have primary responsibility for their voluntary private support. The Foundation is the organization designated by the Arkansas State University Board of Trustees ("Board") to receive, receipt, manage, hold, maintain, invest, and distribute private resources supporting the mission and priorities of Arkansas State University in order to provide opportunities unavailable only with state funds.

As stated in its Articles of Incorporation, the Foundation is a separately incorporated 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors and other friends by soliciting cash, securities, real and intellectual property, and other private resources for the support of ASU. The Foundation acknowledges and stewards such gifts in accordance with donor intent and its fiduciary responsibilities. The Foundation also provides expense reimbursement in accordance with state and federal law.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

#### **Relationship between Arkansas State University and the Foundation**

The Arkansas State University Board of Trustees is responsible for the control and management of Arkansas State University including recognizing those non-profit organizations authorized to work with ASU. The Board hereby designates the Foundation as the organization with which ASU will work to receive, receipt, manage, hold, maintain, invest and distribute private resources for the benefit of ASU. It is intended by this Memorandum of Understanding that all general contributions made to ASU shall be deposited with the Foundation. Without specific authorization by the Board of Trustees, ASU shall not create any non-profit organizations separate from the Arkansas State University Foundation, Inc. nor shall ASU divert funds solicited or received for the support of ASU to any other organizations for management. This Memorandum of Understanding, however, does not affect any existing Memorandums of Understanding with separate 501(c)(3) organizations devoted to specific constituent groups of Arkansas State University.

The Foundation is a separately incorporated 501(c)(3) non-profit corporation created to raise, manage, distribute, and steward private resources to support the various missions of ASU. The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent. The Foundation Board of Directors shall be independent from ASU. No employee or officer of ASU shall serve as a voting member of the Foundation Board of Directors.

ASU recognizes that the Foundation is a private corporation with the authority to make decisions in the best interests of its donors and to keep all records and data confidential consistent with the law.

#### **Name, Seal and Identifying Marks**

Consistent with its mission to help advance the plans and objectives of Arkansas State University, ASU agrees that the Foundation is authorized to use the name and other identifying marks of ASU in the promotion of its business and activities so long as such use conforms to and is consistent with the operating principles of any existing licensing program and any existing licensing contracts. The Foundation, however, will operate under its own seal and logotype as a separate 501(c)(3) corporation. ASU, acting through the President of the Arkansas State University System, may revoke the use of Arkansas State University's name, seal and identifying marks at the direction of and in the discretion of the Arkansas State University Board of Trustees.

## **Foundation Responsibilities**

### **(1) Receipt of Funds**

ASU recognizes that the Foundation bears the responsibility for private fund administration. The Foundation in consultation with ASU will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts to the Foundation and provide appropriate recognition and stewardship of such gifts. The Foundation shall establish and enforce policies to protect donor confidentiality and rights.

### **(2) Asset Management**

The Foundation will receive, hold, manage, invest, and disperse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments. The Foundation will establish asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws including the Uniform Prudent Investor Act (UPIA) and the Uniform Management of Institutional Funds Act (UMIFA) and will make those policies available to ASU. ASU recognizes that, despite prudent and reasonable investment practices of the Foundation, market losses may occur with respect to investments and assets held by the Foundation on behalf of ASU, and ASU accepts the risk of loss. The Foundation shall maintain separate financial records and bank accounts from ASU. The Foundation shall separately identify ASU and Foundation funds which it holds for investment purposes and shall specifically identify assets donated for the support of designated entities within ASU. Any asset donated for the benefit of a designated entity

within ASU shall remain dedicated to that designated entity in the event the donation is converted to another form of asset. The Foundation will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records. If requested, the Foundation will make such records available for review by ASU.

**(3) Transfer of Funds**

The Foundation is the depository of private gifts and will transfer funds to the designated entity within ASU in compliance with applicable laws, university policies, and gift agreements at the direction of the designated entity.

**(4) Fund-Raising Assistance**

The System President, or the President's designee, shall communicate to the Foundation the priorities and long-term plans of the Arkansas State University System and the priorities and long term plans of its campuses. The Foundation, consistent with its Articles of Incorporation, By-Laws and policies, shall be available to assist ASU in planning and executing comprehensive fund-raising and donor-acquisition programs. These programs shall include annual giving, major gifts, planned gifts, special projects, campaigns, and other purposes as may be suggested by the campuses to enhance development of voluntary private support.

**Foundation Funding and Administration**

The Foundation is authorized to finance its operations through gifts designated for the Foundation, interest income from cash management, and a management fee. ASU may provide personnel, office space, utilities, and services by separate contract with the Foundation. Likewise, the Foundation may provide services by separate contract with ASU.

All information stored on computers at the Foundation offices is the property of the Foundation and not the property of ASU. All records of the Foundation are private and confidential.

The Foundation will provide access to data and records to ASU on a need to know basis in accordance with applicable law, Foundation policies, and guidelines. The Foundation will provide copies of its annual report and tax returns to ASU.

### **Termination**

Either Arkansas State University, acting through the President of the Arkansas State University System, or the Foundation may terminate this Memorandum of Understanding upon ninety (90) days prior written notice to the other. Notwithstanding the foregoing, any party may terminate this Memorandum of Understanding in the event the other party defaults in its performance of its obligations and fails to cure the default within a reasonable time after receiving show cause notice.

Consistent with provisions appearing in the Foundation's Bylaws and its Articles of Incorporation, if the Foundation ceases to exist or ceases to be an Internal Revenue Code 501(c)(3) organization, the Foundation will transfer its assets and property to the Arkansas State University System, a successor 501(c)(3) organization, or to the State or Federal government for public purposes, in accordance with the law and donor intent.

IN WITNESS WHEREOF the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the date above shown.

ARKANSAS STATE  
UNIVERSITY SYSTEM

By [Signature]  
President

By [Signature]  
Chair, Board of Trustees

Acknowledged:

ARKANSAS STATE  
UNIVERSITY-JONESBORO

By [Signature]  
Chancellor

ARKANSAS STATE UNIVERSITY-  
MOUNTAIN HOME

By [Signature]  
Chancellor

ARKANSAS STATE  
UNIVERSITY FOUNDATION,  
INC.

By [Signature]  
President

By [Signature]  
Chair, Board of Directors

ARKANSAS STATE  
UNIVERSITY- BEEBE

By [Signature]  
Chancellor

ARKANSAS STATE  
UNIVERSITY-NEWPORT

By [Signature]  
Chancellor

**EXECUTIVE SUMMARY**

Contact: Jennus Burton (870) 933-7950

**ACTION ITEM:** Arkansas State University System requests approval to establish the maximum number of legislatively authorized provisional positions for all campuses for the 2009-2010 fiscal year.

**ISSUE:** The Board of Trustees must approve the establishment of provisional positions.

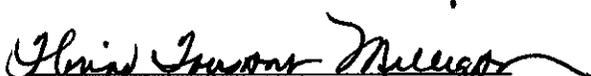
**BACKGROUND:**

- As the university continues to receive monies from grants, contracts, and other non-appropriated sources, the campuses have found it necessary to expedite the process of approval for provisional positions. Since board approval is necessary to establish provisional positions and since the board only meets regularly four times a year, the university received approval from the Office of Personnel Management, which sought advice from the Legislative Council, to allow the ASU Board of Trustees to approve the establishment of all provisional positions on all campuses of Arkansas State University.
- The board approved this request during the last biennium and we are again asking that it be approved for the upcoming fiscal year. This approval has allowed the ASU Departments of Human Resources on all of the campuses to respond immediately to the university's provisional position requests.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System is approved to establish 300 provisional positions for ASU-Jonesboro, 100 provisional positions for ASU-Beebe, 40 provisional positions for ASU-Mountain Home, and 60 provisional positions for ASU-Newport as authorized for the 2009-2010 fiscal year.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of the Annual Leave Accrual Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

**BACKGROUND:**

- Arkansas State University employees are authorized to accrue annual leave to be carried over to the succeeding calendar year.
- A system policy is needed to ensure consistent application of the annual leave procedures among all campuses.
- The Arkansas State University System Annual Leave Accrual Policy supercedes the Vacation Accrual Policy adopted by the Board of Trustees on May 7, 2004.
- A copy of the Arkansas State University System Annual Leave Accrual Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Annual Leave Accrual Policy is approved effective immediately.



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Annual Leave Accrual**

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## **1. Purpose**

Arkansas State University employees are authorized to accrue annual leave to be carried over to the succeeding calendar year.

## **2. Arkansas State University System Annual Leave Accrual Policy**

Arkansas State University annual leave is cumulative; however, no employee may retain in excess of 30 days on December 31 of each year. During the calendar year, accrued annual leave may exceed 30 days. Days exceeding 30 must be used before December 31 as they may not be carried over into the new calendar year.

Arkansas State University will comply with current state guidelines for classified employee annual leave accruals. Non-classified staff will accrue 15 hours per month or 22.5 days per annum of annual leave.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-18, supercedes the Vacation Accrual Policy of May 7, 2004.)

**EXECUTIVE SUMMARY**

Contact: Jennus Burton (870) 933-7950

**ACTION ITEM:** The Arkansas State University System (ASU System) requests approval of a Bond Financing Post-Issuance Compliance Policy.

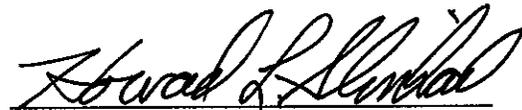
**ISSUE:** The Board of Trustees must approve all system policies.

**BACKGROUND:**

- Currently, the ASU System does not have a formal policy that addresses bond financing post-issuance compliance.
- ASU System Bond Counsel recently advised that a policy needs to be in place to assure post-compliance issues with tax-exempt bond financings. The vice chancellors for Finance and Administration on all the campuses were engaged in the development of this policy.
- Each vice chancellor for Finance and Administration will serve as the primary person responsible to monitor post-compliance with tax-exempt bond financings.
- A copy of the Arkansas State University System Bond Financing Post-Issuance Compliance Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Bond Financing Post-Issuance Compliance Policy is approved effective immediately.



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Bond Financing Post-Issuance Compliance**

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## **1. Purpose**

Arkansas State University System campuses utilize bonds to finance construction and other projects. After bonds are issued, it is necessary to monitor the status of the bonds and ensure compliance with the financing documents and applicable laws.

## **2. Arkansas State University Bond Financing Post-Issuance Compliance Policy**

Each campus in the Arkansas State University System shall designate a bond financing post-issuance compliance officer.

## **3. Process**

The duties of the bond financing post-issuance compliance officer are as follows:

- Assure that tax-exempt bond proceeds are spent on the projects specified within the financing documents;
- Maintain appropriate documentation for allocations of bond-financing proceeds to expenditures and copies of requisitions, draw schedules, invoices, bills, and cancelled checks related to bond proceeds spent during the construction period;
- Assure that bond proceeds are spent within the timeline provided by the Internal Revenue Service (IRS) guidelines for tax-exempt financing;
- Assure that the IRS private use limitations are maintained for the life of the financing;
- Provide for arbitrage yield calculations and monitor any restrictions, and assure compliance with IRS regulations; and
- Provide timely reporting.

(Adopted by the Board of Trustees on May 15, 2009, Resolution 09-19)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of the Cell and Data Phone Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

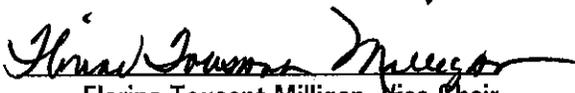
**BACKGROUND:**

- Arkansas State University employees use cell and data phone devices issued by the university to conduct business and for incidental personal purposes.
- The Internal Revenue Service has determined that university issued cell and data phones are benefits which must be taxed.
- A system policy is needed to ensure consistent procedures among all campuses for the issuance of and taxation of cell and data phones.
- The Arkansas State University System Cell and Data Phone Policy supercedes the Cell/Data Phone Policy adopted by the Board of Trustees on June 1, 2007.
- A copy of the Arkansas State University System Cell and Data Phone Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Cell and Data Phone Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Cell and Data Phone Policy**

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## **1. Purpose**

Arkansas State University employees use cell and data phone devices issued by the university to conduct university business but may also use such devices for occasional personal purposes.

## **2. Arkansas State University System Cell and Data Phone Policy**

ASU System campuses have issued cell and data phones to some employees who conduct business on behalf of the university.

The Internal Revenue Service (IRS) has determined administratively that personal use of the devices will result in the need to tax the use as a fringe benefit. Consequently, employees who are issued university cell or data phones will be taxed at their personal rate for federal, state, and FICA and the university will provide additional matching tax payments to the federal government.

## **3. Process**

Arkansas State University employees who are issued a cell or data phone will be taxed at the current tax rate of the individual employee for federal, state, and FICA, and the ASU System campuses will match the resultant FICA taxes.

Arkansas State University employees who are authorized to utilize a cell or data phone to conduct university business may purchase a device from a private vendor and the ASU System campus will reimburse the employee up to an established reasonable amount for business calls upon presentation of a billing statement.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-20, supercedes the Cell and Data Phone Policy of June 1, 2007.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of a Construction on Leased Grounds Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

**BACKGROUND:**

- The campuses which comprise the Arkansas State University System may enter into favorable land leases if such leases are in the best interest of the system.
- If construction of a facility, building, or structure is to occur on such leased land, 100% of the necessary funding must be in place before construction begins.
- A system policy is needed to ensure consistent procedures for construction on leased grounds among all campuses.
- A copy of the Arkansas State University System Construction on Leased Grounds Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Construction on Leased Grounds Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Construction on Leased Ground**

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## **1. Purpose**

The Arkansas State University System is committed to ensuring that 100% of construction funds are available before construction begins on any building projects on grounds which have been leased to third parties by Arkansas State University.

## **2. Arkansas State University System Construction on Leased Grounds Policy**

The campuses of the Arkansas State University System may enter into favorable land leases if it is deemed in the best interest of the system. If such leases are necessary to allow or enable construction of a facility, building, or structure, then 100% of the necessary funding must be in place before construction may begin.

## **3. Process**

Third parties desiring to lease university property should contact the chancellor for the campus on which the lease will be sought. If it is determined that it is in the best interest of the university to enter into a land lease, the appropriate lease must be drawn. That document will require that 100% of the necessary funding be in place before construction may begin.

Every lease for projects on Arkansas State University property will specify that the property will be maintained to system standards. If the property is not maintained appropriately, the campus facilities staff will have the work completed to the system standards and then billed back to the land lessee.

The lease must contain language that requires the campus chancellor to approve all building and site plans before any construction may begin.

Once a valid lease has been executed, the lessee must receive a written document from the responsible campus officer that authorizes construction to begin before the lessee may proceed with any construction.

Exceptions to this policy may be granted by the Board of Trustees chair and the university system president.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-21)

Arkansas State University  
Board of Trustees  
May 15, 2009  
Resolution 09-23

**EXECUTIVE SUMMARY**

Contact: Jennus Burton (870) 933-7950

**ACTION ITEM:** Arkansas State University System (ASU System) requests approval of an Employee Discount of Tuition and Select Fees Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

**BACKGROUND:**

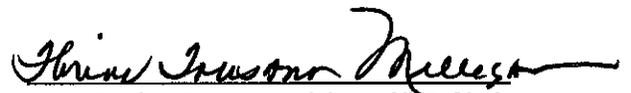
- Currently, the ASU Jonesboro campus extends tuition and fee discounts to employees and their legal dependents, while the 2-year campuses only allow tuition discounts.
- A system policy is needed to ensure consistent application of the employee discount of tuition and select fee procedures among all campuses.
- A copy of the Arkansas State University System Employee Discount of Tuition and Select Fees Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Employee Discount of Tuition and Select Fees Policy is approved effective second summer term 2009.



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Employee Discount of Tuition and Select Fees**

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## **1. Purpose**

Arkansas State University System will discount tuition and select fees for regular full-time employees, retired employees, their spouses, and their unmarried dependent children. These discounts will be consistent among the campuses comprising the Arkansas State University System.

## **2. Arkansas State University System Employee Discount of Tuition and Select Fees Policy**

Arkansas State University regular full-time employees, retired employees, their spouses and their unmarried dependent children may enroll for undergraduate studies for credit, or for audit on a space-available basis, at a seventy five percent (75%) discount of tuition provided they are eligible for resident tuition. Arkansas State University full-time employees, retired employees, their spouses and their unmarried dependent children may enroll for graduate studies for credit, or audit on a space-available basis, at a fifty percent (50%) discount of tuition provided they are eligible for resident tuition.

Select fees will be discounted in the same percentage by campus as follows:

Jonesboro: Infrastructure Fee, Athletic Fee, Technology Fee, and Library Fee

Beebe: Quality Improvement Fee and Infrastructure Fee

Mountain Home: Infrastructure Fee

Newport: Quality Improvement Fee

All other fees will be assessed at their full rate and will not be discounted.

The Internal Revenue Service definition of legal dependent will be used for purposes of this policy. An Internal Revenue tax return or other proof of legal dependency status must be submitted for a dependent to be eligible for the tuition and select fees discount.

Persons who receive the tuition and fees discount will have any university-sponsored scholarships adjusted accordingly. Persons who choose to accept a full-fee grant-in-aid or assistantship will be charged regular tuition and fees.

Tuition and select fees discounts will continue to be available after the death or disability of a full-time employee or retiree of the university.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009,  
Resolution 09-23 )

Persons who receive the tuition and fees discount will have any university-sponsored scholarships adjusted accordingly. Persons who choose to accept a full-fee grant-in-aid or assistantship will be charged regular tuition and fees.

Tuition and select fees discounts will continue to be available after the death or disability of a full-time employee or retiree of the university.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009,  
Resolution 09-23 )

Arkansas State University  
Board of Trustees  
May 15, 2009  
Resolution 09-25

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of an Investment Collateralization Policy.

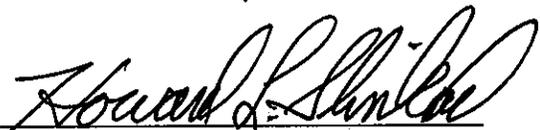
**ISSUE:** The Board of Trustees must approve all system policies.

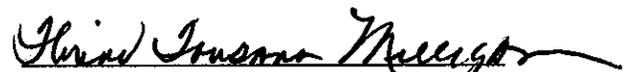
**BACKGROUND:**

- Arkansas State University System investments must be fully collateralized.
- A system policy is needed to ensure consistent requirements for collateralization among all campuses.
- The Arkansas State University System Investment Collateralization Policy supercedes the Collateralization of Investments Policy adopted by the Board of Trustees on December 20, 1986.
- A copy of the Arkansas State University System Investment Collateralization Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Investment Collateralization Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Investment Collateralization**

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## **1. Purpose**

Investments made by Arkansas State University, excluding those funds donated for endowment purposes, should be secure with no risk of loss.

## **2. Arkansas State University System Investment Collateralization Policy**

All investments made by Arkansas State University must be fully collateralized with such collateral being evidenced by a bonded, third-party custody receipt provided to the Arkansas State University campus making the investment. Collateral may be of three types including:

- A. United States government securities,
- B. securities of agencies of the United States, or
- C. general obligation bonds of cities, counties, or school districts of the state of Arkansas.

If collaterality is by bonds of cities, counties or school districts, a collaterality rate of 120% (one hundred twenty percent) of par value is required.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-25, supercedes the Collateralization of Investments Policy of December 20, 1986.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of a Nepotism Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

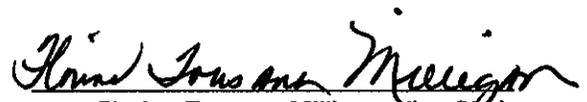
**BACKGROUND:**

- Arkansas State University System must avoid potential or perceived conflicts of interest which may arise when an employee participates in employment decisions affecting a related person.
- A system policy is needed to ensure consistent management of potential nepotism among all campuses.
- The Arkansas State University System Nepotism Policy supercedes the Nepotism Policy adopted by the Board of Trustees on February 16, 1995.
- A copy of the Arkansas State University System Nepotism Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Nepotism Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Nepotism**

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## **1. Purpose**

The Arkansas State University System must avoid potential or perceived conflicts of interest that may arise when an employee participates, formally or informally, in decisions to hire, retain, promote, or determine the salary of a related person.

## **2. Arkansas State University System Nepotism Policy**

No employee will have any direct or indirect supervision or direction over any employee to whom they are related by marriage or blood. No employee will participate in any peer judgment or administrative review of any employee to whom they are related by blood or marriage.

## **3. Exception**

In some extraordinary and narrowly limited circumstances, it may be in the best interest of the system to allow an employee to hold a supervisory position notwithstanding the concurrent employment of a spouse or relative. In such cases, appointment to such a position is only available upon the prior recommendation of the president of the system and approval of the Board of Trustees. In such cases, with input from others within the unit, the campus chancellor and the administrative head of the service area shall develop written procedures to protect the employees involved, and the system, from the appearance of bias, prejudice, or favoritism.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-27, supercedes the Nepotism Policy of February 16, 1995.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** Arkansas State University System requests approval of an Out-of-State Tuition Waiver for Residents in Contiguous Counties Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

**BACKGROUND:**

- Arkansas State University System seeks to provide educational opportunities to students residing in counties contiguous to the State of Arkansas at in-state tuition rates.
- Arkansas State University System campuses must be competitive with adjoining states in the recruitment of students. Offering in-state tuition rates to students residing in counties contiguous to the State of Arkansas will allow Arkansas State University to increase enrollment.
- Current Arkansas State University policy affords in-state tuition rates to students residing in counties contiguous to the State of Arkansas only on the Jonesboro campus.
- All campuses within the ASU System must have the same ability to offer in-state tuition rates to students residing in counties contiguous to the State of Arkansas in order to compete with adjoining states in the recruitment of students.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University System Out-of-State Tuition Waiver for Residents in Contiguous Counties Policy is approved effective first summer session 2009.



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Out-of-State Tuition Waiver for Residents in Contiguous Counties**

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## **1. Purpose**

The Arkansas State University System seeks to provide educational opportunities to students residing in counties contiguous to the State of Arkansas at in-state tuition rates.

## **2. Arkansas State University System Out-of-State Tuition Waiver for Residents in Contiguous Counties Policy**

Students residing in counties contiguous to the State of Arkansas shall have out-of-state tuition rates waived and shall be charged in-state tuition rates.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-28, supercedes Resolution 03-44 of September 13, 2003.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of a Presenting Matters to Board of Trustees Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

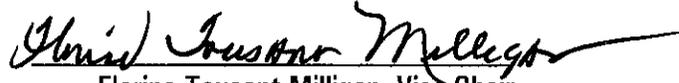
**BACKGROUND:**

- The Board of Trustees is charged with making decisions regarding the management and control of the Arkansas State University System.
- Individuals may request to be placed on the agenda for meetings of the Board of Trustees in order to provide information pertinent to the board's decision-making process.
- A system policy is needed to establish the process by which individuals may request to present a matter to the board.
- The Arkansas State University System Presenting Matters to the Board of Trustees Policy supercedes the Presenting Matters to the Board of Trustees Policy adopted by the Board of Trustees on April 7, 1973.
- A copy of the Arkansas State University System Presenting Matters to the Board of Trustees Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Presenting Matters to Board of Trustees Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Presenting Matters to the Board of Trustees**

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## **1. Purpose**

The Board of Trustees is charged with the management and control of the Arkansas State University System. In order to provide information pertinent to the board's decision making process, individuals may request to be placed on the agenda at board meetings.

## **2. Arkansas State University System Presenting Matters to the Board of Trustees Policy**

The Arkansas State University Board of Trustees will place on the agenda matters pertinent to the welfare of the ASU System.

## **3. Process**

- A. Matters for consideration at meetings of the Board of Trustees must appear on the official agenda, except for emergencies which are defined in Section E below.
- B. Matters for the agenda shall be submitted to the president of the system at least (14) days prior to the meeting of the board during which they are to be considered.
- C. An individual desiring to present a matter to the board shall submit to the president of the system a written petition requesting to be placed on the agenda. The written petition shall include the following information:
  - I. Name, address and telephone number of petitioner
  - II. Subject of petition
  - III. Review of discussions held with the university's administrative staff to achieve relief germane to the matter to be considered, including confirmation that all official procedures of the university have been exhausted prior to the petition
  - IV. Names of others who are participating in the petition and those whose interests will be affected
  - V. Whether an oral presentation to the board is being requested

- D. The president may accept or decline the petition for board consideration.
  - I. If declined, the petitioner may appeal to the chair of the board by forwarding to the chair the petition previously submitted. The decision of the chair of the Board of Trustees is final.
- E. An emergency situation as referred to in Section A above shall be determined by the president of the system or the chair of the Board of Trustees. If a situation is ascertained to be an emergency, the time period in Section B shall be waived.
- F. Members of the Board of Trustees reserve the right to place matters on the agenda at any time.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-29, supercedes the Presenting Matters to the Board of Trustees Policy of April 7, 1973.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of an Access to Retirement Accounts by Full-Time Employees Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

**BACKGROUND:**

- Some Arkansas State University employees desire to access their retirement accounts while continuing to work full time at the university.
- Arkansas State University System desires to make retirement account funds available to employees who reach retirement age but choose to continue to work full time.
- A system policy is needed to ensure consistent treatment of Arkansas State University employees who access their retirement accounts while still working full time on any campus.
- The Arkansas State University System Access to Retirement Accounts by Full-Time Employees Policy supercedes the Retirement – Access to Accounts While in Full-Time Status Position Policy adopted by the Board of Trustees on March 12, 2004.
- A copy of the Arkansas State University System Access to Retirement Accounts by Full-Time Employees Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Access to Retirement Accounts by Full-Time Employees Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Access to Retirement Accounts by Full-Time Employees**

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**1. Purpose**

Arkansas State University will make retirement account funds available to employees reaching retirement age but desiring to continue to work full time.

**2. Arkansas State University System Access to Retirement Accounts by Full-Time Employees Policy**

To the extent allowed by law and the terms of the retirement plan, Arkansas State University authorizes employees who reach retirement age to access funds in their retirement accounts while the employees remain in full-time status positions.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-30, supercedes the Retirement – Access to Accounts While in Full-Time Status Position Policy of March 12, 2004.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of an Early Retirement Benefits Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

**BACKGROUND:**

- Arkansas State University System rewards employees who have provided dedicated and lengthy service to the university.
- To the extent allowed by existing financial conditions, early retirement benefits will be available to all Arkansas State University employees.
- A system policy is needed to ensure consistent application of early retirement benefits among all campuses.
- The Arkansas State University System Early Retirement Benefits Policy supercedes the Early Retirement/Retirees Unused Sick Leave Compensation Policy adopted by the Board of Trustees on July 1, 1993, and revised December 2000 and June 30, 2003.
- A copy of the Arkansas State University System Early Retirement Benefits Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Early Retirement Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Early Retirement Benefits**

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## **1. Purpose**

Arkansas State University rewards employees providing dedicated and lengthy service to the institution. To the extent allowed by existing financial conditions, early retirement benefits will be available to all Arkansas State University employees.

## **2. Arkansas State University System Early Retirement Benefits Policy**

Employees between the ages of fifty-five (55) and sixty (60) shall become eligible for early retirement benefits in the calendar year in which the sum of their age and the number of years of continuous full-time service to Arkansas State University totals seventy (70).

Employees sixty (60) years of age and older are eligible for early retirement benefits in the calendar year in which they have at least ten (10) years of continuous full-time service to Arkansas State University.

## **3. Process**

Employees electing early retirement will be eligible to receive the following benefits so long as the financial condition of the university allows:

- A. Medical insurance (including spouse and unmarried dependents, if covered at the time the employee retires) at one-half of the total cost. One-half the total cost consists of one-half of what ASU pays and one-half of the employee premium. Direct draft payments must be established through the payroll director prior to retirement;
- B. Life insurance and accidental death and dismemberment benefits equal to the scheduled amount at the time of the early retiree's retirement at no cost to the retiree; and
- C. Tuition discounts for the early retiree, the spouse, and unmarried dependent children in the amount in effect for existing university employees.

The benefits provided to early retirees enumerated in items A and B above will terminate at the earlier of the age at which the early retiree becomes eligible for Medicare coverage or the date the early retiree becomes eligible for similar benefits under any other arrangement for members in a group, whether insured or self-insured.

The benefits provided to the spouse of the early retiree enumerated in items A and B above shall terminate the earlier of either a) when such benefits terminate for the early retiree or b) the spouse becomes eligible for Medicare. Should the spouse of an early retiree not have reached the age of Medicare eligibility at the time benefits to the early retiree are terminated, the early retiree may pay the total cost of continuing such coverage until such time as the spouse becomes eligible for Medicare.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-31, supercedes the Early Retirement/Retirees Unused Sick Leave Compensation Policy of July 1, 1993, and revisions December 2000 and June 30, 2003.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** The Arkansas State University System requests approval of a Retirement Contributions for Visiting Scholars Policy.

**ISSUE:** The Board of Trustees must approve all system policies.

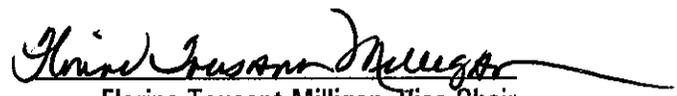
**BACKGROUND:**

- Arkansas State University System regularly has visiting scholars teaching on its campuses for limited time periods.
- Visiting scholars should not have to contribute to the Arkansas State University retirement program and, instead, should have contributions made to the retirement system of their choice.
- A system policy is needed to ensure consistent treatment of visiting scholars' retirement contributions among all campuses.
- The Arkansas State University System Retirement Contributions for Visiting Scholars Policy supercedes the Retirement Contributions for Visiting Scholars Policy adopted by the Board of Trustees on December 18, 1988.
- A copy of the Arkansas State University System Retirement Contributions for Visiting Scholars Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Retirement Contributions for Visiting Scholars Policy is approved effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Retirement Contributions for Visiting Scholars**

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**1. Purpose**

Arkansas State University actively recruits visiting scholars to teach on its campuses for a limited time. While employed by Arkansas State University in a visiting capacity, the scholars will receive retirement benefits.

**2. Arkansas State University System Retirement Contributions for Visiting Scholars Policy**

Visiting Scholars from the United States or abroad who participate in retirement programs other than those offered by the Arkansas State University System are not required to participate in the Arkansas State University program. The Arkansas State University campus employing the visiting scholar will contribute to the retirement system of the visiting scholar's choice.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-32, supercedes the Retirement Contributions for Visiting Scholars Policy of December 18, 1988.)

**EXECUTIVE SUMMARY**

Contact: Ed Kremers (870) 972-3303

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval of summer 2009 private athletic camp agreements.

**ISSUE:** ASUJ wishes to contract with certain athletic personnel to conduct various private athletic camps on the ASUJ campus and allow for the use of the Red Wolves name for one off-campus camp. These camps are designed to bring future students to ASUJ due to their exposure to its facilities, personnel and the Red Wolves name while engaged in program activities. Additionally, funds are generated and paid to ASUJ to cover the use of its facilities and auxiliary services.

**BACKGROUND:**

- Act 707 of 1981 entitled "AN ACT TO SAFEGUARD THE STATE'S INTEREST IN INSTITUTION-OWNED FACILITIES; AND FOR OTHER PURPOSES," empowers the Boards of Trustees of the state institutions of higher learning to grant permission to employees of such institutions to conduct on and in campus facilities, certain outside work for private compensation (as described in the Act) which are to be engaged in only after they have discharged fully, their employment responsibilities to such institutions.
- The Act grants the Board the non-delegable duty to make express findings of fact as follows:
  - the activity in question involves no conflict of interest with the mission and purpose of the institution itself;
  - the activity proposed would bring to the campus a significant number of persons who are potentially future students who might tend to enroll on that campus as a result of their exposure to its facilities and its personnel while engaged in this activity; and
  - the contemplated activity will, as a part thereof, generate funds to be paid to the state institution for housing, meals, and for the use of other institutional resources which will produce significant revenues in support of the auxiliary functions of the particular campus serving its enrolled students.
- The following contracts comply with Act 707 of 1981.
- The 2009 contracts are with the following individuals:
  - Brian Boyer (Head Women's Basketball Coach)  
June 22 – 25, 2009
  - John Brady (Head Men's Basketball Coach)  
June 15 – 18, 2009; June 29 – July 2, 2009
  - Justin Ingram (Head Volleyball Coach)  
July 7 – 9, 2009; July 23 – 25, 2009

**EXECUTIVE SUMMARY**

Contact: Ed Kremers (870) 972-3303

Derek Pittman (Head Women's Soccer Coach)

June 7 – 13, 2009

Tommy Raffo (Head Baseball Coach)

June 8 – 11, 2009; June 15 – 18, 2009; June 22 – 25, 2009

Steve Roberts (Head Football Coach)

June 6, 2009; June 11 – 13, 2009; June 17 – 19, 2009; July 27, 2009

Marcia Williams (Women's Tennis Coach)

(use of Red Wolves name only; camps to be held off-campus)

June 8 – 11, 2009; June 15 – 18, 2009

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to enter into the agreements submitted for the purpose of allowing certain athletic personnel to conduct private athletic camps on and in ASUJ campus facilities and off-campus use of the Red Wolves name.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to have flexibility in negotiating program costs for cohort programs in English as a Second Language (ESL).

**ISSUE:** The Board of Trustees must approve program costs.

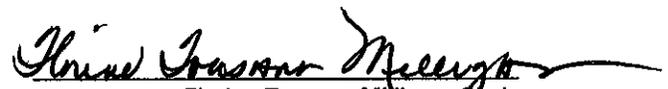
**BACKGROUND:**

- ASUJ is engaged actively in strategies to globalize the university in order to prepare its students for the rigors of a globally connected and highly competitive marketplace.
- Recruiting well-qualified international students to pursue academic programs is essential to the globalization of the university, the associated quality of education provided to its students, and the favorable financial impact that these international students have on the budget of the university and the local economy.
- Providing English as a Second Language (ESL) enables international students to begin their association with ASUJ that will lead (in most cases) to these students participating in academic programs offered by ASUJ upon completion of ESL and gaining sufficient English mastery to achieve academic success.
- In order to attract larger numbers of international students to the ESL program offered by ASUJ, a concerted effort is underway to establish cohort programs that enroll a group of students who will enter the ESL program at the same time as a consequence of a negotiated agreement.
- Cohort programs create economies of scale in association with recruiting, processing of admissions documents, providing services to students in the cohort, and in other associated necessary actions.
- Standard business practice in the international arena is to negotiate a discounted price for ESL cohort programs and ASUJ must do so in order to be competitive in this marketplace.
- Since ASUJ will be competing actively with other institutions of higher education and proprietary providers of ESL, it must have the ability to negotiate ESL program costs at the negotiating table.
- Unlike traditional academic programs, ESL is self-funded by funds it generates from students enrolled in the ESL program and this program generates excess revenue, which is used to help support other aspects of the Office of International Programs (OIP) including, but not limited to, marketing to international students, international travel, processing international student applications, staffing OIP, international student services, and related costs of operating the international program at ASUJ.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Vice Chancellor for Academic Affairs and Research at Arkansas State University-Jonesboro is approved to negotiate program costs for English as a Second Language (ESL) cohort programs effective May 15, 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to provide English as a Second Language (ESL) programs outside of the United States.

**ISSUE:** The Board of Trustees must approve the delivery of ESL programs outside of the United States.

**BACKGROUND:**

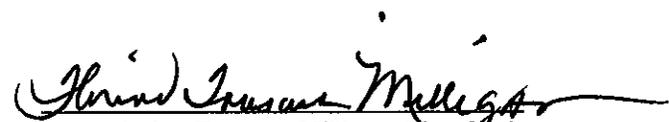
- ASUJ is engaged actively in strategies to globalize the university in order to prepare its students for the rigors of a globally connected and highly competitive marketplace.
- Recruiting well-qualified international students to pursue academic programs is essential to the globalization of the university, the associated quality of education provided to its students, and the favorable financial impact that these international students have on the budget of the university and the local economy.
- Providing ESL outside of the United States enhances the status and reputation of ASUJ globally and enables ASUJ to connect well-qualified international students to the University that will encourage them and others to attend ASUJ in the future, while it exerts a favorable influence on the budget of the university.
- The Shared Governance Oversight Committee has decided that this is not a shared governance issue.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to provide English as a Second Language (ESL) outside of the United States effective June 1, 2009.



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to offer a new interdisciplinary minor in Children's Advocacy Studies.

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

**BACKGROUND:**

- There is an increasing need for professionals trained in children's advocacy with specific skills in identifying types of maltreatment and physical and emotional abuse, interviewing alleged victims and witnesses, and writing clear and concise documentation in support of successful prosecution of child maltreatment cases in criminal and family courts.
- There is a demand for the skills-set provided by this minor for child protective services agencies and police departments throughout the state and region. The Arkansas State Police Crimes Against Children Division has requested that ASUJ provide graduates of its criminology and social work programs with a skill-set to lessen the learning curve when dealing with child maltreatment cases.
- The curriculum will include 21 academic credits, of which all but three credits (one course) are existing criminology, sociology and social work courses. One new capstone course will be required and will be team taught by existing faculty from the three areas.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to offer the interdisciplinary minor in Children's Advocacy Studies offered by the Colleges of Humanities and Social Sciences and Nursing and Health Professions effective fall semester 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to offer a new interdisciplinary minor in History and Philosophy of Science and Technology.

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

**BACKGROUND:**

- This minor is aimed at providing a holistic view of the history and philosophy of science and technology.
- Rapid changes in science and technology present complex issues for students in their ability to develop connections among different fields while understanding the intellectual framework for those issues.
- This minor is aimed at providing students with the tools to understand such issues, whether the students are from the natural sciences, social sciences or humanities. The minor will complement the students' major degree programs.
- The interdisciplinary nature of this minor will allow faculty and students from different disciplines to share contrasting views on the same topics.
- The minor consists of 18 hours of existing courses provided by the Colleges of Humanities and Social Sciences and Sciences and Mathematics.
- There is no similar program offered by other institutions in the state.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University is approved to offer the interdisciplinary minor in History and Philosophy of Science and Technology offered through the Colleges of Humanities and Social Sciences and Sciences and Mathematics effective fall semester 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to offer a new minor in logistics effective fall semester 2009.

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

**BACKGROUND:**

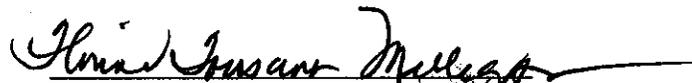
- Logistics is now recognized as one of the most important functions in business due to globalization and the ensuing complexity of supply chains.
- The Arkansas Department of Workforce Services estimates that logistics jobs in the state will grow by 47.1% between 2006 and 2016.
- Northeast Arkansas has a large demand for logistics graduates due to the proximity of an inter-modal freight yard, inland port, and the largest freight terminal in the world.
- This program is an elevation of the logistics emphasis area of the Bachelor of Science in Marketing degree currently offered at ASUJ to a minor in logistics.
- The goal of the program is to educate students in analytical and operational areas of the logistics field by offering a variety of courses that expose students to the many facets of the discipline.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to offer the logistics minor in the College of Business effective fall semester 2009.



Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to offer a concentration in logistics within the Master of Business Administration program.

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

**BACKGROUND:**

- Logistics is now recognized as one of the most important functions in business due to globalization and the ensuing complexity of supply chains.
- The Arkansas Department of Workforce Services estimates that logistics jobs in the state will grow by 47.1 percent between 2006 and 2016.
- Northeast Arkansas has a large demand for logistics graduates due to the proximity of an inter-modal freight yard, inland port, and the largest freight terminal in the world.
- The goal of the program is to educate students in analytical and operational areas of the logistics field by offering a variety of courses that expose students to the many facets of the discipline.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to offer the concentration in logistics within the Masters of Business Administration in the College of Business effective fall semester 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to offer a concentration in healthcare administration within the Masters of Business Administration program.

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

**BACKGROUND:**

- There are an increased number of graduate business students, both international and non-international, interested specializing their graduate business education in the area of healthcare administration.
- This program will stress the development of analytical, problem solving, and decision making competencies with an emphasis on healthcare administration in an ever changing and challenging healthcare industry.
- The goal of the program is to help students understand the role of strategy in healthcare organizations and how to integrate the many functions and aspects of healthcare organizations to achieve long-term goals, as well as understanding the importance of healthcare policy, quality, and ethics in the administration of any healthcare organizations.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to offer the concentration in healthcare administration within the Masters of Business Administration program in the College of Business effective fall semester 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to offer a new graduate certificate in Addiction Studies.

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

**BACKGROUND:**

- Substance abuse is identified as a major health concern among state agencies nationwide.
- In Arkansas, there is a shortage of health care professionals who have the training to work with issues of substance abuse.
- There is currently no formalized program on addiction studies at ASUJ.
- Felony drug charges were in the hundreds last year for Craighead and Mississippi Counties.
- This program is designed to assist social workers or other practitioners in how to assess and treat addictions using as one treatment methodology the 12-Step planned change process of Alcoholics Anonymous.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to offer a graduate certificate in Addiction Studies in the College of Nursing and Health Professions effective fall semester 2009.



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: William R. Stripling (870) 972-2048

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to name residential housing facilities which will be completed by fall semester of 2009.

**ISSUE:** The Board of Trustees must approve facility names on the ASU-Jonesboro campus.

**BACKGROUND:**

- The Honors College and Student Affairs administrators believe the naming of the new Honors residential facility will promote a greater sense of identity and community among Honors students. The "Honors Living-Learning Community" will be home to 210 Honors students, nine Honors residential advisors (R.A.s), and the graduate hall director. In addition to the Honors courses that are the heart and soul of the Honors experience, additional academic, cultural, and social events will provide a well-rounded experience for the students living and learning in this unique venue. The Honors College and Residence Life will offer programming specifically for the Honors population at ASUJ to promote both collective and individual curricular and co-curricular involvement.
- Additional apartment-style residential facilities were constructed for upper-class students. Students must have 60 credit hours to be eligible to live in the new facility. Apartments will be rented by individual bedrooms.

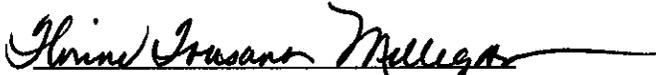
**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to name two new residential housing facilities:

**The Honors Living-Learning Community**, housing for Honors College students (located between Whitaker Street and University Loop East, south of Danner Street)

**The Red Wolf Den**, housing for students with 60 or more credit hours (located at the corner of Johnson Street and University Loop East)

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: William R. Stripling (870) 972-2048

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to rename rooms in the Student Union.

**ISSUE:** The Board of Trustees must approve facility names on the ASU-Jonesboro campus.

**BACKGROUND:**

- Individual room names in the Student Union currently correspond with the former Indian mascot theme. Due to the mascot change, ASUJ desires to change the room names.
- The new names were selected because they represent unique geographical features of our region. Rooms may be decorated with artwork or photography pertaining to these areas. The change also will establish distinct naming schemes for each area of the Student Union, i.e. river names for rooms in the northwest section of third floor, state symbol names for the central third floor section.
- The students and Student Affairs administrators believe changing the names of the individual rooms in the Student Union will promote a sense of pride and community on campus.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to rename the following rooms in the Student Union:

Former Name

Indian Lounge  
Choctaw Room  
Osage Room  
Chickasaw Room  
Tribal Leadership Center

New Name

Natural State Lounge  
Cache River Room  
St. Francis River Room  
Spring River Room  
Leadership Center



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Jerry Carlisle (501) 882-3600

**ACTION ITEM:** Arkansas State University-Beebe (ASUB) requests approval to increase their promotional items budget for the 2009-2010 fiscal year.

**ISSUE:** The Board of Trustees must approve any changes in the promotional items budget for the campuses as required by ACT 823 of 1993 if not included in the Appropriation Acts.

**BACKGROUND:**

- In the normal course of operations, personnel of the various university campuses use special printed products in recruiting and promoting programs. Generally, these programs may be determined by the Department of Finance and Administration as promotional items within the meaning of ACT 823 of 1993.
- Promotional items are included in the Appropriations Acts for the campuses as follows:

○ Arkansas State University–Jonesboro, ACT 1335, April 9, 2009	\$200,000
○ Arkansas State University–Beebe, ACT 667, March 27, 2009	60,000
○ Arkansas State University–Heber Springs, ACT 667, March 27, 2009	30,000
○ Arkansas State University–Mountain Home, ACT 578, March 25, 2009	20,000
○ Arkansas State University–Newport, ACT 670, March 27, 2009	10,000
- ASUB had a promotional items budget submission for \$100,000 that should have been included in the Act. However, during the drafting of the bill, the amount was inadvertently changed to \$60,000. The campus would like to have its budget for promotional items restored to the original request of \$100,000.
- The ASU Board of Trustees must notify the Department of Finance and Administration of any changes in amounts for expenditures for promotional items for the 2009-2010 fiscal year.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Beebe is approved to increase their promotional items budget from \$60,000 to \$100,000 for the 2009-2010 fiscal year.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Carol Johnson (501) 362-1205

**ACTION ITEM:** Arkansas State University-Beebe requests approval to serve as the sponsor for an Arkansas Recreational Trails Grant.

**ISSUE:** The Arkansas State University Board of Trustees must authorize ASU-Beebe to execute all appropriate agreements and contracts necessary to serve as a sponsor under the Arkansas Recreational Trails Grant Program.

**BACKGROUND:**

- ASU-Heber Springs is actively working to preserve Sugarloaf Mountain, property located on the ASU-Heber Springs campus and owned by Arkansas State University.
- As part of that project, ASU-Heber Springs plans to create a recreational trail along the mountain.
- The Arkansas State Highway and Transportation Department has Federal-aid Recreational Trails Funds available which would pay for 80% of the costs of establishing a recreational trail on Sugarloaf Mountain.
- The grant requires that a local sponsor provide at least 20% of the total project cost through cash, donated funds, or donated materials and services. ASU-Beebe desires to serve as the local sponsor and has sufficient funds and in-kind donations to meet the required 20% match.
- Federal-aid Funds are available for this project on a reimbursable basis, requiring work to be accomplished and proof of payment submitted prior to actual monetary reimbursement.
- There will be no reimbursement for any work accomplished prior to the issuance by the Arkansas State Highway and Transportation Department of an official Notice to Proceed.
- This recreational trail will be open and available for use by the general public and maintained by ASU-Heber Springs.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Dr. Eugene McKay, chancellor of ASU-Beebe, is approved to execute all appropriate agreements and contracts necessary to serve as the sponsor under the Arkansas Recreational Trails Grant Program for the recreational trail on the ASU-Heber Springs campus and is authorized to cooperate with the Arkansas State Highway and Transportation Department to implement this project.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Ted Kalthoff (501) 882-8830

**ACTION ITEM:**

Arkansas State University-Beebe requests approval to offer the Technical Certificate in Aerospace and the Certificates of Proficiency embedded within the Aerospace Technical Certificate in Composites, Cabinetry, Aerospace Upholstery, and Computer Aided Three-Dimensional Interactive Application (CATIA).

**ISSUE:**

The Arkansas State University Board of Trustees must approve the offering of any new degree program or any new option of any existing program prior to submission to the Arkansas Higher Education Coordinating Board.

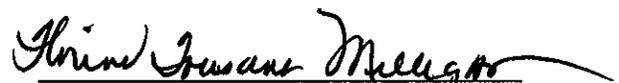
**BACKGROUND:**

- Within the state of Arkansas, the aerospace industry is one of the largest industries and the leading exporter of goods. Aerospace is also one of the targeted industries of the Arkansas Economic Development Commission.
- Arkansas Association of Two-Year Colleges (AATYC) has an Aerospace Consortium of two-year institutions which are working to meet the training needs of the aerospace industry and ASU-Beebe is an active member of that consortium.
- In 2008, a group of members within the consortium applied for a grant to support the training needs of the aerospace industry and were awarded a \$2.9 million grant in February 2009. ASU-Beebe is part of that grant and will be providing training in composites, cabinetry, upholstery, and CATIA.
- The Technical Certificate in Aerospace incorporates all of these areas into a single certificate with embedded certificates of proficiency in each of the four areas.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Beebe is approved to offer the Technical Certificate in Aerospace and the Certificates of Proficiency embedded within the Aerospace Technical Certificate in Composites, Cabinetry, Aerospace Upholstery, and CATIA effective fall semester 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Ted Kalthoff (501) 882-8830

**ACTION ITEM:** Arkansas State University-Beebe requests approval to offer the Technical Certificate in Petroleum Technology.

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

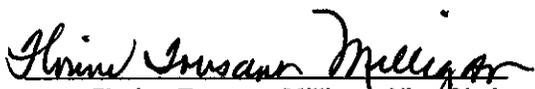
**BACKGROUND:**

- In March 2009, the Searcy campus of Arkansas State University-Beebe was designated as the national training center for Nomac Drilling, which is a subsidiary of Chesapeake Energy. Nomac employees from across the nation are being brought to ASU-Searcy campus for training.
- In conjunction with Chesapeake Energy and Nomac Drilling, a drilling simulator has been placed on the Searcy campus for training and the campus has been delivering floorhand training for the past year.
- ASU-Beebe has a Certificate of Proficiency in Petroleum Technology which is currently offered at the Heber Springs campus.
- This certificate is being requested to meet the demands of industry for trained people in the gas drilling industry in the Fayetteville Shale area and to meet the national training needs for Nomac Drilling.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Beebe is approved to offer the Technical Certificate in Petroleum Technology effective fall semester 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**ARKANSAS STATE UNIVERSITY-JONESBORO**  
**ACADEMIC APPOINTMENTS**  
**(Prepared for the Media)**  
**May 15, 2009**

**CHANDLER, KYLE**

Instructor in Music

Effective: August 16, 2009

**DAVIS, SHARON**

Assistant Professor of Rehabilitation Counseling

Effective: August 16, 2009

**ROBINETTE, ROBERT**

Librarian

Effective: April 13, 2009

**SHAFER, KEVIN**

Instructor in Sociology

Effective: August 16, 2009

**ULRICH, MONIKA**

Instructor in Sociology

Effective: August 16, 2009

**WILSON, CHRISTOPHER**

Assistant Professor of Music

Effective: August 16, 2009

**YU, SHIGUANG**

Research Assistant Professor of Biology/Immunologist/ABI

Effective: March 9, 2009

**ARKANSAS STATE UNIVERSITY-BEEBE  
ACADEMIC APPOINTMENTS  
(Prepared for Media)  
May 15, 2009**

**COLEY, KRISTIE**

Temporary Associate Professor of Veterinarian Technology

Effective: March 16, 2009

**ARKANSAS STATE UNIVERSITY-NEWPORT**  
**ACADEMIC APPOINTMENTS**  
**(Prepared for Media)**  
**May 15, 2009**

**COWELL, SCOTT**

Director of Nursing  
Effective: May 16, 2009

**HEEB, KIMBERLY**

Instructor of Nursing (Marked Tree campus)  
Effective: April 1, 2009

**SMITH, BOBBY**

Instructor of Advanced Manufacturing (Jonesboro campus)  
Effective: August 17, 2009

**ARKANSAS STATE UNIVERSITY-JONESBORO**  
**ACADEMIC REASSIGNMENTS OF DUTY**  
**(Prepared for the Media)**  
**May 15, 2009**

**BAILEY, JEFF**

**From:** Assistant Library Director  
**To:** Interim Dean of Library; Assistant Library Director  
**Effective:** April 1, 2009

**MEEKS, GREG**

**From:** Assistant Chair and Associate Professor in Department of Teacher Education  
**To:** Interim NCATE Coordinator; Assistant Chair and Associate Professor in Department of Teacher Education  
**Effective:** May 1, 2009

**ARKANSAS STATE UNIVERSITY-BEEBE  
ACADEMIC REASSIGNMENT OF DUTY  
(Prepared for Media)  
May 15, 2009**

**UNDERHILL, AMANDA**

**From:** Instructor of Veterinarian Technology  
**To:** Interim Director of Veterinary Technology and Instructor of Veterinarian Technology  
**Effective:** March 12, 2009

**ARKANSAS STATE UNIVERSITY-JONESBORO**  
**(Prepared for the Media)**  
**May 15, 2009**

**Recommendations for Tenure**  
**Effective AY 2009-2010**

**College of Agriculture and Technology**

Steven Green                      Tenure                      Agriculture

**College of Education**

Brian Church                      Tenure                      Health, Physical Education and Sport Sciences  
Tonja Fillippino                      Tenure                      Teacher Education  
Irina Khramtsova                      Tenure                      Psychology and Counseling

**College of Fine Arts**

Stacy Alley                      Tenure                      Theatre  
Alyson Gill                      Tenure                      Art  
Shelley Gipson                      Tenure                      Art  
Lauren Schack Clark                      Tenure                      Music

**College of Humanities and Social Sciences**

Cherisse Jones-Branch                      Tenure                      History  
Joseph Key                      Tenure                      History

**College of Nursing and Health Professions**

Sherri Lovelace                      Tenure                      Communication Disorders

**College of Sciences and Mathematics**

Hai Jiang                      Tenure                      Computer Science  
Tanja McKay                      Tenure                      Biological Sciences  
Fabricio Medina-Bolivar                      Tenure                      Biological Sciences/ABI

**ARKANSAS STATE UNIVERSITY-JONESBORO**  
**(Prepared for the Media)**  
**May 15, 2009**

**Promotion Recommendations for Professor**  
**Effective AY 2009-2010**

**College of Agriculture and Technology**

**David Agnew**                      **Professor**                      **Agriculture**

**College of Business**

**Terry Roach**                      **Professor**                      **Management and Marketing**

**College of Communications**

**Lillie Fears**                      **Professor**                      **Journalism**

**College of Fine Arts**

**Timothy Crist**                      **Professor**                      **Music**

**ARKANSAS STATE UNIVERSITY-JONESBORO**  
**(Prepared for the Media)**  
**May 15, 2009**

**Promotion Recommendations for Associate Professor**  
**Effective AY 2009-2010**

**College of Agriculture and Technology**

**Steven Green**                      **Associate Professor**      **Agriculture**

**College of Business**

**Gauri-Shankar Guha**              **Associate Professor**      **Economics and Finance**

**College of Education**

**Brian Church**                      **Associate Professor**      **Health, Physical Education and Sport Sciences**

**Amy Claxton**                      **Associate Professor**      **Psychology and Counseling**

**Tonja Fillippino**                  **Associate Professor**      **Teacher Education**

**Irina Khramtsova**                  **Associate Professor**      **Psychology and Counseling**

**College of Fine Arts**

**Stacy Alley**                      **Associate Professor**      **Theatre**

**Alyson Gill**                      **Associate Professor**      **Art**

**Shelley Gipson**                  **Associate Professor**      **Art**

**Lauren Schack Clark**              **Associate Professor**      **Music**

**College of Humanities and Social Sciences**

**Cherisse Jones-Branch**              **Associate Professor**      **History**

**Joseph Key**                      **Associate Professor**      **History**

**College of Nursing and Health Professions**

**Sherri Lovelace**                  **Associate Professor**      **Communication Disorders**

**College of Sciences and Mathematics**

**Hai Jiang**                      **Associate Professor**      **Computer Science**

**Argelia Lorence**                  **Associate Professor**      **Chemistry and Physics**

**Tanja McKay**                      **Associate Professor**      **Sciences and Mathematics**

**Fabricio Medina-Bolivar**              **Associate Professor**      **Biological Sciences/ABI**

**ARKANSAS STATE UNIVERSITY-BEEBE**  
**(Prepared for Media)**  
**May 15, 2009**

**Promotion Recommendations for Professor**  
**Effective AY 2009-2010**

**Division of English and Fine Arts**

**Stephen Knapp**

**Associate Professor**

**Professor**

**ARKANSAS STATE UNIVERSITY-BEEBE**  
**(Prepared for Media)**  
**May 15, 2009**

**Promotion Recommendations for Assistant Professor**  
**Effective AY 2009-2010**

**Division of Business and Agriculture**

Dennis Devine	Instructor of Business	Assistant Professor of Business
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**Division of Education and Social Sciences**

Glenda Hayes	Instructor of History and Geography	Assistant Professor of History and Geography
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Dawn Reed	Instructor of Criminal Justice and Psychology	Assistant Professor Criminal Justice and Psychology
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**ARKANSAS STATE UNIVERSITY-BEEBE**  
**(Prepared for Media)**  
**May 15, 2009**

**Promotion Recommendations for Advanced Instructor**  
**Effective AY 2009-2010**

**Division of Advanced Technology and Allied Health**

Janet Liles	Instructor of Pharmacy Technology	Advanced Instructor of Pharmacy Technology
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**Division of Business and Agriculture**

Karen Barger	Instructor of Health Information Assistant	Advanced Instructor of Health Information Assistant
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**Division of Occupational Technology**

Curtis Traylor	Instructor of Automotive Technology	Advanced Instructor of Automotive Technology
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**ARKANSAS STATE UNIVERSITY-JONESBORO  
NON-ACADEMIC APPOINTMENTS  
(Prepared for Media)  
May 15, 2009**

**BATOON, COREY**

Assistant Head Football Coach

Effective: March 27, 2009

**GE, XUMENG**

Research Associate, ABI

Effective: March 5, 2000

**WILSON, GWENDOLYN**

Research Assistant, ABI

Effective: February 18, 2009

**ARKANSAS STATE UNIVERSITY-NEWPORT  
NON-ACADEMIC APPOINTMENTS  
(Prepared for Media)  
May 15, 2009**

**KEYTON, DEBBIE**

**Information Systems Manager**

**Effective: July 1, 2009**

**ARKANSAS STATE UNIVERSITY-BEEBE  
NON-ACADEMIC REASSIGNMENT OF DUTY  
(Prepared for Media)  
May 15, 2009**

**MARZEWSKI, TISHA**

**From:** Counselor/Coordinator of Disability Services  
**To:** Interim Director of Guidance Services/Counselor  
**Effective:** April 20, 2009

**ARKANSAS STATE UNIVERSITY-NEWPORT  
NON-ACADEMIC REASSIGNMENTS OF DUTY  
(Prepared for Media)  
May 15, 2009**

**BOOKOUT, JEFF**

**From:** Director of Instructional Programs (Marked Tree campus)  
**To:** Vice Chancellor for Arkansas State University-Newport Technical Center-Marked Tree  
**Effective:** July 1, 2009

**SHARP, LINDA**

**From:** Director(Jonesboro campus)  
**To:** Vice Chancellor for Arkansas State University-Newport Technical Center-Jonesboro  
**Effective:** July 1, 2009

**ARKANSAS STATE UNIVERSITY SYSTEM  
CONTRACT EXTENSIONS  
(Prepared for the Media)  
May 15, 2009**

**Burton, Jennus**

Vice President for System Operations

Effective: July 1, 2009 – June 30, 2012 (3-Year Contract)

**Coulter, Ed**

Chancellor, ASU-Mountain Home

Effective: July 1, 2009 - June 30, 2012 (3-Year Contract)

**Evans, Robert**

Executive Director for Governmental Relations

Effective: July 1, 2009 - June 30, 2012 (3-Year Contract)

**Kail, Pam**

Executive Assistant to the President

Effective: July 1, 2009 – June 30, 2012 (3-Year Contract)

**McDaniel, Lucinda**

University Counsel

Effective: July 1, 2009 - June 30, 2012 (3-Year Contract)

**McKay, Eugene**

Chancellor, ASU-Beebe

Effective: July 1, 2009 - June 30, 2012 (3-Year Contract)

**Owens, Steve**

Vice President, ASU System, and President/Chief Executive Officer, ASU Foundation

Effective: July 1, 2009 - June 30, 2012 (3-Year Contract)

**Potts, Robert**

Chancellor, ASU-Jonesboro

Effective: July 1, 2009 - June 30, 2012 (3-Year Contract)

**Williams, Larry**

Chancellor, ASU-Newport

Effective: July 1, 2009 - June 30, 2012 (3-Year Contract)