

**AGENDA**  
**ARKANSAS STATE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**September 25, 2009**  
**1:00 p.m.**  
**Jonesboro Campus**

- I. Call to Order  
Mrs. Florine Milligan, Vice Chair
- \*II. Approval of the Minutes of Meeting  
May 15, 2009  
May 29, 2009  
June 23, 2009
- III. President's Report  
Reports of the Chancellors
- \*IV. Agenda
  - Proposed ASU System Resolutions
    - Resolution approving ASU System to revise campus budgets for the 2009-2010 fiscal year to allow for health care increases.
    - Resolution approving ASU System Affirmative Action Policy.
    - Resolution approving revisions to Appendix A of the ASU System Conflict of Interest or Conflict of Commitment Policy.
    - Resolution approving revisions to the ASU System Background Check Policy.
    - Resolution approving revisions to the ASU System Staff Handbook.
  - Proposed ASU-Jonesboro Resolutions
    - Resolution approving ASU-Jonesboro to change the tuition structure for academic courses and programs delivered in association with Higher Education Holdings.
    - Resolution approving ASU-Jonesboro to assess a program fee for students in the Academic Success Institute.
    - Resolution approving ASU-Jonesboro to assess a dedicated laboratory fee for English as a Second Language.
    - Resolution approving ASU-Jonesboro private athletic camp agreement.
    - Resolution approving ASU-Jonesboro to request positions from the "growth pool."

- Resolution approving ASU-Jonesboro to offer and deliver academic courses and programs outside of the United States.
- Resolution approving ASU-Jonesboro to offer a new Doctoral Minor in Statistics.
- Resolution approving ASU-Jonesboro to make program deletions and program title corrections.
- Resolution approving ASU-Jonesboro to revise the Faculty Handbook to modify the wording for the Honors Awards Committee.
- Resolution approving ASU-Jonesboro to revise the Faculty Handbook to include a new shared governance committee.
- Resolution approving ASU-Jonesboro to name the Head Football Coach's Suite.
  
- Proposed ASU-Beebe Resolution
  - Resolution approving ASU-Beebe 2010-2014 Strategic Plan.
  
- Proposed ASU-Mountain Home Resolution
  - Resolution approving ASU-Mountain Home to borrow a sum sufficient to complete Phase II of the Vada Sheid Community Development Center.
  
- Proposed ASU-Newport Resolution
  - Resolution approving ASU-Newport to offer a Technical Certificate in Surgical Technology.

V. Executive Session

\*VI. Approval of Personnel Actions

VII. Other Business

\*VIII. Adjournment

\*Action Items

**Arkansas State University  
Board of Trustees  
September 25, 2009**

The Arkansas State University Board of Trustees met on September 25, 2009, in Room 222 of the Donald W. Reynolds Center for Health Sciences on the Jonesboro campus. Mrs. Florine Milligan, vice chair of the Board of Trustees, called the meeting to order at 1:01 p.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. Dr. Charles Coleman, Director of Technology at ASU-Jonesboro, delivered the invocation.

**Minutes:**

Upon motion by Mr. Rhodes, second by Mr. Slinkard, the minutes of May 15, 2009, were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

Upon motion by Mr. Gibson, second by Mr. Rhodes, the minutes of May 29, 2009, were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

Upon motion by Mr. Slinkard, second by Mr. Gibson, the minutes of June 23, 2009, were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

## **Campus Reports**

### **System – Les Wyatt, President**

Dr. Wyatt said it was a special day for the Jonesboro campus and especially the College of Nursing and Health Professions. He thanked all the individuals who contributed to making the dedication of the Donald W. Reynolds Center possible.

He announced that in an effort to conserve resources, today would mark the first electronic delivery of board materials. The materials have been transmitted electronically to the individual trustees. A PowerPoint presentation displayed information pertinent to the meeting.

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

- Events scheduled for the Centennial weekend include a recognition reception for the sitting and former trustees to be held at 4:00 p.m. in the Cooper Alumni Center. The morning dedication of Donald W. Reynolds Center was a tremendous success. He acknowledged the Reynolds Foundation and the Judd Hill Foundation for their generous support. Saturday, the university will celebrate the Arkansas Biosciences Institute's fifth anniversary along with a groundbreaking for the ABI Commercial Innovation Center. He thanked Mr. Pedro Garza of the U.S. Economic Development Administration for making the funds available for the Center. This event will be followed by a Legislative Day brunch in the Student Union to honor our legislators.
- Enrollment figures indicate a record increase of over 12,000 students. With students in the English as a Second Language program added in, the total is approximately 12,500. This represents a 6% increase.

- An annual report for the past fiscal year is in the final stages of completion and will contain not only the accomplishments of the campus but an ambitious agenda for the next 100 years.
- Discussions continue to be held regarding a new strategic plan.
- Two new residence facilities, the Honors Living Learning Community and the Red Wolf Den, are 100% occupied. Construction continues on the Red Wolf Health and Wellness Center and the expansion of the cafeteria.
- Debbie Persell, associate professor in the College of Nursing and Health Professions, and her colleagues were commended for their efforts in developing a campus plan to combat the H1N1 virus.

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

- Governor Mike Beebe awarded \$500,000 in stimulus money for renovation of the England Center, which was the old science building. It is being renovated to be used for entrepreneurship and creative arts. This award along with money received from GIF funds should allow construction to begin in January with expected completion in fall 2010.
- Chris Boyett was appointed vice chancellor for ASU-Heber Springs.
- This fall Governor Mike Beebe held work summit meetings at the ASU-Beebe and ASU-Heber Springs campuses.
- Enrollment is up by 74 headcount or 203 FTE at the Beebe campus.
- Over 1,200 certificates and associate degrees were awarded during the academic year that ended June 30, 2009.
- The Sugarloaf Heritage Council continues to clean up the graffiti on the mountain and have applied for a grant to improve and expand the trails.

- Aaron Carr, a student at ASUHS, won a gold medal in welding in the Arkansas SkillsUSA competition and a silver medal at the national competition in June.
- The ASU-Beebe minority report indicated a dramatic increase in the number of minority faculty and staff. This past year, 18 new minority faculty and staff were added. Overall the student population is 10% minority. Resident life is approximately 40% minority students. Six of 20 Leadership Council representatives and two of the 10 student ambassadors are minority students.
- Examples of the ASU-Beebe new marketing materials designed by the ASUJ Office of Publications and Creative Services were given to the trustees.

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

- In explaining the 1,500 students + 15 years, Dr. Coulter said that in 1995-96 when the strategic plan was created for ASU-Mountain Home the ultimate goal was 1,500 students. ASUMH marked its 15<sup>th</sup> year with a record enrollment of 1,517 students, which is a 17% increase in head count and a total FTE of 1,094 or 24.5% increase. Brandy Cooper was the 1,500th student to register. All employees were invited to El Chico to celebrate.
- Construction continues on the Vada Sheid Community Development Center. On Monday, September 21, the outdoor amphitheatre was dedicated. The amphitheatre was made possible by the \$250,000 contribution of First Security Bank.
- A reception was held on September 10 to kick off the annual campaign. The goal is to raise \$325,000 to pay for the seating and curtains in the new auditorium of the Vada Sheid Community Development Center. While at the reception, a gift was

received from the Arts Council and one of the conference rooms will be named in their honor.

- Under Dr. Pat Bailey's leadership, the two-year colleges in Arkansas are establishing curriculum for a two-year degree in business. Work is being done with the four-year institutions to insure acceptance of the degree.
- Notification was received from the Rockefeller Foundation that an \$84,000 grant has been awarded to ASUMH.

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

- Dr. Williams recognized and thanked several members of his staff who are responsible for the accomplishments in record enrollment for ASU-Newport. He stressed that enrollment is a complicated issue. This year the Department of Higher Education required that the numbers be reported excluding high school students, including high school students, including off-schedule students, and then looking at FTE; therefore, enrollment figures could be one of four numbers. Depending on which number the media chooses to publish will determine the public perception. He explained this concept by giving the following examples: Enrollment for the fall semester is 2,037 students or 19.7% increase, but if the enrollment figures excluded high school students, enrollment is 1,530 students or 22.4% increase; when those students are included with the regular students, enrollment is 1,982 students or 21.7% increase; and, when the off-schedule students are added, enrollment is 2,037 students or 19.7% increase with a 21.7% FTE increase. Overall, ASUN has had a significant increase in enrollment in all areas and at all three campuses – Newport and ASU Technical Centers in Jonesboro and Marked Tree.

- ASU-Newport is the second two-year institution in the state, ASU-Beebe being the first, to achieve accreditation by the National Alliance of Concurrent Enrollment Partnerships, which is required by state statute for institutions to participate in concurrent enrollment with high school students.
- The college is currently working with the Department of Workforce Services to lease 2,800 square feet in White River Hall on the Newport campus to bring the regional Workforce office in Jackson County to the campus and create a Workforce One-Stop Center. This will allow better access to Workforce services as well as Career Pathways and adult education. The One-Stop Center is expected to be open by the first of the year.
- This fall two new programs are being offered. One is in renewable energy with the help of the Arkansas Delta Training and Education Consortium and Department of Labor grant. Through the grant, 26 students were provided full scholarships for the fall semester in the area of renewable energy. On the campus of the ASU Technical Center in Jonesboro an Advanced Manufacturing Technology program has an impressive Mechatronics automated manufacturing systems laboratory in place. The class has 10 full-time students.
- Each year for the past two years, incentive dollars have been awarded and set aside for Career Pathways programs that reach goals set at the beginning of the year. This year ASU-Newport's Career Pathways program was ranked number two in the state and received an additional \$118,672 in funding to support future services, additional services, and new equipment. The office on Nettleton in Jonesboro has been significantly expanded to provide services to business and industry.



- Later in the month, the Governor will make an announcement about a program called, "Arkansas Works." This program is for expansion of the Arkansas College and Career Planning System. The program will target 20 counties in the state to place more emphasis on students receiving high school diplomas, pursuing the smart core curricula, and matriculating into college and university programs both at the associate and baccalaureate levels. ASU-Newport will be one of the eleven two-year colleges that the Governor will announce for participation in that program. The service area will be Jackson, Poinsett, and part of Woodruff Counties. The program will fund four new full-time positions for ASU-Newport to assist in working with the public schools and delivering services and encouraging young people to pursue higher education opportunities.

Dr. Wyatt summarized the reports by adding that this fall over 20,000 students are enrolled in credit classes within the system. In addition, many students will be enrolled in non-credit activities or those that are focused on the production of certificates. During the course of the academic year, over 5,000 degrees and certificates will be awarded. He expressed his appreciation for the support given by the state, private entities, corporations, and businesses that enable the university to address critical needs in the state and touch the lives of thousands of individuals. He also thanked the board for their leadership and encouragement.

Mrs. Milligan said the board has serious concerns about enrollment and retention. She complimented the campuses for their efforts in those areas and said the board appreciates the work of the faculty and staff.

### **ASU System Financial Resolutions:**

- Resolution 09-70 approving ASU System to revise campus budgets for the 2009-2010 fiscal year to allow for health care increases.

Dr. Wyatt explained that this assessment is needed to cover the increased cost of health care. The assessment is done each year at this time to anticipate the open enrollment process which occurs in November although the new coverage actually begins on January 1, 2010. It is proposed that the university pay the cost increases for the employees and their families.

Upon motion by Mr. Slinkard, second by Mr. Rhodes, Resolutions 09-70 was approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

### **ASU System Policy Resolutions**

- Resolution 09-17 approving the ASU System Affirmative Action Policy.
- Resolution 09-71 approving revisions to Appendix A of the ASU System Conflict of Interest or Conflict of Commitment Policy.
- Resolution 09-72 approving revisions to the ASU System Background Check Policy.

Dr. Wyatt stated that these policies have been developed so that they are applicable to all employees of all the campuses within the system. Some are existing Jonesboro policies that are being revised to apply to the system, some are new policies to address a specific need or opportunity, and some are revisions of an approved policy. Each of the chancellors has reviewed the proposed policies.

Upon motion by Mr. Rhodes, second by Mr. Gibson, Resolutions 09-17, 09-71, and 09-72 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

### **ASU System Administrative Resolution**

- Resolution 09-73 approving revisions to the ASU System Staff Handbook.

Upon motion by Mr. Slinkard, second by Mr. Gibson, Resolution 09-73 was approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

### **ASU-Jonesboro Financial Resolutions**

- Resolution 09-74 approving ASU-Jonesboro to change the tuition structure for academic courses and programs delivered in association with Higher Education Holdings.

This will allow modification of the tuition structure for courses and programs offered through an agreement with Higher Education Holdings (HEH). The association with HEH has allowed offerings to be delivered in other states and some foreign countries. The proposed increases have been negotiated with HEH.

- Resolution 09-75 approving ASU-Jonesboro to assess a program fee for students in the Academic Success Institute.

The program fee will support the efforts of the Academic Success Institute in aiding students who cannot fully meet the new admissions standards.

- Resolution 09-76 approving ASU-Jonesboro to assess a dedicated laboratory fee for English as a Second language.

The fee is designed to assist in recovery of costs associated with the program.

- Resolution 09-77 approving ASU-Jonesboro private athletic camp agreement.
- Resolution 09-78 approving ASU-Jonesboro to request positions from the “growth pool.”

The growth pool is managed by the Arkansas Department of Higher Education and allows the university to identify and employ individuals in instructional programs using the resources provided by the pool.

Upon motion by Mr. Rhodes, second by Mr. Slinkard, Resolutions 09-74 through 09-78 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

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

- Resolution 09-79 approving ASU-Jonesboro to offer and deliver academic courses and programs outside of the United States.

This will give the capability of offering on-line course delivery to foreign countries and provide justification to the university’s accreditation organization.

- Resolution 09-80 approving ASU-Jonesboro to offer a new Doctoral Minor in Statistics.

The new minor will support research and is common in most institutions that offer doctoral level courses.

- Resolution 09-81 approving ASU-Jonesboro to make program deletions and program title corrections.
- Resolution 09-82 approving ASU-Jonesboro to revise the Faculty Handbook to modify the wording for the Honors Awards Committee.

- Resolution 09-83 approving ASU-Jonesboro to revise the Faculty Handbook to include a new shared governance committee.

The revision includes a new shared governance committee to review appeals of admission decisions.

Upon motion by Mr. Gibson, second by Mr. Rhodes, Resolutions 09-79 through 09-83 were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

#### **ASU-Jonesboro Naming Resolution**

- Resolution 09-84 approving ASU-Jonesboro to name the head football coach's suite.

The suite will be named the Steve and Sharon Bryant Head Football Coach's Suite in honor of their significant contributions.

Upon motion by Mr. Slinkard, second by Mr. Gibson, Resolutions 09-84 was approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

#### **ASU-Beebe Resolution**

- Resolution 09-85 approving ASU-Beebe 2010-2014 Strategic Plan.

In order to satisfy the requirements of accreditation, a strategic plan must be adopted which includes the core values and mission and goals of the campus and to allow the public insight into the direction the campus will take in the future.

Upon motion by Mr. Rhodes, second by Mr. Slinkard, Resolutions 09-85 was approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

### **ASU-Mountain Home Resolution**

- Resolution 09-86 approving ASU-Mountain Home to borrow a sum sufficient to complete Phase II of the Vada Sheid Community Development Center.

A similar resolution has already been approved by the board, but the proposed resolution is being submitted in order to clarify the loan terms. The substance of the resolution remains unchanged.

Upon motion by Mr. Gibson, second by Mr. Rhodes, Resolution 09-86 was approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

### **ASU-Newport Resolution**

- Resolution 09-87 approving ASU-Newport to offer a Technical Certificate in Surgical Technology.

This is a 42-hour curriculum that will provide instruction to students in operating room procedures and techniques. The certificate will be offered under the umbrella of classes provided by the Jonesboro and Marked Tree Technical Centers.

Upon motion by Mr. Slinkard, second by Mr. Rhodes, Resolution 09-87 was approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

Mr. Slinkard thanked the staff for implementing the electronic delivery of information and hopes to see this method continue. Overall, it should create a savings in the cost of materials, time in preparation, and staff.

Upon motion by Mr. Gibson, second by Mr. Rhodes, the board retired into executive session at 1:59 p.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 2:47 p.m.

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

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

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

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

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

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

Upon motion by Mr. Gibson, second by Mr. Rhodes, the nonacademic reassignments of duty for Jonesboro, Mountain Home, and Newport were approved.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

**Other Business**

Dr. Wyatt welcomed Mr. Chris Boyett, the new vice chancellor for ASU-Heber Springs, and commended his leadership of the efforts to clean up Sugarloaf Mountain.

Upon motion by Mr. Gibson, second by Mr. Rhodes, the meeting adjourned at 2:49 p.m.

AYES: Milligan, Slinkard, Rhodes, Gibson

NAYS: None

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair



**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** Arkansas State University (ASU) requests approval to revise its campus budgets for the 2009-2010 Fiscal Year in order to pay health care cost increases.

**ISSUE:** The Board of Trustees must approve all major budget changes.

**BACKGROUND:**

- ASU would like to revise the campus budgets to authorize expenditures for a portion of the health care cost increase for January 1, 2010, and to recognize this contribution as part of the compensation package for July 1, 2010.
- ASU is self insured for health care, and insures 1,997 employees; 922 with family coverage and 1,075 with single coverage. The plan covers approximately 4,013 total lives including employees, spouses, and dependents.
- The number of employees purchasing health insurance for each campus is as follows:
  - ASU-Jonesboro - Family 683, Single 767;
  - ASU-Beebe - Family 121, Single 189;
  - ASU Mountain Home - Family 46, Single 52; and
  - ASU-Newport - Family 72, Single 67.
- Currently, the health insurance program costs approximately \$12 million annually and is growing at approximately 6% to 8% each year. The university is represented by a Third Party Administrator (TPA), Blue Advantage, to process claims and pay bills. Blue Advantage, through Blue Cross Blue Shield, uses negotiated discounts and preferable pricing to assist in managing health care costs on behalf of ASU.
- ASU currently collects the following monthly amounts from the campus budgets and the employees:

• ASU Family	\$461.42	70%
• Employee Family	\$200.00	30%
• Total Family Monthly	\$661.42	
• ASU Single	\$256.36	86%
• Employee Single	\$ 42.00	14%
• Total Single Monthly	\$298.36	

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

- The new rates for the calendar year 2010 are as follows:

• ASU Family	\$551.42	73%
• Employee Family	<u>\$200.00</u>	27%
• Total Family Monthly	\$751.42	

• ASU Single	\$318.36	88%
• Employee Single	<u>\$ 42.00</u>	12%
• Total Single Monthly	\$360.36	

- The revised budget for health care expenses per campus will be increased by the following amounts beginning January 1, 2010:

	<u>6-Months</u>	<u>Annual</u>
• ASU-Jonesboro	\$654,143	\$1,308,286
• ASU-Beebe	\$135,648	\$ 271,296
• ASU-Mountain Home	\$ 44,183	\$ 88,366
• ASU-Newport	<u>\$ 63,803</u>	<u>\$ 127,606</u>
• Totals	\$897,777	\$1,795,554

- The Jonesboro numbers include the system employees as well.
- The budget documents will not be revised at this late date. However, health care increased expenditure authority will be reflected in the actual budget for FY 2009-2010.

**RESOLUTION/RECOMMENDATION:**

Be it resolved that Arkansas State University is approved to revise its campus budgets to include the increased cost of health care as outlined above.

  
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 Affirmative Action Policy.

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

**BACKGROUND:**

- The Arkansas State University System takes affirmative action to recruit, retain, and advance minority students and employees.
- A system policy is needed to ensure that all campuses work consistently toward the goal of equal opportunity for all.
- The Arkansas State University System Affirmative Action Policy supercedes the Affirmative Action Policy adopted by the Board of Trustees on January 25, 1994.
- A copy of the Arkansas State University System Affirmative Action Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

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

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: September 25, 2009**

**Subject: Affirmative Action**

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**1. Purpose**

The Arkansas State University System is committed to the goal of equal opportunity for all.

**2. Arkansas State University System Affirmative Action Policy**

The Arkansas State University System takes affirmative action to recruit, retain, and advance minority students and employees.

**3. Process**

The day to day supervision of the Arkansas State University System's compliance efforts is delegated to the system program coordinator for affirmative action. The duties include, but are not limited to, developing policy statements, affirmative action programs and plans, internal and external communication techniques, assisting the identification and resolution of problems related to equal opportunity and affirmative action, and designing and implementing reporting systems that will measure the effectiveness of the system's affirmative action program and the degree to which the system attains its goals.

The system president, chancellors, vice chancellors, deans, directors, departmental officers, supervisors, and other personnel responsible for hiring employees and recruiting students share a responsibility to support the system's equal opportunity and affirmative action program and to provide leadership in achieving its goals.

This plan will be reviewed each year and an annual report will be prepared outlining the progress made toward achieving goals of the plan. Areas addressed should include the recruitment of minority faculty, administrators, and staff, and the recruitment of minority students at the undergraduate and graduate levels.

(Adopted by the Arkansas State University Board of Trustees on September 25, 2009, Resolution 09-17, supercedes the Affirmative Action Policy of January 25, 1994.)

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** Arkansas State University System requests approval for revisions to Appendix A to the System Conflict of Interest or Conflict of Commitment Policy.

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

**BACKGROUND:**

- The Arkansas State University Board of Trustees approved the System Conflict of Interest or Conflict of Commitment Policy on September 27, 2007.
- Appendix A to the policy requires revision to clarify the review process and to make the appendix language functional for all campuses within the system.
- Revised Appendix A is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it hereby resolved that Appendix A to the System Conflict of Interest or Conflict of Commitment Policy is revised as set out in the attachment to this resolution effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**APPENDIX A**  
**Disclosure of Potential Conflict of Interest or Conflict of Commitment**  
**Arkansas State University**

Employees of Arkansas State University are required to report actual or potential conflicts of interest or conflicts of commitment, or the appearance thereof, with respect to their obligations to the university or its welfare. To comply with the Arkansas State University System policy, please complete the following disclosure.

**All employees are required to complete this form annually or more often if an actual or potential conflict of interest or conflict of commitment, or the appearance thereof, arises.**

- I have read the Arkansas State University System policy on conflict of interest or conflict of commitment, and I attach a report disclosing each actual or potential conflict, or the appearance thereof, in compliance with that policy.
- I have read the Arkansas State University System policy on conflict of interest or conflict of commitment, and I have no actual or potential conflicts, or the appearance thereof, to disclose.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Name (print or type) \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

**Administrative Review**

- The proposed activity has been reviewed, and no conflict of interest or conflict of commitment, or the appearance thereof, that would interfere with the employee's obligations to Arkansas State University or its welfare appears to exist.
- The proposed activity has been reviewed and an actual or potential conflict of interest or conflict of commitment, or the appearance thereof exists, and I recommend the attached management plan be implemented.
- The proposed activity has been reviewed and constitutes a conflict of interest or conflict of commitment, or the appearance thereof, and I do not recommend that the activity be allowed.

I (approve, disapprove, refer) the disclosure for the reasons checked above.

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

I have reviewed and (approve, disapprove) the recommendations of the immediate supervisor.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

- Signed copy retained by employee, immediate supervisor, and supervisor
- Signed copy sent by supervisor to employee's personnel file in Human Resources

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt 870-933-7900

**ACTION ITEM:** Arkansas State University System requests approval to amend the system policy for background checks.

**ISSUE:** The Board of Trustees must approve all policies and amendments to policies.

**BACKGROUND:**

- On December 12, 2008, the board of trustees adopted the Arkansas State University System Background Check Policy.
- Application of the policy has revealed that the term Contract Worker is overbroad and requires clarification.
- Revisions to the policy have been reviewed and approved by all campuses.
- A copy of the Arkansas State University System Background Check Policy as amended is attached to this resolution and will supercede the policy adopted on December 12, 2008.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System Background Check Policy as amended is approved effective immediately.

  
Howard Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# ASU System Policy

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**Effective Date: September 25, 2009**

**Subject: Background Checks**

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## 1. Purpose

Background checks will be performed on applicants for employment at Arkansas State University in order to create a safe and secure workplace for students, faculty, staff, administrators, and visitors; to protect funds, property and other assets of the university; and to ensure that Arkansas State University employees are qualified to perform duties and responsibilities of the positions for which they apply.

## 2. Definitions

**Arkansas State University.** Arkansas State University means any of the constituent campuses which comprise the Arkansas State University System.

**Hiring Department.** The Hiring Department for purposes of the System Background Check Policy is the department or university unit seeking to hire an Applicant.

**Security Sensitive Positions.** Security Sensitive Positions are those positions which involve the care, safety, and security of people or property. These positions include persons charged with the care of others, persons with access to master or sub-master keys, and persons with access to residences, laboratories, and other facilities. Examples include university police officers, childcare workers, custodial employees, and residence hall assistants.

**Financially Sensitive Positions.** Financially Sensitive Positions are those positions which allow direct access to, or control over, cash, checks, credit card accounts, or financial information. These positions include persons with authority to commit the financial resources of the university through purchases or contracts and persons charged with insuring proper expenditures. Examples include cashiers, accountants, purchasing card holders, and controllers.

**Data Sensitive Positions.** Data Sensitive Positions are those positions which allow access to personally identifiable information about individuals or organizations associated with the university or involve the creation or maintenance of processes required to secure information maintained by the university. These positions include persons who enter personally identifiable information into university data bases as



well as persons who control or manage operating processes. Examples include network administrators, system programmers, human resources personnel, and advancement employees.

**Applicant.** An Applicant is:

1. Any person making an initial application for employment at Arkansas State University;
2. Any former regular or adjunct employee who is being considered for rehire after a break in employment of one year or more;
3. Any current employee who is being considered for transfer, promotion, reclassification, or appointment to a Security Sensitive Position, a Financially Sensitive Position, or a Data Sensitive Position;
4. Any current employee competing for a vacancy through an external search process;
5. Any current employee changing from a faculty to an academic administrative position; or
6. Any graduate assistant, teaching assistant, post doctoral appointee, temporary employee, volunteer or affiliate with significant responsibilities in a Security Sensitive Position, Financially Sensitive Position, or Data Sensitive Position.

**Final Applicant.** A Final Applicant is the applicant selected by the Hiring Department as the person desired to be hired.

**Contract Worker.** A Contract Worker is a person hired by an outside employer who performs work on Arkansas State University property on a regular basis. Contract Workers include all employees of companies operating businesses on ASU campuses such as bookstores and food service. Contract Workers also include those persons assigned to an ASU campus for the term of a contract such as construction superintendents or project consultants. Persons providing only intermittent work on ASU campuses such as construction crews, equipment repair personnel, or event extra help shall not be considered Contract Workers.

**Criminal Background Check.** A Criminal Background Check includes obtaining information regarding the Applicant's criminal history at the local, state, federal, and international levels.

**Sexual Offender Background Check.** A Sexual Offender Background Check includes obtaining information regarding the Applicant's sexual offender history or requirement to register as a sex offender in any jurisdiction.

**Credit History Background Check.** A Credit History Background Check includes obtaining information regarding the Applicant's debt, credit, and financial history.

**Reference Check.** A Reference Check is the investigation conducted by the Hiring Department regarding the Applicant's references and other information submitted with the job application.

**Offer of Employment.** An Offer of Employment is an offer made after satisfactory completion of the Reference Check and any Criminal Background Check, Sexual Offender Background Check, or Credit History Background Check required by the position.

**Conditional Offer of Employment.** A Conditional Offer of Employment is an offer extended contingent upon the satisfactory completion of the Reference Check and any Criminal Background Check, Sexual Offender Background Check, or Credit History Background Check required by the position.

**Offering Official.** The Offering Official is the representative of the Hiring Department responsible for making a Conditional Offer of Employment or an Offer of Employment.

### **3. Arkansas State University System Background Check Policy**

An Applicant for employment with Arkansas State University shall proceed through the application process established by the Hiring Department seeking to hire for the position. The Hiring Department shall conduct a Reference Check. Upon selecting the Applicant desired to be hired, the Offering Official of the Hiring Department shall make a Conditional Offer of Employment to the Final Applicant.

Upon receipt of a Conditional Offer of Employment, the Final Applicant shall be required to authorize the background checks applicable to the position. Every Final Applicant must authorize a Criminal Records Background Check and a Sexual Offender Background Check. Final Applicants for Financially Sensitive Positions or Data Sensitive Positions must also authorize a Credit History Background Check. These checks shall be in addition to and not in substitution for any specific licensure search, drug testing, credentials verification, or other requirements specific to the position which shall have been conducted during the Reference Check.

If the background checks uncover no problems, an Offer of Employment may be extended by the Offering Official to the Final Applicant. If the background checks uncover unfavorable information, the Offering Official will evaluate whether to make an offer of employment to the Final Applicant. If the recommendation to hire has been submitted to the Offering Official by a search committee, the Offering Official shall provide the unfavorable information uncovered in the background check to the search committee chair.

In determining whether unfavorable results obtained on a background check should result in the decision not to make an Offer of Employment to the Final Applicant, the Offering Official will examine each case on its own merits and may consider any of the following evidence of rehabilitation:

1. The age at which the act was committed;
2. The circumstances surrounding the act;
3. The length of time since the act;
4. Subsequent work or credit history;
5. Employment references;
6. Character references; and
7. Other evidence demonstrating that the final applicant does not pose a threat to the safety of persons or property in the Arkansas State University community.

The Offering Official shall make the final determination as to whether an Offer of Employment will be extended and, if applicable, shall notify the chair of the search committee of the decision. If the search committee does not agree with the decision of the Offering Official, the chair of the search committee and the Offering Official shall meet with the vice chancellor who supervises the Hiring Department. The vice chancellor shall consult with the chancellor and shall then make a decision as to whether to extend an Offer of Employment based on the results of the background checks.

If the information from the background check results in a decision not to make an Offer of Employment to the Final Applicant, the Offering Official will comply with all provisions of the Fair Credit Reporting Act with respect to notice and afford the Final Applicant the required opportunity to respond to the unfavorable report. The Offering Official shall consider all information submitted by the Final Applicant in rebuttal to the unfavorable background check information and shall provide that rebuttal to the chair of the search committee if applicable. If the rebuttal of the Final Applicant changes the decision of the Offering Official, the Offering Official shall notify the chair of the search committee if applicable. If the search committee does not agree with the decision of the Offering Official after consideration of rebuttal information from the Final Applicant, the chair of the search committee and the Offering Official shall meet with the vice chancellor who supervises the Hiring Department. The vice chancellor shall consult with the chancellor and shall then make a decision as to whether to extend an Offer of Employment.

After full compliance with the Fair Credit Reporting Act, the Offering Official will either make an Offer of Employment or advise the Final Applicant that no Offer of Employment will be made.

All information obtained as part of a background check shall be maintained in the personnel file of the Final Applicant.

The vice chancellor supervising the Hiring Department may waive the requirement of background checks on current employee Final Applicants who have had the required background checks performed within the previous three (3) years.

A Final Applicant extended a Conditional Offer of Employment may be allowed to begin work pending receipt of the required background checks only if Arkansas State University operations cannot be carried out in the absence of the Final Applicant. If satisfactory results in the background checks are not obtained, the Final Applicant working during the pendency of the Conditional Offer shall be removed from employment following compliance with the Fair Credit Reporting Act and any other applicable laws or regulations.

All businesses contracting with Arkansas State University shall provide proof that Contract Workers have undergone background checks consistent with the above policy.

(Adopted by the Arkansas State University Board of Trustees on September 25, 2009, Resolution 09-72, Supercedes the December 12, 2008, Resolution 08-79; and August 8, 1997, Resolution 97-23).

**EXECUTIVE SUMMARY**

Contact: Leslie Wyatt (870) 933-7900

**ACTION ITEM:** Arkansas State University System requests approval for revisions to the System Staff Handbook.

**ISSUE:** The Board of Trustees must approve revisions to the System Staff Handbook.

**BACKGROUND:**

- The 87<sup>th</sup> General Assembly enacted legislation requiring smoke free environments in institutions of higher education and altering eligibility for catastrophic leave. These legislatively mandated changes must be incorporated into the System Staff Handbook.
- In addition, Arkansas State University entered into a Resolution Agreement with the Office of Civil Rights under which language is required to be added to the System Staff Handbook to address grievance procedures.
- The revised language for the System Staff Handbook is attached as Exhibit 1.

**RECOMMENDATION/RESOLUTION:**

Be it hereby resolved that Arkansas State University System is approved to revise the System Staff Handbook to incorporate the changes included in Exhibit 1 effectively immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

## **EXHIBIT 1**

### **SMOKE-FREE ENVIRONMENT**

Pursuant to Arkansas law, smoking is prohibited on all university property, including buildings, grounds, and vehicles no later than August 10, 2010. On campuses which are not totally smoke-free prior to August 10, 2010, smoking is permitted only in designated areas outside of the buildings. Such areas shall be located not closer than 20 feet to any door or entrance. Any person convicted of violating the smoking prohibition shall be punished by a fine.

### **CATASTROPHIC LEAVE**

Arkansas State University maintains a catastrophic leave bank to assist employees during a catastrophic illness. In the event an employee is unable to work for a prolonged period of time due to severe illness, and upon exhaustion of all earned sick, annual, holiday, and compensatory leave time, the employee may apply to the leave bank for additional paid leave. For eligibility requirements or more information, please contact your Human Resources Department.

### **GRIEVANCE ISSUES (FIRST PARAGRAPH ONLY)**

The staff grievance procedure applies only to alleged institutional error which affects the terms or conditions of that staff member's employment. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. This procedure may be used for complaints alleging discrimination on the basis of sex, age, and disability or for allegations of discrimination taken against the staff member by students, employees, or third parties. Often, grievances can be reviewed and resolved through the informal discussion process. However, when a difference of opinion exists and the grievance remains unresolved, the issue should proceed through a more formal complaint procedure for a final decision.

### **STAFF HEARING COMMITTEE FUNCTIONS**

The Staff Hearing Committee functions in a flexible and informal manner to determine whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Complaints for Staff Hearing Committee review must be submitted to the Human Resources Department to be forwarded to the committee. The committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session and will not include the grievant, the party complained against, or other witnesses unless the Committee requests their oral testimony. In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. Each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing.

In reviewing a case two options are open to the Committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy for a change in the term or condition of employment.

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to change the tuition structure for academic courses and programs offered in conjunction with the partnership agreement between Higher Education Holdings (HEH) and Arkansas State University (ASU).


**ISSUE:** The Board of Trustees must approve tuition.

**BACKGROUND:**

- Arkansas State University entered into a formal services and license agreement with Higher Education Holdings, LLC (HEH) on April 18, 2008, to enable ASU to offer more effectively academic courses and programs by a contemporary and high-quality asynchronous delivery platform.
- The Board of Trustees for Arkansas State University authorized the university to negotiate tuition charges for programs offered through this agreement.
- Initially, tuition was set at a flat rate of \$4,950 per master degree program and has been applied in the delivery of the Master of Science in Education degree with a major in Educational Theory and Practice, offered in association with the affiliation agreement.
- An analysis of the tuition generated from this delivery of the associated courses suggests that the tuition referenced above is too low to cover all direct and indirect costs in a reasonable period of time primarily because the number of staff employees needed to service these courses (and the associated costs of these employees) was higher than anticipated.
- With the aforementioned in mind and an examination of tuition and fees charged by other providers of distance learning courses and programs in the State of Arkansas, a revised schedule of proposed tuition for courses and programs delivered in association with the aforementioned agreement was developed and is hereby attached.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to change the tuition structure for academic courses and programs delivered in association with the partnership agreement between Higher Education Holdings (HEH) and Arkansas State University (ASU) as per the attached schedule effective spring semester 2010.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**Arkansas State University-Jonesboro**  
**Estimation of Annual Tuition for Courses and Programs Offered in Conjunction with the Partnership between Higher Education Holdings, LLC (HEH) and ASU**  
**(Calendar Year 2010)**

**Assumptions**

1. Teachers who enroll in the masters degree programs and the programs of study will have a 95% retention rate.
2. ASU will be successful in obtaining permission to offer selected academic programs and programs of study in Kansas and Mississippi.
3. The Board of Trustees for Arkansas State University will approve the proposed tuition schedule at its meeting on September 25, 2009.
4. The new tuition schedule will encourage a substantial number of teachers to enroll in masters degree programs and programs of study during the last quarter of CY 2009.
5. Enrollment will increase with each entering cohort in 2010 by an average of 75 students per masters degree program and 5 students per program of study in 2010.
6. There will be 7 new cohorts in each of the 5 masters degree program and in the 6 programs of study in CY 2010.
7. 23% of the tuition revenue will be retained by ASU and 77% of the tuition revenue will be distributed to HEH in CY 2010.
8. 10% of the enrollment in 2010 will pay \$208.00 per graduate credit hour and 90% will pay \$180.00 per graduate credit hour.

**Conditions**

- Item**
- 165.00 Cost per graduate credit hour in MIEP and Programs of Study in 2009
  - 137.50 Cost per graduate credit hour in all other masters degree programs in 2009
  - 180.00 Cost per graduate credit hour for all masters degree programs (for Arkansas residents and for teachers in partnering school districts) and for Programs of Study in 2010
  - 208.00 Cost per graduate credit hour for all masters degree programs for teachers outside of Arkansas who are not teachers in partnering school districts
  - 20% Percent of roll over headcount who will pay \$165 per credit hour
  - 80% Percent of roll over headcount who will pay \$137.50 per credit hour
  - 375 Number of new students in all masters degree programs per cohort (average of 75 students per each of 5 programs)
  - 90 Number of new students in all Programs of Study per cohort (average of 5 new students per cohort for each of 6 Programs of Study)
  - 10% Percent of new headcount who will pay \$208 per credit hour
  - 90% Percent of new headcount who will pay \$180 per credit hour
  - 3 Credits per course
  - 95% Retention rate in all masters degree programs and Programs of Study
  - 77% Percent of tuition revenue distributed to Higher Education Holdings
  - 23% Percent of tuition revenue distributed to Arkansas State University
- Calendar Year 2009 Headcount**
- Current Enrollment 475
  - Additional masters degree enrollment by end of calendar year 2009 (projected) 900
  - New Program of Study enrollment by end of calendar year 2009 (projected) 100
  - Total 1,475
  - 95% of Total 1,401

**Calendar Year 2010 Tuition Revenue Prediction**

	Cohort	7	6	5	4	3	2	1	Total
Roll over headcount from 2009	7	1,401.25	1,401.25	1,401.25	1,401.25	1,401.25	1,401.25	1,401.25	9,808.75
Roll over headcount from 2009 times 3 credit hours		4,203.75	4,203.75	4,203.75	4,203.75	4,203.75	4,203.75	4,203.75	29,426.25
20% of roll over headcount who will pay \$165 per credit hour		840.75	840.75	840.75	840.75	840.75	840.75	840.75	5,885.25
80% of roll over headcount who will pay \$137.50 per credit hour		3,363.00	3,363.00	3,363.00	3,363.00	3,363.00	3,363.00	3,363.00	23,541.00
Tuition paid by 20% of roll over headcount who will pay \$165 per credit hour		\$ 138,723.75	\$ 138,723.75	\$ 138,723.75	\$ 138,723.75	\$ 138,723.75	\$ 138,723.75	\$ 138,723.75	\$ 974,066.25
Tuition paid by 80% of roll over headcount who will pay \$137.50 per credit hour		\$ 462,412.50	\$ 462,412.50	\$ 462,412.50	\$ 462,412.50	\$ 462,412.50	\$ 462,412.50	\$ 462,412.50	\$ 3,238,887.50
New headcount in masters degree courses		375.00	750.00	1,125.00	1,500.00	1,875.00	2,250.00	2,625.00	10,500.00
New headcount in masters degree courses times 3 credit hours		1,125.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00	31,500.00
10% of new masters degree headcount who will pay \$180 per credit hour		1,012.50	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50	28,350.00
90% of new masters degree headcount who will pay \$208 per credit hour		112.50	225.00	337.50	450.00	562.50	675.00	787.50	3,150.00
Tuition paid by 10% of the new masters degree headcount who will pay \$208 per credit hour		\$ 23,400.00	\$ 46,800.00	\$ 70,200.00	\$ 93,600.00	\$ 117,000.00	\$ 140,400.00	\$ 163,800.00	\$ 655,200.00
Tuition paid by 90% of new masters degree headcount who will pay \$180 per credit hour		\$ 182,250.00	\$ 364,500.00	\$ 546,750.00	\$ 729,000.00	\$ 911,250.00	\$ 1,093,500.00	\$ 1,275,750.00	\$ 5,105,000.00
New headcount in Programs of Study		30.00	60.00	90.00	120.00	150.00	180.00	210.00	240.00
Tuition paid by 100% of new Programs of Study who will pay \$180 per credit hour		\$ 5,400.00	\$ 10,800.00	\$ 16,200.00	\$ 21,600.00	\$ 27,000.00	\$ 32,400.00	\$ 37,800.00	\$ 720.00
Estimated Amount of Tuition Revenue Distributed to Higher Education Holdings		\$ 10,419,753.75	\$ 10,419,753.75	\$ 10,419,753.75	\$ 10,419,753.75	\$ 10,419,753.75	\$ 10,419,753.75	\$ 10,419,753.75	\$ 78,558,030.00
Estimated Amount of Tuition Revenue Distributed to Arkansas State University		\$ 7,622,049.87	\$ 7,622,049.87	\$ 7,622,049.87	\$ 7,622,049.87	\$ 7,622,049.87	\$ 7,622,049.87	\$ 7,622,049.87	\$ 57,165,374.25



# Arkansas State University-Jonesboro

## Proposed Tuition Structure for Courses and Programs Offered in Conjunction with the Partnership with Higher Education Holdings, LLC

September 25, 2009

### Current Parameters of Tuition Structure (Flat Rate Tuition for all Masters Degree Programs Irrespective of the Number of Graduate Credits Required for the Program)

1. Students are currently charged a flat rate of \$4,950 for a complete masters degree program.
2. In the 30 graduate semester credit hour Masters Degree in Educational Theory and Practice, the cost per course is \$495, or \$165 per credit hour.
3. All other masters degree programs are 36 graduate semester credit hours and the cost per course is \$412.50, or \$137.50 per credit hour.
4. All students pay an application fee (\$30.00) for the program.
5. If students pay for one course at a time, they pay an administrative fee (i.e., \$25.00) for each course.
6. Students do not pay any other fees to ASU, unless the student also enrolls for on-campus courses taken simultaneously.
7. If students remain enrolled continuously, their tuition for each course remains fixed; however, if they stop out and a higher tuition rate is imposed by ASU, they must pay the higher rate.
8. No undergraduate courses or programs are offered and no tuition structure for this purpose has been established by ASU.

### Proposed Parameters of Tuition Structure for Graduate Courses and Programs (Credit Hour Based Tuition for the Masters Courses and Degree Programs)

1. Students who enroll in courses and programs prior to the end of the fall semester 2009, and remain enrolled continuously will pay the above flat tuition rate.
2. The proposed tuition rate is the in-state rate for graduate courses (currently \$208 per credit hour or \$624 per 3 credit hour graduate course), except for teachers who are part of a participating school district, who will pay a discounted rate of \$180 per graduate credit hour (or \$540 per 3 credit hour course).
3. Residents of the State of Arkansas will be charged the discounted rate of \$180 per graduate credit hour (or \$540 per 3 credit hour graduate course).
4. The proposed tuition rate will go into effect on January 1, 2010.
5. All students pay an application fee (\$30.00) for the program.
6. If students pay for one course at a time, they pay an administrative fee (i.e., \$25.00) for each course.
7. Students do not pay any other fees to ASU, unless the student also enrolls for on-campus courses taken simultaneously.
8. If students remain enrolled continuously, their tuition for each course remains fixed; however, if they stop out and a higher tuition rate is imposed by ASU, they must pay the higher rate.

### Proposed Parameters of Tuition Structure for Undergraduate Courses and Programs (Credit Hour Based Tuition for Undergraduate Courses and Programs)

1. The proposed tuition rate is the in-state rate for undergraduate courses (currently \$163 per credit hour or \$489 per 3 credit hour undergraduate course)
2. Residents of the State of Arkansas will be charged the discounted rate of \$150 per graduate credit hour (or \$450 per 3 credit hour undergraduate course).
3. The proposed tuition rate will go into effect at the onset of the spring semester 2010.
4. All students pay an application fee (\$30.00) for the program.
5. If students pay for one course at a time, they pay an administrative fee (i.e., \$25.00) for each course.
6. Students do not pay any other fees to ASU, unless the student also enrolls for on-campus courses taken simultaneously.
7. If students remain enrolled continuously, their tuition for each course remains fixed; however, if they stop out and a higher tuition rate is imposed by ASU, they must pay the higher rate.

**Arkansas State University**

**Current Versus Proposed Tuition Comparison For Masters Courses Offered  
In Association with Higher Education Holdings, LLC\***

**Traditional Delivery Versus Distance Learning Delivery With Higher Education Holdings, LLC\***

**Scenario #1: Graduate Program, 30 Semester Credit Hours, Arkansas Resident or Participating School District**

Item	Traditional Delivery Cost	Dist. Lrng. Proposed Cost	Amount Difference	% Difference
Tuition	\$ 6,240	\$ 5,400	\$ (840)	-13%
Fees*	\$ 1,435	\$ -	\$ (1,435)	-100%
<b>Total</b>	<b>\$ 7,675</b>	<b>\$ 5,400</b>	<b>\$ (2,275)</b>	<b>-30%</b>

**Scenario #2: Graduate Program, 36 Semester Credit Hours, Arkansas Resident or Participating School District**

Item	Traditional Delivery Cost	Dist. Lrng. Proposed Cost	Amount Difference	% Difference
Tuition	\$ 7,488	\$ 6,480	\$ (1,008)	-13%
Fees*	\$ 1,717	\$ -	\$ (1,717)	-100%
<b>Total</b>	<b>\$ 9,205</b>	<b>\$ 6,480</b>	<b>\$ (2,725)</b>	<b>-30%</b>

**Scenario #3: Graduate Program, 30 Semester Credit Hours, Non-Arkansas Resident or Non-Participating School District**

Item	Traditional Delivery Cost	Dist. Lrng. Proposed Cost	Amount Difference	% Difference
Tuition	\$ 6,240	\$ 6,240	\$ -	0%
Fees*	\$ 1,435	\$ -	\$ (1,435)	-100%
<b>Total</b>	<b>\$ 7,675</b>	<b>\$ 6,240</b>	<b>\$ (1,435)</b>	<b>-19%</b>

**Scenario #4: Graduate Program, 36 Semester Credit Hours, Non-Arkansas Resident or Non-Participating School District**

Item	Traditional Delivery Cost	Dist. Lrng. Proposed Cost	Amount Difference	% Difference
Tuition	\$ 7,488	\$ 7,488	\$ -	0%
Fees*	\$ 1,717	\$ -	\$ (1,717)	-100%
<b>Total</b>	<b>\$ 9,205</b>	<b>\$ 7,488</b>	<b>\$ (1,717)</b>	<b>-19%</b>

\*N.B.: The application fee is not included in any calculations as it is the same calculation fee for admission to ASU

**Traditional Per Credit Hour Fees**

Athletic Fee	\$12.00
Student Union Fee	\$10.00
Information Technology Fee	\$10.00
Infrastructure Fee	\$4.00
Library Fee	\$6.00
Student Recreational Fee	\$5.00

**Traditional Per Semester Fees**

Arkansas Assessment	\$5.00
Student Activity Fee	\$20.00

Arkansas State University

Current Versus Proposed Tuition Comparison For Masters Courses Offered  
In Association with Higher Education Holdings, LLC\*

*Scenario #1: Graduate Program, 30 Semester Credit Hours, Arkansas Resident or Participating School District*

Current Cost	Proposed Cost	Amount Difference	% Difference
\$ 4,950	\$ 5,400	\$ 450	9%

*Scenario #2: Graduate Program, 36 Semester Credit Hours, Arkansas Resident or Participating School District*

Current Cost	Proposed Cost	Amount Difference	% Difference
\$ 4,950	\$ 6,480	\$ 1,530	31%

*Scenario #3: Graduate Program, 30 Semester Credit Hours, Non-Resident or Non-Participating School District*

Current Cost	Proposed Cost	Amount Difference	% Difference
\$ 4,950	\$ 6,240	\$ 1,290	26%

*Scenario #4: Graduate Program, 36 Semester Credit Hours, Non-Resident or Non-Participating School District*

Current Cost	Proposed Cost	Amount Difference	% Difference
\$ 4,950	\$ 7,488	\$ 2,538	51%

\*N.B.: The application fee is not included in any calculations as it is the same calculation fee for admission to ASU

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to assess a new program fee of \$250 per semester for students participating in the Academic Success Institute (ASI) associated with the change in admission standards for fall 2010.

**ISSUE:** The Board of Trustees must approve all fees.

**BACKGROUND:**

- Students who do not meet admission standards of an ACT of 17 or higher and a grade point average of 2.5 or higher, but whose ACT score is 14 or higher and high school grade point average is 2.2 or higher effective with the fall 2010 semester, may participate in the Academic Success Institute (ASI), and upon successful completion, may be fully admitted to Arkansas State University-Jonesboro.
- The ASI will require additional learning-support services for participants in the form of diagnostic testing, career inventories, tutoring, structured learning assistance, academic workshops, computer-based learning laboratories, counseling, peer mentoring, and other related services.
- Additional funding for both materials and human resources will be required to provide these learning-support services associated with the program.
- The program fee will be evaluated at the conclusion of the first year of the ASI program to determine if it is sufficient to cover the additional expenses of the program.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to assess a program fee of \$250 per semester for participants in the Academic Success Institute effective fall 2010.

  
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 assess a dedicated laboratory course fee of \$100 for English as a Second Language (ESL).

**ISSUE:** The Board of Trustees must approve all fees.

**BACKGROUND:**

- Arkansas State University is actively engaged in a globalization effort under the twin themes of "bringing the world to ASU" and "taking ASU to the world" in order to provide a more enriched learning environment for its students and to prepare them well for the challenges of a globally interconnected and highly competitive marketplace.
- In association with the first of these two themes, ASUJ seeks to recruit the best and brightest international students from around the world.
- Providing access to a high quality English as a Second Language (ESL) program is critical in recruiting well-qualified international students to the university.
- ASUJ has learned that international students in the ESL program who are required to participate in an English language lab course experience develop English competency more quickly than those international students who do not have this laboratory experience.
- ASUJ has created a computer laboratory for these students.
- It is expected that the ESL program will enroll approximately 300 students in the fall semester 2009, and that this laboratory course fee will generate revenue in the amount of \$30,000 per semester.
- Since the ESL program at ASUJ is self-funded, the purpose of this proposed \$100 course fee is to cover the associated costs of computer software for the ESL Lab and a lab supervisor.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to assess a dedicated laboratory fee of \$100 for English as a Second Language effective spring semester 2010.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Ed Kremers (870) 972-3303

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

**ISSUE:** ASUJ wishes to contract with certain athletic personnel to conduct private athletic camps on the ASUJ campus. Camps are designed to bring future students to ASUJ due to their exposure to its facilities and personnel 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. Employees are required to take vacation during these camp periods.
- 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 the use of institutional resources which will produce significant revenues in support of the auxiliary functions of the particular campus serving its enrolled students.
- The proposed contract complies with Act 707 of 1981.
- The 2009 fall contract is as follows:
  - Tommy Raffo (Head Baseball Coach) for:
    - Tommy Raffo Fall League Camp
    - Tommy Raffo Fall Prospect Camp

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to enter into an agreement for the purpose of allowing certain athletic personnel to conduct private athletic camps on and in ASUJ campus facilities.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Ed Kremers (870) 972-3303

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to request positions from the "growth pool" managed by the Arkansas Department of Higher Education (ADHE).

**ISSUE:** The Board of Trustees must grant the campuses the authority to request positions from the pool.

**BACKGROUND:**

- Appropriation acts outline the number of positions each campus can establish. At any given time a campus may budget all existing positions and have a need for additional positions. The General Assembly during the last legislative session established a "growth pool" of 250 positions to be used based on need.
- Because of significant enrollment growth in the international student population, ASUJ needs additional faculty positions from the growth pool in order to provide instructors for additional classes.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to request positions from the "growth pool" managed by the Arkansas Department of Higher Education.

  
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 and deliver academic courses and academic programs outside of the United States.

**ISSUE:** The Board of Trustees must approve all geographical locations at which academic programs and academic courses are offered and delivered.

**BACKGROUND:**

- This proposal has been reviewed through the shared governance process and has met with support from all constituents except for the Graduate Student Council.
- 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 academic courses and academic programs outside of the United States enhances the status and reputation of ASUJ globally and enables ASUJ to recruit well-qualified international students to the university while at the same time affording ASUJ personnel the opportunity to teach in foreign countries.
- ASUJ will offer and deliver courses at partner institutions and will not construct or purchase any facilities.
- ASUJ will obtain all necessary regulatory authorization upon approval by the board.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to offer and deliver academic courses and academic programs outside of the United States 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 Doctoral Minor in Statistics option for students enrolled in doctoral programs.

**ISSUE:** The Board of Trustees must approve all new academic offerings.

**BACKGROUND:**

- Student and faculty feedback and increasing enrollment in graduate-level statistics courses point to a growing need and interest in statistical knowledge.
- The Doctoral Minor in Statistics offers an opportunity for ASU doctoral students to pursue a focused set of graduate courses and gain core competency and experience in statistical design and analysis skills.
- The objective of the Doctoral Minor in Statistics is to provide education and training for interested students whose doctoral research includes a substantial amount of statistical methodology or data analysis. These students will benefit from a broad and enriched perspective in the fundamentals and applications of statistics.
- Graduate students in many disciplines find their graduate and subsequent careers richer for a solid foundation in statistical design and analysis skills.
- The Doctoral Minor in Statistics distinction will enhance employment opportunities for students who have interest in a research career, be it academic or government/business oriented.
- All courses are currently taught on a regular basis so no new funding is required to support this new minor.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to offer a Doctoral Minor in Statistics beginning spring semester 2010.

  
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 make program deletions and program title corrections.


**ISSUE:** The Board of Trustees must approve changes in academic programs.

**BACKGROUND:**

- ASUJ periodically deletes programs no longer necessary to serve the student population.
- ASUJ also corrects the titles of existing programs to accurately describe current courses of instruction.
- The attached list of program deletions and program title corrections contains the changes needed by ASUJ to accurately reflect the current course offerings.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to make the program deletions and program title corrections as reflected on the attached list effective immediately.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**Arkansas State University-Jonesboro Academic Program Corrections**

<b>Program Deletions</b>				
<b>Award</b>	<b>CIP Code</b>	<b>Degree Code</b>	<b>Program</b>	<b>Comments</b>
Associate of Science (AS)	13.1309	1215	Technical - Vocational Education	Program does not meet requirements for Associate of Science degree; requirements are for an Associate of Applied Science degree. The program has no enrollment and has been inactive.
Certificate of General Studies (CGS)	24.0101	0050	General Studies	Program is inactive and has no interest. No CGS awards have been made.
Associate of Science (AS)	52.0401	0920	Business Systems	Program changed to Associate of Science in Computer and Information Technology. This program is no longer offered.
Educational Specialist (EdS)	13.1101	5060	Counselor Education - College Student Personnel Services	Program no longer offered.
Executive Master of Business Administration (EMBA)	52.0201	5575	Business Administration	Program never offered. College of Business will resubmit program proposal when prepared to offer program.
Graduate Certificate (GC)	43.0103	2360	Criminal Justice	Certificate never offered. Department will resubmit certificate proposal when prepared to offer certificate.
Technical Certificate (TC)	52.0401	4850	Secretarial Science	Certificate no longer offered. Carry over, in part, from Technical Center – Marked Tree.
Master of Science in Education (MSE)	13.0408	6730	Educational Leadership - Curriculum & Instruction	Wrong degree title; same as MSE Curriculum and Instruction.
Bachelor of Science (BS)	11.0101	2380	Computer Applications	Previously deleted by ASU but not removed from Academic Program List. Replaced by BS Computer Science degree.
Bachelor of Science (BS)	13.1314	3000	Physical Education	Previously deleted by ASU but not removed from Academic Program List. Replaced by BS Exercise Science degree in 2002.
Bachelor of Science (BS)	52.0903	3260	Transportation	Previously deleted by ASU but not removed from Academic Program List. Replaced with Logistics Emphasis in Management.
Bachelor of Science (BSE)	13.1001	4040	Special Education - Mild Disabilities (K-12 or Elementary)	Previously deleted by ASU but not removed from Academic Program List. Special Education may be offered only as graduate degree or emphasis in BSE program which exists in the BSE Early Childhood degree.

Master of Science in Education (MSE)	13.1005	6960	Special Education - Emotionally Disturbed	Previously deleted by ASU but not removed from Academic Program List. Changes in licensure requirements – offered as part of current MSE Special Education P-4 or 4-12 degrees.
Master of Science (MSE)	13.1314	6410	Physical Education	Previously deleted by ASU but not removed from Academic Program List. Replaced by MS Exercise Science degree.
Educational Specialist (EdS)	13.0408	5080	Educational Leadership - Elementary Principalship	Previously deleted by ASU but not removed from Academic Program List. Only EdS Educational Leadership – no emphasis in title. (Old title reflects licensure, not degree.)
Educational Specialist (EdS)	13.0408	5090	Educational Leadership - Secondary Principalship	Previously deleted by ASU but not removed from Academic Program List. Only EdS Educational Leadership – no emphasis in title. (Old title reflects licensure, not degree.)
Educational Specialist (EdS)	13.0408	5105	Educational Leadership – Special Education Program Administration	Previously deleted by ASU but not removed from Academic Program List. Only EdS Educational Leadership – no emphasis in title. (Old title reflects licensure, not degree.)
Bachelor of Science (BS)	13.1210	2440	Early Care and Education	Requirements for degree and licensure have changed; program will be resubmitted.
Master of Science in Education (MSE)	13.0408	6740	Educational Leadership - Elementary Principalship	Previously deleted by ASU but not removed from Academic Program List. Only EdS Educational Leadership – no emphasis in title. (Old title reflects licensure, not degree.)
Master of Science in Education	13.1202	6780	Elementary Education	Degree changed to Midlevel Education (MLEED)

Program Title Corrections				
Award	CIP Code	Degree Code	Program	Comments
Bachelor of Science in Agriculture (BSA)	01.0102	3430	General Agriculture	Name Change to Agricultural Science
Bachelor of Science (BSE)	13.1303	3710	Business Education	Name Change to Business Technology
Master of Science in Education (MSE)	13.1303	6660	Business Education	Name Change to Business Technology
Bachelor of Science (BS)	11.0301	2400	Management Information Systems	Name Change to Computer and Information Technology
Bachelor of Science in Education (BSE)	13.1210	3760	Early Childhood/Elementary Education	Name Change to Early Childhood
Educational Specialist (EdS)	13.0408	5100	Educational Leadership - Superintendency	Name Change to EdS Educational Leadership – no emphasis in title
Master of Science in Education (MSE)	13.0408	6750	Educational Leadership - Secondary Principalship	Name Change to MSE Educational Leadership– no emphasis in title

**EXECUTIVE SUMMARY**

Contact: Cristian Murdock (870)-680-4204

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to revise the Faculty Handbook to modify the wording for the Honors Awards Committee for the purpose of clarifying its membership.

**ISSUE:** The Board of Trustees must approve all modifications to the Faculty Handbook.

**BACKGROUND:**

- This recommended language is designed to simplify the current membership of the Honors Awards Committee by removing specific job positions and allocating membership based on the three representative groups, faculty, staff and students.
- The current wording provides that the Coordinator of Special Events is responsible for organizing the meetings of the committee. That position no longer exists within the university and the language should be amended to reflect the authority of the vice chancellor for University Advancement to designate a chair to call meetings.
- The current wording does not specify staggered three year terms for faculty and staff to provide continuity to the committee; one year terms for student representatives.
- The final revised proposal was reviewed under the shared governance procedure and is attached as Exhibit 1.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to amend its Faculty Handbook to incorporate the recommended language changes regarding the Honors Awards Committee included in Exhibit 1, effective September 25, 2009.



Howard L. Slinkard, Secretary



Florine Tousant Milligan, Vice Chair

## **Exhibit 1**

### **Honors Awards Committee**

The Honors Awards Committee selects the recipient of the Wilson Award, the University's highest student honor. The committee also selects the recipients of the Distinguished Service Awards, which are granted each year to graduating seniors who have demonstrated outstanding qualities of leadership and citizenship. The Honors Awards Committee reports to the Vice Chancellor for University Advancement.

Membership consists of three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate (two members should be from Student Affairs with another being appointed from another area of the University); the SGA President Pro Tem; the Black Student Association President; and the IFC President or NPC President, depending on their graduation date (in the event one of the above student representatives is unable to serve the ASPHC President or SGA Graduate Senator may be asked to serve); and three Wilson Fellows selected by the leadership of the Wilson Fellows from former Wilson Award winners. All faculty and staff will serve staggered three year terms. Student members will serve one year terms. The vice chancellor for University Advancement's designee will serve as the ex-officio, nonvoting chair. The chair is responsible for scheduling the meetings of the committee.

**EXECUTIVE SUMMARY**

Contact: Dan Howard (870) 972-2030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to revise the Faculty Handbook to include a new shared governance committee for the purpose of reviewing appeals of admission decisions and to transfer this responsibility from the existing shared governance committee.

**ISSUE:** The Board of Trustees must approve all ASUJ Faculty Handbook changes.

**BACKGROUND:**

- The Undergraduate Admission, Graduation, and Academic Credit Appeals Committee would like to separate the duties currently listed for this committee with regard to appeal of admission decisions.
- The current committee structure and membership will remain intact and become the Undergraduate Graduation and Academic Appeals Committee.
- The function of reviewing the appeal of admission decisions will become the responsibility of a new committee, the Undergraduate Admission Appeals Committee.
- Appeals for both prospective students (admission) and current students (graduation and academic credits) are heavily burdensome on the committee as they both occur in the same time frame each semester.
- The final revised proposal showing recommended changes is attached as Exhibit 1.
- This change in committee responsibility will better serve our students.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to revise the Faculty Handbook to incorporate the recommended changes included in Exhibit 1, to implement such changes immediately, and to conform language in the Faculty Handbook to these changes effective September 25, 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair



**Exhibit 1.**

**1.c.3, page 15, Academic Shared Governance Committees list will read:**

- **Academic Budget Committee**
- **Academic Hearing Committee**
- **Education and Technology Committee**
- **Faculty Achievement Awards Committee**
- **Faculty Handbook Committee**
- **Faculty Research Awards Committee**
- **General Education Committee**
- **Graduate Council**
- **Honors Council**
- **Sponsored Programs Committee**
- **Undergraduate Admission Appeals Committee**
- **Undergraduate Curriculum Committee**
- **Undergraduate Enrollment and Academic Policy Committee**
- **Undergraduate Graduation and Academic Appeals Committee**
- **University Promotion, Retention, and Tenure Committee**

**1.c.5, page 21, strike Undergraduate Admission, Graduation, and Academic Credit Appeals Committee and substitute:**

**Undergraduate Admission Appeals Committee**

The Undergraduate Admission Appeals Committee will serve as an appeals committee for students contesting decisions of college admission. Committee decisions will be forwarded to the office of the Vice Chancellor for Student Affairs for final action.

Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, Director of Admissions, and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The Committee will elect a chair at the beginning of each academic year.

1.c.5, page 22, add the following immediately before University Promotion, Retention, and Tenure Committee:

Undergraduate Graduation and Academic Credit Appeals Committee

This Committee will serve as an appeals committee for students contesting decisions on university requirements for graduation and academic credit.

Committee decisions will be forwarded to the office of the Vice Chancellor for Academic Affairs and Research for final action with a copy to the Vice Chancellor for Student Affairs.

Membership will consist of a faculty representative from each college and three students (one-year terms) appointed by the SGA. The Chancellor's designee, the Registrar, a representative from the Office of Student Affairs and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, nonvoting members. The committee will elect a chair at the beginning of each academic year.

**ARKANSAS STATE UNIVERSITY  
BOARD OF TRUSTEES**

**RESOLUTION**

**A resolution for the recognition of significant contributions to  
Arkansas State University-Jonesboro  
by  
Steve and Sharon Bryant**

**WHEREAS**, the Board of Trustees has retained to itself the authority to name facilities of the university; and

**WHEREAS**, Steve and Sharon Bryant have made significant contributions to Arkansas State University-Jonesboro and its students; and

**WHEREAS**, Steve and Sharon Bryant are recognized leaders in Arkansas's Pharmaceutical Industry and a supporter of the ASU Athletic program;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Arkansas State University, that the Head Football Coach's Suite in the ASU Football Facility on the campus of Arkansas State University-Jonesboro shall be known henceforth as:

**Steve and Sharon Bryant  
Head Football Coach's Suite**

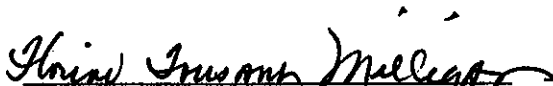
**DULY ADOPTED AND APPROVED** this 25th day of September 2009



Leslie Wyatt, President



Mike Medlock, Chair



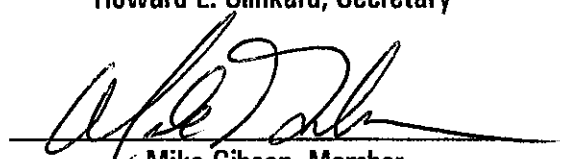
Florine Tousant Milligan, Vice Chair



Howard L. Slinkard, Secretary



Ron Rhodes, Member



Mike Gibson, Member

**EXECUTIVE SUMMARY**

Contact: Eugene McKay (501) 882-8956

**ACTION ITEM:** Arkansas State University-Beebe requests approval of its proposed 2010-2014 Strategic Plan.

**ISSUE:** The Board of Trustees must approve all strategic plans.

**BACKGROUND:**

- ASU-Beebe has completed a comprehensive evaluative process relative to its institutional and accreditation planning, determining areas in which it plans to focus its efforts over the next five years.
- ASU-Beebe faculty and staff contributed to the strategic planning process that resulted from the evaluative process.
- Over the course of approximately 10 months, Arkansas State University-Beebe developed a new Strategic Plan for the years 2010-2014 through extensive analysis of institutional strengths, weaknesses, and opportunities.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the 2010-2014 Strategic Plan for Arkansas State University-Beebe is approved effective September 25, 2009.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

# Arkansas State University-Beebe

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## MISSION, VISION, AND CORE VALUES 2010-2014

### MISSION

Transforming lives through quality learning experiences.

### VISION

With 10,000 credit and 5,000 non-credit students, Arkansas State University-Beebe will become a comprehensive university of choice that enriches lives and equips students to become life-long learners capable of achieving excellence within an ever-changing global society.

### CORE VALUES

While strengthening our practice of being student-centered, we will guide our internal conduct as well as our relationships with those we serve by applying the values of access, diversity and global awareness, integrity, and excellence.

**Student-centered:** We value a student-centered culture by focusing on the needs, abilities, interests and education of our students as our highest priority.

**Access:** We value access to educational opportunities by providing multiple locations and diverse programs and delivery methods.

**Diversity and Global Awareness:** We value the opportunity to assist our students and employees to increase their exposure to and understanding of our diverse local, state and global societies and their impact on cultural and economic well-being.

**Integrity:** We value integrity by having honesty and truthfulness in the consistency of our actions, methods, and principles.

**Excellence:** We value continuous improvement and strive for excellence by accomplishing our tasks with distinction.

# Arkansas State University-Beebe

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## STRATEGIC PLAN 2010-2014

### STRATEGIC GOALS AND OBJECTIVES

#### **1. PROVIDE LEARNING EXPERIENCES DESIGNED TO SUPPORT THE DIVERSITY OF OUR STUDENTS' NEEDS AND ASPIRATIONS.**

To meet the learning needs of those we serve, we will:

- 1.1-- Determine the educational needs of our constituent communities.
- 1.2-- Maintain the safety and security levels of our campuses by developing and implementing a comprehensive emergency and crisis management system.
- 1.3-- Educate and train employees to understand their role in contributing to student learning and success.
- 1.4-- Prepare and expand services and program offerings at Little Rock Air Force Base in anticipation of increased enrollment.
- 1.5-- Train and encourage faculty to incorporate active learning methods in the classroom.
- 1.6-- Increase provision of alternate educational delivery methods, including distance education.
- 1.7-- Increase access to educational opportunities to enable all students to achieve their educational and life-long learning goals.

#### **2. INCREASE ENROLLMENT, RETENTION RATES AND GRADUATION RATES**

To facilitate an enrollment increase every year, which will require both an increase in the number of new students per year and an increase in the number of students retained until they complete their educational goals, we will implement the following objectives:

- 2.1-- Redefine the role of the Enrollment Management Team and update the Enrollment Management Plan.
- 2.2-- Develop and implement a comprehensive marketing/student recruitment plan.
- 2.3-- Review the current offerings for new student orientation and recommend a comprehensive program that will increase the success of our students.
- 2.4-- Review and update our Financial Aid procedures and processes.
- 2.5-- Develop and implement a comprehensive basic skills (developmental education) program.
- 2.6-- Develop and implement a plan with enrollment benchmarks to address needs as a result of enrollment growth, i.e., staff, supplies, facilities, equipment, etc.
- 2.7-- Develop and implement an academic advising model that focuses on creating educational plans, tracking student progress, and developing student self-sufficiency.

# Arkansas State University-Beebe

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## **3. ADVANCE THE ECONOMIC DEVELOPMENT EFFORTS OF OUR REGION**

To advance the economic efforts of our region, we will implement the following objectives:

- 3.1-- Be involved with local Chambers of Commerce and the State Chamber of Commerce and serve on and contribute to the success of their committees targeting local and regional economic development activities.
- 3.2-- Participate in local Chambers of Commerce leadership efforts to develop county-wide economic development plans in accordance with the Governor's Summit on Education and Economic Development.
- 3.3-- Identify and meet the education and training needs of the natural gas industry operating in the Fayetteville Shale Play Formation of Arkansas.
- 3.4-- Pursue greater involvement with business and industry through local Workforce Training Consortia.
- 3.5-- Pursue opportunities in entrepreneurship training in order for students to have first-hand knowledge and experience in owning and operating a successful business.
- 3.6-- Participate in any statewide or regional consortia efforts supporting economic and workforce development.
- 3.7-- Participate with local Workforce Investment Boards (WIB) as well as obtain opportunities to serve on local and regional economic development committees.

## **4. DEVELOP AND MAINTAIN A CULTURE OF ASSESSMENT TO IMPROVE STUDENT SUCCESS**

To build a culture of assessment and continuous improvement, we will:

- 4.1-- Develop an Institutional Effectiveness Assessment Plan, including a Planning Model, which will evaluate functions of the university.
- 4.2-- Implement, use, and maintain an assessment software package which will allow for easy access and tracking of assessment activities, including the results of changes made based on assessment data.
- 4.3-- Provide education and training opportunities on assessment.
- 4.4-- Continue to improve and update our Student Learning Outcomes Assessment Plan, which evaluates academic courses and programs, including the development of a schedule for evaluation.
- 4.5-- Develop a method to keep the university up-to-date on the Higher Learning Commission self-study process and activities, as well as other accreditation activities.
- 4.6-- Develop and implement a recognition program for exemplary programs that support a culture of assessment to improve student learning and success.

# Arkansas State University-Beebe

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## **5. RECRUIT AND RETAIN OUTSTANDING UNIVERSITY EMPLOYEES**

To ensure the university will have well qualified faculty and staff, ASU-Beebe will implement the following objectives:

- 5.1-- Implement comprehensive professional development program to prepare employees for advancement opportunities.
- 5.2-- Develop and implement strategies to recruit and retain minority faculty, staff and administrators.
- 5.3-- Implement strategies to employ existing faculty and staff as efficiently as possible and to increase positions as necessary to support university growth.
- 5.4-- Develop university intranet to improve communication among employees and campuses.
- 5.5-- Implement strategies to provide competitive salaries at all employee levels.
- 5.6-- Enhance faculty and staff morale by expanding employee recognition programs.

## **6. DEVELOP AND MANAGE OUR FUNDING RESOURCES**

To provide affordable educational opportunities to students, we will implement the following objectives:

- 6.1-- Allocate resources based on priorities identified through the Strategic Plan.
- 6.2-- Submit grant proposals for external funding to governmental and private sources.
- 6.3-- Increase fundraising activities through an organized campaign to attract more private donations, gifts and endowments.
- 6.4-- Strengthen governmental liaison efforts with state and federal legislators for more effective communication of specific funding needs.



**EXECUTIVE SUMMARY**

Contact: Ed Coulter (870) 508-6100

**ACTION ITEM:** Arkansas State University-Mountain Home (ASUMH) requests approval to borrow a sum sufficient to complete Phase II of the Vada Sheid Community Development Center.

**ISSUE:** The Board of Trustees must approve all requests for financing for the campuses.

**BACKGROUND:**

- ASUMH is constructing the Vada Sheid Community Development Center which will contain an auditorium, convention center, great hall/art gallery, catering kitchen, library, and outdoor amphitheater.
- Nabholtz Construction is on site building Phase I of the project consisting of the building shell and landscaping. Phase I has been fully funded.
- Phase II of the project will complete the shell spaces in the auditorium, great hall/art gallery, and conference rooms.
- It would be advantageous for ASUMH to keep the contractor on site continuing to work on the project if additional funding can be made available to complete Phase II. If the contractor left the site and had to return at a future time, the cost of general conditions would double.
- ASUMH would like to borrow from local banks an amount of \$2.5 million to continue the construction with Nabholtz on Phase II of the project.
- Phase III consisting of the library, undesignated space, and convention center will remain as shell space to be completed at a later date as funds become available.
- The \$2.5 million loan would not exceed 20 years at an average interest rate not to exceed 5.50%. The loan is being secured from a group of local banks.

**EXECUTIVE SUMMARY**

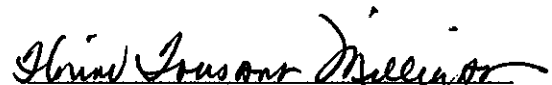
Contact: Ed Coulter (870) 508-6100

- The project debt service is estimated to be from \$185,000 to \$210,000 per annum. The maintenance costs for the facility are estimated at \$3.85 per square foot, or \$250,000 total per annum. The source of funds for the debt service is tuition and fees, and the source of funds to maintain the building is facility usage income, private gifts and grants.
- ASUMH has calculated the additional debt to be added on to the existing debt and the total debt is at 24.6% of tuition, fees and millage taxes annually. The Arkansas Department of Higher Education Coordinating Board (AHECB) requires that the annual debt service not exceed 25% of tuition, fees, and millage taxes for ASUMH.
- This loan information was sent to the Arkansas Department of Higher Education after the Board of Trustees adopted Resolution 09-69 on June 23, 2009. The AHECB approved the loan on July 31, 2009.
- This resolution is being adopted to clarify the pledge language necessary to repay the loan so the loan will be tax-exempt and bank qualified. This will keep the interest rate as low as possible.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Mountain Home is approved to borrow \$2.5 million for the purpose of completing Phase II of the Vada Sheid Community Development Center under the conditions set out in this resolution.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

**EXECUTIVE SUMMARY**

Contact: Larry Williams (870) 512-7851

**ACTION ITEM:** Arkansas State University-Newport requests approval to offer a Technical Certificate in Surgical 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:**

- A Surgical Technology Program has been requested by the college's Allied Health Advisory Committee.
- The 42 credit-hour curriculum will allow students significant exposure to operating room techniques and all the requirements of the career.
- All new course equipment and startup supplies will be purchased using a Department of Labor grant obtained through the Arkansas Delta Training and Education Consortium.
- After completion of the Technical Certificate in Surgical Technology, students will be eligible to apply for the national certifying exam and will be employable in hospital operating rooms and one-day surgery centers.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Newport is approved to offer the Technical Certificate in Surgical Technology effective fall semester 2010.

  
Howard L. Slinkard, Secretary

  
Florine Tousant Milligan, Vice Chair

ARKANSAS STATE UNIVERSITY-JONESBORO  
ACADEMIC APPOINTMENTS  
(Prepared for the Media)  
September 25, 2009

**ABRAHAMSON, ALAINA**

Temporary Instructor in Athletic Training  
Effective: August 16, 2009

**ALI, HASHIM**

Assistant Professor of Chemistry  
Effective: August 16, 2009

**BEASLEY, DAVID**

Dean of the College of Engineering and Tenured Professor of Engineering  
Effective: August 16, 2009

**BENJAMIN, EARL**

Assistant Professor of Chemistry  
Effective: August 16, 2009

**BHATTACHARYA, GAURI**

Associate Professor of Social Work  
Effective: August 16, 2009

**BOND, SHERRIS**

Temporary Instructor in Early Childhood  
Effective: August 16, 2009

**BOTTS, TINA**

Instructor and Diversity Dissertation Teaching Fellow of Law & Philosophy  
Effective: August 16, 2009

**BOUNDS, DIANNE**

Temporary Mathematics Instructional Specialist  
Effective: July 1, 2009

**BOWMAN, MELANY**

Temporary Instructor in Spanish  
Effective: August 16, 2009

**CHOI, JEONGHEE**

Instructor in Early Childhood  
Effective: August 16, 2009

**CZOBOR-LUPP, MIHAELA**

Visiting Assistant Professor of Political Science  
Effective: August 16, 2009

**DODSON, THOMAS**

Associate Professor of School Counseling  
Effective: August 16, 2009

**GAINES, GENE'**

Instructor, Coordinator of Teaching Internship and Field Experiences for Off-Campus Sites (Arkansas Delta Training and Education Consortium)  
Effective: July 1, 2009

**HENDERSON, KATHRYN**

Assistant Professor of English  
Effective: August 16, 2009

**HINKLE, WILLIAM**

Assistant Professor of Communication Disorders  
Effective: August 16, 2009

**HONG, YOUNG JOON**

Assistant Professor of Social Work  
Effective: August 16, 2009

**HWANG, YEONSANG**

Assistant Professor of Civil Engineering  
Effective: August 16, 2009

**KIM, KYOUNG JIN**

Instructor in Early Childhood  
Effective: August 16, 2009

**KOIZUMI, HIDEYA**

Assistant Professor of Chemistry  
Effective: August 16, 2009

**LIMBECK, HANNE PARDOS**

Temporary Instructor in German  
Effective: August 16, 2009

**MOORE, FARA FLOYD**

Temporary Instructor in Reading

Effective: August 16, 2009

**MORRIS, DENNIS**

Assistant Professor of Agriculture/Spatial Technology

Effective: August 16, 2009

**NOVOBILSKI, ANDREW**

Dean of the College of Sciences & Mathematics & Tenured Professor of Computer Sciences

Effective: July 1, 2009

**PAN, PO-LIN**

Assistant Professor of Radio-Television

Effective: August 16, 2009

**PATEL, PARESH**

Director/Assistant Professor of Renewable Energy Technology (Arkansas Delta Training and Education Consortium)

Effective: August 16, 2009

**SAVITSKIE, KATRINA**

Assistant Professor of Marketing (Arkansas Delta Training and Education Consortium)

Effective: August 16, 2009

**SAWYER, JACOB**

Temporary Instructor in Biological Sciences

Effective: August 16, 2009

**SHARMA, RAJESH**

Assistant Professor of Renewable Energy Technology (Arkansas Delta Training and Education Consortium)

Effective: August 16, 2009

**SIKKEL, PAUL**

Assistant Professor of Biology

Effective: August 16, 2009

**TUNNO, FEREBEE**

Assistant Professor of Statistics

Effective: August 16, 2009

**WARBY, RICHARD**

Assistant Professor of Chemistry

Effective: August 16, 2009

**WEIMER, STEVEN**

Temporary Assistant Professor of Philosophy

Effective: August 16, 2009

**WELLS, NATHAN**

Assistant Professor of Equine Management Agriculture

Effective: August 16, 2009

**WILCOXSEN, JESSA MARIE**

Temporary Assistant Professor of Graphic Design

Effective: August 16, 2009

**ARKANSAS STATE UNIVERSITY-BEEBE  
ACADEMIC APPOINTMENTS  
(Prepared for Media)  
September 25, 2009**

**BARTLETT, TIMOTHY**

Assistant Professor of Music  
Effective Date: August 1, 2009

**COLEY, KRISTIE**

Director of Veterinary Technology Program and Associate Professor of Veterinarian Technology  
Effective Date: August 16, 2009

**FISHER, SHAWN**

ASU-Heber Springs  
Instructor of History/Education  
Effective Date: August 15, 2009

**HINKLE, ALLEN**

ASU-Searcy Regional Career Center at Bald Knob  
Instructor of Power Sports Technology  
Effective Date: August 19, 2009

**KUTSCH, JESSICA**

Veterinary Technician/Instructor of Veterinarian Technology  
Effective Date: September 16, 2009

**MARTIN, TAMMYE**

Laboratory Instructor of Microbiology  
Effective Date: August 1, 2009

**WEST, ALISON**

ASU-Heber Springs  
Instructor of Mathematics  
Effective Date: August 15, 2009



**ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME**  
**ACADEMIC APPOINTMENTS**  
**(Prepared for the Media)**  
**September 25, 2009**

**HARGROVE, DEBRA**

Instructor of Art  
Effective: August 17, 2009

**MAGEE, DAVID A.**

Director of EMT/Paramedic  
Effective: August 17, 2009

**PRIEST, SHEILA**

Instructor of Sociology  
Effective: August 17, 2009

**PROCTOR, BRANDY**

Instructor of Developmental Studies  
Effective: August 17, 2009

**SHURLEY, ROBERT**

Instructor of Mathematics  
Effective: August 17, 2009

**SISCO, JESSICA**

Instructor of English  
Effective: August 17, 2009

**ARKANSAS STATE UNIVERSITY-NEWPORT  
ACADEMIC APPOINTMENT  
(Prepared for the Media)  
September 25, 2009**

**VOJTA, TRACI  
Cosmetology Instructor  
Effective: August 17, 2009**

**ARKANSAS STATE UNIVERSITY-JONESBORO**  
**ACADEMIC REASSIGNMENTS OF DUTY**  
**(Prepared for the Media)**  
**September 25, 2009**

**BALL, JERRY**

**From:** Full-time teaching, Department of English and Philosophy  
**To:** Interim Chair, Department of English and Philosophy  
**Effective:** August 16, 2009

**CARR, CHARLES**

**From:** Chair, Department of English and Philosophy  
**To:** Full-time teaching, Department of English and Philosophy  
**Effective:** August 16, 2009

**CLIFFT, RICKY**

**From:** Associate Dean, College of Engineering  
**To:** Full-time teaching, College of Engineering  
**Effective;** August 16, 2009

**HATCH, KEN**

**From:** Full-time teaching, Department of Music  
**To:** Interim Chair, Department of Music  
**Effective:** July 1, 2009

**HOGUE, GINA**

**From:** Full-time teaching, Department of History  
**To:** Chair, Department of History  
**Effective:** July 1, 2009

**HOWARD, G. DANIEL**

**From:** Vice Chancellor for Academic Affairs and Research  
**To:** Executive Vice Chancellor and Provost  
**Effective:** July 1, 2009

**HRONEK, PAM**

**From:** Chair, Department of History  
**To:** Full-time teaching, Department of History  
**Effective:** July 1, 2009

**MANESS, DON**

**From:** Associate Dean, College of Education  
**To:** Dean, College of Education  
**Effective:** August 16, 2009

**O'CONNOR, CAROL**

From: Associate Dean, College of Humanities and Social Sciences  
To: Interim Dean, College of Humanities and Social Sciences  
Effective: July 1, 2009

**O'CONNOR, TOM**

From: Chair, Department of Music  
To: Full-time teaching, Department of Music  
Effective: July 1, 2009

**OWENS, RUTH**

From: Full-time teaching, Department of World Languages and Cultures  
To: Interim Associate Dean, College of Humanities and Social Sciences  
Effective: August 1, 2009

**QUINN, TINA**

From: Chair, Department of Accounting;  
Chair, Department of Computer and Information Technology  
To: Full-time teaching, Department of Accounting  
Effective: July 1, 2009

**RICHARDSON, MELANIE**

From: Advisor, University College  
To: Fellow, Diversity Office  
Effective: July 1, 2009

**ROBERTSON, JOHN**

From: Full-time teaching, Department of Accounting  
To: Chair, Department of Accounting;  
Chair, Department of Computer and Information Technology  
Effective: July 1, 2009

**SUSTICH, ANDY**

From: Dean of Graduate School; Dean of Honors College;  
Interim Dean, College of Sciences and Mathematics  
To: Dean of Graduate School; Dean of Honors College  
Effective: July 1, 2009

**TRAUTH, STAN**

From: Full-time teaching, Department of Biological Sciences  
To: Interim Chair, Department of Biological Sciences  
Effective: July 1, 2009

**ARKANSAS STATE UNIVERSITY-JONESBORO  
NON-ACADEMIC APPOINTMENTS**

(Prepared for Media)

September 25, 2009

**BECKER, SHARON**

Director of Career Services

Effective: July 1, 2009

**DOOLEY, KRISTIN**

Research Associate, ABI

Effective: June 2, 2009

**FEIG, DANIEL**

Assistant Director of Athletics

Effective: July 20, 2009

**INGRAM, JUSTIN**

Head Women's Volleyball Coach

Effective: May 16, 2009

**MCMAHON, JULIE ANN**

Assistant Dean of Students/Assistant Director of Residence Life

Effective: April 27, 2009

**SULLIVAN, JENNIFER**

Assistant Women's Basketball Coach

Effective: June 16, 2009

**WHITEHEAD, ROBYN HOUSE**

Wellness Coordinator

Effective: July 27, 2009

**ARKANSAS STATE UNIVERSITY-BEEBE  
NON-ACADEMIC APPOINTMENTS  
(Prepared for Media)  
September 25, 2009**

**BOYETT, JAMES "CHRIS"**

Vice Chancellor for Arkansas State University-Heber Springs  
Effective Date: August 1, 2009

**DURHAM, RHONDA**

Interim Director of Distance Learning Program  
Effective Date: August 16, 2009

**FREE, RIKKY**

Website Coordinator  
Effective Date: July 1, 2009

**MARTIN, KRYSTAL**

Director of Student Success and Retention  
Effective Date: July 1, 2009

**MONEY, DAVID**

ASU-Searcy  
Director of Economic Development  
Effective Date: July 1, 2009

**VERSER, DIANDRA**

ASU-Heber Springs  
Student Development Specialist in the Learning Center  
Effective Date: September 1, 2009

**ARKANSAS STATE UNIVERSITY-NEWPORT  
NON-ACADEMIC APPOINTMENTS  
(Prepared for the Media)  
September 25, 2009**

**PHILLIPS, MONIKA**

Director of Grants Management  
Effective: August 1, 2009

**WEBB, LEE**

Director of Procurement  
Effective: August 16, 2009

**ARKANSAS STATE UNIVERSITY-JONESBORO  
NON-ACADEMIC REASSIGNMENTS OF DUTY  
(Prepared for the Media)  
September 25, 2009**

**HENDRIX, MENDY**

**From:** Computer Tech II, University Advancement  
**To:** Research Assistant, University Advancement  
**Effective:** July 16, 2009

**MOORE, ERIN**

**From:** Secretary II, Advisement Services  
**To:** Academic Advisor, Advisement Services  
**Effective:** July 1, 2009



**ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME  
NON-ACADEMIC REASSIGNMENT OF DUTY  
(Prepared for the Media)  
September 25, 2009**

**BAILEY, PAT**

**From:**

**Vice Chancellor of Academic and Student Affairs**

**To:**

**Provost and Vice Chancellor of Academic and Student Affairs**

**Effective:**

**October 1, 2009**

**ARKANSAS STATE UNIVERSITY-NEWPORT  
NON-ACADEMIC REASSIGNMENT OF DUTY  
(Prepared for the Media)  
September 25, 2009**

**STRIPLING, ASHLEY**

**From: Career Pathways Community Outreach  
To: Director of Student Services at Arkansas State University-Newport Technical Center-Marked  
Tree and Jonesboro  
Effective: July 15, 2009**