

**AGENDA**  
**ARKANSAS STATE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**September 23, 2016**  
**1:00 p.m.**  
**ASU-Jonesboro**

- I. Call to Order  
Howard Slinkard, Chair
  
- \*II. Approval of the Minutes of Past Meetings  
May 13, 2016  
June 1, 2016
  
- III. President's Report  
Reports of the Chancellors
  
- \*IV. Agenda
  - Proposed ASU System Resolutions
    - Resolution approving the ASU System to refund ASU-Jonesboro Housing System Revenue Refunding and Construction Bonds, Series 2007
    - Resolution approving the ASU System to refund ASU-Jonesboro Student Fee (Consolidated Building System) Revenue Bonds, Series 2007
  
  - Proposed ASU-Jonesboro Resolutions
    - Resolution approving ASU-Jonesboro to name an area in the Humanities and Social Sciences Building
    - Resolution approving ASU-Jonesboro to name the Black Box Experimental Teaching Theatre in the Fowler Center
  
  - Proposed ASU-Beebe Resolution
    - Resolution approving ASU-Beebe to offer an Associate of Applied Science degree in Computer Coding, a Technical Certificate in Computer Coding, and a Certificate of Proficiency in Computer Coding
  
  - Proposed ASU-Newport Resolutions
    - Resolution approving ASU-Newport's Investing in Generation Next Industrial and Technical Education Academy Student Handbook
    - Resolution approving ASU-Newport to revise its Faculty Handbook
    - Resolution approving ASU-Newport to offer a Certificate of Proficiency in Information Communication Technology
    - Resolution approving ASU-Newport to offer a Certificate of Proficiency in Truck Service and Maintenance

V. Executive Session

\*VI. Approval of Personnel Actions

VII. Other Business

\*VIII. Adjournment

\*Action Items

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**ACTION ITEM:** Arkansas State University System ("ASU System") requests approval to refund certain outstanding bonds through the issuance of bonds in the maximum principal amount of \$25,500,000 and to execute an official statement, bond purchase agreement, supplemental trust indenture, and related documents.

**ISSUE:** The Board of Trustees (the "Board") of Arkansas State University (the "University") is authorized under the Constitution and laws of the state of Arkansas, including particularly Act No. 62 of 1947, as amended (codified at Arkansas Code Annotated Sections 6-62-301, *et seq.*) (the "Act") to borrow money for the purpose of acquiring, constructing, and equipping capital improvements for use by the University and to refund bonds issued under the Act to finance such capital improvements.

**BACKGROUND:**

- The Board has previously issued its Housing System Revenue Refunding and Construction Bonds, Series 2007 (the "2007 Bonds"), in the original principal amount of \$30,300,000, under the Act for the purpose of financing and refinancing capital improvements on or for the campus of Arkansas State University-Jonesboro ("ASU-Jonesboro").
- The ASU System and ASU-Jonesboro have recommended and the Board has determined that it is in the best interest of the University to refund the 2007 Bonds (the "Refunding") and that the Refunding should be financed by the Board's Housing System Revenue Refunding Bonds (Jonesboro Campus) (the "Bonds").
- The Bonds are to be secured pursuant to a Trust Indenture dated as of December 1, 2010, between the Board and BancorpSouth Bank, Stuttgart, Arkansas, as trustee (the "Trustee"), as supplemented.
- The Bonds are to be issued on the terms and in the form set forth in a Supplemental Indenture (the "Supplemental Indenture").

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

- In order to proceed with the financing, it is necessary for the Board (i) to authorize the issuance and marketing of the Bonds; (ii) to authorize the President of the University to deem final the Preliminary Official Statement and to authorize its use; (iii) to authorize the pricing of the Bonds and the execution of a Bond Purchase Agreement in connection therewith; and (iv) to authorize the execution of the Supplemental Indenture and related documents, all relating to the security and issuance of the Bonds.
- The Board intends to work with Friday, Eldredge & Clark, LLP, Little Rock, Arkansas, as bond counsel, and Stephens Inc. and Crews & Associates, Inc. as underwriters (collectively, the "Underwriters") for the Bonds.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that, so long as the Refunding would produce an aggregate net present value savings of at least 4% of the refunded principal balance of the 2007 Bonds, the Board hereby approves, authorizes, and directs the issuance, execution, and delivery of the Bonds in an aggregate principal amount not to exceed \$25,500,000. The Bonds shall mature not later than March 1, 2037, and shall have a true interest cost (after taking into account original issue discount and premium and Underwriters' discount but excluding costs of issuing and insuring such Bonds) not greater than 4.25%.

The Chair and Secretary of the Board and the President of the University are hereby authorized to execute all documents necessary to the issuance of the Bonds, including without limitation:

- (a) the Supplemental Indenture, to be dated as of the date of the Bonds, between the Board and the Trustee, setting forth the terms and conditions of the Bonds and providing for the issuance of the Bonds;
- (b) a Bond Purchase Agreement, dated as of the date of execution, between the Board and the Underwriters, setting forth the purchase price (which shall include an Underwriters' discount not greater than 0.65%) and the other terms and conditions upon which the Bonds will be sold to the Underwriters; and

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

- (c) a Continuing Disclosure Agreement, dated as of the date of the Bonds, between the Board and the Trustee, setting forth certain obligations of the Board to make continuing disclosure of financial information and listed events to the secondary municipal marketplace, as set forth in Rule 15c2-12 of the Securities and Exchange Commission.

The Supplemental Indenture, the Bond Purchase Agreement, and the Continuing Disclosure Agreement shall be in substantially the form presented to this Board, but with such changes therein as shall be approved by the Chair or the President. The Board recognizes that certain revisions may be made to the Supplemental Indenture, the Bond Purchase Agreement, and the Continuing Disclosure Agreement prior to the issuance of the Bonds, and hereby authorizes the Chair or President to approve and accept such revisions, with their signatures on each of such documents to constitute proof of their acceptance of such revisions. Specifically, the President is hereby authorized to (i) accept the final maturity schedule and interest rates for the Bonds if he deems such rates and maturity schedule to be appropriate and within the authority granted by this Resolution and execute the final Bond Purchase Agreement, and (ii) execute the Continuing Disclosure Agreement.

In order to provide credit enhancement for the Bonds, the Board recognizes that it may be economically desirable to obtain a policy of municipal bond insurance (the "Policy"). The Board hereby authorizes the President of the University to solicit proposals from municipal bond insurers, and if the terms and conditions of the Policy are favorable and provide economic benefit to the Board, to obtain such Policy. The Chair or President is hereby authorized and directed to execute all documents in connection with the Policy, provided that the Chair or President determines that the terms and conditions of the Policy are favorable and provide economic benefit to the Board.

The Board hereby authorizes and ratifies the use of a Preliminary Official Statement in the marketing of the Bonds. The Preliminary Official Statement for the Bonds is hereby approved in substantially the form presented to the Board. The Board hereby authorizes the President to "deem final" for purposes of Rule 15c2-12 of the Securities and Exchange Commission the Preliminary Official Statement with such revisions as may be accepted by the President. The Board hereby further authorizes and approves the production of a final Official Statement, and authorizes and directs the President to execute and deliver the Official Statement, in such form as he deems acceptable and necessary to accomplish the issuance of the Bonds.

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

The Chair and Secretary of the Board, the President of the University, the Executive Vice President of the University, and the Vice Chancellor for Finance and Administration of ASU-Jonesboro are hereby authorized and directed to take any and all lawful actions to effect the execution and delivery of the Bonds, the performance of all obligations of the Board and of ASU-Jonesboro, and the execution and delivery of all papers, documents, certificates, and other instruments that may be necessary or desirable for carrying out the authority conferred by this Resolution or evidencing the authority and its exercise. The Secretary of the Board is hereby authorized to acknowledge and attest to the signatures of the Chair and to execute such other documents as may be required in connection with the issuance of the Bonds.

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Tim Langford, Secretary

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Howard L. Slinkard, Chair

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**ACTION ITEM:** Arkansas State University System ("ASU System") requests approval to refund certain outstanding bonds through the issuance of bonds in the maximum principal amount of \$14,900,000 and to execute an official statement, bond purchase agreement, supplemental trust indenture, and related documents.

**ISSUE:** The Board of Trustees (the "Board") of Arkansas State University (the "University") is authorized under the Constitution and laws of the state of Arkansas, including particularly Act No. 62 of 1947, as amended (codified at Arkansas Code Annotated Sections 6-62-301, *et seq.*) (the "Act") to borrow money for the purpose of acquiring, constructing, and equipping capital improvements for use by the University and to refund bonds issued under the Act to finance such capital improvements.

**BACKGROUND:**

- The Board has previously issued its Student Fee (Consolidated Building System) Revenue Bonds, Series 2007 (the "2007 Bonds"), in the original principal amount of \$17,065,000, under the Act for the purpose of financing capital improvements on or for the campus of Arkansas State University-Jonesboro ("ASU-Jonesboro").
- The ASU System and ASU-Jonesboro have recommended and the Board has determined that it is in the best interest of the University to refund the 2007 Bonds (the "Refunding") and that the Refunding should be financed by the Board's Student Fee Revenue Refunding Bonds (Jonesboro Campus) (the "Bonds").
- The Bonds are to be secured pursuant to a Trust Indenture dated as of December 1, 2010, between the Board and The Bank of New York Mellon Trust Company, N.A., St. Louis, Missouri, as trustee (the "Trustee"), as supplemented.
- The Bonds are to be issued on the terms and in the form set forth in a Supplemental Indenture (the "Supplemental Indenture").

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

- In order to proceed with the financing, it is necessary for the Board (i) to authorize the issuance and marketing of the Bonds; (ii) to authorize the President of the University to deem final the Preliminary Official Statement and to authorize its use; (iii) to authorize the pricing of the Bonds and the execution of a Bond Purchase Agreement in connection therewith; and (iv) to authorize the execution of the Supplemental Indenture and related documents, all relating to the security and issuance of the Bonds.
- The Board intends to work with Friday, Eldredge & Clark, LLP, Little Rock, Arkansas, as bond counsel, and Stephens Inc. and Crews & Associates, Inc. as underwriters (collectively, the "Underwriters") for the Bonds.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that, so long as the Refunding would produce an aggregate net present value savings of at least 4% of the refunded principal balance of the 2007 Bonds, the Board hereby approves, authorizes, and directs the issuance, execution, and delivery of the Bonds in an aggregate principal amount not to exceed \$14,900,000. The Bonds shall mature not later than March 1, 2037, and shall have a true interest cost (after taking into account original issue discount and premium and Underwriters' discount but excluding costs of issuing and insuring such Bonds) not greater than 4.25%.

The Chair and Secretary of the Board and the President of the University are hereby authorized to execute all documents necessary to the issuance of the Bonds, including without limitation:

- (a) the Supplemental Indenture, to be dated as of the date of the Bonds, between the Board and the Trustee, setting forth the terms and conditions of the Bonds and providing for the issuance of the Bonds;
- (b) a Bond Purchase Agreement, dated as of the date of execution, between the Board and the Underwriters, setting forth the purchase price (which shall include an Underwriters' discount not greater than 0.65%) and the other terms and conditions upon which the Bonds will be sold to the Underwriters; and



**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

- (c) a Continuing Disclosure Agreement, dated as of the date of the Bonds, between the Board and the Trustee, setting forth certain obligations of the Board to make continuing disclosure of financial information and listed events to the secondary municipal marketplace, as set forth in Rule 15c2-12 of the Securities and Exchange Commission.

The Supplemental Indenture, the Bond Purchase Agreement, and the Continuing Disclosure Agreement shall be in substantially the form presented to this Board, but with such changes therein as shall be approved by the Chair or the President. The Board recognizes that certain revisions may be made to the Supplemental Indenture, the Bond Purchase Agreement, and the Continuing Disclosure Agreement prior to the issuance of the Bonds, and hereby authorizes the Chair or President to approve and accept such revisions, with their signatures on each of such documents to constitute proof of their acceptance of such revisions. Specifically, the President is hereby authorized to (i) accept the final maturity schedule and interest rates for the Bonds if he deems such rates and maturity schedule to be appropriate and within the authority granted by this Resolution and execute the final Bond Purchase Agreement, and (ii) execute the Continuing Disclosure Agreement.

In order to provide credit enhancement for the Bonds, the Board recognizes that it may be economically desirable to obtain a policy of municipal bond insurance (the "Policy"). The Board hereby authorizes the President of the University to solicit proposals from municipal bond insurers, and if the terms and conditions of the Policy are favorable and provide economic benefit to the Board, to obtain such Policy. The Chair or President is hereby authorized and directed to execute all documents in connection with the Policy, provided that the Chair or President determines that the terms and conditions of the Policy are favorable and provide economic benefit to the Board.

The Board hereby authorizes and ratifies the use of a Preliminary Official Statement in the marketing of the Bonds. The Preliminary Official Statement for the Bonds is hereby approved in substantially the form presented to the Board. The Board hereby authorizes the President to "deem final" for purposes of Rule 15c2-12 of the Securities and Exchange Commission the Preliminary Official Statement with such revisions as may be accepted by the President. The Board hereby further authorizes and approves the production of a final Official Statement, and authorizes and directs the President to execute and deliver the Official Statement, in such form as he deems acceptable and necessary to accomplish the issuance of the Bonds.

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

The Chair and Secretary of the Board, the President of the University, the Executive Vice President of the University, and the Vice Chancellor for Finance and Administration of ASU-Jonesboro are hereby authorized and directed to take any and all lawful actions to effect the execution and delivery of the Bonds, the performance of all obligations of the Board and of ASU-Jonesboro, and the execution and delivery of all papers, documents, certificates, and other instruments that may be necessary or desirable for carrying out the authority conferred by this Resolution or evidencing the authority and its exercise. The Secretary of the Board is hereby authorized to acknowledge and attest to the signatures of the Chair and to execute such other documents as may be required in connection with the issuance of the Bonds.

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Tim Langford, Secretary

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Howard L. Slinkard, Chair

**ARKANSAS STATE UNIVERSITY  
BOARD OF TRUSTEES**

A Resolution Recognizing the Significant Contributions of  
John V. Phelps and Tom D. Womack  
to Arkansas State University-Jonesboro

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

**WHEREAS**, John V. Phelps and Tom D. Womack are respected leaders in the community and advocates of higher education and the students we serve; and

**WHEREAS**, John V. Phelps and Tom D. Womack have made outstanding contributions to Arkansas State University of a magnitude worthy of special gratitude and lasting recognition;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Arkansas State University, that an area for students, which includes a lounge and a reference and seminar room on the third floor in the Humanities and Social Sciences building on the ASU-Jonesboro campus, shall be known henceforth as:

**John V. Phelps and Tom D. Womack Pre-Law Center**

DULY ADOPTED AND APPROVED this 23<sup>rd</sup> day of September 2016

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Howard L. Slinkard, Chair

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Ron Rhodes, Vice Chair

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Tim Langford, Secretary

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Niel Crowson, Member

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Stacy Crawford, Member

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Charles L. Welch, President

**ARKANSAS STATE UNIVERSITY  
BOARD OF TRUSTEES**

A Resolution Recognizing the Significant Contributions of  
Bob and Molly Simpson  
to Arkansas State University-Jonesboro

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

**WHEREAS**, Bob and Molly Simpson are respected leaders in the community, advocates of higher education, and have touched the lives of countless students and colleagues; and

**WHEREAS**, Molly Simpson earned her BFA. in Speech Communication and Theatre Arts and an MA in Performance from ASUJ and began teaching at ASUJ in 1988, where she taught more than 14 different classes and was involved with more than 70 productions during a 28-year tenure; and

**WHEREAS**, Bob Simpson earned his BFA from ASUJ and began teaching at ASUJ in 1980, where he taught at least 10 different courses and was involved with more than 170 productions during his 36 years; and as the Founding Chair of the Department of Theatre, he was instrumental in the genesis of the Fowler Center and a consummate sustainer of theater in Northeast Arkansas;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Arkansas State University, that the Black Box Experimental Teaching Theatre in the Fowler Center on the ASU-Jonesboro Campus shall be known henceforth as:

**The Simpson Theatre**

DULY ADOPTED AND APPROVED this 23<sup>rd</sup> day of September 2016

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Howard L. Slinkard, Chair

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Ron Rhodes, Vice Chair

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Tim Langford, Secretary

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Niel Crowson, Member

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Stacy Crawford, Member

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Charles L. Welch, President

**EXECUTIVE SUMMARY**

Contact: Richard Counts (501) 882-8804

**ACTION ITEM:** Arkansas State University-Beebe (ASUB) requests approval to offer an Associate of Applied Science degree in Computer Coding, a Technical Certificate in Computer Coding, and a Certificate of Proficiency in Computer Coding.

**ISSUE:** The Board of Trustees must approve the offering of any new degree, minor, or any new option of an existing degree.

**BACKGROUND:**

- Governor Hutchinson has emphasized the importance of computer coding in K-12 and post-secondary education to meet the needs of local and regional workforce partners.
- Currently, ASUB has degrees in Computer Information Systems and Computer Systems and Networking Technology which, while similar, do not meet these specific needs.
- By combining these two degrees, ASUB can offer a computer coding option for students without the addition of any new courses, instructors, or institutional funds.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Beebe is approved to offer an Associate of Applied Science degree in Computer Coding, a Technical Certificate in Computer Coding, and a Certificate of Proficiency in Computer Coding, effective fall semester of 2016.

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Tim Langford, Secretary

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Howard L. Slinkard, Chair

**EXECUTIVE SUMMARY**

Contact: Sandra Massey (870) 512-7851

**ACTION ITEM:** Arkansas State University-Newport (ASUN) requests approval of the Investing in Generation Next Industrial and Technical Education (IGNITE) Academy Student Handbook.

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

- The vice chancellor for Academic Affairs, academic deans, vice chancellor for Strategic Initiatives, and vice chancellor for Student Affairs collaborated on the development of the IGNITE Academy Student Handbook.
- The proposed handbook has been approved through the shared leadership process and reviewed by the ASU System's legal counsel.
- A copy of the proposed handbook is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University-Newport IGNITE Academy Student Handbook is approved, effective immediately.

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Tim Langford, Secretary

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Howard L. Slinkard, Chair

**ASU-Newport IGNITE Academy**  
**(Investing in Generation Next Industrial and Technical Education)**  
**Student Handbook**

**Student Handbook**

The ASU-Newport Student Handbook is available on the ASU-Newport website ([https://issuu.com/asunewport/docs/student\\_handbook\\_2016?e=16827771/33986705](https://issuu.com/asunewport/docs/student_handbook_2016?e=16827771/33986705)). The student and parent should read and understand this handbook which is made available to everyone. The ASU-Newport IGNITE Academy student handbook provides information that is specific to students in the IGNITE Academy and is intended to be a supplement to the general student handbook referenced above. This IGNITE Academy student handbook provides information on attendance, discipline, college credit and specific rules for the IGNITE Academy. The students and their parent or guardian are required to sign the last page stating that it (and the general student handbook) has been read and they understand the information provided. Additionally, the completion and return of the signature page indicates that the parents and students understand that grades will not be released until all books and materials are returned to ASU-Newport. The signature page (page 11) must be completed and returned to the IGNITE Academy during the first two weeks of the academic term.

**Overview**

The ASU-Newport IGNITE Academy will provide junior and senior high school students from area school districts an opportunity to earn workforce-ready credentials upon graduation. The program will allow students from these school districts to receive training in Computer Network Technology, Welding, Diesel Technology or Phlebotomy/Certified Nursing Assistant.

Upon graduation from high school, students completing the program will have earned transferrable credits and certificates of proficiency in one or more field of study. The school districts associated with the ASU-Newport IGNITE Academy will transport their students daily to ASU-Newport's campus to study in both classroom and laboratory settings in their chosen field.

## **Slots/Application-Screening Process**

This program has been approved for 70 cohort seats. These slots must be shared by the local high schools so that all communities are represented in the total number of students served each year. High school students should complete the ASU-Newport IGNITE Academy Application and submit it to their high school representative early in the spring semester. The high school representative will forward all applications to the ASU-Newport representative. The application will be used to determine and select students for each program. The goal of this screening process is to promote success of the students and the program by selecting students most likely to succeed and complete the program while accepting students from each school district.

## **Dual Credit Programs**

Participation in dual credit must be documented by written agreement between the student, the parent, the high school, and the college/university. Students must be approved by the principal or principal's designee to enroll in dual credit courses. Students understand the provisions set forth by ASU-Newport and the high school and authorize ASU-Newport to release attendance records, grades, testing scores and official college transcripts to the high school as long as enrollment continues as a dual high school student. Parents understand these provisions and give permission for the student to be enrolled dually in both high school and ASU-Newport courses. Not all courses will transfer to all colleges. Contact your counselor or ASU-Newport with transfer questions.

## **Enrollment Process**

1. First-time students participating in the ASU-Newport IGNITE Academy must complete an ASU-Newport Admissions Application at the link below (new student).  
<http://www.asun.edu/application>
2. Students must complete an ASU-Newport IGNITE Academy Application that may be obtained from the high school counselor. This will need to be signed by the student, parent or guardian, and the high school counselor or principal.
3. A copy of student's shot record and high school transcript must be submitted to the Admissions Office.



## **Scheduling**

ASU-Newport IGNITE Academy will follow the ASU-Newport Academic Calendar. Classes will begin when the ASU-Newport semester begins and will continue until the ASU-Newport semester ends. All ASU-Newport IGNITE Academy courses will be instructed Monday through Thursday. Fridays are reserved for the completion of the College and Life Skills and Workforce Essentials courses, make-up and additional class time, tutoring and other student services, and seminars related to industry expectations for the workforce. Attendance is required Monday through Friday.

## **Class Periods**

Classes are scheduled Monday through Friday and are offered during two time periods. The AM period will begin at 8:15 and end at 10:45. The PM period will begin at 12:15 and end at 2:45. Students will be assigned only one period (either the AM or PM) as determined by their sending school district and ASU-Newport.

## **Processes**

ASU-Newport has a responsibility to protect the health, safety, and welfare of the College's students and employees. To help maintain a safe environment conducive to high student achievement, the College establishes policies necessary to promote an orderly educational environment that is respectful of the rights of the student and others. Students are responsible for their conduct that occurs at any time on the College grounds, whether inside a classroom, laboratory setting, or any other location on the College campus.

## **Safety**

The safety of our students is a top priority at ASU-Newport. The information provided in this section is designed to assure a safe learning environment for all members of the ASU-Newport community. ASU-Newport takes the protection of its students very seriously and are required by law as mandated reporters to report any suspicion of child maltreatment to the Arkansas Child Abuse hotline.

## **Transportation**

Students enrolled in the ASU-Newport IGNITE Academy will be transported by their sending school district. If a student is driving himself/herself to the ASU-Newport campus, he or she must make these arrangements with their school district. The sending school will notify ASU-Newport IGNITE Academy of these prior arrangements. Students may not leave ASUN campus with another individual without prior consent from their school district. Upon notification from the sending school, ASUN will release the student to named individual.

## **Emergency Procedures**

ASU-Newport has established an Emergency Response Guide and Emergency Quick Reference to ensure efficiency and safety during evacuations, fires, active shooter situations, and other emergencies. These emergency response documents can be found at the following web address.

[http://www.asun.edu/sites/default/files/ASUN\\_Emergency\\_Preparedness\\_Guide.pdf](http://www.asun.edu/sites/default/files/ASUN_Emergency_Preparedness_Guide.pdf)

IGNITE instructors will discuss these instructions with their students. Campus fire drills occur each semester and IGNITE students are required to participate. ASU-Newport may conduct additional drills such as active shooter, in addition to fire drills. Students are expected to maintain appropriate behavior during each drill and to know the exit route from their classroom or lab to the assigned assembly area. Students involved in a false alarm will be subject to disciplinary action by ASU-Newport and their participating school.

## **Inclement Weather**

During inclement weather ASU-Newport IGNITE students will follow the decision of the home district school as to whether the school will be open or closed.

For any event, to include severe weather, that threatens Arkansas State University Newport, ASU-Newport's Chancellor, in consultation with Cabinet members and Physical Plant on each campus, will decide if one or more campuses, will close. ASU-Newport is committed to fulfilling its instructional obligations; it is ASU-Newport's intent to conduct courses as long as facilities on campus are accessible and roads reasonably passable.

Decisions to remain open or to cancel morning classes will be made before 6 a.m., if timing for the decision permits, in order to provide sufficient time to notify the media and the ASU-Newport community. Decisions to remain open or to cancel evening classes, starting at 3 p.m. or later, will be made by 1 p.m., if timing for the decision permits.

When a decision is made to close one or more of the ASU-Newport campuses, the Chancellor will notify all Cabinet members and other core emergency response team members through group texting. Team members will make the following notifications:

- The Director of Public Relations and Communications will:
  - Initiate the School Messenger emergency notification system to alert the ASU-Newport community.
  - Notify the ASU-Newport switchboard at each campus.
  - Notify the media; information on closings will be carried on KAIT8, KTHV, Fox 16, KARK, KATV, KNBY/KOKR, WRD Entertainment and Jonesboro Radio Group.
  - Post the message on the ASU-Newport Facebook and Twitter feed.
- The Director of Information Technology, or designee, will post the closure information on the ASU-Newport homepage [www.asun.edu](http://www.asun.edu) and the ASU-Newport Portal page <https://portal.asun.edu/ics/>.

### **Student ID Badges**

IGNITE students will receive an ID Badge signifying they are part of the IGNITE Academy and our ASU-Newport community. Students are required to wear these ID Badges while on the College campus.

### **Code of Conduct**

ASU-Newport IGNITE students are to conduct themselves in a respectable manner that is conducive to learning and high student achievement. If a behavior or discipline problem occurs, the instructor (or staff) will attempt to eliminate that problem and settle it through an informal discussion with the student. If that is not effective, the instructor will complete a Behavior Notice form and submit it to the Academy representative who will forward it to the high school principal. The principal will have the option to discuss the incident with the student before

allowing the student to return to the College. If this incident form is submitted for a student a second time within a semester, the principal must be present to meet with the Academy representative and the student on the ASU-Newport campus in order for the student to return to class. If a third incident form is submitted for a student in a single semester, the student will not be allowed to return to the College unless administration approval from both the high school and the College is received.

### **Student Code of Conduct -Non-Academic**

Arkansas State University-Newport's expectation is that conduct is marked by one of our core values, integrity. ASU-Newport expects its members to demonstrate personal responsibility in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of ASU-Newport to call such conduct into question.

For more information, refer to page 59 of the ASU-Newport Student Handbook at [https://issuu.com/asunewport/docs/student\\_handbook\\_2016?e=16827771/33986705](https://issuu.com/asunewport/docs/student_handbook_2016?e=16827771/33986705).

### **Attendance**

To maximize learning opportunities and adhere to credentialing requirements, it is essential that students are punctual and attend classes regularly. Attendance is recorded daily and reported to the sending high schools. It is the responsibility of the student to inquire and initiate a request for make-up assignments. However, it is at the discretion of the instructor to accept or deny a request. If the student is absent due to a sanctioned high school event, the student will communicate with the instructor and arrange for any missed assignments to be completed.

### **Academic Responsibility**

ASU-Newport enthusiastically promotes academic integrity and professional ethics among all members of the ASU-Newport academic community. Violators of this policy are considered to be in serious misconduct and may result in disciplinary action and severe penalties. Cheating in any form- including plagiarism, turning in assignments prepared by others, unauthorized

possession of exams-may result in the student receiving a zero (0) on an assignment and/or being dropped from the class with an “F.”

### **Emergency/Medications**

If there is an emergency and a student must be picked up from the facility, it should be coordinated through the IGNITE Academy office. The academy director should be notified so this information can be communicated to the sending school. If students are on medications that must be taken when they are on campus, that must be disclosed and coordinated with the IGNITE Academy director in the center office. Additionally, the student’s instructor should be made aware of the situation.

### **Accommodations for Students with Disabilities**

Any student with a diagnosed disability, who is dually enrolled and who would like to request reasonable accommodations, should contact the Office of Disability Services (870-512-7742 or [disabilityservices@asun.edu](mailto:disabilityservices@asun.edu)). The student and the Disability Services Coordinator will work together to determine reasonable accommodations in the classroom.

For more information, refer to page 22 of the ASUN Student Handbook at

[https://issuu.com/asunewport/docs/student\\_handbook\\_2016?e=16827771/33986705](https://issuu.com/asunewport/docs/student_handbook_2016?e=16827771/33986705).

### **Family Educational Rights & Privacy Act (FERPA)**

University officials may not disclose personally identifiable information about students, nor permit inspection of their records by third parties, including parents/guardians, without the prior written consent of the student. Students may complete the “Permission to Release Student Record Information” form granting third party individuals access to their records. If the student is a minor, ASU-Newport will disclose information to the sending school and to the parent or guardian of record.

### **Computer Usage Policy**

ASU-Newport expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes, such as, but not limited to, destroying, modifying,

accessing, or copying programs, records, or data belonging to the university or another user without permission. Usage of computers at ASU-Newport is a privilege and not a right. Anyone who abuses this policy may have privileges revoked. The complete policy can be found on page 217 of the ASU-Newport catalog on the ASU-Newport website (<http://www.asun.edu>) or by using the following direct link:

[https://issuu.com/asunewport/docs/asun\\_catalog\\_2016-2017?e=16827771/37032677](https://issuu.com/asunewport/docs/asun_catalog_2016-2017?e=16827771/37032677)

### **Sexual Misconduct Grievance Procedure**

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator. The Sexual Misconduct Discrimination Grievance Procedure applies to all allegations of Sexual Harassment, Sexual Assault, and Sexual Violence.

The ASUN Title IX Coordinator can be reached by calling (870)512-7812 or email at ([ashley\\_buchman@asun.edu](mailto:ashley_buchman@asun.edu)). For more information, refer to page 52 of the ASUN Student Handbook at [https://issuu.com/asunewport/docs/asun\\_catalog\\_2016-2017?e=16827771/37032677](https://issuu.com/asunewport/docs/asun_catalog_2016-2017?e=16827771/37032677).

### **Tobacco Usage Policy**

The use of tobacco is not permitted on College property, this includes, but is not limited to, the use of all lighted tobacco and plant products including cigarettes, cigars, and pipes, smokeless tobacco, and vaping devices including electronic or e-cigarettes.

For more information, refer to page 58 of the ASUN Student Handbook at [https://issuu.com/asunewport/docs/asun\\_catalog\\_2016-2017?e=16827771/37032677](https://issuu.com/asunewport/docs/asun_catalog_2016-2017?e=16827771/37032677).

### Behavior Notice

All behavior problems will be handled in the following manner. When a behavior or discipline problem occurs the instructor (or staff) will attempt to eliminate that problem and settle it through an informal discussion with the student. If that is not effective, the instructor will complete this Behavior Notice form and submit it to the center director who will forward it to the high school principal. The principal will have the option to discuss the incident with the student before allowing the student to return to the class. If this incident form is submitted for a student a second time within a semester, the principal must be present to meet with the director and the student on the ASU-Newport campus in order for the student to return to class. If a third incident form is submitted for a student in a single semester, the student will not be allowed to return to class unless administration approval from both the high school and the college is received.

Student: \_\_\_\_\_ High School: \_\_\_\_\_

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

Offense:

Student's Signature: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_

Coordinator, Office of Institutional Effectiveness and Academic Outreach



ARKANSAS STATE UNIVERSITY - NEWPORT  
NEWPORT • JONESBORO • MARKED TREE

Office of Admissions, 7648 Victory Blvd., Newport, AR 72112

**ASU-Newport IGNITE Academy  
Permission to Release Student Record Information**

*The individual submitting this form **must** show **photograph identification**.*

I \_\_\_\_\_  
First Name Middle Initial Last Name

allow the individuals listed below to conduct university business, and I authorize **Arkansas State University-Newport** to release education records including but not limited to Student Academic records; Academic Advising records; Financial Aid records; Business Office/Billing records; Career Pathways records; and Disability Services records to the following individual(s):

(NOTE: we must have all the contact information clearly printed to be able to verify the identity of the requestor)

NAME: _____	NAME: _____
DATE OF BIRTH: _____	DATE OF BIRTH: _____
ADDRESS: _____	ADDRESS: _____
TELEPHONE: _____	TELEPHONE: _____

NAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

I understand that: [1] I have the right not to consent to the release of my education records; [2] I have the right to receive a copy of such records upon request; [3] and that **this consent shall remain in effect until revoked by me, in writing, and delivered to ASUN, but that any such revocation shall not affect the information released under my previous consent.** If I wish to make any changes to my consent for release, I understand I will need to submit and file a new form.

\_\_\_\_\_  
[Signature required] [Date]

\_\_\_\_\_  
[Student ID number required]

Routed to by (initials) \_\_\_\_\_ Business Office



**Receipt/Consent Form 2016-2017**

PLEASE SIGN AND RETURN THIS FORM TO THE ASUN IGNITE ACADEMY

I have received (and understand) the ASU-Newport IGNITE Academy student handbook.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PHOTO/VIDEO RELEASE FORM**

I, \_\_\_\_\_, do hereby give Arkansas State University-Newport and Ignite Academy, permission to use my child's name, picture, photograph, portrait, visual likeness, or voice in all forms and media in all manners, including photo, film, audio and video representations, and I hereby waive any rights of inspection, compensation or ownership thereto. I have read this release, and am fully familiar with its contents.

**Name of Student (please print):** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXECUTIVE SUMMARY**

Contact: Sandra Massey (870) 512-7851

**ACTION ITEM:** Arkansas State University-Newport (ASUN) requests approval to revise its Faculty Handbook.

**ISSUE:** The Board of Trustees must approve all revisions to handbooks.

**BACKGROUND:**

- The Faculty Handbook Committee for ASUN has reviewed its Faculty Handbook and has proposed three major changes, along with updates to outdated information regarding college procedures. They are the following:
  1. Inclusion of the current vision statement, mission statement, values, and strategic priorities under Section I: Mission and Goals;
  2. Clarification of teaching overloads and work week office hours under Section III: Academic Policies, Procedures, and Services; and
  3. Addition of a faculty rank and promotion process in place of tenure information in Section IV: Academic Rank and Promotion Policies and Procedures.
- The proposed changes have been approved through the shared leadership process and reviewed by the ASU System's legal counsel.
- The proposed changes are attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Newport is approved to amend its Faculty Handbook as reflected in the attached revisions, effective immediately.

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Tim Langford, Secretary

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Howard L. Slinkard, Chair

**Revisions to Faculty Handbook of Policies and Procedures  
September 23, 2016**

*Section I: MISSION AND GOALS*

The Faculty Handbook was updated with the vision statement, mission statement, values, and strategic priorities approved by the ASU Board of Trustees, December 5, 2014.

*Section IV: ACADEMIC POLICIES, PROCEDURES, AND SERVICES*

Current Language:

**Semester Teaching Load**

Fifteen (15) semester credit hours is considered a regular teaching load.

If this occurs then reassignment of overload or adjunct courses should be considered, so that the full-time status of such a faculty member is not jeopardized during a contract term.

In determining the teaching load of a faculty member, laboratory courses are counted at a ratio of two laboratory hours to one hour of regular classroom work.

Revised Language:

**Semester Teaching Load**

Thirty (30) semester credit hours (general education program) and forty (40) semester credit hours (technical program faculty) is considered a regular teaching load.

If this should occur, reassignment of overload or adjunct courses should be considered, so that the full-time status of such a faculty member is not jeopardized during an appointment term.

~~In determining the teaching load of a faculty member, laboratory courses are counted at a ratio of two laboratory hours to one hour of regular classroom work.~~

Current Language:

**Teaching Overloads**

Faculty members may teach either on-campus or off-campus.

Work done for extra compensation must not conflict with regular on-campus responsibilities and must comply with state regulations as identified under Outside Employment Policy.

Off-campus rates may vary according to location, program, and other considerations.

Full time faculty will be given the opportunity to teach overloads before adjunct instructors are offered part time teaching positions for similar courses.

Revised Language:

### **Teaching Overloads**

Faculty members may teach either on-campus, off-campus, via distance, or combination of these.

Work done for extra compensation must occur in addition to regular responsibilities and must comply with state regulations as identified under the Outside Employment Policy.

~~Off campus rates may vary according to location, program, and other considerations.~~

Full-time faculty in good standing will be given the opportunity to teach overloads before adjunct instructors are offered part-time teaching positions for similar courses.

Current Language:

### **Work Week Office Hours**

During the fall and spring semesters, a regular workweek is Monday through Friday for all teaching personnel, unless approved otherwise by division chair and VCAA. Faculty members are responsible for posting and keeping 10 office hours per week.

Revised Language:

### **Work Week Office Hours**

During the fall and spring semesters, a regular work week is Monday through Friday for all full time faculty, unless approved otherwise by the supervising Academic Dean and VCAA. Faculty members are responsible for posting and keeping 10 office hours per week in addition to their full time teaching load. Any additional instruction time (scheduled overload) must be completed in addition to the regular load and office hour requirement. Schedules should be provided to the supervising Academic Dean, VCAA, and physically and electronically posted one (1) week prior to the start date of the fall or spring semester. Adjustments may be made due to changes in course offerings. Exceptions for technical program faculty may be made accordingly.

### *Section V: PROMOTION, RETENTION AND TENURE POLICES AND PROCEDURES*

Current Language:

### **Academic Rank**

General qualifications and guidelines have been established to aid in the determination of academic rank. Meeting these qualifications will justify consideration for promotion but will not

be considered as mandating such promotion. Division Chairs and the VCAA will consider other factors. Those factors will be included in narrative form as promotion recommendations are made. Before consideration will be given, the following general qualifications must be met:

I. Instructor

- A. Master's Degree including at least 18 credit hours in the subject area or documented equivalent fields, such as technical ones in which Master's Degrees are not traditional.
- B. Satisfactory professional evaluations

II. Assistant Professor

- A. Earned Doctorate or Master's Degree including at least 18 credit hours in the subject area or documented equivalent fields, such as technical ones in which Master's Degrees are not traditional and two (2) completed years of teaching experience at ASU–Newport or the equivalent experience elsewhere
- B. Satisfactory professional evaluations

III. Associate Professor

- A. Earned Doctorate or other advanced degree if it can be shown that the terminal degree in a particular field goes by a name other than “Doctorate.”
- B. Satisfactory professional evaluations

IV. Professor

- A. Earned Doctorate
- B. Satisfactory professional evaluations
- C. Recognition as an outstanding contributor to higher education through such avenues as research, publishing, and/or other achievements.

Establishment of the above qualifications and guidelines does not preclude their waiver in circumstances deemed exceptional. However, except under very unusual circumstances the highest academic rank attainable without the earned doctorate will be assistant professor. Under no circumstances will a rank higher than associate professor be attained without the earned doctorate.

When a faculty member meets the qualifications, consideration will be given for promotion to the next rank. The individual seeking promotion initiates this consideration in writing to the division chair. An interview will be scheduled and conducted by the faculty member's division chair. During the interview, the evaluations for the previous two years and the current year will be reviewed and discussed. The division chair will then make a recommendation to the VCAA who will make an independent determination as to whether promotion is appropriate.

Failure to recommend promotion will require a written explanation by the division chair to the faculty member. Appeal may then be made directly to the grievance/appeals committee. Faculty rank is an appointment by the Board of Trustees acting on recommendations of the President and Chancellor. The Board of Trustees may make appointments on its own initiative.

Revised Language:

### **Academic Rank**

General qualifications and guidelines have been established in the Academic Affairs Standard Operating Procedures to aid in the determination of academic rank. Meeting these qualifications will justify consideration for promotion but will not be considered as mandating such promotion. Other factors may be considered by Academic Deans and the Vice Chancellor for Academic Affairs. Those factors will be included in narrative form as promotion recommendations are made.

Being acquainted with the unique nature and differing requirements for both styles of faculty members, a two-track model is utilized: one track for Academic Transfer faculty and the other track for Technical faculty, with four stages (levels) of advancement within each track. For the Academic Transfer Track (Master's and Above), the levels are Instructor (Level I), Assistant Professor (Level II), Associate Professor (Level III), and Professor (Level IV). For the Technical/Occupational Track (Below Master's), the levels are Instructor (Level I), Advanced Instructor (Level II), Senior Instructor (Level III), and Master Instructor (Level IV).

#### Academic Transfer Track Overview

Level I: Instructor. This level is the entry-level position, and this is the level most new hires are placed. This level requires a master's degree with 18 hours within the discipline or related discipline.

Level II: Assistant Professor. This level requires two years of teaching experience plus completion of a Master's Degree with 18 hours within the discipline or related discipline.

Level III: Associate Professor. This level requires a Doctorate or Specialist degree plus three years as an Assistant Professor.

Level IV: Professor. This level requires a Doctorate plus five years as an Associate Professor.

#### Technical/Occupational Track Overview

Level I: Instructor. This is the entry-level position, and this is level most new hires are placed. This level requires minimum of the appropriate licensure or certification and 4 years' experience.

Level II: Advanced Instructor. This level requires two years of teaching experience plus the appropriate licensure or certification and an Associate's Degree in the appropriate discipline.

Level III: Senior Instructor. This level requires a Bachelor's degree in the appropriate discipline plus three years as an Advanced Instructor.

Level IV: Master Instructor. This level requires a Master's or Doctorate degree or higher plus five years as a Senior Instructor.

#### Promotion and Rank Structure

Pay increases should be substantial enough to warrant the effort put forth in achieving an advanced rank. The following increases in annual base salary are applied during the first pay period of the new fiscal year following formal notification of promotion awards.

<b>ACADEMIC TRANSFER TRACK</b>		
<b>LEVEL</b>	<b>RANK</b>	<b>PROMOTION AMOUNT</b>
Level I	Instructor	Entry
Level II	Assistant Professor	\$1,500
Level III	Associate Professor	\$2,000 (Specialist) \$3,000 (Doctorate)
Level IV	Professor	\$3,000 (One time stipend, not added to base salary)
<b>TECHNICAL/OCCUPATIONAL TRACK</b>		
<b>LEVEL</b>	<b>RANK</b>	<b>PROMOTION AMOUNT</b>
Level I	Instructor	Entry
Level II	Advanced Instructor	\$1,500
Level III	Senior Instructor	\$2,000
Level IV	Master Instructor	\$3,000 (One time stipend, not added to base salary)

**Faculty Tenure Policies**

The new faculty rank and promotion process will eliminate the option to apply for tenured status. Existing tenured faculty will not lose this status and the policy pertaining to their employment will remain in the handbook while all other policies related to application for tenure, moratoriums on tenure and dismissal of non-tenured faculty will be removed.

**EXECUTIVE SUMMARY**

Contact: Sandra Massey (870) 512-7851

**ACTION ITEM:** Arkansas State University-Newport requests approval to offer a Certificate of Proficiency in Information Communication Technology.

**ISSUE:** The Board of Trustees must approve the offering of any new degree, minor, or any new option of an existing degree.

**BACKGROUND:**

- The proposed certificate will allow IGNITE (Investing in Generation Next Industrial and Technical Education) Academy students to graduate with industry-recognized credentials.
- The program need was identified through communications with industry advisory council members and with employers who have committed to hiring graduates with the proposed credentials as entry-level information communication technology employees.
- The proposed certificate fits into ASUN's Associate of Applied Science degree in Computer Networking Technology pathway.
- Existing resources will be utilized to offer this certificate.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Newport is approved to offer a Certificate of Proficiency in Information Communication Technology, effective spring semester of 2017.

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Tim Langford, Secretary

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Howard L. Slinkard, Chair



**EXECUTIVE SUMMARY**

Contact: Sandra Massey (870) 512-7851

**ACTION ITEM:** Arkansas State University-Newport requests approval to offer a Certificate of Proficiency in Truck Service and Maintenance.

**ISSUE:** The Board of Trustees must approve the offering of any new degree, minor, or any new option of an existing degree.

**BACKGROUND:**

- The proposed certificate will allow IGNITE (Investing in Generation Next Industrial and Technical Education) Academy students to graduate with industry-recognized credentials.
- The current growth in the over-the-road truck transportation industry has led to an increasing skills gap in heavy diesel service and maintenance.
- Our industry partners have discovered an entry-level pathway need that is not being addressed for truck service and maintenance technicians. This is a separate employment need from heavy diesel systems mechanics, but it is an entry pathway for that field. This would be the first program of this type in the state.
- Existing resources will be utilized to offer this certificate.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Newport is approved to offer a Certificate of Proficiency in Truck Service and Maintenance, effective spring semester of 2017.

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Tim Langford, Secretary

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Howard L. Slinkard, Chair