

**AGENDA**  
**ARKANSAS STATE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**June 4, 2020**  
**10:00 a.m.**  
**By Videoconference**

- I. Call to Order  
Stacy Crawford, Chair
- \*II. Approval of the Minutes of Past Meeting  
March 6, 2020
- III. President's Report
- \*IV. Agenda
  - Proposed ASU System Resolutions
    - Resolution approving ASU-Jonesboro and ASU Mid-South to set tuition, fees, and room and board rates
    - Resolution approving the fiscal year 2020-2021 operating budgets and the authority to execute these budgets
    - Resolution approving the fiscal year 2020-2021 capital project and expense budget and the authority to execute the budget
    - Resolution approving the ASU System to establish provisional positions for all campuses for fiscal year 2020-2021
    - Resolution approving the ASU System to borrow a sum of money sufficient to develop and implement the Enterprise Resource Program for all of the campuses of the System
    - Resolution approving the ASU System to revise the Internal Audit Charter
    - Resolution approving candidates proposed to serve as members of the ASU-Beebe Board of Visitors, the ASU-Mountain Home Board of Visitors, and the ASU-Newport Board of Visitors
  - Proposed ASU-Jonesboro Resolutions
    - Resolution approving ASU-Jonesboro to enter into agreements for private camps
    - Resolution approving ASU-Jonesboro to amend the Faculty Handbook of Policies and Procedures
    - Resolution approving ASU-Jonesboro to name the defensive line position room, located in Centennial Bank Athletics Operations Center, the Alex Carrington and Bryan Hall Defensive Line Room
    - Resolution approving ASU-Jonesboro to name the men's track and field locker room the Tommy Vaughan Men's Track and Field Locker Room

- Proposed ASU-Beebe Resolution
  - Resolution approving ASU-Beebe to execute a Memorandum of Understanding for a new academic training partnership with Altec Industries
- Proposed ASU-Mountain Home Resolution
  - Resolution approving the ASU-Mountain Home Shared Governance Document
- Proposed ASU-Newport Resolution
  - Resolution approving ASU-Newport to add five new program locations

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-Jonesboro and Arkansas State University Mid-South request approval to set tuition, fees, and room and board rates.

**ISSUE:** The Board of Trustees must approve tuition, fees, and room and board rates.

## **BACKGROUND:**

In order to meet the additional costs needed to fulfill its mission, the Arkansas State University System requests approval for its campuses to adjust tuition, fees, and room and board rates.

## **ARKANSAS STATE UNIVERSITY-JONESBORO**

**Tuition** (effective Fall 2020 unless noted)

	<u>Current</u>	<u>Proposed</u>
	Semester per <u>15 ssch</u> <u>ssch</u>	Semester per <u>15 ssch</u> <u>ssch</u>
In-state Undergraduate (Degree Centers)		\$3,270.00 \$218.00
Out-of-state Undergraduate (Degree Centers)		6,750.00 450.00

## **International Undergraduate Students**

Arkansas State University is approved to amend the deposit amount to \$3,000 for students from India, Nepal, and Vietnam, and apply the deposit towards the third semester tuition, effective July 1, 2020.

International tuition will be established at 10% above the undergraduate, in-state tuition rate for all international non-degree seeking students, visiting scholars, and for degree-seeking students from the following countries: Vietnam, South Korea, Nigeria, Caribbean Islands, and Nepal.

## **Miscellaneous Fee(s) Revisions** (effective Fall 2020)

	<u>Current</u>	<u>Proposed</u>
Library Fines (Elimination)	Various	\$ 0.00
Degree Center Fee	Various	77.00
Degree Center Host Fee	Various	20.00

## EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

### Residence Rates

	<u>Double</u>		<u>Single</u>		<u>Single Deluxe</u>	
	<u>Current</u>	<u>Proposed</u>	<u>Current</u>	<u>Proposed</u>	<u>Current</u>	<u>Proposed</u>
Arkansas	\$2,375	\$2,400	\$2,700	\$2,730	\$2,800	\$2,800
Kays	2,375	2,400	2,700	2,730		
University	2,375	2,400	2,700	2,730	2,800	2,800
Northpark Quad			2,610	2,630	2,815	2,835
Honors	2,400	2,430	2,610	2,630		
Living Learning Community			2,375	2,400	2,400	2,400
Honors (New)	2,425	2,430	2,630	2,630		
Greek Housing	2,425	2,430	2,600	2,630		

	<u>Current</u>	<u>Proposed</u>
Village House	\$2,755	N/A
Collegiate Park 2-2 Apartment	2,915	2,945
Collegiate Park 2-1 Apartment	2,665	2,690
Collegiate Park 4 - Townhouse	2,610	2,635
Collegiate Park 4 - Flat	2,570	2,595
Red Wolf Den 2-1 Apartment	2,760	2,790
Red Wolf Den 3-1 Apartment	2,640	2,665
Red Wolf Den 4-2 Apartment	2,675	2,700
Village 1 Bedroom	2,995	3,025
Village 2 Bedroom	3,535	3,570
Village 2 Bedroom/WD	3,695	3,730
Village 3 Bedroom	4,020	4,060
*Pack Place 2 apt.	3,660	3,770
*Pack Place 4 apt.	3,183	3,279
*The Circle 1 apt.	4,056	4,097
*The Circle 2 apt.	3,554	3,556

*\*Public/Private Partnership with Zimmer Development Company*

## **EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

### **Board Rates**

#### Unlimited Access

Current	5 Day + \$400	\$1,970	7 Day + \$300	\$1,950	7 Day + \$450	\$2,050
Proposed	5 Day + \$400	\$1,950	7 Day + \$300	\$1,930	7 Day + \$450	\$2,030

#### Block Meal Plans

Current	150M + \$500	\$1,655	115M + \$700	\$1,610	All Flex	\$1,490
Proposed	150M + \$500	\$1,690	115M + \$700	\$1,640	All Flex	\$1,535

## **ARKANSAS STATE UNIVERSITY MID-SOUTH**

### **Miscellaneous Fee(s) Revisions (per course rates effective Fall 2020)**

	<u>Current</u>	<u>Proposed</u>
Aircraft Assembly & Rigging	\$260.00	\$210.00
Aircraft Covering	75.00	50.00
Aircraft Finishes	75.00	50.00
Aircraft Fuel System	150.00	100.00
Aircraft Instrument System	125.00	100.00
Aircraft Powerplant Inspection	260.00	210.00
Aircraft Weight & Balance	260.00	210.00
Aircraft Welding	100.00	50.00
Airframe Electrical Systems	260.00	210.00
Airframe Inspection	260.00	210.00
Aviation Materials/Proc.	275.00	225.00
Aviation Math	50.00	0.00
Aviation Physics	150.00	100.00
Basic Aircraft Electricity	260.00	210.00
Cabin Atmosphere Control	125.00	100.00
Clean/Corrosion Control	75.00	25.00
Communication/Navigation Systems	125.00	100.00
FAA Test Prep/Review	25.00	0.00
Fire Protection System	125.00	75.00
Fluid Lines/Fitting	90.00	40.00

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

	<u>Current</u>	<u>Proposed</u>
Ground Oper./Service	\$260.00	\$210.00
Hydr/Pneum. Power Systems	260.00	210.00
Ice/Rain Control Systems	75.00	50.00
Landing Gear Systems	260.00	210.00
Lubrication System	150.00	100.00
Maintenance Forms/Records	70.00	20.00
Maintenance Publications	70.00	20.00
Position Warning System	150.00	100.00
Powerplant Cooling Systems	150.00	100.00
Powerplant Exhaust Systems	150.00	100.00
Powerplant Fire Protect.	150.00	100.00
Powerplant Ignition Syst.	150.00	100.00
Propeller Systems	260.00	210.00
Reciprocating Engines	260.00	210.00
Sheet Metal/Non-Metallic Struc.	500.00	400.00
Turbine Engines	260.00	210.00
Wood Structures	75.00	50.00

**RECOMMENDATION/RESOLUTION:**

Be it resolved that tuition, fees, and room and board rates for Arkansas State University-Jonesboro and Arkansas State University Mid-South are approved as stated herein.

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Christy Clark, Secretary

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Stacy Crawford, Chair

## **EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**ACTION ITEM:** The Arkansas State University System (ASU System) requests approval of the FY 2021 operating budgets and the authority to execute these budgets during the fiscal year.

**ISSUE:** Each fiscal year, the Board of Trustees must approve the operating budgets of the ASU System.

## **BACKGROUND:**

The operating budget establishes expenditure levels for certain categories of expense, including salaries, supplies and services, and capital-related expenditures. Moreover, the budget establishes sound fiscal policy by which the University manages its annual fiscal affairs.

### **ARKANSAS STATE UNIVERSITY-JONESBORO:**

The Arkansas State University-Jonesboro (ASUJ) FY 2021 operating budget was developed through the efforts of the University's Executive Council, and shared with the University Planning Council (UPC) and the campus community. Due to the COVID-19 pandemic, the University's leadership team developed financial plans to accommodate a more than \$5.2 million decline in forecasted state general appropriation and Educational Excellence Trust Funds. In addition, another forecasted \$6.2 million decline in tuition revenue is anticipated.

The University has developed plans to accommodate declines in revenue during this unprecedented time by implementing a hard hiring freeze; foregoing planned deferred maintenance projects; utilizing permanent salary savings, generated through attrition and the Optional Voluntary Incentive Retirement Plan (OVRP); a 20% reduction in part-time labor, supplies, and services; travel and capital budgets; utilizing reallocated resources, generated through the transition of the Student Health Center to NYIT; and resources generated through implementation of stringent reviews of general travel and operating expenditures.

Reallocated resources were utilized to accommodate mandatory regulatory and inflationary increases and increases to select faculty, based on Faculty Handbook policies. Funds were allocated to the following categories:

- Faculty promotions
- Minimum wage increases effective, January 1, 2021
- Property and liability insurance increases

## **EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

The Arkansas State University-Jonesboro budget for FY 2021 is \$166,526,255 for Educational and General Operations and \$37,012,166 for Auxiliary Operations.

### **ARKANSAS STATE UNIVERSITY-BEEBE:**

The FY 2021 operating budget for Arkansas State University-Beebe (ASUB) was developed using a "One College" collaborative budget process that included budget managers across all campuses, ensuring that all departments and campus locations were represented. The Chancellor's Cabinet, which includes representatives from the faculty and staff senates and the student government association, reviewed and approved departmental and program budget requests. ASUB continued a modified zero-based budgeting process, ensuring continued efforts in efficiency, while addressing areas of need.

Under the ADHE Productivity Funding Model, ASUB received no recommendation for additional performance funding for FY 2021. ASUB was able to balance the budget for FY 2021 through natural attrition, rigorous review of open positions, and reallocation of departmental funds, based on a thorough review of departmental expenses and institutional priorities.

Due to the unprecedented public-health emergency in the final quarter of FY 2020, ASUB's revenue forecast was reduced by approximately 7% overall. As a result, all expense categories were reduced as well. The vast majority of the lost revenue was made up by "freezing" currently vacant positions and reducing the amounts budgeted for part-time labor.

Funds were reallocated to the following two categories:

- Faculty promotions
- Slight increase in support of institutional technology

The Arkansas State University-Beebe budget for FY 2021 is \$24,519,389 for Educational and General Operations and \$2,498,184 for Auxiliary Operations. The proposed operational budget for FY 2021 represents an overall decrease in budgeted expenses of approximately 7.04%, as compared to the FY 2020 budget.

### **ARKANSAS STATE UNIVERSITY MID-SOUTH:**

The Arkansas State University Mid-South (ASU Mid-South) Chancellor's Executive Council, in close collaboration with departmental budget managers, developed the Educational and General Operating Budget for FY 2021.



## **EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

ASU Mid-South is committed to enriching lives in the Arkansas Delta through high-quality, educational programming that fosters student success, workforce development, and life-long learning consistent with identified student, community, and regional needs. We commit to continue providing these quality programs and services, and will not request a tuition or mandatory fee increase for Fall 2020.

Due to a decline in enrollment projections, along with significant reductions in state revenues, the institution had to again make significant budget adjustments for FY 2021. This was accomplished through cuts in personnel through attrition and reduction of unfilled budgeted positions, as well as the elimination of the salary COLA pool.

Budgets were also reduced in the following categories to address the projected revenue shortfall:

- Elimination of all but essential or mandated professional development
- Reduction in allocations for ADTEC programs and partners
- Elimination of Secondary Center SkillsUSA competition program
- Postponement of technical upgrades or System partnerships
- Reduction of classroom supplies and material budgets

The Arkansas State University Mid-South budget for FY 2021 is \$12,693,500 for Educational and General Operations and \$356,500 for Auxiliary Operations. The proposed operational budget for FY 2021 represents an overall decrease in budgeted expenses of \$663,000 or 4.83%, as compared to our FY 2020 budget.

### **ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME:**

Arkansas State University-Mountain Home (ASUMH) developed the FY 2021 Operating Budget via an integrated planning, assessment, and budgeting process with the institution's long-range goals serving as the overarching guide for decision-making and resource allocation.

The unprecedented health-emergency events of the past few months necessitated a prioritization of the activities for the coming year, with an institutional focus on teaching and learning as the highest budget priorities. The anticipated revenue impact from the pandemic, and the necessity to adjust expenditures accordingly, have produced a budget that will allow the institution to serve its students, while maintaining operational excellence.

## **EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

There are no tuition or fee increases included in the Operating Budget. There is a request that concurrent high school students pay \$25 per course for each concurrent course in which they are enrolled. This is not a new fee, but is only a portion of the existing tuition that is currently charged.

Resources were reduced or allocated in the following categories:

- Eliminated vacant positions
- Reduced travel and professional development
- Eliminated custodial services contract
- Increased support of institutional scholarships
- Provided for inflationary increases – insurance premiums, accreditation costs, and utilities

The Arkansas State University-Mountain Home budget for FY 2021 is \$10,554,727 for Educational and General Operations and \$105,000 for Auxiliary Operations.

### **ARKANSAS STATE UNIVERSITY-NEWPORT:**

Arkansas State University-Newport (ASUN) conducted a collaborative budgeting process that allowed broad-based inclusion and communication for FY 2021. ASUN was focused on reducing expenses to ensure that the college meets the needs of its students without passing on increases in tuition and fees during these difficult economic times. In recognition of a total revenue shortfall of \$1,240,373, ASUN was required to make aggressive but strategic cuts to ensure a budget that allowed the highest level of student support and fiscal strength.

Key reductions were as follows:

- Salaries and Benefits reduction of \$487,500
- Travel reduction of \$100,000
- Advertising and Promotions and Official Functions reduction of \$125,000
- IT and Physical Plant capital reduction of \$290,000
- Service Agreements reduction of \$182,000
- Supplies reduction of \$50,000

For additional expense control, Career Service Bonus awards and increases for Faculty Rank and Promotion were temporarily suspended, as well as cost-of-living increases for all employees. The college will implement the required minimum wage increase of \$11.00, effective January 1, 2021. Through careful planning and targeted cuts in expenses, ASUN will continue to achieve its strategic goals of student success, institutional excellence, and community engagement.

## **EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

The Arkansas State University-Newport FY 2021 budget is \$16,211,953 for Educational and General Operations and \$720,000 for Auxiliary Operations.

### **ARKANSAS STATE UNIVERSITY THREE RIVERS:**

The COVID-19 outbreak and subsequent reductions in projected state funding made for a challenging budget preparation process. Department managers submitted proposed budgets, and thorough discussions took place among cabinet-level officials as the FY 2021 budget was formulated.

With consideration of the needs of our students, tuition and fee rates remained unchanged from FY 2020. Due to the uncertainty of students' ability to attend classes in the fall, budgeted enrollment was reduced to 95% of original projections. Workforce 2000 budgeted revenues reflect 90% of current funding levels.

In response to the material reductions in state revenues, Arkansas State University Three Rivers (ASUTR) will implement the following cost-cutting endeavors:

- Staff will not receive pay increases
- Faculty will not receive step increases
- Conference and related travel expenses have been eliminated
- ASUTR's Truck Driving program will be discontinued
- Several open positions will not be filled. Some departments will be restructured in order to cover responsibilities with reduced staff
- A campus security contract will not be renewed, with duties to be performed by existing qualified staff

The Arkansas State University Three Rivers budget for FY 2021 is \$8,403,664 for Educational and General Operations and \$185,149 for Auxiliary Operations.

### **ARKANSAS STATE UNIVERSITY SYSTEM:**

The Arkansas State University System is funded as a non-formula entity with an FY 2021 operating budget of \$3,762,430, of which \$2,311,815 is categorized as a state appropriation, and \$1,450,615 comes from other sources, including campus and Foundation support.

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University FY 2021 operating budgets are approved, and authority is granted to execute the budgets in the amount of \$238,909,488 for Educational and General Operations and \$40,876,999 for Auxiliary Operations.

\_\_\_\_\_  
Christy Clark, Secretary

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Stacy Crawford, Chair

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**ACTION ITEM:** The Arkansas State University System (ASU System) requests approval of the fiscal year 2020-2021 capital project and expense budget, and seeks the authority to execute the budget during the fiscal year.

**ISSUE:** Each fiscal year, the Board of Trustees must approve the capital project and expense budget of the ASU System.

**BACKGROUND:**

- As the Arkansas State University System has a significant investment in plant and capital, management is requesting to establish an annual capital expenditure budget to illustrate commitment to maintenance of its capital investment. Currently, the ASU System has a total of 2,182 land acres and 317 buildings, comprising 5,984,769 million square feet.
- The state of Arkansas provides no dedicated revenue stream for capital projects and deferred maintenance needs.
- The ASU System currently has \$343.7 million in total deferred maintenance needs and \$10.5 million in critical maintenance needs, according to the Facilities Audit Program conducted by the Arkansas Division of Higher Education.
- The proposed capital project and expense budget of the ASU System for fiscal year 2020-2021 is attached.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System's fiscal year 2020-2021 capital project and expense budget is approved and authority is granted to execute the budget.

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Christy Clark, Secretary

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Stacy Crawford, Chair



## Capital Project Plans

		FY2020			FY2021			
Project Name	Project Type	Total Projected Cost	Total Funds Available	Total Projected Expenditures	Total Projected Cost	Total Funds Available	Current Status	Funding Source(s)
<b>ASU-Jonesboro</b>								
<b>Projects:</b>								
3D Art Center	New Building				\$7,670,112	\$7,670,112	In Process	Private Funds
Multi-Use Trail Phase 2	New Construction				625,000	625,000	Design Phase	Grant Funds, University Match
Multi-Use Trail Phase 3	New Construction				560,000	560,000	Design Phase	Grant Funds, University Match
Project Total		\$0	\$0	\$0	\$8,855,112	\$8,855,112		
<b>Major Equipment and IT-related purchases (over \$500K)</b>								
IT Related Projects-Network (FY 21 includes unspent FY 20 funds)	Ongoing	77,425	77,425	3,656	2,578,769	2,578,769	In Process	University Reserves
IT Related Projects-Wireless (FY 21 includes unspent FY 20 funds)	Ongoing	599,000	599,000	375,701	645,299	645,299	In Process	University Reserves
IT Related Projects-Security/Phones (FY 21 includes unspent FY 20 funds)	Ongoing	593,317	593,317	375,316	303,001	303,001	In Process	University Reserves
IT Related Projects-Systems	Ongoing				590,000	590,000	In Process	University Reserves
Library Backup Data Center	Ongoing	750,000	40,000	40,000			Design Phase	University Reserves
Equipment Total		2,019,742	1,309,742	794,673	4,117,069	4,117,069		
<b>Projects Under Review, Not Funded:</b>								
Project Under Review, Not Funded, Total		\$0	\$0	\$0	\$0	\$0		
<b>Total</b>		<b>\$2,019,742</b>	<b>\$1,309,742</b>	<b>\$794,673</b>	<b>\$12,972,181</b>	<b>\$12,972,181</b>		
<b>ASU-Beebe</b>								
ASU-Heber Springs Pavilion	New	\$0	\$0				Complete	Private Funds
Energy Performance Contract	New	\$0	\$0		\$0	\$0	Complete	Loans & Capital Lease
Project Total		\$0	\$0	\$0	\$0	\$0		
<b>Major Equipment and IT-related purchases (over \$500K)</b>								
ERP System (Banner)	Software	1,800	1,800	0	653,608	653,608	In Process	Institutional Reserves
IT Infrastructure Upgrade & Expansion	Equipment/Software	0	0	0	520,000	0	Not Yet Started	Not Yet Identified
Equipment Total		\$1,800	1,800	0	\$653,608	\$653,608		
<b>Projects Under Review, Not Funded:</b>								
State Hall	Renovation	3,293,000	0	0	3,593,000	150,000	Not Yet Started	Not Yet Identified
Owen Center	Renovation	4,172,000	0	0	4,472,000	150,000	Not Yet Started	Not Yet Identified
IT Services Data Center	New Construction		0	0				Not Yet Identified
Project Under Review, Not Funded, Total		\$7,465,000	\$0	\$0	\$8,065,000	\$300,000		
<b>Total</b>		<b>\$7,466,800</b>	<b>\$1,800</b>	<b>\$0</b>	<b>\$8,718,608</b>	<b>\$953,608</b>		
<b>ASU-Mountain Home</b>								
Walking/Biking Trail	New	\$375,000	\$375,000	\$51,226	\$375,000	\$375,000	Design Phase	Grant, Auxiliary, University Reserves
Project Total		375,000	375,000	51,226	375,000	375,000		
<b>Major Equipment and IT-related purchases (over \$500K)</b>								
IT Infrastructure Upgrades/Replacements	New				850,000	850,000	Planning	University Reserves
Security Systems Upgrades	New				200,000	200,000	Planning	University Reserves
ERP System (Banner)	Software				531,133	531,133	In Process	University Reserves
Equipment Total		0	0	0	1,581,133	1,581,133		
<b>Projects Under Review, Not Funded:</b>								
Amphitheater	New				500,000		Planning	Donations/University Reserves
Project Under Review, Not Funded, Total		0	0	0	500,000	0		
<b>Total</b>		<b>\$375,000</b>	<b>\$375,000</b>	<b>\$51,226</b>	<b>\$2,456,133</b>	<b>\$1,956,133</b>		

## Capital Project Plans

		FY2020			FY2021			
Project Name	Project Type	Total Projected Cost	Total Funds Available	Total Projected Expenditures	Total Projected Cost	Total Funds Available	Current Status	Funding Source(s)
<b>ASU Mid-South</b>								
Project Total		0	0	0	0	0		
<b>Major Equipment and IT-related purchases (over \$500K)</b>								
ERP System (Banner)	Software	0	0	0	518,463	518,463	Not Yet Started	Potential Loan or Reserves
Equipment Total		0	0	0	518,463	518,463		
<b>Projects Under Review, Not Funded:</b>								
Renovate ADWIRE/GNC Building	Renovation	\$750,000	\$0	\$0	\$750,000	\$0	Not Started	Not Yet Identified
Project Under Review, Not Funded, Total		\$750,000	\$0	\$0	\$750,000	\$0		
<b>Total</b>		<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,268,463</b>	<b>\$518,463</b>		
<b>ASU-Newport</b>								
Wayfinding Signage (All)	Renovation	\$150,000	\$150,000	\$0			Design	University Reserves
Student Center Renovation (Newport)	Renovation			\$94,349			Completed	University Reserves
Portable Buildings (Jonesboro)	Renovation	0	0	63,423			Completed	University Reserves
Security Camera System	New	\$200,000	\$200,000				Planned	University Reserves
Project Total		350,000	350,000	157,772	0	0		
<b>Major Equipment and IT-related purchases (over \$500K)</b>								
ERP System (Banner)	Software	25,000	25,000	133,181	577,589	577,589	In Process	University Reserves/loan
Equipment Total		25,000	25,000	133,181	577,589	577,589		
<b>Projects Under Review, Not Funded:</b>								
Nursing & Allied Health Building (Newport)	New Construction	\$0	\$0				Alternatives Developed	Bond Issuance
Rebuild Entry Signs (Newport)	Land Improvements	60,000	60,000				Design	University Reserves
Landscape Development (Newport)	Land Improvements	90,000	90,000				Applied for Grant	University Reserves/Grant
Renovation Student Center (Jonesboro)	Renovation	0	0				Postponed/after New Bldg	University Reserves
Academic/Multi-Purpose Building	New Construction	8,600,000	8,600,000				Planning	Bond Issuance
Administration Building	New Construction	0	0				Postponed	Bond Issuance/Donor Support
Parking Lot	Land Improvements	0	0				Alternatives Developed	University Reserves
Project Under Review, Not Funded, Total		\$8,750,000	\$8,750,000	\$0	\$0	\$0		
<b>Total</b>		<b>9,125,000</b>	<b>9,125,000</b>	<b>290,953</b>	<b>577,589</b>	<b>577,589</b>		
<b>ASU Three Rivers</b>								
Project Total		0	0	0	0	0		
<b>Major Equipment and IT-related purchases (over \$500K)</b>								
ERP System (Banner)	Software				514,240	514,240	In Process	University Reserves/loan
Equipment Total		0	0	0	514,240	514,240		
<b>Projects Under Review, Not Funded:</b>								
Ritz Theater Renovation - Phase I	Renovation				\$663,263		Applied for Grant	ANCRC
Project Under Review, Not Funded, Total		\$0	\$0	\$0	\$663,263	\$0		
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,177,503</b>	<b>514,240</b>		
<b>Grand Total Excluding Projects Under Review</b>								
Projects		\$ 725,000	\$ 725,000	\$ 208,998	\$ 9,230,112	\$ 9,230,112		
Equipment & IT		\$ 2,046,542	\$ 1,336,542	\$ 927,854	\$ 7,962,102	\$ 7,962,102		
<b>Total</b>		<b>\$ 2,771,542</b>	<b>\$ 2,061,542</b>	<b>\$ 1,136,852</b>	<b>\$ 17,192,214</b>	<b>\$ 17,192,214</b>		



## 2020 Deferred Maintenance Budget and Planned Maintenance Projects

*Notes: Projects over \$50,000 are capitalized. The Facilities Condition Index is the percent of the useful life of campus facilities that has been expended. The higher the percentage would indicate the greater the expended portion of the campus.*

<b>ASU-Jonesboro</b>			
<b>2018 Facilities Condition Index:</b>	32%	<b>University Average:</b>	58%
<b>E&amp;G Replacement Value:</b>	\$422,136,158		
<b>Cumulative Deferred Maintenance Budget Set Aside:</b>	\$ 9,164,127		
<b>YTD Expenditures</b>	\$ 529,430		
<b>Year-End Projected Expenditures</b>	\$ 529,430		
<b>Projected Variance</b>	\$ 8,634,697		
<b>FY2021 Deferred Maintenance Budget Set Aside:</b>	\$ 2,500,000		
<b>Planned Maintenance Projects</b>			
Fine Arts ADA Scope	Renovation	\$268,600	Remaining FY 20 Funds
Campus Wide Building Entrance Security Phase 1	Renovation	417,340	Remaining FY 20 Funds
Campus Lighting Upgrades Phase 2	Renovation	450,070	Remaining FY 20 Funds
Campus Wide Card Access Year 2 - All Campus Core Academic Bldgs	Renovation	714,450	Remaining FY 20 Funds
Collegiate Park HVAC Unit Replacement Phase 1 of 5 (Bldg 1 first year)	Renovation	90,000	Remaining FY 20 Funds
FNBA Parking Lot G & H Overlay, 1/3 Access Road	Renovation	170,000	Remaining FY 20 Funds
FNBA Parking Lot D, E, & F Overlay, 1/3 Access Road	Renovation	210,000	Remaining FY 20 Funds
College of Education & Communications Roof Replacement	Renovation	350,000	Remaining FY 20 Funds
Honors Dorm Buildings 1, 2, & 3 Roof Replacement	Renovation	140,000	Remaining FY 20 Funds
FNBA Subgrade Waterproofing Phase 1	Renovation	250,000	Remaining FY 20 Funds
Fowler Center ADA Renovations	Renovation	70,000	Remaining FY 20 Funds
Ed Comm Bathroom Renovations / ADA Compliance	Renovation	100,000	Remaining FY 20 Funds
		<b>\$3,230,460</b>	
Miscellaneous Building Interiors and Exteriors Repairs	Renovation	150,000	E & G Deferred Maintenance
Zone and MEP Major Maintenance Repairs	Renovation	125,000	E & G Deferred Maintenance
Campus Hardscape Repairs	Renovation	100,000	E & G Deferred Maintenance
Campus Building Masonry Repairs/Waterproofing	Renovation	150,000	E & G Deferred Maintenance
Campus Window Glazing Repair/Replacements	Renovation	75,000	E & G Deferred Maintenance
Campus ADA and Other Code Compliance	Renovation	50,000	E & G Deferred Maintenance
FY 21 Deferred Maintenance Funding for miscellaneous projects	Renovation	3,068	E & G Deferred Maintenance
Campus Learning Space Renovations	Renovation		
Percussion Building Remodel	Renovation	\$75,000	Reserves
Miscellaneous College of Math Spaces	Renovation	150,000	\$100,000-FY 21 B G and F
College of Agriculture Lab 249	Renovation	115,000	Reserves
Other Miscellaneous Campus Learning Spaces	Renovation	60,000	Reserves
FY 21 B G and F Miscellaneous Projects	Renovation	30,000	E & G Funds
FY 21 Parking Maintenance	Renovation	100,000	E & G Funds
College of Nursing Elevator	Renovation	246,000	Reserves
Lab Sciences West Fire Alarm Replacement	Renovation	175,890	Reserves
Library and Museum Fire Alarm Replacement Phase 1	Renovation	267,200	Reserves
Student Union Cooling Tower Replacement	Renovation	450,000	Reserves
Library Cooling Towers Replacement	Renovation	675,000	Reserves
HPSS Pool Demolition Planning	Demolition	65,000	Reserves
Armory Mold Remediation	Renovation	340,000	Reserves
University Hall Fan Coil Replacements (Phase 1 of 4)	Renovation	273,000	Reserves
Arkansas Hall Fan Coil Replacements (Phase 1 of 5)	Renovation	286,000	Reserves
Collegiate Park HVAC Unit Replacement (Phase 2 of 5)	Renovation	132,000	Reserves
ITS Cooling Tower	Renovation	85,000	Reserves
Collegiate Park Stair Replacement	Renovation	250,000	Reserves
		<b>\$4,428,158</b>	



<b>ASU-Beebe</b>			
2018 Facilities Condition Index:	49%	Comm Coll Average:	38%
Cumulative Deferred Maintenance Budget Set Aside:	\$ 340,000		
YTD Expenditures			
Year-End Projected Expenditures			
Projected Variance	\$ 340,000		
FY2021 Deferred Maintenance Budget Set Aside:			
Planned Maintenance Projects			
Latimer Cntr Paving Project		\$49,000	Plant Funds
Campus Wide Repairs, Upgrades, & Renovations		\$70,000	Plant Funds
Routh Couch Cntr Roof Project	Renovation	\$50,000	Plant Funds
Project Total		\$169,000	
<b>ASU-Mountain Home</b>			
2018 Facilities Condition Index:	31%	Comm Coll Average:	38%
Cumulative Deferred Maintenance Budget Set Aside:	\$ 256,000		
YTD Expenditures			
Year-End Projected Expenditures			
Projected Variance	\$ 256,000		
FY2021 Deferred Maintenance Budget Set Aside:			
Planned Maintenance Projects			
Technical Center Roof	Renovation	\$49,000	Plant Funds
Window Replacement	Renovation	\$70,000	Plant Funds
Roadway Maintenance	Renovation	\$150,000	Plant Funds
Project Total		\$269,000	
<b>ASU Mid-South</b>			
2018 Facilities Condition Index:	37%	Comm Coll Average:	38%
Cumulative Deferred Maintenance Budget Set Aside:	\$ 844,381		
YTD Expenditures	\$ -		
Year-End Projected Expenditures	\$ -		
Projected Variance	\$ 844,381		
FY2021 Deferred Maintenance Budget Set Aside:	\$ 130,000		
Planned Maintenance Projects			
Reynolds Center Chiller Replacement	Renovation	\$500,000	Plant Funds
University Center Chiller Replacement	Renovation	500,000	Plant Funds
Reynolds Center Roof	Renovation	400,000	Endowment Funds
University Center Roof	Renovation	100,000	Plant Funds
Campus Fire Alarm Upgrades	Renovation	100,000	Plant Funds
HVAC Unit Equipment Replacement	Renovation	100,000	Plant Funds
Allied Health Fire Protection System	Renovation	30,000	Plant Funds
Replace doors-west side Arkansas Workforce Center	Renovation	10,000	Plant Funds
Project Total		\$1,740,000	
<b>ASU-Newport</b>			
2018 Facilities Condition Index:	30%	Comm Coll Average:	38%
Cumulative Deferred Maintenance Budget Set Aside:	\$ 450,000		
YTD Expenditures	\$ 142,205		
Year-End Projected Expenditures	\$ 145,000		
Projected Variance	\$ 305,000		
FY2021 Deferred Maintenance Budget Set Aside:			
Planned Maintenance Projects			
White River Hall Façade Repair Project		75,000	Plant Funds
Project Total		\$75,000	

**ASU-Three Rivers**

2018 Facilities Condition Index:

36%

Comm Coll Average: 38%

Cumulative Deferred Maintenance Budget Set Aside:

YTD Expenditures

Year-End Projected Expenditures

Projected Variance

\$ -

FY2021 Deferred Maintenance Budget Set Aside:

Planned Maintenance Projects

Project Total

\$0

**ASU-System Consolidated**

Cumulative Deferred Maintenance Budget Set Aside:

YTD Expenditures

Year-End Projected Expenditures

Projected Variance

\$ 11,054,508

\$ 671,635

\$ 674,430

\$ 10,380,078

FY2021 Deferred Maintenance Budget Set Aside:

\$ 2,630,000

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**ACTION ITEM:** The Arkansas State University System requests approval to establish the maximum number of legislatively authorized provisional positions for all campuses for fiscal year 2020-2021.

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

**BACKGROUND:**

- As the System continues to receive monies from grants, contracts, and other non-appropriated sources, the campuses have found it necessary to expedite the process of approval for provisional positions. Since Board approval is required to establish provisional positions and the Board meets regularly only four times a year, the System has received approval from the Arkansas Department of Higher Education to allow the ASU Board of Trustees to approve the establishment of all provisional positions on all campuses of Arkansas State University. This approval allows Human Resources on all campuses to respond immediately to provisional position requests.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that that the Arkansas State University System is approved to establish 325 provisional positions for ASU-Jonesboro, 100 provisional positions for ASU-Beebe, 40 provisional positions for ASU-Mountain Home, 60 provisional positions for ASU-Newport, 75 provisional positions for ASU Mid-South, and 40 provisional positions for ASU Three Rivers, as authorized for the 2020-2021 fiscal year.

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Christy Clark, Secretary

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Stacy Crawford, Chair

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**ACTION ITEM:** The Arkansas State University System requests approval to borrow a sum of money sufficient to develop and implement the Enterprise Resource Program (ERP) for all of the campuses of the System.

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

**BACKGROUND:**

- The project to consolidate the Arkansas State University System into a single ERP system provides all System institutions the opportunity to access shared services, cooperative buying, and collaborative support without detriment to each institution's unique personality, culture, mission, and individual community service commitment.
- Deployment and adoption of this solution across the institutions will meet the following System objectives:
  - Achieve significantly improved levels of service to students, faculty, and staff with a robust and flexible integrated information system;
  - Improve operational efficiency and optimize the utilization of technology systems;
  - Implement shared services in the ASU System to streamline support and increase adoption; and
  - Replace various stand-alone and off-the-shelf applications with a single-system approach that maintains the autonomy and internal control of the individual institutions.
- The System requests the authority to seek financing for a loan at an estimated maximum interest rate of 4.00% for up to \$5.3 million for a term not to exceed five (5) years, with debt service of approximately \$1.2 million per annum. The source of funds for the debt service will come from tuition and fees.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System is approved to borrow \$5.3 million at an estimated interest rate of 4.00% for a term not to exceed five (5) years for the purpose of developing the Enterprise Resource Program for the System campuses.

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Christy Clark, Secretary

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Stacy Crawford, Chair

**EXECUTIVE SUMMARY**

Contact: Julie Bates (501)660-1002

**ACTION ITEM:** The Arkansas State University System (ASU System) requests approval to revise the Internal Audit Charter.

**ISSUE:** The Board of Trustees must approve revisions to the Internal Audit Charter.

**BACKGROUND:**

- The Internal Audit function for Arkansas State University was transferred to the ASU System from the Arkansas State University-Jonesboro campus effective January 1, 2008.
- The ASU System Internal Audit mission is to “support the campuses of the ASU System in the pursuit of their mission by evaluating the adequacy of internal controls, accuracy of financial records, and compliance with standard accounting practices, government and state regulations, and University policies and procedures.”
- The Internal Audit Charter, approved by the Board on March 6, 2009, and revised September 9, 2011, requires revisions to reflect edits made to the Introduction, Purpose, Organization, Responsibility, Audit Planning, Reporting, and Audit Standards and Ethics sections.
- The revised Internal Audit Charter is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System revised Internal Audit Charter is approved, effective immediately.

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Christy Clark, Secretary

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Stacy Crawford, Chair

# **Arkansas State University System**

## **Internal Audit Charter**

### **INTRODUCTION**

The Board of Trustees approves the Internal Audit Charter that establishes the Internal Audit function within the Arkansas State University System (ASU System). The ASU System Internal Audit function performs an independent appraisal activity for the review of internal controls, financial and compliance aspects, and operating procedures as a service to the Board of Trustees and ASU System administrators.

### **PURPOSE**

The Internal Audit function is a continuous independent management control and appraisal activity established within the ASU System to review accounting, financial and other operations to determine for the ASU System President and Board of Trustees that the following controls are established:

1. Assets are safeguarded and their use is properly accounted for;
2. Accurate financial and managerial controls exist and function properly;
3. Recommendations are made for appropriate improvements in controls; and
4. Management plans, policies, and procedures are carried out and executed efficiently and effectively.

### **ORGANIZATION**

The coordination of the ASU System's internal auditing function is the responsibility of the Assistant Vice President for Administration (AVPA). The AVPA operates under the general administrative oversight of the Executive Vice President (EVP) and reports to the ASU System President in coordination with a trustee appointed as a liaison for Internal Audit affairs. The EVP is assigned responsibility for the day-to-day operation of the internal audit program to provide support and supervision of Internal Audit and to assure the adequacy of the management responses of audit reports issued by the AVPA and to follow-up on audit issues.

### **AUTHORITY**

The ASU System Internal Audit staff is authorized to have full, free, and unrestricted access to all University functions, records, property, and personnel relevant to the subject under review within the entire ASU System. Documents and information given to the Internal Audit staff during an engagement are handled in the same prudent manner as they are by those employees normally accountable for them. The confidential and privileged character of the documents and information is not affected solely by disclosure to the audit staff.

Internal Audit has neither direct responsibility for, nor authority over, any of the activities, functions, or tasks it reviews. Accordingly, Internal Audit does not develop or write policies or procedures that they may be later called upon to evaluate. Draft materials, developed by management, may be reviewed for propriety and/or completeness. However, ownership and responsibility for any materials remain with management.

Acting in the capacity of an Internal Auditor, audit staff should not perform any operational duties for the ASU System or its affiliates, initiate or approve accounting transactions external to Internal Audit, or direct the activities of any ASU System employee not employed by Internal Audit, except to the extent such employees have been assigned to otherwise assist the internal auditors.

## RESPONSIBILITY

Meaningful internal auditing requires cooperation among the Internal Auditors, trustee-appointed liaison, campus administration, and the auditee. Each party's responsibilities in this regard include, but are not limited to, the following:

### AVPA:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the trustee-appointed liaison, ASU System President, and EVP;
- Implement the annual audit plan, as approved, including, as appropriate, any special tasks or projects requested by management or the Board of Trustees;
- Maintain a professional audit staff with sufficient knowledge, skills, and experience;
- Issue periodic reports summarizing results of audit activities to the ASU System President and the EVP (the ASU System President distributes the report(s) to the Board of Trustees);
- Perform investigations of suspected fraudulent activities within the ASU System and notify the EVP, General Counsel, and trustee-appointed liaison in the case of suspected unlawful activity. A report of such an investigation will be provided to the ASU System President, EVP, General Counsel, and appropriate members of campus management (the ASU System President distributes the report to the Board of Trustees); and
- Consider the scope of work of external auditors and other regulatory agencies, as appropriate, for the purpose of providing optimal audit coverage to the ASU System at a reasonable overall cost.

### Internal Audit Office

- Examine and evaluate the controls, policies, procedures, and systems in place to safeguard ASU System assets;
- Evaluate the reliability and integrity of information and the efficient and effective use of resources;
- Review compliance with policies, procedures, laws, and regulations; and
- Report results and make recommendations to the AVPA and management.

### Trustee Appointed Liaison

- Ensure that internal audit goals and objectives, staffing plans, financial budgets, and audit activities provide adequate support of ASU System goals and objectives;
- Ensure that the audit planning process, including the risk assessment methodology, considers appropriate aspects of the ASU System's operations and executive management's concerns;
- Approve the annual audit plan and any revisions;
- Review the results of significant audit activities, audit reports, and auditee responses, and monitor the adequacy and timeliness of corrective actions taken in response to audit activities;
- Review the internal audit annual report; and
- Support the Internal Audit function and communicate this support within the ASU System Administration.

### ASU System Administration

- Support the Internal Audit function and communicate this support within campus units;
- Participate in the audit process;
- Provide appropriate, clear, and consistent direction to the ASU System community through written policies and procedures; and
- Follow-up on progress of corrective actions for audit findings within campus units.

### Auditee

- Cooperate with the audit process by providing unrestricted access to facilities, books and records, information, and personnel;
- Respond in writing, within 30 days, to all audit recommendations. Disagreements with recommendations or alternative solutions to identified findings are acceptable when justified in writing. Each response should contain an estimated implementation date; and
- Implement agreed-upon corrective action plans.

### **AUDIT PLANNING**

An annual audit plan, based on a risk assessment process, will be systematically developed for the ASU System as a whole. The risk assessment shall consider risks within and across all components of the ASU System. Input will be solicited from the appropriate members of the ASU System management and each respective campus for this purpose. Once completed, the audit plan will be submitted to the ASU System President and trustee-appointed liaison for comment and approval. The objective is to continually assess all high-risk areas to evaluate critical business processes throughout the ASU System as resources permit.

The AVPA shall notify the ASU System President when advisory and related client service activities are requested. The nature and scope of these activities will be agreed upon with the client, and the agreement must include a release of the internal audit department from management responsibility. When demands for services exceed available resources that would significantly impact the approved annual audit plan, project priorities will be established and the audit plan amended subject to the approval of the ASU System President and the trustee-appointed liaison.

### **REPORTING**

Internal Audit will ensure that the results of audits are properly communicated to appropriate management or operating personnel in a formal written report to the ASU System President under the signature of the AVPA. Management's responses to the audit observation(s) will be incorporated into the formal report and will itemize specific actions taken or planned to resolve the reported observation(s) or to ensure that operational objectives are achieved.

Copies of completed audit reports will be provided to the ASU System President, EVP, and appropriate members of campus management. The ASU System President distributes the report to the Board of Trustees.

Internal Audit will produce a follow-up report quarterly on the status of management's implementation of each observation to the ASU System President and EVP. The ASU System President distributes the follow-up report to the Board of Trustees.

### **AUDIT STANDARDS AND ETHICS**

Internal Audit staff members shall subscribe to and rely on the *International Standards for the Professional Practice of Internal Auditing* and *Code of Ethics* promulgated by the Institute of Internal Auditors, Inc. The department is expected to consistently demonstrate high standards of conduct and ethics, as well as appropriate judgment, independence, and discretion. Members maintain a professional image and protect auditee confidences and confidential information.

Revised 06-04-2020



## **EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

**ACTION ITEM:** The Arkansas State University System requests approval of candidates proposed to serve as members of the ASU-Beebe Board of Visitors, the ASU-Mountain Home Board of Visitors, and the ASU-Newport Board of Visitors.

**ISSUE:** Pursuant to Board policy, the ASU Board of Trustees must approve the candidates for the Board of Visitors for each System institution.

## **BACKGROUND:**

- ASU-Beebe Chancellor Jennifer Methvin has submitted to System President Charles Welch the proposed members and terms for the ASU-Beebe Board of Visitors, replacing or reappointing those members whose terms expire June 30, 2020. President Welch has given his consent for the following proposed members and recommends approval by the Board of Trustees:

### Seven-Year Term Expiring June 30, 2027

Hazel Dickey (reappointed)  
Dianne Logan (reappointed)  
Butch Rice (reappointed)

- ASU-Mountain Home Chancellor Robin Myers has submitted to System President Charles Welch the proposed members and terms for the ASU-Mountain Home Board of Visitors, replacing or reappointing those members whose terms expire on June 30, 2020. President Welch has given his consent for the following proposed members and recommends their approval by the Board of Trustees:

### Three-Year Term Expiring June 30, 2023

Cheryl Davenport (reappointed)  
Sonny Elliott (reappointed)  
Ron Peterson (reappointed)

- ASU-Newport Chancellor Sandra Massey has submitted to System President Charles Welch the proposed members and terms for the ASU-Newport Board of Visitors, replacing or reappointing those members whose terms expire on June 30, 2020. President Welch has given his consent for the following proposed members and recommends their approval by the Board of Trustees:

**EXECUTIVE SUMMARY**

Contact: Jeff Hankins (501) 660-1004

Seven-Year Term Expiring June 30, 2027

Tuesday Gaddis

Natalie Shew

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University Board of Trustees approves the candidates proposed above to serve as members of the ASU-Beebe Board of Visitors, the ASU-Mountain Home Board of Visitors, and the ASU-Newport Board of Visitors.

\_\_\_\_\_  
Christy Clark, Secretary

\_\_\_\_\_  
Stacy Crawford, Chair

## **EXECUTIVE SUMMARY**

Contact: Len Frey (870) 972-3303

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to enter into agreements submitted for the purpose of allowing certain employees to conduct private camps on and in ASUJ facilities.

**ISSUE:** ASUJ wishes to contract with certain employees to conduct private camps on the ASUJ campus. Such camps are designed to bring future students to the campus in order to expose them to its facilities and personnel while engaging in program activities. Additionally, funds are generated and paid to ASUJ to cover the use of its facilities and auxiliary services.

## **BACKGROUND:**

- A.C.A. § 6-62-401 authorizes the Boards of Trustees of 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). Employees are to be engaged in this outside work only after they have fully discharged their employment responsibilities to such institutions. Employees who accrue annual leave are required to take annual leave during these camp periods.
- The Act grants the Board the non-delegable duty to make express findings of fact as follows:
  - the activities in question involve no conflict of interest with the mission and purpose of the institution itself;
  - the proposed activities 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 these activities; and
  - the contemplated activities will, as a part thereof, generate funds to be paid to the state institution for housing, meals, and for the use of institutional resources that will produce significant revenues in support of the auxiliary functions of the particular campus serving its enrolled students.
- All agreements will comply with A.C.A. § 6-62-401.

## **RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to enter into agreements submitted for the purpose of allowing certain employees to conduct private camps on and in ASUJ campus facilities, effective July 1, 2020, through June 30, 2021.

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Christy Clark, Secretary

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Stacy Crawford, Chair

Arkansas State University  
Board of Trustees  
June 4, 2020  
Resolution 20-23

**EXECUTIVE SUMMARY**

Contact: Kelly Damphousse (870) 972-3030

**ACTION ITEM:** Arkansas State University-Jonesboro (ASUJ) requests approval to amend the Faculty Handbook of Policies and Procedures.

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

**BACKGROUND:**

- The Shared Governance Academic Budget Committee and Faculty Equity Task Force for ASUJ have reviewed the Faculty Handbook of Policies and Procedures, and proposed changes to those documents.
- The changes are necessary to clarify which faculty members are eligible for an Equity Salary Review, the procedure to be followed for an Equity Salary Review, and to make other stylistic changes.
- The proposed changes have been approved through the shared governance process.
- A copy of the proposed changes is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Jonesboro is approved to amend the Faculty Handbook of Policies and Procedures with the changes proposed above, effective immediately.

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Christy Clark, Secretary

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Stacy Crawford, Chair

## Tracked Changes:

### V.M. Equity Salary Review

Salary inequity is defined as differences in salaries that are unjustified by qualifications, assigned responsibilities, or academic market forces. Qualifications include academic credentials, professional rank, service to the university and to academe, and meritorious performance. Academic m~~M~~arket forces are reflected in the prevailing salary level among the various disciplines for equally qualified faculty within and external to the university.

Faculty members who hold the academic rank of instructor or professional librarians with a minimum of five years of consecutive reappointments and annual evaluation history with the university who believe their salary may not be equitable, are eligible for an Equity Salary Review and may request in writing an Equity Salary Review. Similarly, faculty members who hold the academic rank of assistant professor, associate professor, or professor who believe their salary may not be equitable, who have a minimum three-year annual evaluation merit history with the university, are eligible for an Equity Salary Review -may request in writing an ~~e~~Equity ~~s~~Salary ~~r~~Review. Faculty members ~~must~~should supply supporting documentation of the alleged inequity, ~~z~~which includes completing the Request for Faculty Equity Review Form available on the A-State Academic Affairs and Research webpage. This form and, if desired, an attached letter should describe the alleged salary inequity based on the salary and or salaries of similarly situated full-time teaching faculty (e.g., years of service, rank, etc.) in the program, department, or college referencing the current A-State budget. Applicants should provide productivity and/or merit reports from the three most recent academic years. A faculty member may request access to current College and University

Professional (\*CUPA) data within their discipline for their code from the Office of Institutional Research. An alleged salary inequity is first considered by the department promotion, retention, and tenure (PRT) committee. ~~The process may be initiated by the affected individual, by the chair of the department, or by the PRT Committee.~~ The committee will forward its recommendation as to the perceived inequity to the department chair. The department chair will make an independent evaluation and forward both recommendations to the college dean. ~~The dean, in turn, will make a~~ An independent evaluation ~~/and recommendation~~ is then made by the college dean and directed and recommend to the Provost and Vice Chancellor for Academic Affairs and Research for final consideration. whether or not the equity formula should be run. See Appendix B for equity adjustment formula. Should the need exist to conduct the equity analysis, it will be completed through the Office of the Provost and Vice Chancellor for Academic Affairs and Research. A minimum of 78% or higher of CUPA data based on available funds is the metric for analysis. The outcome of the equity review will be communicated by the dean in writing to the faculty member, including the recommended adjustment. results of the equity formula if it is applied.

If an equity adjust can be justified, but funds are not available for total adjustment in a budget year, the university will attempt to address at least a percentage of the inequity each year until it is eliminated. with the goal of completing or eliminating the inequity within two years. Following the awarding of equity, a faculty member must wait a minimum of three academic years to request another equity review. Likewise, upon receiving promotion from associate professor to professor a faculty member must also wait a minimum of three academic years to request another equity review.

**ARKANSAS STATE UNIVERSITY  
BOARD OF TRUSTEES**

A Resolution Recognizing the Significant Contributions of  
Alex Carrington and Bryan Hall  
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 in support of the University; and

**WHEREAS**, Alex Carrington and Bryan Hall, both of whom are A-State alumni, A-State defensive line football lettermen, and former NFL football players, are supporters of higher education and the students we serve; and

**WHEREAS**, Alex Carrington and Bryan Hall have made outstanding contributions to Arkansas State University-Jonesboro 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 the defensive line position room, located in Centennial Bank Athletics Operations Center, shall be known henceforth as the:

**Alex Carrington and Bryan Hall Defensive Line Room**

DULY ADOPTED AND APPROVED this 4<sup>th</sup> day of June 2020

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Stacy Crawford, Chair

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Price Gardner, Vice Chair

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Christy Clark, Secretary

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Tim Langford, Member

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Niel Crowson, Member

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Charles L. Welch, President

**ARKANSAS STATE UNIVERSITY  
BOARD OF TRUSTEES**

A Resolution Recognizing the Significant Contributions of  
Tommy Vaughan  
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 in support of the University; and

**WHEREAS**, Tommy Vaughan, a successful entrepreneur in the events industry for more than 30 years, an A-State track and field letterman, and a supporter of higher education and the students we serve; and

**WHEREAS**, Tommy Vaughan has made outstanding contributions to Arkansas State University-Jonesboro 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 the men's track and field locker room shall be known henceforth as the:

**Tommy Vaughan Men's Track and Field Locker Room**

DULY ADOPTED AND APPROVED this 4<sup>th</sup> day of June 2020

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Stacy Crawford, Chair

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Price Gardner, Vice Chair

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Christy Clark, Secretary

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Tim Langford, Member

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Niel Crowson, Member

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Charles L. Welch, President



**EXECUTIVE SUMMARY**

Contact: Jason Goodner (501) 882-4475

**ACTION ITEM:** Arkansas State University-Beebe (ASUB) requests approval to execute a Memorandum of Understanding (MOU) for a new academic training partnership with Altec Industries.

**ISSUE:** The Board of Trustees approves certain academic agreements.

**BACKGROUND:**

- Altec Industries is the leading supplier of products and services for the electric utility, telecommunications, lights and signs, and contractor markets. The Altec Service Group has service centers located throughout the United States and Canada and an extensive fleet of mobile service vehicles and technicians nationwide. Altec has sought out ASUB as a partner to train future technicians how to troubleshoot, repair, and service equipment that Altec customers use to build and maintain utility lines.
- Students enrolled in the ASUB Technical Certificate in the Diesel Technology program, and who are eligible to satisfy Altec's hiring requirements, will receive Automotive Service Excellence (ASE) accredited training on medium/heavy-duty truck diesel engines and components, as well as proprietary Altec Industries equipment and technologies. Altec Industries will provide ASUB with training materials, including essential tools, service information software and other technical training aids and materials, as well as new or used complete goods required from time to time by ASUB to properly deliver the program.
- A copy of the MOU between ASUB and Altec Industries is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Beebe is approved to execute a Memorandum of Understanding for a new academic training partnership with Altec Industries.

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Christy Clark, Secretary

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Stacy Crawford, Chair

**ALTEC TRAINING PROGRAM AGREEMENT  
BETWEEN  
ALTEC INDUSTRIES  
AND  
ARKANSAS STATE UNIVERSITY - BEEBE**

This agreement is entered into by and between ALTEC INDUSTRIES, hereinafter referred to as the "Company" and ARKANSAS STATE UNIVERSITY - BEEBE, hereinafter referred to as the "College".

The purpose of this agreement is to provide educational services at the College for the ongoing training, within a one year entry-level competency based training curriculum for students jointly identified by the College and the Company.

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IN CONSIDERATION of the mutual covenants contained herein and for other good and valuable consideration, Company and College agree as follows:

**A. RESPONSIBILITIES:**

1. The College undertakes and agrees to deliver a quality-training program to all students enrolled in the Altec Diesel Technology (Program). To qualify for enrollment in the Diesel Technology Program, a student must satisfy the criteria established from time to time by the College and by the Company and be sponsored by the Company.
2. The College agrees that while this agreement remains in effect, it shall be responsible to fulfill the following duties:
  - Contact Person: Designate, in writing, a College employee (the "Diesel Technology Coordinator") who shall act as a liaison between the College and Company with respect to the Program.
  - Curricula: Develop and maintain the curricula of the Program with regard to the needs and recommendations of Company and the Diesel Technology Advisory Council (as defined below). The curricula must also meet requirements, if any, set forth by State Department of Education.
  - Facilities: Provide classrooms, laboratories, shops and office space as may be required to meet the needs of the Program.
  - Equipment: Identify, to Company, on an ongoing basis, the Program's equipment needs. The College shall provide shop equipment and tools required by the Program.
  - Student Recruitment and Selection: Promote, advertise and recruit qualified students based on standards and a selection process established jointly by the College and Company.
  - Student Evaluation and Records: Provide student evaluations and official transcripts and maintain other student records in accordance with established College policies.
  - Student Services: Offer standard student services to those students enrolled in the program.
  - Storage Areas: Provide on-site, secure storage areas for all complete goods and/or other Training Materials (as such term is defined in Paragraph 5 below) supplied to the College by the Company.

- Instructional Materials: Provide to students, on an on-going and as-needed basis, instructional materials appropriate to the curricula (i.e. course references and other resources; course information sheets; course-related supplies such as consumable materials). It is understood and agreed, however, that students will be required to purchase their own instructional texts and to pay other like costs.
  - Other: Satisfy the other requirements more particularly described in this agreement as being the College's responsibility.
3. Company agrees that while this agreement remains in effect, it shall be responsible to fulfill the following duties:
- Contact Person: Designate a Company employee/representative who shall act as Company's liaison with the College with respect to the Program.
  - Program Promotion and Student Recruitment and Selection: Promote the Program and participate with the College to recruit and select students for the Program.
  - Training College Personnel: Provide appropriate training for College personnel involved in the Program. (As set forth in section C-2 of this agreement.)
  - Equipment and Tools: Loan to the College the Training Materials more particularly described in Paragraph 5 below.
  - Program Evaluation and Modification: Participate with the College to establish and conduct evaluation of the Program on an ongoing basis.
4. The parties agree that it would be to their mutual benefit for the Company to participate in the Diesel Technology Advisory Council to offer recommendations from time to time to the College with respect to the Program. The College retains the right to accept or reject recommendations made to it by the Diesel Technology Advisory Council based upon the College's precepts, policies and state requirements. The college will convene a meeting of the advisory council at least twice each school year.
5. (a) Company will be responsible to provide to the College, essential training materials, including essential tools, service information software and other technical training aids and materials, as well as new or used complete goods required from time to time by the College in order to properly deliver the Programs (the "Training Materials"). Company and the college shall maintain a list of the Training Materials from time to time to the College pursuant to this Section 5 and Company shall provide such list to the College upon its request. It is understood that this list shall be determinative of the Training Materials delivered to the College. The College agrees that Company, its employees and/or representatives shall, at all reasonable times, be entitled to gain access to the premises where the Training Materials are located for the purpose of inspecting and/or repairing the Training Materials .
- (b) All maintenance and minor repairs to the Training Materials shall be the responsibility of Company, provided, however, if any such replacement or major repair is necessitated by the negligent act or omission of the College, such replacement or repair shall be performed by Company at the expense of the College. All such repairs and replacements made to the Training Materials shall belong to and remain the property of Company.
- (c) All maintenance and minor repairs (being day-to-day repairs) to the Training Materials shall be the responsibility of the College and shall be performed on an as needed basis. Without limiting the generality of the foregoing, the College acknowledges that from time to time, during the course of a

training session, certain "consumable" items may need to be repaired and/or replaced (i.e. gaskets, bearings, etc...). The College agrees that the maintenance, repairs or replacements referred to herein shall be completed by the College at the College's sole expense.

6. The College acknowledges that Company has title to, and ownership of, the Training Materials and the College's right to use and possess the Training Materials and that the College's right to use and possess the Training Materials arises solely by virtue of this agreement. The College agrees not to: (i) do anything which is inconsistent with Company's title to, and ownership of, the Training Materials; (ii) sell, assign, mortgage, pledge, grant a security interest in, or otherwise encumber the Training Materials; (iii) permit the Training Materials to be subject to any lien or other legal process; or (iv) loan, rent, lease, replace or exchange any of the Training Materials, or permit any other parties to use or possess any of the Training Materials, or transfer any of the Training Materials to an off-campus location without Company's prior written consent.
7. The College agrees that any complete goods and/or other equipment supplied to the College as part of the Training Materials shall only be operated by experienced individuals over the age of 18 years who are competent in the operation thereof.
8. The College acknowledges that from time to time, it shall be provided with operator's manuals for complete goods and/or equipment provided to the College as part of the Training Materials. The College agrees to cause all individuals operating any such equipment to review such operator's manuals.
9. The College further agrees that it shall comply with all applicable legislation, regulations, safety rules and precautions applicable to and/or recommended for the operation and use of all complete goods and equipment provided to the College as part of the Training Materials and shall be responsible for reviewing all such legislation, regulations, safety rules and precautions with all individuals operating such equipment and shall ensure that all operators comply with such legislation, regulations, rules and precautions.
10. Company, acting reasonably, upon written notice, at any time, may demand that the College immediately return to Company any or all of the Training Materials. Promptly following receipt of any such notice, the College agrees to ready the items that are being returned for pick-up by Company. The College further agrees that Company and/or its representatives may enter onto the premises where the items being removed are located during normal business hours for the purpose of removing any or all of the Training Materials and agrees to fully co-operate with Company in this regard. The College hereby waives any ownership interest or other rights to the Training Materials. It is understood that Company shall bear all removal costs.
11. Subject to Company satisfying its obligations pursuant to paragraph A.3 above, the College agrees to ensure that the Training Materials are turned over to Company, whether pursuant to paragraph A.10 above or otherwise upon the expiration or sooner termination of this agreement, in good and saleable condition, normal wear and tear accepted.

## **B. TERM**

The initial term of this Agreement shall be for one year from the date of execution. Thereafter, the term of this agreement shall be deemed to be automatically extended on an ongoing basis unless either party advises the other, in writing, that it wishes to terminate this agreement no later than (90) days prior to the expiration of the then-current term.

### **C. INSTRUCTIONAL ARRANGEMENTS**

1. In no event shall the College be entitled to cancel a Program session without Company's express written consent.
2. Company will provide appropriate training for individuals involved in the conduct of the Program. Company agrees to pay for hotel and meal expenses incurred by the Diesel Technology Coordinator and/or course instructor(s) while attending training deemed necessary by Company. Notwithstanding the foregoing, the Diesel Technology Coordinator's and the instructors' salaries, etc. shall remain the College's obligation.

### **D. ADMINISTRATIVE ARRANGEMENTS**

1. The College agrees to be responsible for the administration of the Diesel Technology Program, which includes providing all support services required ensuring the delivery of a quality-training Program. These services include but are not limited to, providing financial, administrative and secretarial services related to the Diesel Technology Program sessions.
2. The parties acknowledge that financial arrangements between the Company and a student will be determined by the Company and the student and not by the College.

### **E. INTELLECTUAL PROPERTY RIGHTS**

1. The College acknowledges that the Training Materials may include confidential and/or other propriety information (collectively, the "Confidential Information"). In this regard, the College agrees to keep all Confidential Information in confidence and not to disclose, except as required by law, any Confidential Information to any other parties. Any breach of this provision shall entitle Company to immediately terminate this agreement and/or to seek such other lawful remedies, as Company deem fit.
2. The College acknowledges that the ownership of any work product resulting from or arising in connection with the Program and all Confidential Information pertaining to such work product, including instructional materials (electronic or hard copy), created or provided by Company, shall belong to Company.
3. The College acknowledges and agrees that in course of delivering the Diesel Technology Program, certain intellectual property may be created, or provided by Company including inventions, patents, trade secrets, industrial designs, copyrights or trademarks (the "Intellectual Property Rights"). All Intellectual Property Rights shall be the property of Company. Company shall be the first owner of any copyright therein. It is understood and agreed that Company shall be entitled to apply for and receive patents and register copyrights and trademarks respecting the Intellectual Property Rights. The College shall do all acts and execute any and all documentation required to give effect to this provision.

### **F. TRADEMARK AGREEMENT**

1. Altec hereby agrees that while this agreement remains in effect, the College is authorized to use those of Company's trademarks shown on Exhibit "A" attached hereto (the Trademarks") in connection with the Diesel Technology Program - for example, in the College's course catalogues. In consideration of being granted this right to use the Trademarks the College:
  - (a) Covenants and agrees to not to use the Trademarks except in connection with the Diesel Technology Program ;
  - (b) Acknowledges and agrees that the Trademarks continue to be the sole property of Company; and
  - (c) Covenants and agrees to immediately cease and desist using all of the Trademarks if the Diesel Technology Program is cancelled and/or if this agreement between Company and the College is otherwise terminated.
  - (d) Obtains prior approval from the Company for any use of the Trademarks.

## **G. OTHER**

### **1. In the event:**

1. Either party becomes bankrupt or insolvent or files any proposal or notice of intention to file a proposal, or takes the benefit of any statute now or hereafter in force for bankrupt or insolvent debtors, or makes an assignment for the benefit of creditors or any arrangement or compromise, then the other party shall have the immediate right to terminate this agreement on written notice; and
2. Any time during the term of this agreement, Company acting reasonably, is of the opinion that the College is failing to perform its obligations hereunder Company may, by written notice, advise the College that the College is in default of its obligations hereunder, giving full details thereof . Thereafter, if the College fails to cure such default to the satisfaction of Company, acting reasonably, within thirty (30) days of receipt of said written notice, Company shall have the immediate right to terminate this agreement on written notice.

- II. Any termination of this agreement, whether pursuant to paragraphs G. 1(a) or G. 1(b) above, or otherwise, shall not relieve either party from fulfilling the obligations incurred by such party prior to the date of such termination .

## **H. MISCELLANEOUS**

1. This agreement may not be assigned by the College, nor the performance of any obligations hereunder delegated to others, without the prior written consent of Company.
2. Amendments to this agreement must be in writing and signed by both parties.

## **I. INSURANCE AND INDEMNITY**

Under Arkansas law, Arkansas State University-Beebe may not enter into a covenant or agreement to hold a party harmless or to indemnify a party from damages. However , with respect to loss, expense, damage, liability, claims or demands either at law or in equity for actual or alleged injuries to persons or property arising out of any negligent act or omission by the College and its employees or agents in the performance of this agreement, the College agrees with Company that: (1) it will cooperate with Company in the defense of any action or claim brought against Company seeking the foregoing damages or relief; (2) it will in good faith cooperate with Company should Company present any claims of the foregoing nature against College to the Claims Commission of the State of Arkansas; (3) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing; provided, however, the College reserves its right to assert in good faith all claims and defenses available to it in any proceedings in said Claims Commission or other appropriate forum. The obligations of this paragraph shall survive the expiration or termination of this agreement.

Arkansas State University-Beebe is an agency of the State of Arkansas. The State of Arkansas and its agencies are protected from suit by sovereign immunity. Nothing in this contract is intended to nor shall it waive the sovereign immunity of Arkansas State University. Any provision of this contract, which is in conflict with the laws of the State of Arkansas, is null and void

Company agrees to indemnify and hold College, its subsidiaries and their directors, officers and employees harmless from any and all expense, damage, claims, actions, demands, losses and causes of action arising from willful or negligent acts or omissions on the part of Company, its employees, or its agents, including but not limited to injury or death to property and persons (including employees and representatives of College), except as may result from the willful or negligent acts of College, its employees, or its agents.

In witness whereof, the parties, by their proper officer(s), have executed this agreement as of the th day of.

**Arkansas State University - Beebe**

**Altec Industries**

EXHIBIT "A"

Altec Industries TRADEMARKS





Arkansas State University  
Board of Trustees  
June 4, 2020  
Resolution 20-27

**EXECUTIVE SUMMARY**

Contact: Robin Myers (870) 508-6101

**ACTION ITEM:** Arkansas State University-Mountain Home (ASUMH) requests approval of its  
Shared Governance Document for 2019-2022.

**ISSUE:** The ASU System Board of Trustees must approve the institutional statements for all institutions in the Arkansas State University System.

**BACKGROUND:**

- The ASUMH Shared Governance Document is reviewed every two years for modifications. This document has been reviewed, revised, and approved through the shared governance process on campus.
- The plan will be in effect for the 2020-21 and 2021-22 academic years.
- A copy of the ASUMH Shared Governance Document is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University-Mountain Home Shared Governance Document for 2019-2022 is approved.

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Christy Clark, Secretary

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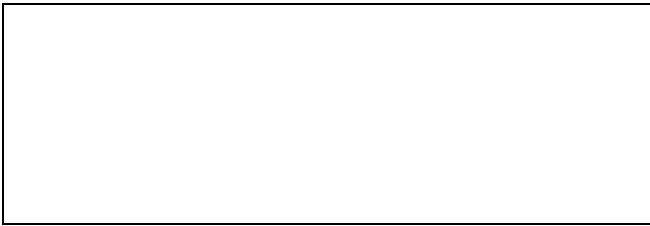
Stacy Crawford, Chair

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# *Shared Governance Document*

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2019-2022



## Table of Contents:

### Contents

Table of Contents: .....	2
I. Shared Governance Definition.....	3
II. Shared Governance Core Values .....	3
III. Administrative Entities .....	3
IV. Shared Governance Entities .....	4
V. Shared Governance Committee Operations .....	10
VI. Shared Governance Committee Membership Guidelines.....	10
VII. Shared Governance Work Group Guidelines .....	11
VIII. Proposal Process.....	12
Appendix A: Shared Governance Flow Chart .....	14
Appendix B: Detail for Shared Governance Committee Operations.....	15
Appendix C: <i>ASUMH PROPOSAL FORM</i> .....	16
Appendix D: <i>ASUMH WORK GROUP RECOMMENDATION FORM</i> .....	17
Appendix E: Appointment of Shared Governance Committee Members .....	18
Appendix F: Meeting Dates/Times for Shared Governance Committees .....	18

## I. Shared Governance Definition

Shared Governance is the process whereby campus constituencies (administration, community members, faculty, staff, and/or students) express the following core values:

1. Informed and inclusive decision-making
2. Transparency and clarity of operation
3. Open lines of communication between and among all campus constituencies
4. Accountability
5. Mutual respect and trust

While administrators should demonstrate a willingness to incorporate a substantial amount of faculty and staff input into decision-making, shared governance does not take away the authority vested by the Board of Trustees in administrators to make decisions. Administrators should also communicate results of and rationale for decisions made and policy and procedural changes to the University-constituencies affected.

## II. Shared Governance Core Values

1. Informed decision-making: the use of accurate data that is analyzed by relevant subject matter experts and made available to all campus constituencies.
2. Inclusive decision-making: the inclusion of diverse perspectives in decisions and the inclusion of those most affected by decisions.
3. Transparency of Operations: a proactive openness of all shared governance decisions to all campus constituencies.
4. Clarity of Operations: a clear and visible outline of a decision's path from proposal to activation as a campus procedure, process, or policy.
5. Open Lines of Communication: a focus on establishing trust, boosting morale, and fostering positive, collaborative relationships.
6. Accountability: a willingness of all campus constituencies to invest in decision-making and express ownership of the decisions made.

## III. Administrative Entities

1. Board of Trustees
  - a. President
2. Chancellor
  - a. Chancellor's Cabinet: membership and meeting times determined by the Chancellor
  - b. Chancellor's Council: membership and meeting times determined by the Chancellor
3. Vice-Chancellor for Academic Affairs

- a. Academic Cabinet: membership and meeting times determined by the Vice Chancellor of Academic Affairs (VCAA)
  - b. Academic Council: membership and meeting times determined by the VCAA
  - c. Institutional Research and Assessment Council: membership and meeting times determined by the VCAA
- 4. Vice-Chancellor for Operations
  - a. Director's Council: membership and meeting times determined by the Vice Chancellor of Operations (VCO)

## IV. Shared Governance Entities

- 1. Faculty Senate
  - a. Membership: Faculty membership of the Senate is determined by its Constitution. Only full-time faculty who are not also members of the Academic Cabinet are eligible to serve as members. The officers of the Senate are chosen through processes described in its Constitution.
  - b. Meeting Time: The Faculty Senate will meet on the 2nd Friday of each month during the Academic Year at 9:30 AM.
  - c. Purpose: Address and advise on all matters related to ASUMH faculty interests including but not limited to the following activities:
    - i. Provide Vice-president or equivalent officer to chair Curriculum committee
    - ii. Provide at-large members to all committees
    - iii. Create proposals to submit to appropriate committees addressing faculty concerns
    - iv. Disseminate all committee proposals to faculty for review
    - v. Suggest amendments to proposals based on faculty input
    - vi. Submit reviewed proposals to SGOC for submission to the Chancellor for implementation or for return to originating committee if amendments to proposal are advised.
    - vii. Disseminate Chancellor's actions taken on proposals to the Faculty
    - viii. Hold full faculty vote on actions that amend the Faculty Handbook and the Faculty Senate Constitution.
  - d. Work Groups: The Faculty Senate Constitution allows it to form sub-committees within the body of its membership. The Senate may recommend the creation of a work group to a committee using the workgroup recommendation form.
- 2. Staff Senate
  - a. Membership: Staff membership of the Senate is determined by its Constitution. Only full-time staff who are not also members of the Chancellor's Cabinet are eligible to serve

as members. The officers of the Senate are chosen through processes described in its Constitution.

- b. Meeting Time: The Staff Senate will meet once a month during the Academic Year as determined by the Staff Senate.
- c. Purpose: Address and advise on all matters related to ASUMH Staff interests including but not limited to the following activities:
  - i. Provide Vice-president or equivalent officer to chair Planning and Budgeting committee
  - ii. Provide at-large members to all committees
  - iii. Create recommendations to submit to appropriate committees addressing staff concerns
  - iv. Disseminate all committee recommendations to staff for review
  - v. Suggest amendments to recommendations based on staff input
  - vi. Submit reviewed recommendations to SGOC for submission to the Chancellor for implementation or for return to originating committee if amendments to recommendation are advised
  - vii. Disseminate Chancellor's actions taken on recommendations to staff
  - viii. Hold full staff vote on actions that amend the Staff Senate Constitution.
- d. Work Groups: The Staff Senate Constitution allows it to form sub-committees within the body of its membership. The Senate may recommend the creation of a work group to a committee using the Work Group Recommendation Form.

### 3. Shared Governance Oversight Council

- a. Voting Membership: The council consists of the officers of the Faculty and Staff Senate and the Student Government. The Chair and the Secretary of the council will be selected by vote from its members.
- b. Meeting Time: The council will meet up to once a week during the academic year at a time and place decided by the chair and other members of the council
- c. Purpose: Address and advise on all matters related to shared governance on the ASUMH campus. These include but are not limited to the following activities:
  - i. Present all committee proposals to the Faculty and Staff Senates and the Student Government for review.
  - ii. Return any suggested amendments to proposals from the Senates and SGA to the originating committee.
  - iii. Present reviewed proposals to the Chancellor.
  - iv. Advise Chancellor on all shared governance related activities.
  - v. Ensure that shared governance processes are being followed as outlined in the Shared Governance Document.
  - vi. Respond in writing to violations of the shared governance process.

- vii. Revise the Shared Governance document every three years.
  - d. Work Groups: The Shared Governance Oversight Council may create and assign work groups to investigate violations of the shared governance process and to revise the Shared Governance document.
- 4. Shared Governance Committees
  - a. Academic Affairs Committee
    - i. Voting Membership: the committee will consist of three faculty (one each) members chosen by the individual schools, one at-large faculty member chosen by the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate, the Academic Deans, and one student representative selected at-large by Student Government. The chair and secretary will be selected from the faculty and staff voting membership.
    - ii. Ex Officio/non-voting membership: present at all meetings to provide guidance and resources are VCAA, the Directors of Academic Programs, and representatives of non-academic directors or department heads.
    - iii. Meeting Time: the committee will meet on the 1st Friday of each month during the Academic Year at 9:00 AM. All work groups will report activities during the monthly meeting.
    - iv. Purpose: Address and advise on all matters related to the academic interests of ASUMH including but not limited to the following activities:
      - 1. Academic Advising
      - 2. Instruction (online, F2F, and I/A)
      - 3. Academic Scheduling
      - 4. Assessment of Instruction
    - v. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.
    - vi. The committee will appoint an advising workgroup composed of seven members to address advising support. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
    - vii. The committee will appoint an online workgroup composed of seven members to address online and hybrid course development. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
    - viii. The committee will appoint a library workgroup composed of seven members to address the needs of the library. This workgroup will be composed of 4 faculty

members and 3 non-classified/classified members not currently serving on any other shared governance committee.

b. Student Affairs Committee

- i. Voting Membership: the committee will consist of three faculty members (one each) chosen by the individual schools, one at-large faculty member chosen by the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate, and one student representative selected at-large by Student Government. The chair and secretary will be selected from the faculty and staff voting membership.
- ii. Ex Officio/non-voting membership: present at all meetings to provide guidance and resources are the Vice Chancellor of Operations, the Associate VC of Student Services, representatives of non-academic directors or department heads, and representatives of VCAA and Academic Deans.
- iii. Meeting Time: the committee will meet on the 2nd Friday of each month during the Academic Year at 10:30 AM. All work groups will report activities during the monthly meeting.
- iv. Purpose: Address and advise on all matters related to the student affairs interests of ASUMH including but not limited to the following activities:
  1. Recruiting
  2. Admissions
  3. Financial Aid
  4. Student activities
  5. Student probation and suspension
  6. Assessment of Student Affairs
- v. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.
- vi. The committee will appoint a retention workgroup composed of seven members to address the annual retention plan. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
- vii. The committee will appoint a diversity workgroup composed of seven members to address diversity and inclusion. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.

c. Operational Affairs Committee

- i. Voting Membership: the committee will consist of three faculty members (one each) chosen by the individual schools, one at-large faculty member chosen by



the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate, and one student representative selected at-large by Student Government. The chair and secretary will be selected from the faculty and staff voting membership.

- ii. Ex Officio/non-voting membership: present at all meetings to provide guidance and resources are the VCO, the Director of Marketing and Public Relations, representatives of non-academic directors or department heads, representative of the Associate VC of Student Services, and representatives of VCAA and Academic Deans.
  - iii. Meeting Time: the committee will meet on the 4<sup>th</sup> Friday of each month during the Academic Year at 9:00 AM. All work groups will report activities during the monthly meeting.
  - iv. Purpose: Address and advise on all matters related to the operational interests of ASUMH including but not limited to the following activities:
    - 1. Maintenance and grounds keeping
    - 2. Budgeting and finance
    - 3. Human Resources
    - 4. Institutional Assessment and Planning
    - 5. Public Relations and Development
  - v. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.
  - vi. The committee will appoint an institutional technology workgroup composed of seven members to address campus technology needs. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
- d. Curriculum Committee
- i. Voting Membership: the committee will consist of three faculty members (one each) chosen by the individual schools, the Vice-President of the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate, the Academic Deans and one student representative selected at-large by Student Government. The Faculty Senate Vice-president will be the chair and is non-voting unless there is a tie, and secretary will be the Administrative Assistant to the VCAA and serve as a non-voting member.
  - ii. Ex Officio/non-voting membership: present at all meetings to provide guidance and resources are the VCAA, representatives of academic directors,

representatives of the Registrar's Office, representatives from financial aid, and representatives of non-academic directors or department heads.

- iii. Meeting Time: the committee will meet on the 4th Friday of each month during the Academic Year at 10:30 AM. All work groups will report activities during the monthly meeting.
- iv. Purpose: Address and advise on all matters related to the curricular interests of ASUMH including but not limited to the following activities:
  - 1. Creation and Development of individual classes
  - 2. Creation and Development of Academic Programs
- v. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.

e. Planning and Budgeting Committee

- i. Voting Membership-the committee will consist of three faculty members (one each) chosen by the individual schools, one at large faculty member chosen by Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, the Vice-President of the Staff Senate, the Academic Deans, non-academic directors and department heads, the Associate VC for Student Services and one student representative selected at-large by Student Government. The Staff Senate Vice-president will be the chair and is non-voting unless there is a tie, and secretary will be selected from the voting membership.
- ii. Ex Officio/non-voting membership: present at all meetings to provide guidance and resources are the VCO, VCAA, and the Chancellor. The Chancellor's Council members will also serve as ex-officio members of this committee.
- iii. Meeting Time: the committee will meet on the 1<sup>st</sup> Friday of each month during the Academic Year at 10:30 AM when a meeting is necessary. All work groups will report activities during the monthly meeting.
- iv. Purpose: Address and advise on all matters related to planning and budgeting of ASUMH including but not limited to the following activities:
  - 1. Creation and Development of long range plan
  - 2. Creation and Development of annual strategic plan
  - 3. Integrating Enrollment plan, Retention plan, and academic and institutional assessment into annual strategic plan and budget
  - 4. Creation and development of annual budget
- v. Work Groups-the committee will create and assign work groups at the proposal of campus constituencies.

## V. Shared Governance Committee Operations

1. Committees will meet at an established time unless a committee has no agenda items or a quorum of the committee members cannot be present.
2. Committees will make proposed agendas available to the campus through a designated public venue three working days before scheduled meetings.
3. Committees will share committee-reviewed minutes with the campus through a designated public venue within five working days of a convened meeting.
4. Committees will report proposals to the Shared Governance Oversight Council for review by the Faculty and Staff Senates or submission to the Chancellor.

## VI. Shared Governance Committee Membership Guidelines

1. Voting Members
  - a. Each academic school and each staff division will select its members through methods established by the school or division during the reconvening week in August of each year. These selections will be reported to the SGOC.
  - b. Faculty and Staff Senates and Student Government at-large members will be selected through methods established by those entities.
  - c. Academic school members and staff division members will serve for three year terms. In the first year of committee operation, faculty and staff terms will be one year, two years, and three years as determined by lot.
  - d. Faculty and Staff Senate and Student government at-large members may serve one year terms but not more than three year terms.
  - e. The Chairs and Secretaries of committees will be members in their second or third year of committee service with the exception of the Curriculum Committee chair (Chair is Vice-President of Faculty Senate.) and the Planning and Budgeting Committee (Chair is Vice-President of Staff Senate). This guideline does not apply in the first year of committee operations.
  - f. The various entities will be asked for replacement members if a committee member does not attend two consecutive meetings or resigns from a committee. The replacement will serve the remainder of the dismissed or resigning member's term.
  - g. No person will serve on more than two shared governance committees at a time and no more than one work group while on a committee.
  - h. No person will serve on more than two work groups simultaneously.
2. Ex Officio/Non-Voting Members
  - a. As these members are to provide guidance and resources, any member may designate a representative to attend on his or her behalf.
  - b. Members will select their representatives through a method established by the individual member.

- c. Committees may request a representative be provided from a department or office if none is provided. This request will be made to the supervisor of that department or office.
- 3. Guests
  - a. Participation in shared governance committee activity is not limited to voting and non-voting members. All committee meetings are open to any who wish to attend. However, guests should be aware that, unless they are on the agenda, they may not be allowed speak during committee discussion. Committee discussion is for committee members.

## VII. Shared Governance Work Group Guidelines

- 1. Formation of Work Groups
  - a. A work group is created when an administrative entity, a shared governance entity, or other campus constituent determines that a shared governance activity needs to be addressed for which there is no currently constituted body to which the activity can be assigned for consideration. A proposal will be made to the Shared Governance Committee most appropriate for the activity. The proposal for the creation of a shared governance work group must include the following information:
    - i. A thorough description of the activity to be addressed and purpose to be served
    - ii. An indication of whether the group will be requesting data and, if so, a general description of data needed
    - iii. A timeline for the completion of the group's activities
    - iv. Suggestions for possible group membership to be approved by the committee (optional)
  - b. A Shared Governance committee, upon receiving the request for the formation of a work group, will approve the formation of the work group with the following exceptions:
    - i. Another work group is currently addressing the same or very similar activity
    - ii. Required information is missing or incomplete
  - c. If corrections to these exceptions can be made during a committee meeting, the work group can still be granted approval by the committee.
- 2. Work Group Membership
  - a. Work groups consist of no less than five members and nor more than 9 members.
  - b. All campus constituents are eligible to serve on work groups.
  - c. Membership should try to reflect the different areas of campus personnel. However, expertise in the subject area of the activity is preferable to equal representation.
  - d. No person will serve on more than two work groups at a time or on more than one work group and one committee at any given time.

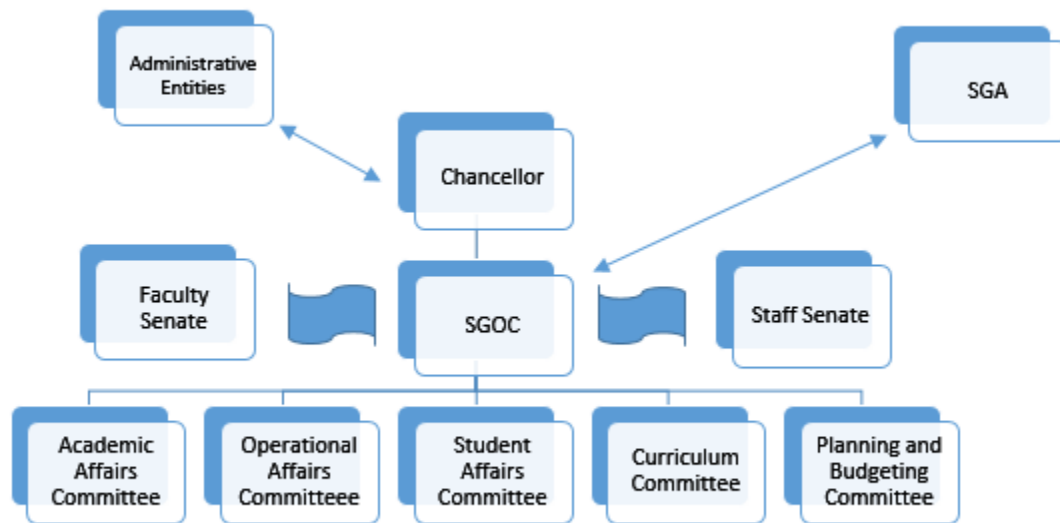
- e. The Chair and secretary of the workgroup will be chosen from its membership.
- 3. Work Group Meeting Times and Locations
  - a. Meeting times and locations will be decided by the chair of the work group in cooperation with its members.
  - b. Work groups are not required to hold physical meetings. Activities may be completed via technological means.
- 4. Work Group Purposes
  - a. Work groups will engage only in requested activities.
  - b. Work groups will report all minutes and proposals to the committee from which they were formed at the monthly meeting of that committee each month until the activity is completed.
  - c. After completing the requested activities and reporting all minutes and proposals to the forming committee, a work group will be disbanded.

## VIII. Proposal Process

1. Any administrative entity, shared governance entity, or other campus constituent who determines that an ASUMH campus activity, policy, or practice needs to be added, amended, or abolished may submit a proposal to the appropriate shared governance committee by following these guidelines:
  - a. Complete an *ASUMH Proposal Form*
  - b. Submit the completed form to the appropriate shared governance committee
    - i. Committee members may submit proposals to their respective committees or to other committees
2. Submitted proposals will be discussed at the next monthly meeting of the shared governance committee provided they meet the following criteria:
  - a. The *ASUMH Proposal Form* is submitted to the Shared Governance committee at least seven working days before the scheduled meeting to be placed on the agenda.
  - b. The *ASUMH Proposal Form* is complete to the satisfaction of the committee.
  - c. The *ASUMH Work Group Recommendation Form* is attached if a work group will be needed.
  - d. The submitting constituent or representative is present at the meeting to discuss the proposal.
3. If a shared governance committee decides that a proposal should not proceed further through the shared governance process, the submitting entity or constituent may not re-submit the same matter to any committee for one academic year.
4. If a shared governance committee decides that a proposal should proceed through the shared governance process, it will proceed as follows:
  - a. Committee submits proposal to SGOC

- b. SGOC submits the proposal to the Faculty and Staff Senates and SGA.
  - i. After consulting with constituents, Senates and SGA may amend the proposal or forward through shared governance process as reviewed without amendments.
    - 1. Amended proposal or reviewed without amendments submitted to SGOC
      - a. Amended proposal re-submitted to Shared Governance committee for review
      - OR
      - b. Reviewed without amendments submitted to Chancellor
- c. Reviewed proposals are submitted to SGOC for presentation to the Chancellor
  - i. Chancellor may make amendments or ask SGOC to re-submit to another entity to amend.
    - 1. Amendments are reviewed following process above.
    - OR
  - ii. Chancellor approves proposal and assigns the matter to the appropriate administrative office for implementation.
    - 1. Conveys approval and assignments to SGOC for dissemination to Senates and SGA
      - a. Senates and SGA disseminate Chancellor's approval and assignment to constituents
      - OR
  - iii. Chancellor disapproves of proposal and conveys rationale to SGOC for dissemination to Senates and SGA

## Appendix A: Shared Governance Flow Chart



1. Committee submits proposal to SGOC for review.
2. If Senates and SGA review proposal and do not amend, proposal is returned to SGOC for submission to Chancellor.
  - a. Chancellor assigns activity to administrative entity for implementation and conveys approval and assignment to SGOC for dissemination, or
  - b. Chancellor asks for amendments to proposal and process begins again in originating committee, or
  - c. Chancellor disapproves proposal and conveys rationale to SGOC for dissemination

OR

1. Committee submits proposal to SGOC for review.
2. Proposal amended by one Senate or SGA is reviewed by other Senate or SGA. Joint meetings may be called to combine or approve amendments.
3. Proposals amended by the Senates or SGA are returned by SGOC to the originating committee for review. If amendments are not accepted, proposal process begins again.
4. If committee accepts amendments, proposal is returned to SGOC for submission to Chancellor.
  - a. Chancellor assigns activity to administrative entity for implementation and conveys approval and assignment to SGOC for dissemination, or
  - b. Chancellor asks for amendments to proposal and process begins again in originating committee, or
  - c. Chancellor disapproves proposal and conveys rationale to SGOC for dissemination

## Appendix B: Detail for Shared Governance Committee Operations

- A. Committees will meet at the established time unless a committee has no agenda items or a quorum of the committee members cannot be present.
- B. Committees will make agendas available to the campus through a designated public venue three to five working days before its scheduled meeting.
  - i. Items to be added to a committee agenda must contain the following:
    - 1. Proposal
    - 2. Rationale
    - 3. Beneficiaries
    - 4. Cost analysis
- C. Agenda items should be prioritized.
- D. Committee chairs will send the approved agenda to the campus via email (asumh@asumh.edu) at least five work days prior to the scheduled meeting.
- E. Quorum is established when a majority of voting members are present.
- F. Roles:
  - i. Chair – ensures team moves through agenda, decisions made, and follow-up by whom/by when.
  - ii. Secretary – records meeting minutes and attendance
- G. Meeting norms:
  - i. Arrive/start/end on time
  - ii. Prepare to participate
  - iii. No side conversations
  - iv. Minutes are transparent/public
- H. Key Principles:
  - i. Esteem – be specific and sincere
  - ii. Empathy – describe facts and feelings for others to feel heard and understood
  - iii. Involve – unleash ideas with questions
  - iv. Share – disclose feelings and insights to build trust
  - v. Support – specify the level of support you'll provide (support without removing responsibility)
- I. Committees may form work groups as needed to gather information and present material at the next meeting to resolve lengthy agenda items.
  - i. Key stakeholders and those with specialized knowledge or training should be the preferred membership as work groups are formed.
- J. Committees will share committee-reviewed minutes with the campus through a designated public venue within five working days of a convened meeting.
- K. Committees will report proposals to the Shared Governance Oversight Council for review by the Faculty and Staff Senates.



## Appendix C: *ASUMH PROPOSAL FORM*

1. Submitted to the	Committee on this date:
Estimated time needed to present proposal:    five minutes       ten minutes       fifteen minutes	
2. Please provide a detailed description of the proposed activity, policy, or practice.	
3. Does this proposal amend or abolish a current activity, policy, or practice? If so, please list current activity, policy, or practice.	
4. Will this proposal require budgetary expenditures? If so, please provide an estimated amount.	
5. Will this proposal require the formation of a work group to study and recommend regarding the proposal? If so, please attach a Work Group Committee Recommendation Form.    Yes       No	
6. Submitted to the SGOC by committee on this date:	
7. Faculty and Staff Senate and SGA amendments:	
8. Faculty and Staff Senates, SGA, and Committee review completed on this date:	
9. Submitted to Chancellor by SGOC on this date:	
10. Chancellor's approval, assignment, and comments:	
11. Proposed activity completed on this date:	

## Appendix D: *ASUMH WORK GROUP RECOMMENDATION FORM*

Submitted to the	Committee on
Please provide a thorough description of the activity to be addressed and the purpose to be served by the Work Group:	
If the Work Group will be requesting data, please indicate a general description of the data needed:	
(Optional) Please indicate suggestions concerning possible group membership explaining why the person (or area) is needed.	
Please provide a timeline for the completion of the Work Groups activities:	
Please indicate the results of the Work Group's activities:	
Date Submitted to Committee:	

## Appendix E: Appointment of Shared Governance Committee Members

Each Institutional Entity will appoint/reappoint the Committee Members indicated during the Fall Reconvening Week

	Faculty Senate	Staff Senate	School of Arts & Sciences	School of Business & Tech	School of Health Sciences	Classified Staff *	Non-Classified Staff	Students
Academic Affairs	1	1	1	1	1	2	1	1
Student Affairs	1	1	1	1	1	2	1	1
Operational Affairs	1	1	1	1	1	2	1	1
Curriculum Committee	VP	1	1	1	1	2	1	1
Planning & Budget Committee	1	VP	1	1	1	2	1	1

\* There are two categories of Classified Staff: the first is Technical/Para-Professional, Service/Maintenance, Skilled Craftsmen and the second is Secretarial/Clerical

## Appendix F: Meeting Dates/Times for Shared Governance Committees

	1 <sup>st</sup> Friday	2 <sup>nd</sup> Friday	3 <sup>rd</sup> Friday	4 <sup>th</sup> Friday
9:00	Academic Affairs			Operational Affairs
9:30		Faculty Senate		
10:00				
10:30	Planning/Budget	Student Affairs		Curriculum

**EXECUTIVE SUMMARY**

Contact: Holly Smith (870) 512-7704

**ACTION ITEM:** Arkansas State University-Newport (ASUN) requests approval to add five new program locations.

**ISSUE:** The Board of Trustees must approve new program locations.

**BACKGROUND:**

- The Higher Learning Commission (HLC) guidelines state that any place geographically separate from any main or branch campus where instruction takes place and where students can complete 50% or more of the courses leading to a degree program, 50% or more of any Title IV-eligible certificate, or 50% or more of any degree completion program, must be identified and approved as a formal "Location."
- ASU-Newport, having been granted approval to participate in the Location Notification Program, is submitting an application to the HLC for the addition of five area high schools as ASUN locations. The following five high schools participate in longstanding concurrent education partnerships with ASUN and either meet, or are approaching the threshold of meeting, criteria listed above for the Associate of Arts degree in General Education:
  - Brookland High School
  - Harrisburg High School
  - Jackson County Consolidated High School
  - Riverside High School
  - Trumann High School
- No additional funding is required.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that Arkansas State University-Newport is approved to add the five new program locations listed above, effective immediately.

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Christy Clark, Secretary

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Stacy Crawford, Chair