

AGENDA
ARKANSAS STATE UNIVERSITY SYSTEM
BOARD OF TRUSTEES
June 8, 2023
10:00 a.m.
Arkansas State University-Beebe

- I. Call to Order
Jerry Morgan, Chair
- *II. Approval of the Minutes of Past Meeting
March 10, 2023
- III. President's Report
Chancellors' Reports
- *IV. Agenda
 - Proposed Arkansas State University System Resolutions
 - Resolution approving Arkansas State University, Arkansas State University-Beebe, Arkansas State University-Mountain Home, Arkansas State University-Newport, Arkansas State University Mid-South, Arkansas State University Three Rivers, and Henderson State University to set tuition, fees, and room and board rates
 - Resolution approving the FY2024 operating budgets and the authority to execute the budgets
 - Resolution approving the FY2024 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 FY2024
 - Resolution approving the ASU System to proceed with various capital projects at A-State, resulting in energy savings that meet the standards of the Sustainable Building Revolving Loan Fund held by the state of Arkansas
 - Resolution approving the ASU System to proceed with A-State's Southern Tenant Farmers Museum Capital Project at Tyronza
 - Resolution approving the ASU System to proceed with the Bloodworth Nursing Building Expansion Capital Project on the ASU-Beebe Searcy campus
 - Resolution approving the ASU System to proceed with ASU Three River's Phase IV of the Ritz Theatre Renovation Capital Project
 - Resolution approving the ASU System to proceed with Phase III of the Caddo Center Renovation Capital Project at Henderson
 - Resolution approving the ASU System Annual Leave Policy, and authority to amend the Annual Leave Policy section of the ASU System Staff Handbook
 - Resolution approving the candidates proposed to serve as members of the ASU-Beebe Board of Visitors and the ASU-Mountain Home Board of Visitors

- Proposed Arkansas State University Resolutions
 - Resolution approving a partnership with the City of Jonesboro and the Arkansas Department of Transportation to construct a connector road between Red Wolf Boulevard and Highway 351
 - Resolution approving A-State to enter into agreements for private camps
- Proposed Arkansas State University-Beebe Resolution
 - Resolution approving ASU-Beebe to revise its Faculty Handbook
- Proposed Arkansas State University-Newport Resolutions
 - Resolution approving ASU-Newport to enter into a lease agreement with Merchants and Planters Bank for property developed as an apartment complex, located at 107-115 Laurel Street in Newport, Arkansas
 - Resolution approving ASU-Newport to offer a Technical Certificate in Advanced Manufacturing Technology-Industrial Controls Technician
 - Resolution approving ASU-Newport to offer a Certificate of Proficiency in Corrections
 - Resolution approving ASU-Newport to offer a Certificate of Proficiency in Pre-Health Professions
- Proposed Arkansas State University Mid-South Resolutions
 - Resolution approving ASU Mid-South to adopt a Faculty Rank and Promotion Policy
 - Resolution approving ASU Mid-South to offer a Certificate of Proficiency in Cybersecurity Specialist and a Technical Certificate in Information Systems Technology
- Proposed Henderson State University Resolution
 - Resolution approving Henderson State to enter into agreements for private camps

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, Arkansas State University-Beebe, Arkansas State University-Mountain Home, Arkansas State University-Newport, Arkansas State University Mid-South, Arkansas State University Three Rivers, and Henderson State University 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.

SUMMARY OF TUITION AND MANDATORY FEE IMPACT

The following charts were prepared in accordance with the Arkansas Division of Higher Education (ADHE) and the Southern Regional Education Board (SREB) reporting standards by calculating the impact of tuition and mandatory fees for a full-time, in-state, undergraduate student. "Full-time" is defined as an undergraduate student who carries 15 credit hours per semester or 30 credit hours annually.

Fall 2023 Annual Tuition and Mandatory Fees

Inst	2022-2023	2023-24					
	Annual Fall 2022 Tuition & Fees	Tuition	Annual Fall 2023 / SSCH	Mandatory Fees	Semester Fall 2023 Tuition & Fees	Annual Fall 2023 Tuition & Fees	% Inc
ASUJ	\$ 9,310	\$ 8,970	\$ 299	\$ 710	\$ 4,840	\$ 9,680	4.0%
HSU	\$ 9,450	\$ 7,395	\$ 247	\$ 2,055	\$ 4,725	\$ 9,450	0.0%
ASUB	\$ 3,780	\$ 3,420	\$ 114	\$ 600	\$ 2,010	\$ 4,020	6.3%
ASUMH	\$ 3,780	\$ 3,270	\$ 109	\$ 690	\$ 1,980	\$ 3,960	4.8%
ASUMS	\$ 4,180	\$ 4,360	\$ 145	\$ 640	\$ 2,180	\$ 4,360	4.3%
ASUN	\$ 3,690	\$ 3,210	\$ 107	\$ 690	\$ 1,950	\$ 3,900	5.7%
ASUTR	\$ 4,190	\$ 3,270	\$ 109	\$ 1,190	\$ 2,230	\$ 4,460	6.4%

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ARKANSAS STATE UNIVERSITY

Mandatory Fee(s) Revisions (effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed</u>
Student Activity Fee	\$20.00	\$25.00

Tuition (effective Fall 2023, unless otherwise noted)

	<u>Current</u>		<u>Proposed</u>	
	Semester	per	Semester	per
	<u>15 ssch</u>	<u>ssch</u>	<u>15 ssch</u>	<u>ssch</u>
In-state Undergraduate	\$4,305.00	\$287.00	\$4,485.00	\$299.00
Out-of-state Undergraduate	7,695.00	531.00	8,280.00	552.00
In-state Graduate	5,235.00	349.00	5,445.00	363.00
Out-of-state Graduate	9,600.00	640.00	9,975.00	665.00
International Undergraduate	7,965.00	531.00	8,280.00	552.00
International Graduate	9,600.00	640.00	9,975.00	665.00
International Doctoral	12,000.00	800.00	12,480.00	832.00
In-state Doctoral	6,000.00	400.00	6,240.00	416.00
Out-of-state Doctoral	12,000.00	800.00	12,480.00	832.00
International A-State Online Undergraduate	3,780.00	252.00	3,900.00	260.00
International A-State Online Graduate	4,800.00	320.00	4,950.00	330.00
In-state Degree Centers	3,435.00	229.00	3,570.00	238.00
Out-of-state Degree Centers	7,095.00	473.00	7,380.00	492.00
Colleges of Business, Nursing & Health Professions, Sciences & Mathematics, and Engineering				
Tuition Differential Undergraduate		25.00		26.00
Tuition Differential Graduate		60.00		62.00
Tuition Differential Doctoral		67.00		70.00
A-State Online Undergraduate		229.00		236.00
A-State Online Graduate		291.00		300.00
A-State Online MBA		460.00		474.00
International A-State Online MBA		506.00		521.00
A-State Online Doctoral		400.00		416.00
International A-State Online Doctoral		440.00		458.00

EXECUTIVE SUMMARY

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Miscellaneous Fee(s) Revisions (effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed</u>
Graduation Fee – Bachelor’s Degree	\$60.00	\$45.00
Graduation Fee – Master’s Degree	85.00	45.00
Graduation Fee – Specialist Degree	95.00	45.00
Graduation Fee – Doctoral Degree	125.00	45.00
Theatre Fee	100.00	125.00
CPA Review Course Fee	2,600.00	3,000.00

Residence Rates (effective Fall 2023, unless otherwise noted)

	<u>Double</u>		<u>Single</u>	
	<u>Current</u>	<u>Proposed</u>	<u>Current</u>	<u>Proposed</u>
Arkansas	\$2,500.00	\$2,550.00	\$3,000.00	\$3,200.00
Kays	2,500.00	2,550.00	3,000.00	3,200.00
University	2,500.00	2,550.00	3,000.00	3,200.00
Northpark Quad	N/A	N/A	3,000.00	3,200.00
Honors	2,500.00	2,550.00	3,000.00	3,200.00
Living Learning Community	N/A	N/A	3,000.00	3,200.00
Honors (New)	2,500.00	2,550.00	3,000.00	3,200.00
Greek Housing	2,500.00	2,550.00	3,000.00	3,200.00

	<u>Current</u>	<u>Proposed</u>
Collegiate Park 2-2 Apartment	\$3,000.00	\$3,050.00
Collegiate Park 2-1 Apartment	2,750.00	2,800.00
Collegiate Park 4 - Townhouse	2,750.00	2,800.00
Collegiate Park 4 - Flat	2,650.00	2,700.00
Red Wolf Den 2-1 Apartment	2,850.00	2,900.00
Red Wolf Den 3-1 Apartment	2,650.00	2,700.00
Red Wolf Den 4-2 Apartment	2,750.00	2,800.00
Village 1 Bedroom	3,100.00	3,150.00
Village 2 Bedroom	3,600.00	3,650.00
Village 2 Bedroom/WD	3,800.00	3,850.00
Village 3 Bedroom	4,100.00	4,150.00

EXECUTIVE SUMMARY

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Board Rates (effective Fall 2023, unless otherwise noted)

Unlimited Access

Current:	5 Day + \$400.00	\$2,120.00	7 Day + \$300.00	\$2,105.00	7 Day + \$450.00	\$2,200.00
Proposed:	5 Day + \$400.00	\$2,265.00	7 Day + \$300.00	\$2,260.00	7 Day + \$450.00	\$2,350.00

Block Meal Plans

Current	150M + \$500.00	\$1,820.00	115M + \$700.00	\$1,740.00	All Flex	\$1,640.00
Proposed	150M + \$500.00	\$1,930.00	115M + \$700.00	\$1,830.00	All Flex	\$1,780.00

Commuter

Commuter Flex Plan (new)	\$150.00
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ARKANSAS STATE UNIVERSITY-BEEBE

Tuition (effective Fall 2023, unless otherwise noted)

	<u>Current</u>		<u>Proposed</u>	
	Semester <u>15 ssch</u>	per <u>ssch</u>	Semester <u>15 ssch</u>	per <u>ssch</u>
Cleburne County (Heber Springs Campus only)	\$1,500.00	\$100.00	\$1,620.00	\$108.00
In-state Undergraduate	1,590.00	106.00	1,710.00	114.00
Out-of-state Undergraduate	2,655.00	177.00	2,850.00	190.00
International Undergraduate	2,655.00	177.00	2,250.00	190.00
Off-campus Centers	1,605.00	107.00	1,725.00	115.00

Board Rates (effective Fall 2023)

Block Meal Plans

Current:	17 Meal All Access + \$75 Flex, \$1,500.00
Proposed:	17 Meal All Access + \$75 Flex, \$1,600.00

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME

Tuition (effective Fall 2023, unless otherwise noted)

	<u>Current</u>		<u>Proposed</u>	
	Semester	per	Semester	per
	<u>15 ssch</u>	<u>ssch</u>	<u>15 ssch</u>	<u>ssch</u>
In-state Undergraduate	\$1,545.00	\$103.00	\$1,635.00	\$109.00

Miscellaneous Fee(s) Revisions (effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed</u>
Commercial Truck Driving (per credit hour)	N/A	\$250.00
Marine Manufacturing (per credit hour)	N/A	50.00
Funeral Science National Board Exam	N/A	100.00

ARKANSAS STATE-UNIVERSITY-NEWPORT

Tuition (effective Fall 2023, unless otherwise noted)

	<u>Current</u>		<u>Proposed</u>	
	Semester	per	Semester	per
	<u>15 ssch</u>	<u>ssch</u>	<u>15 ssch</u>	<u>ssch</u>
In-state Undergraduate	\$1,500.00	\$100.00	\$1,605.00	\$107.00
Out-of-state Undergraduate	2,415.00	161.00	2,505.00	167.00
Prison Education Program	N/A	N/A	1,920.00	128.00
Out-of-state Performance Scholarship Students	N/A	N/A	1,605.00	107.00

Residence Rates (per semester, effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed</u>
McDougal Street Apartments	N/A	\$1,300.00
Laurel Street Apartments	N/A	1,875.00

Board Rates (per semester, effective Fall 2023)

<u>Block Meal Plans</u>	<u>Current</u>	<u>Proposed</u>
10 Meal Plan	N/A	\$500.00

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Miscellaneous Fee(s) Revisions (effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed</u>
Collision Repair Technology Program Fee	\$250.00	Eliminate
Registered Nursing Program Fee	400.00	450.00
Practical Nursing Program Fee	350.00	400.00
Surgical Technology Program Fee	350.00	400.00
EMT Lab Fee	N/A	100.00
Commercial Driver Training Program Fee	1,650.00	1,950.00

Testing Fees (effective Fall 2023)

	<u>Current</u>	<u>Proposed</u>
Automotive Service Excellence (ASE)	\$50.00	\$60.00
CNA Certification	75.00	125.00
Medication Assistant Certification	N/A	115.00
CPR Certification	N/A	20.00
TEAS V	65.00	Eliminate
NOCTI	50.00	Eliminate
NIMS	100.00	Eliminate

ARKANSAS STATE UNIVERSITY MID-SOUTH

Tuition (effective Fall 2023, unless otherwise noted)

	<u>Current</u>		<u>Proposed</u>	
	Semester <u>15 ssch</u>	per <u>ssch</u>	Semester <u>15 ssch</u>	per <u>ssch</u>
In-district	\$1,470.00	\$98.00	\$1,905.00	\$127.00
Out-of-district	1,770.00	118.00	2,220.00	148.00
Out-of-state Surrounding Counties in MS/TN	1,770.00	118.00	2,220.00	148.00
Out-of-state	2,370.00	158.00	2,850.00	190.00
International Students	4,620.00	308.00	5,205.00	347.00

EXECUTIVE SUMMARY

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Mandatory Fee(s) Revisions (effective Fall 2023. All mandatory fees will be merged with tuition.)

	<u>Current</u>	<u>Proposed</u>
Technology Fee (per credit hour, unless noted)	\$10.00	Eliminate
Assessment Fee	2.00	Eliminate
Student Activities Fee	2.00	Eliminate
Career Services Fee	2.00	Eliminate
Campus Safety Fee	5.00	Eliminate
Student Support Fee (per semester)	5.00	Eliminate

Miscellaneous Fee(s) Revisions (per course rates, effective Fall 2023)

	<u>Current</u>	<u>Proposed</u>
Paramedic Program Student Materials Fees	N/A	\$253.00
Paramedic Program Lab Fees	N/A	250.00
Paramedic Program Uniform Fees	N/A	160.00
Paramedic Program Certification Exam Fees	N/A	160.00
Paramedic Program Background Check Fees	N/A	107.00
Paramedic Program Insurance Fees	N/A	75.00
Commercial Driver Training Lab Fee	N/A	1,800.00
Commercial Driver Training Testing Fee	N/A	92.00
Automotive/Diesel Brake Systems Lab Fee	240.00	210.00
EMT-Basic Testing Fee	95.00	104.00
EMT-Advanced Insurance Fee	60.00	85.00
EMT-Advanced Testing Fee	125.00	144.00
EMT-Advanced Background Check Fee	50.00	85.00
Information Systems Technology Lab Fees	605.00	885.00
Hospitality Lab Fees	205.00	Eliminate
Hospitality Testing Fees	430.00	Eliminate
Respiratory Therapy Seminar Fee	450.00	Eliminate
Respiratory Therapy Certification Exam Fees	1,070.00	Eliminate
Respiratory Therapy DataArc Lab Fee	100.00	Eliminate
Respiratory Therapy Uniform Fee	150.00	Eliminate
Respiratory Therapy Student Materials Fee	100.00	Eliminate

EXECUTIVE SUMMARY

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Respiratory Therapy Background Check Fee	100.00	Eliminate
Respiratory Therapy Insurance Fee	20.00	Eliminate
Developmental Math Lab Fee	5.00	Eliminate

ARKANSAS STATE UNIVERSITY THREE RIVERS

Tuition (effective Fall 2023, unless otherwise noted)

	<u>Current</u>		<u>Proposed</u>	
	Semester	per	Semester	per
	<u>15 ssch</u>	<u>ssch</u>	<u>15 ssch</u>	<u>ssch</u>
In-state Undergraduate	\$1,560.00	\$104.00	\$1,635.00	\$109.00
Out-of-state Undergraduate	3,075.00	205.00	2,010.00	134.00

Mandatory Fee(s) Revisions (effective Fall 2023)

	<u>Current</u>	<u>Proposed</u>
Academic Excellence Fee (per ssch)	\$3.00	\$5.00
Athletic Fee (per ssch)	N/A	2.00

Miscellaneous Fee(s) Revisions (effective Fall 2023)

	<u>Current</u>	<u>Proposed</u>
Core Computing Concepts Fee (per course)	N/A	\$125.00

Residence Rates (effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed</u>
East Hall (HSU)	N/A	\$2,700.00

Board Rates (per semester, effective Fall 2023)

	<u>Current</u>	<u>Proposed</u>
<u>Block Meal Plans</u>		
5 Day + \$50 (HSU)	N/A	\$675.00

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

HENDERSON STATE UNIVERSITY

Mandatory Fee(s) Revisions (effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed*</u>
Broadcasting	\$0.50	Eliminate
Publication	1.00	Eliminate

*Note: Fees are proposed to be merged into tuition, effective with this resolution.

Board Rates

Meal Plans

Current: 19 meal plan plus \$75 DCB \$1,780.00

Proposed: 19 meal plan plus \$75 DCB \$1,870.00

Current: 15 meal plan plus \$200 DCB \$1,770.00

Proposed: 15 meal plan plus \$200 DCB \$1,850.00

Summer Block Meal Plans

Current: 30 Meal Plan, \$295.00; 60 Meal Plan, \$550.00

Proposed: 30 Meal Plan, \$310.00; 60 Meal Plan, \$580.00

Residence Rates (Effective Fall 2023, unless otherwise noted)

	<u>Double</u>		<u>Single</u>	
	<u>Current</u>	<u>Proposed</u>	<u>Current</u>	<u>Proposed</u>
East Hall	\$2,350.00	\$2,350.00	N/A	\$3,150.00
West Hall	2,350.00	2,350.00	N/A	3,150.00
Smith Hall	1,800.00	1,800.00	1,800.00	2,100.00
Sturgis Hall	2,350.00	2,350.00	2,750.00	3,150.00

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

Miscellaneous Fee(s) Revisions (effective Fall 2023, unless otherwise noted)

	<u>Current</u>	<u>Proposed</u>
Enriched Writing & Rhetoric (Course Fee)	N/A	\$10.00
School of Business (UG/GRAD) (Assessed to DSC)	N/A	10.00
Lab/Software/Supplies Fee (Assessed to BIO, CHM, EGR, PHS, and PHY Courses)	N/A	5.00
Group Testing (Assessed to CED 5723)	10.00	Eliminate
Individual Intelligence (Assessed to CED 6943)	100.00	Eliminate
Creative Arts (Assessed to EDE 3122)	10.00	Eliminate
Arts Integration (Assessed to EDE 3242)	10.00	Eliminate
Principal Internship (Assessed to EDL 6533)	100.00	Eliminate
Internship Curriculum (Assessed to EDL 7643)	100.00	Eliminate
Special Education Supervisor (Assessed to EDL 6653)	100.00	Eliminate
Mentorship/EDU Leadership (Assessed to EDL 7613)	100.00	Eliminate
Action Research Practicum (Assessed to EDL 6553)	100.00	Eliminate
Sport Administration Field Internship (Assessed to HPR 6396)	35.00	Eliminate
Reading and Writing in the Content Area (Assessed to RDG 3203)	10.00	Eliminate
Reading Practicum: Group Instruction (Assessed to RDG 6693)	100.00	Eliminate
Reading Practicum Individual Training (Assessed to RDG 6183)	50.00	Eliminate
Advanced Practicum in Special Education K-12 (Assessed to SPE 6303)	100.00	Eliminate
Assessment & Programming (Assessed to SPE 5403)	100.00	Eliminate
Biology Course Fee (UG/GRAD)(Per Credit Hour)	1.00	Eliminate
Teacher’s College Henderson Fee (UG)(Assessed to HHP, ATP, HPR, and REC Courses) (Per Credit Hour)	4.00	Eliminate
Teacher’s College Henderson Fee (GRAD) (Assessed to HHP, ATP, HPR, and REC Courses) (Per Credit Hour)	8.00	Eliminate

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

RECOMMENDATION/RESOLUTION:

Be it resolved that the tuition, fees, and room and board rates for Arkansas State University, Arkansas State University-Beebe, Arkansas State University-Mountain Home, Arkansas State University-Newport, Arkansas State University Mid-South, Arkansas State University Three Rivers, and Henderson State University are approved as stated herein.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval of the FY2024 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:

The Arkansas State University-Jonesboro (ASUJ) FY2024 operating budget was developed through the efforts of the University's Executive Budget Council and shared with the Chancellor's Cabinet and Executive Council, which has representation from all constituent groups across campus.

The budget will include \$60 million in state appropriation funds (Categories "A" and "B"), \$8.6 million in Educational Excellence Trust Fund monies, tuition revenues based on flat enrollment and a 4.0% tuition and mandatory fees increase. After a thorough review of faculty positions, \$500,000 was permanently reduced from budgeted faculty salaries, and an additional \$1.7M was reallocated to A-State Online revenues.

Funds were allocated to the following categories:

- Faculty promotions;
- 2% merit raise for faculty, non-classified employees, and graduate assistants;
- \$1.86 per hour raise for all classified employees transitioning to a non-classified status in FY24;
- Salary adjustments for Academic Advisors;
- Title IX Investigator;
- Utility increases; and
- Reinstatement of resources for deferred maintenance.

The ASUJ budget for FY 2024 is \$174,317,395 for Educational and General Operations and \$36,604,232 for Auxiliary Operations.

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ARKANSAS STATE UNIVERSITY-BEEBE:

The FY2024 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 locations were represented. The Shared Governance committee, which includes representatives from the faculty and staff senates and the Student Government Association, reviewed and endorsed departmental and program budget requests. ASUB continued a modified, zero-based budgeting process, ensuring continued efforts in efficiency, while addressing areas of need.

The FY2024 operating budget includes the following major revenue sources: \$11,410,153 in state appropriation funds; \$2,133,883 in Educational Excellence Trust Funds; and \$801,945 in Workforce 2000 funds. Due to uncertainty in enrollment forecasts for FY2024, a tuition and fee revenue of \$9,931,100 is anticipated, based on a 6.35% increase in tuition rates and assuming a flat enrollment, compared to the FY2023 actual enrollment.

ASUB was able to provide a 5% COLA increase to all faculty and staff for FY2024, through natural attrition, rigorous review of open positions, a 6.35% increase in tuition and mandatory fee rates, and reallocation of departmental funds, based on a thorough review of departmental expenses and institutional priorities.

The ASUB budget for FY2024 is \$26,974,028 for Educational and General Operations and \$1,719,604 for Auxiliary Operations. The proposed operational budget for FY2024 represents an overall increase in budgeted revenue and expenses of approximately 5.92%, as compared to the FY2023 budget.

ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME:

Arkansas State University-Mountain Home (ASUMH) developed the FY2023-2024 Operating Budget through 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.

A \$6.00 per-credit-hour tuition increase, as well as fees for two new programs, are included in the operating budget.

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

Resources were changed or allocated in the following categories:

- 3% raise for all employees;
- The minimum rate of pay for all full-time positions moved to \$13 per hour; and
- One new position added.

The ASUMH budget for FY2023-2024 is \$11,005,080 for Educational and General Operations, and \$303,000 for Auxiliary Operations.

ARKANSAS STATE UNIVERSITY MID-SOUTH:

In close collaboration with departmental budget managers, the Arkansas State University Mid-South (ASU Mid-South) Chancellor's Executive Council developed the Educational and General Operating Budget for FY2024.

The FY2024 budget for ASU Mid-South will include \$7.8 million in state appropriation funds. Categories "A" and "B" of RSA Funds will total \$5.6 million, and Workforce 2000 Funds are budgeted at \$2.2 million. Tuition revenues of \$2.29 million are based on a 2% enrollment decline and a requested 4.7% tuition increase. To streamline student accounts, mandatory fees have been incorporated into tuition, and ASU Mid-South students will not be charged mandatory fees beginning in FY2024.

To implement the institution's key initiatives, the institution also reallocated available resources in its FY2024 budget. This was accomplished primarily through strategic cuts in personnel positions, either through attrition; elimination of non-viable programs; or reduction of unfilled budgeted positions.

ASU Mid-South's key initiatives for FY2024 are as follows:

- Providing a minimum of a 2% COLA raise for all eligible employees;
- Implementing the first step of a faculty rank-and-promotion program;
- Raising minimum salary levels for all full-time employees to \$13/hour;
- Adding two new academic programs: Paramedic Science and Commercial Driver Training;
- Launching baseball, softball, and e-Sports programs; and
- Implementing a "last-dollar" scholarship pilot program for eligible Crittenden County residents.

The Arkansas State University Mid-South budget for FY2024 is \$12,854,500 for Educational and General Operations, and \$631,000 for Auxiliary Operations. The proposed operational budget for FY2024 represents an overall increase in budgeted expenses of \$263,500, or 1.99%, compared to our FY2023 budget.

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ARKANSAS STATE UNIVERSITY-NEWPORT:

Arkansas State University-Newport (ASUN) conducted a collaborative budgeting process that allowed for prioritization of requests under a strategic budget model for FY2024. As the college looks to expand its degree offerings to stimulate regional economic growth, ASUN is highly focused on controlling expenses to ensure that the college meets the needs of its students. Inflation continues to impact prices and increase the cost of supplies and services required for operations. To account for the operational cost increases, yet still maintain a high level of affordability, ASUN held its overall request for tuition and mandatory fee increases to 5.7%. This allows the college to maintain a high level of service to students, while still maintaining an affordable cost of attendance. Leadership also focused on reorganization measures that allowed the institution to decrease senior leadership from five to three executive positions, generating cost savings of \$238,000. This allows the college to reprioritize resources, placing an additional focus on strategic enrollment management and student-service positions. Also, it allows the institution to make new investments in technology that will provide increased satisfaction to students and increase enrollment and retention.

Key initiatives are as follows:

- Cost-of-living increases of 1% for faculty and staff;
- Addition of key student-service positions in recruiting, advising, and enrollment management;
- Implementation of a performance bonus program for all full-time employees of up to 2%, based on Key Performance Indicators;
- Evaluation of productivity for academic programs, resulting in the elimination of two programs (three positions), providing an annual cost savings of \$150,000;
- Reorganization allowing for the elimination of other vacant staff positions, saving \$190,000 annually;
- Allocation for deferred maintenance in the amount of \$150,000; and
- Increase in the utilities budget of \$90,000, to account for rate increases.

ASUN will continue to place an emphasis on the ambitious goals set forth in its 2023-2027 Strategic Plan, in order to impact student retention and completion and regional economic development.

The ASUN FY2024 budget is \$17,652,294 for Educational and General Operations, and \$920,250 for Auxiliary Operations.

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ARKANSAS STATE UNIVERSITY THREE RIVERS:

Proposed budgets were submitted by department managers. Cabinet-level officials met several times to discuss budgeted initiatives. Draft versions were presented to the campus Effectiveness Committee as the FY2024 budget was formulated.

Tuition and mandatory fees increased \$9 per credit hour, or 6.5%. This increase includes a \$2 per credit-hour athletic fee. Budgeted enrollment for FY2024 reflects 70 participants in baseball and softball programs.

Other highlights of the FY2024 budget include the following:

- Baseball and softball sports programs to begin in 2023-2024;
- Budgeted salaries include a 2% across-the-board raise, as well as a salary base adjustment for faculty;
- For the second consecutive year, workforce training revenue and expenses have increased as a result of expanded training of West Fraser personnel.

The Arkansas State University Three Rivers budget for FY2024 is \$9,050,053 for Educational and General Operations, and \$708,686 for Auxiliary Operations.

HENDERSON STATE UNIVERSITY:

The Henderson State University budget for FY2024 is \$33,235,070 for Educational and General Operations, and \$8,252,776 for Auxiliary Operations. The campus will continue to operate a modified cash budget during the FY2024, with expenses managed under liquidity constraints.

ARKANSAS STATE UNIVERSITY SYSTEM:

The Arkansas State University System Office is funded as a non-formula entity with an FY2024 operating budget of \$4,580,909, of which \$2,841,520 is categorized as state appropriation, and \$1,739,389 coming from other sources, including institution and Foundation support.

After determining availability of revenues, the President may approve requests for one-time bonus plans and additional salary plans for FY2024.

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System operating budgets and salary adjustment plans are approved, and authority is granted to execute the budgets in the amount of \$285,088,420 for Educational and General Operations and \$49,139,639 for Auxiliary Operations.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval of the FY2024 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 ASU System has a significant investment in its plant and capital, it is requesting to establish an annual capital expenditure budget to illustrate commitment to maintenance of its capital investment. Currently, the ASU System includes a total of 2,341 land acres and 384 buildings, comprising 7,126,479 square feet.
- The state of Arkansas provides no dedicated revenue stream for capital projects or deferred maintenance needs.
- The ASU System currently contains \$475 million in total deferred maintenance needs and \$67.6 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 FY2024 is attached.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System's FY2024 capital project and expense budget is approved and authority is granted to execute the budget.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair



Capital Project Plans

		FY2023			FY2024			
Project Name	Project Type	Total						
		Total Projected Cost	Total Funds Available	Projected Expenditures	Total Projected Cost	Total Funds Available	Current Status	Funding Source(s)
ASU-Jonesboro								
Projects:								
Southern Tenant Farmers Museum	Renovation				\$ 1,900,000	\$ 1,900,000	Design Phase	Grant Funds, University Match
Project Total		\$0	\$0	\$0	\$1,900,000	\$1,900,000		
Major Equipment and IT-related purchases (over \$500K)								
IT Related Projects	Ongoing				2,077,745	2,077,745	In Process	University Reserves
Equipment Total		0	0	0	2,077,745	2,077,745		
Projects Under Review, Not Funded:								
Project Under Review, Not Funded, Total		\$0	\$0	\$0	\$0	\$0		
Total		\$0	\$0	\$0	\$3,977,745	\$3,977,745		
ASU-Beebe								
Project Total		\$0	\$0	\$0	\$0	\$0		
Major Equipment and IT-related purchases (over \$500K)								
ERP System (Banner)	Software	650,000	741,085	741,085	684,008	684,008	In Process	Institutional Reserves
IT Infrastructure Upgrade & Expansion	Equipment/Software	0	0	0	520,000	0	Not Yet Started	Not Yet Identified
Equipment Total		\$650,000	741,085	741,085	\$1,204,008	\$684,008		
Projects Under Review, Not Funded:								
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	0	0	0	Not Yet Started	Not Yet Identified
Project Under Review, Not Funded, Total		\$7,465,000	\$0	\$0	\$8,065,000	\$300,000		
Total		\$8,115,000	\$741,085	\$741,085	\$9,269,008	\$984,008		
ASU-Mountain Home								
Walking/Biking Trail Phase 1	New	\$654,679	\$654,679	\$113,499	\$0	\$0	Complete	Grant, Auxiliary, University Reserves
Walking/Biking Trail Phase 2 (Lights & Landscaping)	New	0	0	0	\$403,750	\$403,750	Planning	Grant and University Reserves
Tech Center Addition/Renovation	New	1,642,896	1,642,896	1,065,761	577,135	577,135	In Process	Grant and University Reserves
Project Total		2,297,575	2,297,575	1,179,260	980,885	980,885		
Major Equipment and IT-related purchases (over \$500K)								
IT Infrastructure Upgrades/Replacements	New	600,000	600,000	350,006	300,000	300,000	In Process	University Reserves
Security Systems Upgrades	New	200,000	200,000	0	200,000	200,000	Planning	University Reserves
ERP System (Banner)	Software	400,000	400,000	275,000	250,000	250,000	In Process	University Reserves
Equipment Total		1,200,000	1,200,000	625,006	750,000	750,000		
Projects Under Review, Not Funded:								
Digital Signage	New	0	0	0	250,000	0	Planning	Donations and University Reserves
Amphitheater	New	700,000	0	0	700,000	0	Planning	Donations and University Reserves
Project Under Review, Not Funded, Total		700,000	0	0	950,000	0		
Total		\$4,197,575	\$3,497,575	\$1,804,266	\$2,680,885	\$1,730,885		

Capital Project Plans

		FY2023			FY2024					
		Total								
Project Name	Project Type	Total Projected Cost	Total Funds Available	Total Projected Expenditures	Total Projected Cost	Total Funds Available	Current Status	Funding Source(s)		
ASU Mid-South										
Projects:										
FedEx Aviation Maintenance Building	Renovation	\$1,500,000	\$1,500,000	\$1,500,000	\$300,000	\$300,000	In Process	PBI Grant & Reserves		
Truck Driving Range	New Construction	\$727,600	\$727,600	\$727,600	\$0	\$0	In Process	Regional Workforce Grant		
Project Total		2,227,600	2,227,600	2,227,600	300,000	300,000				
Major Equipment and IT-related purchases (over \$500K)										
ERP System (Banner)	Software	239,000	239,000	239,000	0	0	Completed	Reserves		
Classroom Lab Upgrades	New	917,500	917,500	917,500	0	0	Completed	Federal HEERF		
Equipment Total		1,156,500	1,156,500	1,156,500	0	0				
Projects Under Review, Not Funded:										
		\$0	\$0	\$0	\$0	\$0				
Project Under Review, Not Funded, Total		\$0	\$0	\$0	\$0	\$0				
Total		\$3,384,100	\$3,384,100	\$3,384,100	\$300,000	\$300,000				
ASU-Newport										
Wayfinding Signage	Renovation	\$175,000	\$175,000	\$68,832	\$20,000	\$20,000	Design	University Reserves		
Newport Campus Entry Signs	Replacement	\$65,000	\$65,000	\$47,000	\$0	\$0	Design	University Reserves		
Exterior Signage and Wayfinding	New/Replacement	\$225,000	\$225,000	\$125,000	\$100,000	\$100,000	Design	University Reserves		
ASUN Memorial Trail Phase 1 Newport	Improvements	\$172,000	\$172,000	\$50,000	\$172,000	\$172,000	Pre-Construction	Grant/University Matching		
ASUN Memorial Trail Phase 2 Newport	Improvements	\$0	\$0	\$30,000	\$140,000	\$140,000	Design	Grant/University Matching		
ASUN Memorial Trail Phase 1 Marked Tree	Improvements	\$0	\$0	\$10,000	\$130,000	\$130,000	Design	Grant/University Matching		
Commercial Driver Training Track Resurfacing	Improvements	\$420,165	\$420,165	\$420,165	\$0	\$0	Construction	Regional Workforce Grant		
Building Access Control (Jonesboro, Marked Tree)	New	\$140,000	\$140,000	\$14,000	\$0	\$0	Complete	University Reserves		
Security Camera System (Jonesboro, Marked Tree)	New	\$130,000	\$130,000	\$50,000	\$40,000	\$40,000	Installation	University Reserves		
Project Total		1,327,165	1,327,165	\$ 814,997	\$ 602,000	\$ 602,000				
Major Equipment and IT-related purchases (over \$500K)										
ERP System (Banner)	Software	325,000	325,000	690,000	0	0	In Process	University Reserves		
Fiber Infrastructure	Improvements	106,000	106,000	106,000	0	0	In Process	University Reserves		
Equipment Total		431,000	431,000	\$ 796,000	0	0				
Projects Under Review, Not Funded:										
Nursing and Health Professions Building - NP	New Construction				\$10,000,000	\$0		Grants, Private		
Nursing and Health Professions Building Renovation - MT	Renovation				\$2,000,000	\$0		Private		
Student Services One-Stop - JB	Renovation				\$850,000	\$0		University Reserves		
Total		1,758,165	1,758,165	1,610,997	1,452,000	602,000				
ASU Three Rivers										
Ritz Theatre Renovation - Phase III	Renovation	\$861,277	\$861,277	\$861,277			Completed by 6/30/2023	ANCRC grant funds		
Ritz Theatre Renovation - Phase IV	Renovation				\$1,261,977	\$1,261,977	Design	ANCRC grant funds		
New Nursing Building	New Construction				\$8,000,000	\$8,000,000	Design	Federal HHS grant		
Project Total		861,277	861,277	861,277	9,261,977	9,261,977				
Major Equipment and IT-related purchases (over \$500K)										
ERP System (Banner)	Software	207,034	207,034	356,000			In Process	University Reserves/loan		
Equipment Total		207,034	207,034	356,000	0	0				
Projects Under Review, Not Funded:										
Renovation of C-Building	Renovation				TBD		Planning	potentially CSB Loan Fund		
Renovation of El Parian building	Renovation				TBD		Planning	potentially CSB Loan Fund		
Project Under Review, Not Funded, Total		\$0	\$0	\$0	\$0	\$0				
Total		1,068,311	1,068,311	1,217,277	9,261,977	9,261,977				
Henderston State University										
Caddo Center - Student Facing Services Building	Renovation			\$1,950,000	\$4,002,753	\$2,590,861	Design	ANCRC grant		
Barkman House	Renovation			\$0	\$586,000	\$586,000	Design	ANCRC grant		
Project Total		0	0	1,950,000	4,588,753	3,176,861				
Major Equipment and IT-related purchases (over \$500K)										
ERP System (Banner)	Software	717,523	717,523	717,523	717,523	717,523	In Process	University Reserves/loan		
Equipment Total		717,523	717,523	717,523	717,523	717,523				
Projects Under Review, Not Funded:										

Capital Project Plans

		FY2023			FY2024					
Project Name	Project Type	Total							Current Status	Funding Source(s)
		Total Projected Cost	Total Funds Available	Total Projected Expenditures	Total Projected Cost	Total Funds Available				
Project Under Review, Not Funded, Total		\$0	\$0	\$0	\$0	\$0				
Total		717,523	717,523	2,667,523	9,261,977	3,894,384				
Grand Total Excluding Projects Under Review										
Projects		\$ 6,713,617	\$ 6,713,617	\$ 7,033,134	\$ 17,633,615	\$ 16,221,723				
Equipment & IT		\$ 4,362,057	\$ 4,453,142	\$ 4,392,114	\$ 4,749,276	\$ 4,229,276				
Total		\$ 11,075,674	\$ 11,166,759	\$ 11,425,248	\$ 22,382,891	\$ 20,450,999				



2024 Deferred Maintenance Budget and Planned Maintenance Projects

Notes: Projects over \$50,000 are capitalized. The Facilities Condition Index (FCI) is the percentage, which has already been expended, of the useful life of a campus facility. The higher the percentage would indicate the greater the expended portion of the campus.

ASU-Jonesboro			
2020 Facilities Condition Index:	34%	University Average:	62%
E&G Replacement Value:	\$422,136,158		
Cumulative Deferred Maintenance Budget Set Aside:	\$ 10,081,495		
YTD Expenditures	\$ -		
Year-End Projected Expenditures	\$ -		
Projected Variance	\$ 10,081,495		
FY2024 Deferred Maintenance Budget Set Aside:	\$ 2,500,000		
Planned Maintenance Projects			
FNBA Arena Air Handler Replacement Phase 2 of 2 (Replace 1, Renew 1)	Renovation	\$ 900,000	Capital Renewal Fund
Student Union Roofing Replacement Phase 2 of 2	Renovation	750,000	Capital Renewal Fund
Village Apartments Roof Shingle Replacement	Renovation	593,175	Capital Renewal Fund
University Hall Fan Coil Replacements	Renovation	550,000	Capital Renewal Fund
Arkansas Hall Fan Coil Replacements	Renovation	550,000	Capital Renewal Fund
HPESS Cooling Tower Replacement (Prior FY Project)	Renovation	540,000	Capital Renewal Fund
Ed Comm Building Roof (Prior FY Project)	Renovation	380,000	Capital Renewal Fund
University Hall Fresh Air Addition	Renovation	345,000	Capital Renewal Fund
Arkansas Hall Fresh Air Addition	Renovation	345,000	Capital Renewal Fund
Nursing Building Cooling Tower Replacement	Renovation	310,000	Capital Renewal Fund
College of Business Roof (Prior FY Project)	Renovation	300,000	Capital Renewal Fund
Griffin House and STEM/ROTC Boiler Replacement (Prior FY Project)	Renovation	240,000	Capital Renewal Fund
Library and Museum Fire Alarm Replacement Phase 2	Renovation	193,200	Capital Renewal Fund
Ed Leadership Roof	Renovation	175,000	Capital Renewal Fund
FNBA Parking Lot G & H Overlay, 1/3 Access Road (Prior FY Project)	Renovation	170,000	Capital Renewal Fund
College of Education & Communications Restroom Renovations (Prior FY Project)	Renovation	150,000	Capital Renewal Fund
Chilled Water Loop Capacity Study and Improvements	Renovation	150,000	Capital Renewal Fund
Campus Learning Space Renovations FY24	Renovation	100,000	E & G Funds
FY 24 Parking Maintenance	Renovation	100,000	E & G Funds
Miscellaneous Deferred Maintenance (for individual projects under \$50,000) FY24	Renovation	653,068	E & G Deferred Maintenance
		\$7,494,443	
ASU-Beebe			
2020 Facilities Condition Index:	52%	Comm Coll Average:	40%
Cumulative Deferred Maintenance Budget Set Aside:	\$ 1,573,368		
YTD Expenditures			
Year-End Projected Expenditures			
Projected Variance	\$ 1,573,368		
FY2024 Deferred Maintenance Budget Set Aside:	\$ 170,000		
Planned Maintenance Projects			
Campus Wide Repairs, Upgrades, & Renovations		\$70,000	Plant Funds
Routh Couch Center Roof Project	Renovation	\$49,000	Plant Funds
Project Total		\$119,000	
ASU-Mountain Home			
2020 Facilities Condition Index:	31%	Comm Coll Average:	38%
Cumulative Deferred Maintenance Budget Set Aside:	\$ 346,000		
YTD Expenditures			
Year-End Projected Expenditures			
Projected Variance	\$ 346,000		
FY2024 Deferred Maintenance Budget Set Aside:	\$ 86,000		
Planned Maintenance Projects			
Window Replacement	Renovation	\$100,000	Plant Funds
HVAC Unit Equipment	Renovation	\$50,000	E & G Funds
Campus Wide Repairs, Upgrades, & Renovations	Renovation	\$50,000	Plant Funds
Project Total		\$200,000	

ASU Mid-South2020 Facilities Condition Index: 37% **Comm Coll Average:** 38%

Cumulative Deferred Maintenance Budget Set Aside:	\$ 1,154,000
YTD Expenditures	\$ -
Year-End Projected Expenditures	\$ -
Projected Variance	\$ 1,154,000

FY2024 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
ADWIREN Renovation	Renovation	300,000	Plant Funds
Campus Fire Alarm Upgrades	Renovation	200,000	Plant Funds
Camera System Replacement	Renovation	200,000	Plant Funds
University Center Roof Replacement	Renovation	100,000	Plant Funds
HVAC Unit Equipment Replacement	Renovation	100,000	Plant Funds

Project Total \$2,300,000

ASU-Newport2020 Facilities Condition Index: 30% **Comm Coll Average:** 38%

Cumulative Deferred Maintenance Budget Set Aside:	\$ 691,133
YTD Expenditures	\$ 166,637
Year-End Projected Expenditures	\$ 180,000
Projected Variance	\$ 511,133

FY2024 Deferred Maintenance Budget Set Aside: \$ 150,000

Planned Maintenance Projects

White River Hall Façade Repair Project	75,000	Plant Funds
Center for the Arts Waterproofing	40,000	Plant Funds
Parking Lot Repaving and Repair	225,000	Plant Funds

Project Total \$340,000

ASU-Three Rivers2020 Facilities Condition Index: 36% **Comm Coll Average:** 38%

Cumulative Deferred Maintenance Budget Set Aside:	\$ 737,429
YTD Expenditures	\$ 112,387
Year-End Projected Expenditures	\$ -
Projected Variance	\$ 737,429

FY2024 Deferred Maintenance Budget Set Aside: \$ 50,000

Planned Maintenance Projects

Fire Alarm System - Cosmetology	18,000	Plant Funds
Replace Gutters - Courtyard	10,000	Plant Funds
Flooring - Administrative Building	32,000	Plant Funds

Project Total \$60,000

Henderson State University2020 Facilities Condition Index: 65% **University Average:** 58%

Cumulative Deferred Maintenance Budget Set Aside:	\$ 311,028
YTD Expenditures	\$ 10,000
Year-End Projected Expenditures	\$ 10,000
Projected Variance	\$ 301,028

FY2024 Deferred Maintenance Budget Set Aside: \$ 50,000

Planned Maintenance Projects

Misc. HVAC Projects	Renovation	\$2,000,000	University funds, if available
Residence Halls Project	Renovation	1,200,000	University funds, if available
Campus Beautification Projects *	Renovation	2,250,000	DBA Revolving Loan Fund

Project Total \$5,450,000

* Total includes \$225K for demolition of multiple dilapidated houses around campus.

ASU-System Consolidated

Cumulative Deferred Maintenance Budget Set Aside:	\$ 14,894,453
YTD Expenditures	\$ 289,024
Year-End Projected Expenditures	\$ 190,000
Projected Variance	\$ 14,704,453
FY2024 Deferred Maintenance Budget Set Aside:	\$ 3,136,000

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 FY2024.

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 Division of Higher Education to allow the ASU System Board of Trustees to approve the establishment of all provisional positions on all campuses of the Arkansas State University System. This approval allows Human Resources personnel on all campuses to respond immediately to provisional-position requests.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to establish 375 provisional positions for Arkansas State University, 100 provisional positions for Arkansas State University-Beebe, 40 provisional positions for Arkansas State University-Mountain Home, 60 provisional positions for Arkansas State University-Newport, 75 provisional positions for Arkansas State University Mid-South, 40 provisional positions for Arkansas State University Three Rivers, and 60 provisional positions for Henderson State University, as authorized for FY2024.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to proceed with various capital projects at Arkansas State University (A-State), resulting in energy savings that meet the standards of the Sustainable Building Revolving Loan Fund (Fund) held by the state of Arkansas.

ISSUE: The Board of Trustees must approve all capital projects.

BACKGROUND:

- The ASU System requests approval to proceed with various capital projects at A-State, resulting in energy savings that measure up to the standards of the Sustainable Building Loan Fund held by the state of Arkansas.
- The ASU System requests to finance the project with a loan of up to \$2.9 million from the Fund. The loan shall have an interest rate of 0% for a term not to exceed ten years. The projected debt service is approximately \$290,000 per annum, to be repaid from the utility and operational savings generated by the energy improvements and monies earmarked for deferred maintenance.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to proceed with various capital projects at Arkansas State University, and to execute loan agreements to finance the project at an estimated interest rate of 0% for a term not to exceed ten years.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to proceed with renovations to Arkansas State University's (A-State) Southern Tenant Farmers Museum at Tyronza.

ISSUE: The Board of Trustees must approve all capital projects.

BACKGROUND:

- The ASU System is requesting approval to renovate grain bins across from the Southern Tenant Farmers Museum in Tyronza. This restoration would restore the historic character of the Tyronza Commercial Historic District. The grain bins will serve as a large-scale exhibit of agricultural history and methods that would add new depth to the interpretation of the Southern Tenant Farmers Museum. The interior of the largest grain bin would house critical visitor services, including accessible restroom facilities.
- A-State received a grant of \$1,916,383 from the Arkansas Natural and Cultural Resources Council, which will allow the campus to complete the renovations.
- A copy of the Capital Project Proposal Form is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to proceed with Arkansas State University's Southern Tenant Farmers Museum Capital Project at Tyronza.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

ASU System Capital Project Proposal Form

In accordance with Board policy, the term "capital project" means a new construction, renovation, or remodeling project with a projected cost exceeding \$1,000,000. Campus officials shall complete a Capital Project proposal form and submit it to the President for review and recommendations. The President will submit Capital Project proposals to the Board of Trustees for approval. Forms should be submitted electronically to the System Vice President for Finance.

Institution	Arkansas State University-Jonesboro	Date	5/17/23
Project Name	Southern Tenant Farmers Museum		

Project Description (in detail)

This project is to restore the grain bins across from the Southern Tenant Farmers Museum in Tyronza. This restoration would serve several purposes. First, the project would restore the historic character of the Tyronza Commercial Historic District, which includes both structures. Second, the grain bins would serve as a large-scale exhibit of agricultural history and methods that would add new depth to the interpretation of the Southern Tenant Farmers Museum. Finally, and perhaps most important, the interior of the largest grain bin would house critical visitor services, including accessible restroom facilities.

Estimated Date of Commencement	07/01/23
Estimated Date of Completion	06/30/24
Total Project Cost Estimate	\$ 1,916,383

Please provide the detail of cost estimate below:

	Estimated Project Cost
Construction (should include cost of built-in equipment)	\$ 1,780,848
Architect/Engineer Fees	135,535
Contingencies (not to exceed 10% of Construction and A&E)	0
Land Purchases	0
Movable Equipment and Furniture	
Total Cost of Project	1,916,383

Please provide details of planned sources of funding:

	Amount	Percentage
General Improvement	0	0.0%
Institutional Reserves	0	0.0%
Institutional Operating Funds	0	0.0%
Federal Grant Funds	0	0.0%
Special Revenue Funds	1,916,383	100.0%
Foundation or Other Private Monies	0	0.0%
Loan Proceeds (if approved)		0.0%
Total Proposed Funding	1,916,383	100.0%

Notes

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to proceed with the Bloodworth Nursing Building Expansion Capital Project on the Arkansas State University-Beebe (ASUB) Searcy campus.

ISSUE: The Board of Trustees must approve all capital projects.

BACKGROUND:

- The ASU System is requesting approval to expand the Bloodworth Nursing Building on the ASUB Searcy campus. This expansion will add an additional 6,100 square feet to the existing facility in order to accommodate an increase in the number of nursing students admitted to the program each year.
- The capital project, estimated to total \$1,566,150, will be funded through federal grant funds of \$1,500,000 and institutional reserves of \$66,150.
- A copy of the Capital Project Proposal Form is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to proceed with the Bloodworth Nursing Building Expansion Capital Project on the Arkansas State University-Beebe Searcy campus.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

ASU System Capital Project Proposal Form

In accordance with Board policy, the term "capital project" means a new construction, renovation, or remodeling project with a projected cost exceeding \$1,000,000. Campus officials shall complete a Capital Project proposal form and submit it to the President for review and recommendations. The President will submit Capital Project proposals to the Board of Trustees for approval. Forms should be submitted electronically to the System Vice President for Finance.

Institution	Arkansas State University-Beebe	Date	4/18/23
Project Name	Bloodworth Nursing Building Expansion		
Project Description (in detail)			

This project will renovate and expand the Bloodworth Nursing facility on the Searcy campus of ASU-Beebe. The building currently has experienced roof leakage problems. This project will replace the existing flat roof with a low-pitch truss roof over the entire existing facility, as well as the expanded section. The project will add an additional 6,100 square feet to the existing facility and allow for the addition of two classrooms and additional office space for nursing faculty. This allows for an increase in the number of nursing students admitted to the program each year.

Estimated Date of Commencement	08/01/23
Estimated Date of Completion	Spring 2024
Total Project Cost Estimate	\$ 1,566,150

Please provide the detail of cost estimate below:

	Estimated Project Cost	
Construction (include cost of built-in equipment)	\$ 1,325,000	
Architect/Engineer Fees	108,650	8.2%
Contingencies (not to exceed 10% of Construction and A&E)	132,500	10.0%
Land Purchases	0	
Movable Equipment and Furniture		
Total Cost of Project	1,566,150	

Please provide details of planned sources of funding:

	Amount	Percentage
General Improvement		0.0%
Institutional Reserves	66,150	4.2%
Institutional Operating Funds		0.0%
Federal Grant Funds	1,500,000	95.8%
Special Revenue Funds		0.0%
Foundation or Other Private Monies		0.0%
Loan Proceeds (if approved)		0.0%
Total Proposed Funding	1,566,150	100.0%

Notes

The total amount of the federal grant funds is limited to \$1.5 million. The institution will fund the remaining amount of \$66,150 from institutional reserves in plant funds to meet expected total project costs.

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to proceed with Arkansas State University Three Rivers' (ASU Three Rivers) Phase IV of the Ritz Theatre Renovation Capital Project.

ISSUE: The Board of Trustees must approve all capital projects.

BACKGROUND:

- The ASU System is requesting approval to complete the renovation of the Ritz Theatre.
- ASU Three Rivers received a grant of \$1,261,977 from the Arkansas Natural and Cultural Resources Council, which will allow for completion of the restoration projects that were begun in prior phases.
- A copy of the Capital Project Proposal Form is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to proceed with Arkansas State University Three Rivers' Phase IV of the Ritz Theatre Renovation Capital Project.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

ASU System Capital Project Proposal Form

In accordance with Board policy, the term "capital project" means a new construction, renovation, or remodeling project with a projected cost exceeding \$1,000,000. Campus officials shall complete a Capital Project proposal form and submit it to the President for review and recommendations. The President will submit Capital Project proposals to the Board of Trustees for approval. Forms should be submitted electronically to the System Vice President for Finance.

Institution	ASU Three Rivers	Date	5/11/23
Project Name	Phase IV Renovation of the Historic Ritz Theatre		

Project Description (in detail)

The Arkansas Natural and Cultural Resource Council (ANCRC) funded Phase IV of the Ritz Theater Renovation in the amount of \$1,261,977. ANCRC has funded the first three phases, but the allocations never exceed \$1,000,000. The Phase IV allocation will allow us to complete the theater renovation.

Estimated Date of Commencement	07/01/23
Estimated Date of Completion	12/31/24
Total Project Cost Estimate	\$ 1,261,977

Please provide the detail of cost estimates below:

	Estimated Project Cost
Construction (should include cost of built-in equipment)	\$ 1,052,604
Architect/Engineer Fees	94,648
Contingencies (not to exceed 10% of Construction and A&E)	114,725
Land Purchases	0
Movable Equipment and Furniture	0
Total Cost of Project	1,261,977

Please provide details of planned sources of funding:

	Amount	Percentage
General Improvement	0	0.0%
Institutional Reserves	0	0.0%
Institutional Operating Funds	0	0.0%
Federal Grant Funds	0	0.0%
Special Revenue Funds	1,261,977	100.0%
Foundation or Other Private Monies	0	0.0%
Loan Proceeds (if approved)	0	0.0%
Total Proposed Funding	1,261,977	100.0%

Notes

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to proceed with Phase III of the Caddo Center Renovation Capital Project at Henderson State University (Henderson).

ISSUE: The Board of Trustees must approve all capital projects.

BACKGROUND:

- The ASU System is requesting approval to renovate the Caddo Center at Henderson as a one-stop shop for students.
- Henderson received a grant of \$1,191,606 from the Arkansas Natural and Cultural Resources Council, which will be used to adapt the shell of the Caddo Building; allow continuation of the preservation of the historic Caddo Center; and provide space for Admissions, Financial Aid, Housing, Advising, Student Accounts, and Tutoring.
- A copy of the Capital Project Proposal Form is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to proceed with Phase III of the Caddo Center Renovation Capital Project at Henderson State University.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

ASU System Capital Project Proposal Form

In accordance with Board policy, the term "capital project" means a new construction, renovation, or remodeling project with a projected cost exceeding \$1,000,000. Campus officials shall complete a Capital Project proposal form and submit it to the President for review and recommendations. The President will submit Capital Project proposals to the Board of Trustees for approval. Forms should be submitted electronically to the System Vice President for Finance.

Institution	Henderson State University	Date	5/15/23
Project Name	Caddo Center Renovations - Phase III		

Project Description (in detail)

The ANCRC grant is funding adaptive preservation of the Caddo Center as a one-stop shop for students. These funds from the ANCRC, to adapt the shell of the Caddo Building, will allow continuation of the preservation of the historic Caddo Center, provide space for Admissions, Financial Aid, Housing, Advising, Student Accounts, and Tutoring.

Estimated Date of Commencement	07/01/23
Estimated Date of Completion	04/30/24
Total Project Cost Estimate	\$ 1,191,606

Please provide the detail of cost estimate below:

	Estimated Project Cost
Construction (include cost of built-in equipment)	\$ 946,472
Architect/Engineer Fees	93,134
Contingencies (not to exceed 10% of Construction and A&E)	50,000
Land Purchases	102,000
Movable Equipment and Furniture	
Total Cost of Project	1,191,606

Please provide details of planned sources of funding:

	Amount	Percentage
General Improvement	0	0.0%
Institutional Reserves	0	0.0%
Institutional Operating Funds	0	0.0%
Federal Grant Funds	0	0.0%
Special Revenue Funds	1,191,606	100.0%
Foundation or Other Private Monies	0	0.0%
Loan Proceeds (if approved)	0	0.0%
Total Proposed Funding	1,191,606	100.0%

Notes

Project received a grant of \$1,190,861 in FY2022 and \$1,400,000 in FY23, and was approved by the Board of Trustees in September 2021 and 2022, respectively.

EXECUTIVE SUMMARY

Contact: Julie Bates (501) 660-1000

ACTION ITEM: The Arkansas State University System requests approval of a new ASU System Annual Leave Policy, and authority to amend the Annual Leave Policy section of the ASU System Staff Handbook.

ISSUE: The Board of Trustees must approve new and revised System policies, as well as revisions to handbooks.

BACKGROUND:

- During its 2023 Regular Session, the Arkansas General Assembly passed Act 778 of 2023, which will take effect on July 1, 2023.
- Under Act 778, all positions within the ASU System that are classified under the Uniform Classification and Compensation Act will become non-classified on July 1, 2023. As a result, those positions that are currently subject to the Uniform Attendance and Leave Policy Act will cease to be covered by that statute, because Act 778 does not apply to “administrative, academic, or other non-classified employees of state-supported institutions of higher education.” Ark. Code Ann. § 21-4-203(12)(E).
- Under the terms of the current ASU System Annual Leave Accrual Policy and the ASU System Staff Handbook, classified employees accrue annual leave according to the guidelines established in the Uniform Attendance and Leave Act, and non-classified employees accrue 15 hours of annual leave per month. If the current policy is not amended, then all full-time ASU System employees will accrue annual leave at a rate of 15 hours per month, beginning on July 1, 2023, which will significantly increase the ASU System’s and the System institutions’ cost and liability for annual leave.
- The ASU System Benefits Committee has met to consider annual leave policy options. As a result of that process, the Committee recommends that, effective July 1, 2023, the Board:
 - Approves a new Annual Leave Policy, and allows the new policy to supersede the current Annual Leave Accrual Policy;
 - Authorizes amendment of the Annual Leave Policy section of the ASU System Staff Handbook, consistent with the new Annual Leave Policy (a redline copy of the proposed revision to the Annual Leave Policy section of the ASU System Staff Handbook is attached); and
 - Instructs that all other institutional handbooks and campus operating procedures be amended, as necessary, to conform to the provisions of the new Annual Leave Policy.

EXECUTIVE SUMMARY

Contact: Julie Bates (501) 660-1000

- A copy of the proposed new Annual Leave Policy is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System new Annual Leave Policy is approved, that authority is granted to amend the Annual Leave Policy section of the ASU System Staff Handbook, and that all other institutional handbooks and campus operating procedures shall be amended, as necessary, to conform to provisions of the new Annual Leave Policy, as outlined above, effective July 1, 2023. The new Annual Leave Policy shall control over any conflicting terms in any other institutional handbooks and campus operating procedures, until such time as they are amended.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

ASU System Policy

Effective Date: July 1, 2023

Subject: Annual Leave Policy

1. Purpose

This policy does the following:

- Establishes eligibility criteria for accrual of annual leave;
- Establishes accrual rates for annual leave and limitations on carryover of annual leave from year to year;
- Provides for payout or transfer of annual leave balances upon retirement or termination of employment with the ASU System or one of its member institutions; and
- Sets general expectations governing requests and approval or denial of annual leave use.

2. Eligibility

Annual leave means vacation time with pay but does not include compensatory time. An employee, within the ASU System who works in a fulltime, appropriated position and is regularly scheduled to work a minimum of 20 hours per week, accrues annual leave every month.

However, the following employees do not accrue annual leave:

- Emergency, intermittent, extra help, and *per diem* employees;
- Employees with annual appointments of less than 12 months, such as 9- and 10-month faculty members (even if such faculty members teach summer courses for additional compensation), adjunct instructors, and graduate assistants; and
- NCAA Division I athletic coaches.

3. Accrual Rates and Limitations

a. General Accrual Rates

Employees who accrue annual leave do so at the rates shown in the time table listed below, unless another rate is indicated elsewhere in this policy. Employees must have completed full years of employment before movement to the next higher accrual rate. For example, an employee would not move to the second level of annual leave accrual rate until they have completed three (3) full years of employment and were starting their fourth year.

Years of Employment	Monthly	Annually
Through 3 years (1 through 36 months)	1 day (8 hours)	12 days
4th through 5th years (37th through 60th months)	1 day, 2 hours (10 hours)	15 days
6th through 12th years (61st through 144th months)	1 day, 4 hours (12 hours)	18 days
13th through 20th years (145th through 240th months)	1 day, 6 hours (14 hours)	21 days
Over 20 years (241st + months)	1 day, 7 hours (15 hours)	22.5 days

For accrual purposes only, employees will accrue half their monthly annual leave if they are employed on the first working day of the month and are in active status on the payroll through the 15th of that month. Employees will accrue half their monthly accrual if they are employed on the first working day after the 15th of the month and are in active status on the payroll through the last working day of that month. Leave must be earned before it can be used.

b. Grandfathering Certain Employees in Non-Classified Positions as of June 30, 2023

Employees, who were employed in non-classified positions and accruing annual leave at a rate of 22.5 days per year as of June 30, 2023, shall continue to accrue annual leave at that rate while serving in a position that is eligible to accrue annual leave, regardless of their years of employment.

c. Pro-Rata Accrual

Employees in annual leave-eligible positions, who are regularly scheduled to work less than 40 hours per week, accrue leave on a *pro-rata* basis. For example, an annual leave-eligible employee in their second year of employment who is regularly scheduled to work 30 hours per week (75% of 40 hours) accrues annual leave at a rate of 6 hours per month (75% of 8 hours).

d. Leave Accrual Service Credit for Prior State Employment

All prior years of full-time employment in an agency of the state of Arkansas or an Arkansas public institution of higher education are counted in determining years of employment for purposes of annual leave accrual. This includes prior employment in any Arkansas state government entity, such as the General Assembly, the state judiciary, and state constitutional offices. This does not include employment in city, county, or other municipal government, or in a public school district.

e. Accrual During Periods of Leave

Employees continue to accrue annual leave at their normal accrual rate when they are on paid leave, such as sick or annual leave. Employees do not accrue annual leave during any pay period in which they are in “leave without pay” status for 5 or more cumulative days (40 or more hours).

f. Carry-Over of Annual Leave as of December 31

Annual leave is cumulative; however, no employee may retain in excess of 240 hours of annual leave beyond December 31 of each year. During the calendar year, an accrued leave balance may exceed 240 hours, but an employee may not carry more than 240 hours of annual leave into the following calendar year. Any excess annual leave on the books, as of December 31, will automatically be donated to the catastrophic leave bank at the employee’s campus, unless the employee notifies their campus’ human resources department, in writing, prior to December 31, that they wish for their excess leave to be forfeited rather than donated.

4. Annual Leave Transfer and Payout

a. Annual Leave Transfer Between Institutions and Other Arkansas State Agencies

Employees and applicants, transferring without a break in service between institutions within the ASU System or between an ASU System institution and another Arkansas state agency or institution of higher education that will agree to the transfer of annual leave, will retain all accumulated annual leave. However, if a transferring employee or applicant has any outstanding debt to the ASU System institution they are entering or leaving, the amount of such debt shall be deducted from the employee’s annual leave balance at the time of transfer. Further, if an employee or applicant is transferring into a position at an ASU System institution that is not eligible to accrue annual leave, then any annual leave balance that employee has, at an ASU System institution or at another Arkansas state agency or institution of higher education that will agree to the transfer of leave, shall be handled according to the operating procedure developed by the relevant ASU System institution under Section 6 of this policy. For purposes of this provision, an “Arkansas state agency” includes any Arkansas state government entity, such as the General Assembly, the state judiciary, and state constitutional offices, but does not include employment in city, county, or other municipal government, or in a public school district.

b. Annual Leave Payout at Termination

When an employee terminates employment with an ASU System institution for any reason other than a transfer covered by Section 4(a) of this policy, they are eligible to receive a payout of their annual leave balance up to 240 hours. However, if a terminating employee has an outstanding debt to their employing institution, the amount of such debt shall be deducted from the employee’s annual leave payout.

This provision shall not apply when the terminating employee is transferring without a break in service between institutions within the ASU System, or between an ASU System institution and another Arkansas state agency or institution that will agree to the transfer of annual leave. For purposes of this provision, an "Arkansas state agency" includes any Arkansas state government entity, such as the General Assembly, the state judiciary, and state constitutional offices, but does not include employment in city, county, or other municipal government, or in a public school district.

5. Approval and Use of Annual Leave

a. Request and Approval

An employee may request to use accrued annual leave at any time. The requesting employee's supervisor will review requests to use annual leave and will grant or deny such requests as appropriate to allow employees to utilize their accrued leave while minimizing disruption to the efficient operation of the relevant department or work unit. The minimum annual leave amount an employee can use is 15 minutes.

b. Accrual Prior to Use

An employee may only use annual leave after it has been accrued, and unearned annual leave may not be loaned to an employee. However, individual institutions within the ASU System may provide an exception, under the terms of a campus operating procedure, to allow employees in their first year of employment and who lack sufficient accrued annual leave needed for a campus-wide December shutdown, to accrue a negative annual leave balance in December. In such cases, if the employee leaves employment within the ASU System prior to accruing enough annual leave to eliminate the negative leave balance, the value of their negative leave balance will be deducted from their final paycheck.

6. Campus Operating Procedures

Each ASU System institution shall adopt an operating procedure implementing this policy. The operating procedure shall:

- a. Establish the institution's standards and mechanisms for requesting and approving or denying the use of annual leave; and
- b. Establish the institution's procedure for handling the annual leave balances of employees who transfer from positions that are eligible to accrue annual leave to positions that are ineligible to accrue annual leave.

Additionally, in its operating procedure, the institution may:

- a. Establish minimum annual leave balances that employees must reserve for a campus-wide December shutdown observed by that institution; and

- b. Establish a list of position categories within the institution that accrue annual leave at a rate other than as specified in the schedule provided in Section 3 of this policy or that do not accrue annual leave. However, such a list must be reviewed by the ASU System General Counsel and the Executive Vice President and approved by the ASU System President prior to adoption or amendment. Absent a significant special need, such list should only be adopted or amended with an effective date coinciding with the start of a new fiscal year.

ASU System Office employees will be governed by the Arkansas State University operating procedure.

(Adopted by the Arkansas State University System Board of Trustees on June 8, 2023, Resolution 23-__, supersedes the Annual Leave Accrual Policy of May 15, 2009.)

straight time.

7. Compensatory time earned shall be included as a separate category on the employee's time sheet kept in your Human Resources Department.

8. Employees shall request to use earned compensatory time by completing a Request for Leave form.

9. Upon termination, a lump sum payment of accrued or unused compensatory time will be made at a rate of not less than:

- A. The average regular rate received by an employee during the last three years of the employee's employment; or
- B. The final regular rate received by an employee, whichever is higher.

REST PERIODS

The university recognizes that a short rest period or coffee break is important for reducing fatigue and allows time away from the work routine. Under normal circumstances, employees are therefore allowed a 15-minute break in the morning and another one in the afternoon on all regularly scheduled eight-hour days.

EMPLOYEE LEAVE BENEFITS

ANNUAL LEAVE POLICY

Annual leave eligibility, accrual, and use is governed by the [ASU System Annual Leave Policy](#) and each ASU System institution's related campus operating procedure.

Commented [MO1]: Add link to ASU System Annual Leave Policy

All twelve (12) month benefits eligible employees accrue annual leave. Employees will accrue half their monthly accrual of annual leave if employed on the first working day of the month and work through the 15th of the month. Employees will accrue half their monthly accrual if employed on the 16th of the month and work through the last working day of that month. (If the 16th falls on a weekend or holiday, accrual begins on the first working day thereafter).

Annual leave may not be accumulated during a period of leave without pay when such leave is for ten or more days within a calendar month. Annual leave is granted on a basis of workdays, not calendar days. Non-workdays, such as weekends and holidays falling within a period of annual leave, are not charged as annual leave. Annual leave must be earned before it can be authorized and is deducted from the employee's accrued leave in increments of not less than one-quarter hour.

Annual leave is cumulative; however, no employee may retain in excess of two hundred forty (240 hours) on December 31 of each year. During the calendar year, accrued annual leave may exceed two hundred (240) hours, but excess must be used prior to December 31. Accrued annual leave may be requested by an employee at any time but must be approved by the supervisor in

ATTACHMENT B

advance. Supervisors may deny leave if the leave interferes with the efficient operation of the department.

CLASSIFIED STAFF. Twelve (12) month benefits eligible employees accrue annual leave in accordance with the following schedule, while 12 month benefits eligible employees who work less than 40 hours per week accrue annual leave in the same proportion to the time worked:

Years of Employment	Accrue Monthly	Accrue Annually
1-3 years	1 day	12 days
4-5 years	1 day, 2 hours	15 days
6-12 years	1 day, 4 hours	18 days
13-20 years	1 day, 6 hours	21 days
Over 20 years	1 day, 7 hours	22.5 days

- A. Through 3 years: Employees must have completed three (3) full years of employment before movement to the next higher accrual rate.
- B. 4 through 5 years: Employees must have completed three (3) full years of employment and be starting their fourth (4th) year.
- C. 6 through 12 years: Employees must have completed five (5) full years of employment and be starting their sixth (6th) year.
- D. 13 through 20 years: Employees must have completed twelve (12) full years of employment and be starting their thirteenth (13th) year.
- E. Over 20 years: Employees must have completed twenty (20) full years of employment and be starting their twenty-first (21st) year.

NON-CLASSIFIED STAFF. Non-classified employees will accrue leave at an annual rate of 22.5 days.

12 MONTH TO 9 MONTH

Nine-month positions do not accrue annual leave. If a twelve-month employee moves to a nine-month position, he or she will forfeit all accrued, unused annual leave at the time of transfer.

ATHLETIC COACHES

~~Athletic Coaches do not accrue annual leave.~~

SICK LEAVE

Sick leave is a benefit available to university employees who work in benefits eligible positions. Paid sick leave is not granted as annual leave, but should be used when an employee is unable to work because of illness, injury, or medical, dental or optical treatment. Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the father, mother, individual acting as a parent or guardian, sister, brother, husband, wife, child, grandparents, or grand-child, of the employee or the employee's spouse. An employee may be required to furnish to the supervisor a certificate from an attending physician for five or more consecutive days of sick leave or when a pattern of absences indicates an abuse of sick leave. A certificate from a Christian Science practitioner listed in The Christian Science Journal may be submitted in

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 and the ASU-Mountain Home Board of Visitors.

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

BACKGROUND:

- ASU-Beebe Chancellor Jennifer Methvin notified System President Charles Welch that Flave Carpenter has resigned from the ASU-Beebe Board of Visitors. Chancellor Methvin recommends Debbie Elgen to replace Mr. Carpenter and to serve his unexpired term through June 30, 2029. President Welch has given his consent and recommends Ms. Elgen for approval by the Board of Trustees.
- 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, 2023. 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, 2026

Chery Davenport (reappointed)

Sonny Elliott (reappointed)

Ron Peterson (reappointed)

ASU-Mountain Home Chancellor Robin Myers notified System President Charles Welch that Jake Long has resigned from the ASU-Mountain Home Board of Visitors. Chancellor Myers recommends Allyson Dewey to replace Mr. Long and to serve his unexpired term through June 30, 2024. President Welch has given his consent and recommends Dr. Dewey for approval by the Board of Trustees.

RECOMMENDATION/RESOLUTION:

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

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Len Frey (870) 972-3303

ACTION ITEM: Arkansas State University (A-State) requests approval to enter into a partnership with the City of Jonesboro and the Arkansas Department of Transportation (ARDOT) to construct a connector road between Red Wolf Boulevard and Highway 351.

ISSUE: The Board of Trustees approves partnership agreements.

BACKGROUND:

- The City of Jonesboro requested to partner with A-State and the Arkansas Department of Transportation to construct a new connector road between Red Wolf Boulevard and Highway 351.
- This new road will provide mutual benefits to the City of Jonesboro and A-State.
- A-State's contribution will be to provide the right-of-way necessary to complete the project. A preliminary drawing of the project is attached to this resolution.
- In order to proceed with the project, ARDOT requests a resolution from the Board agreeing to the partnership and authorizing the Chancellor, or the Chancellor's designee, to execute all necessary agreements in support thereof.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University is approved to enter into a partnership with the City of Jonesboro and the Arkansas Department of Transportation to construct a connector road between Red Wolf Boulevard and Highway 351; the Chancellor of Arkansas State University, or his designee, is authorized to execute all appropriate agreements related to the project that are necessary to expedite design and construction.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair



EXECUTIVE SUMMARY

Contact: Len Frey (870) 972-3303

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

ISSUE: A-State wishes to contract with certain employees to conduct private camps on the A-State campus. Such camps are designed to bring future students to the campus and expose them to its facilities and personnel, while engaging in program activities. Additionally, funds are generated and paid to A-State 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 their 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, and 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 is approved to enter into agreements submitted for the purpose of allowing certain employees to conduct private camps on and in A-State campus facilities, effective July 1, 2023, through June 30, 2024.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Jason Goodner (501) 882-8830

ACTION ITEM: Arkansas State University-Beebe (ASUB) requests approval to revise its Faculty Handbook.

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

BACKGROUND:

- The ASUB Faculty Handbook was last approved in 2020. A faculty committee has reviewed policies and procedures and has recommended changes to Section V: Promotion, Retention, and Tenure. The proposed changes update the degree requirements necessary for a faculty member to be eligible for promotion to each academic rank within the Transfer Track and the Technical/Occupational Track.
- The proposed changes have been approved by the Faculty Senate through the shared governance process.
- The revised version of Section V: Promotion, Retention, and Tenure is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Beebe is approved to revise its Faculty Handbook in accordance with the changes proposed above, effective immediately.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

Academic Rank for Faculty on Academic Transfer Track

The following general qualifications have been established for faculty members who teach academic transfer courses:

- I. Instructor (non-tenure track)
 - a. Meet College minimal requirements for position (to teach transfer courses, an instructor must have a minimum of a master's degree and 18 graduate hours in subject area);
 - b. Satisfactory professional evaluations.

- II. Assistant Professor (may or may not be tenure track)
 - a. Earned master's degree or higher (to teach transfer courses, an instructor must have a minimum of a master's degree and 18 graduate hours in subject area) and two (2) completed years of teaching experience at ASU-Beebe or the equivalent experience elsewhere. Applications may be made during the second year. However, it is highly encouraged that the initial intent to seek promotion be made during the third year to ensure review of two completed years of service at the rank of Instructor;
 - b. Completion of *Recommendation for Promotion/Tenure* document, including satisfactory professional evaluations;
 - c. Evaluation of *Recommendation for Promotion/Tenure* document and recommendation for promotion by Academic Transfer TPR Committee;
 - d. Promotion recommendation by Dean and Vice Chancellor for Academics.

- III. Associate Professor (may or may not be tenure track)
 - a. Earned master's degree or higher (to teach transfer courses, an instructor must have a minimum of a master's degree and 18 graduate hours in subject area) and three (3) completed years of teaching at the Assistant Professor level at ASU-Beebe or the equivalent experience elsewhere. Applications may be made during the third year. However, it is highly encouraged that the intent to seek promotion be made during the fourth year to ensure review of three completed years at rank of Assistant Professor;
 - b. Documented illustration of outstanding contribution to higher education through such avenues as research, publishing, and/or other achievements;
 - c. Completion of *Recommendation for Promotion/Tenure* document, including satisfactory professional evaluations;
 - d. Evaluation of *Recommendation for Promotion/Tenure* document and recommendation for promotion by Academic Transfer TPR Committee;
 - e. Promotion recommendation by Academic Division Dean and Vice Chancellor for Academics.

- IV. Professor (may or may not be tenure track)
 - a. Earned doctorate (to teach transfer courses, an instructor must have a minimum of a master's degree and 18 graduate hours in subject area) and five (5)

completed years of teaching at the Associate Professor level at ASU-Beebe or the equivalent experience elsewhere. Applications may be made during the fifth year. However, it is highly encouraged that the intent to seek promotion be made during the sixth year to ensure review of five completed years at the rank of Associate Professor;

- b. Documented illustration of outstanding contribution to higher education through such avenues as research, publishing, and/or other achievements;
- c. Completion of Recommendation for Promotion/Tenure document, including satisfactory professional evaluations;
- d. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by Academic Transfer TPR Committee;
- e. Promotion recommendation by Academic Division Dean and Vice Chancellor for Academics.

The Academic Transfer (Master's and Above) Tenure and Promotions Review Committee will consist of a minimum of one person from each academic division chosen by the committee chair or VCA, a Faculty Senate representative chosen by the Faculty Senate President, and additional committee members as deemed necessary by the Vice Chancellor for Academics and the Chancellor.

Establishment of the above qualifications and guidelines for the Academic Transfer faculty does not preclude their waiver in circumstances deemed exceptional by the Vice Chancellor for Academics, Chancellor, President, or the Board of Trustees.

Academic Rank for Faculty on Technical/Occupational Track

The following general qualifications have been established for faculty members who teach technical/occupational courses:

- I. Instructor (non-tenure track)
 - a. Meet College minimal requirements for position (four years technical/occupational experience and/or education);
 - b. Satisfactory professional evaluations.

- II. Advanced Instructor (non-tenure track)
 - a. Earned Associate's degree or higher;
 - b. Attainment of certification/licensure in technical/occupational specialty and/or completion of recognized competency exam;
 - c. Documented course work in teaching and satisfactory professional evaluations and two (2) years of teaching experience at the Instructor level at ASU-Beebe or the equivalent experience elsewhere. Applications may be made during the second year. However, it is highly encouraged that the intent to seek promotion be made during the third year to ensure review of two completed years of service at the rank of Instructor;

- d. Completion of Recommendation for Promotion/Tenure document, including satisfactory evaluations and credential evidence;
 - e. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by Technical/Occupational TPR Committee;
 - f. Promotion recommendation by Academic Division Dean and Vice Chancellor for Academics.
- III. Senior Instructor (may or may not be tenure track)
- a. Earned Associate's degree or higher, and continued attainment or renewal of certifications/licensure/accreditations appropriate to specialty area, and three (3) completed years of teaching experience at the Advanced Instructor level at ASU-Beebe or the equivalent experience elsewhere. Applications may be made during the third year. However, it is highly encouraged that the intent to seek promotion be made during the fourth year to ensure review of three completed years of service at the rank of Advanced Instructor;
 - b. Evidence of beginning the process of specialty program accreditation;
 - c. Exceptional qualifications as determined by the Technical/Occupational (Below Master's) Tenure and Promotions Review Committee;
 - d. Satisfactory professional evaluations;
 - e. Completion of Recommendation for Promotion/Tenure document, including satisfactory evaluations and credential evidence;
 - f. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by the Technical/Occupational TPR Committee;
 - g. Promotion recommendation by Academic Division Dean and Vice Chancellor for Academics.
- IV. Master Instructor (may or may not be tenure track)
- a. Earned baccalaureate degree or higher, and continued attainment or renewal of certifications/licensure/accreditations appropriate to specialty area and five (5) years of teaching experience at the Senior Instructor level at ASU-Beebe or the equivalent experience elsewhere. Applications may be made during the fifth year. However, it is highly encouraged that the intent to seek promotion be made during the sixth year to ensure review of five completed years of service at the rank of Senior Instructor;
 - b. Exceptional qualifications as determined by the Technical/Occupational (Below Master's) Tenure and Promotions Review Committee;
 - c. Attainment of specialty program accreditation and/or re-accreditation;
 - d. Outstanding contributions to the technical/occupational higher education field through such avenues as serving as a consultant, service on a specialty credential board or committee, service as a specialty evaluation team member, or other documented service;
 - e. Satisfactory professional evaluations;
 - f. Completion of *Recommendation for Promotion/Tenure* document, including satisfactory evaluations and credential evidence;

- g. Evaluation of *Recommendation for Promotion/Tenure* document and recommendation for promotion by the Technical/Occupational TPR Committee;
- h. Promotion recommendation by Academic Division Dean and Vice Chancellor for Academics.

The Technical/Occupational (master's not required) Tenure and Promotions Review Committee will consist of a minimum of six (6) people, with four (4) being Advanced Instructors or above and representing different specialty areas, who are chosen by the technical/occupational Dean and VCA. A Faculty Senate representative will be chosen by the Faculty Senate President, with additional committee members as deemed necessary by the Vice Chancellor for Academics and the Chancellor.

Establishment of the above qualifications and guidelines for the Technical/Occupational faculty does not preclude their waiver in circumstances deemed exceptional by the Vice Chancellor for Academics, Chancellor, President, or the Board of Trustees.

EXECUTIVE SUMMARY

Contact: Johnny Moore (870) 512-7850

ACTION ITEM: Arkansas State University-Newport (ASUN) requests approval to enter into a lease agreement (“Proposed Agreement”) with Merchants and Planters Bank (“Lessor”), in order to obtain leasing rights in the property developed as an apartment complex, located at 107-115 Laurel Street in Newport, Arkansas, (the “Property”).

ISSUE: Under Arkansas Code Ann. § 6-62-608, the Board of Trustees approves lease agreements needed in the operation of, and in the best interest of, the University.

BACKGROUND:

- The Lessor has developed six (6) single occupancy apartments, which will be completed on or about August 1, 2023.
- ASUN believes it is in the best interest of the University to enter into the Proposed Agreement, due to limited housing opportunities in the community. This will allow for living arrangements for students in the growing downtown area of the city.
- ASUN anticipates the agreement to be for a term of five years, as detailed below:
 - Year 1 – August 2023-July 2024 - \$3,900.00 (\$650.00/unit)
 - Year 2 – August 2024-July 2025 - \$3,900.00 (\$650.00/unit)
 - Year 3 – August 2025-July 2026 - \$3,900.00 (\$650.00/unit)
 - Year 4 – August 2026-July 2027 - \$3,900.00 (\$650.00/unit)
 - Year 5 – August 2027-July 2028 - \$3,900.00 (\$650.00/unit)
- ASUN will work with the Arkansas Department of Transformation and Shared Services, Division of Building Authority, to negotiate the terms of the Proposed Agreement.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Newport is approved to enter into a lease agreement, for the property referenced above, with Merchants and Planters Bank, and the Board designates Chancellor Johnny Moore to negotiate the terms and to enter into the lease agreement.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Typhanie Myers (870) 512-7704

ACTION ITEM: Arkansas State University-Newport requests approval to offer a Technical Certificate in Advanced Manufacturing Technology-Industrial Controls Technician.

ISSUE: The Board of Trustees must approve the offering of any new certificate program.

BACKGROUND:

- The proposed Technical Certificate in Advanced Manufacturing Technology-Industrial Controls Technician was created in consultation with local advisory board members to ensure that all training meets industry needs and prepares students for employment in the field.
- No new funding is required.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Newport is approved to offer a Technical Certificate in Advanced Manufacturing Technology-Industrial Controls Technician, effective fall semester of 2023.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Typhanie Myers (870) 512-7704

ACTION ITEM: Arkansas State University-Newport requests approval to offer a Certificate of Proficiency in Corrections.

ISSUE: The Board of Trustees must approve the offering of any new certificate program.

BACKGROUND:

- The Certificate of Proficiency in Corrections is proposed to address the need for trained corrections officers in Jackson County, home to two state prisons. The curriculum and certificate plan were designed in consultation with local advisory board members to ensure that training meets all industry needs and prepares students for employment in the field.
- The proposed Certificate of Proficiency would provide work-ready training and credentials, so that students could enter the field of corrections as young as 18 years of age.
- No new funding is required.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Newport is approved to offer a Certificate of Proficiency in Corrections, effective fall semester of 2023.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Typhanie Myers (870) 512-7704

ACTION ITEM: Arkansas State University-Newport requests approval to offer a Certificate of Proficiency in Pre-Health Professions.

ISSUE: The Board of Trustees must approve the offering of any new certificate program.

BACKGROUND:

- The proposed Certificate of Proficiency in Pre-Health Professions will allow students to earn a certificate while completing prerequisites for entry into programs, including Licensed Practical Nursing, Traditional Registered Nursing, Surgical Technology, Physical Therapy Assistant, and Occupational Therapy Assistant programs.
- The proposed certificate program was designed in consultation with local advisory board members, including faculty and staff, noting the importance of creating stepping stones that reward students for progress made toward the completion of their end-goal program.
- No new funding is required.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Newport is approved to offer a Certificate of Proficiency in Pre-Health Professions, effective fall semester of 2023.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Jeff Gray (870) 733-6731

ACTION ITEM: Arkansas State University Mid-South requests approval to adopt a Faculty Rank and Promotion Policy.

ISSUE: The Board of Trustees must approve all policies related to faculty rank and promotion.

BACKGROUND:

- ASU Mid-South has never had a formal process by which to recognize and reward faculty who have obtained additional education and training, and/or who have demonstrated commitment to teaching and learning, service to students, service to college and community, and/or professional development.
- A process for faculty rank and promotion is the norm at institutions of higher education and provides an incentive to both recruit and retain talented faculty members.
- Five of the seven institutions in the Arkansas State University System have a process for awarding faculty rank and promotion.
- ASU Mid-South's proposed Faculty Rank and Promotion Policy was developed in close consultation with the Faculty Senate.
- A copy of the proposed Faculty Rank and Promotion Policy is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University Mid-South is approved to adopt a Faculty Rank and Promotion Policy, effective July 1, 2023.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair



ARKANSAS STATE UNIVERSITY
MID-SOUTH

Faculty Rank and Promotion

OVERVIEW

A. Purpose and Scope

In order to provide students with the highest-quality education, it is essential that Arkansas State University Mid-South (ASU Mid-South) attract and retain high-quality faculty members. Therefore, effective July 1, 2023, ASU Mid-South will adopt a faculty rank and promotion policy to ensure that all faculty members have equal access to a consistent rank and promotion structure. This document outlines the procedure for application and consideration of faculty rank and promotion. This process involves Human Resources, the Vice Chancellor for Learning and Instruction, Academic Deans, and Faculty.

B. Definitions

Faculty Member: Any individual currently teaching credit courses for ASU Mid-South. “Faculty member” includes, but is not limited to, full-time (academic and technical) and adjunct (academic and technical) instructors.

Promotions Review Committee: Composed of the Vice Chancellor for Learning and Instruction, Academic Deans, two faculty members (one in a related discipline and one in an unrelated discipline), and a representative from Human Resources.

C. Procedures

General qualifications and guidelines have been established to aid in the determination of academic rank. Meeting these qualifications will justify consideration for promotion but will not be considered as mandating such promotion. The Promotions Review Committee will consider other factors. Due to the unique nature and differing requirements for academic and technical faculty members, a two-track model is utilized: one track for academic faculty and the other track for technical/occupational faculty, with four levels (ranks) of advancement within each track. For the Academic Track, the levels are Instructor (Level I), Assistant Professor (Level II), Associate Professor (Level III), and Professor (Level IV). For the Technical/Occupational Track, the levels are Instructor (Level I), Advanced Instructor (Level II), Senior Instructor (Level III), and Master Instructor (Level IV).

Approved degrees and technical credentials must be from an accredited institution recognized by the Council for Higher Education Accreditation. An official transcript, showing degrees and/or credentials awarded, must be received by the Office of Human Resources before promotions will go into effect.

FACULTY RANK STRUCTURE

A. ACADEMIC FACULTY RANK

The following identifies the minimum educational qualifications and professional experience required for academic faculty to be eligible to apply for each promotion and rank. Exceptions to the minimum degree and professional experience requirements may be made in rare circumstances for individuals possessing a compelling combination of unique qualifications and professional experience, with approval of the Chancellor.

- **Level I: Instructor**

This rank is the entry-level position and is the rank assigned to newly hired, full-time faculty, unless determined otherwise by the Vice Chancellor for Learning and Instruction, in coordination and under the advisement of the appropriate Academic Dean and with the approval of the Chancellor, based upon previous teaching and higher education experience. This rank requires a minimum of a master's degree with 18 hours of graduate-level courses in the assigned or related discipline.

- **Level II: Assistant Professor**

This rank requires two years of full-time teaching experience, plus completion of a master's degree, as well as 18 hours within the discipline or related discipline.

- **Level III: Associate Professor**

This rank requires three years of full-time teaching experience as an Assistant Professor, plus completion of a master's degree, including 18 hours within the discipline or related discipline.

- **Level IV: Professor**

This rank requires a doctorate degree (Doctorate of Philosophy, Medical Doctorate, Juris Doctorate, Doctorate of Education), plus five years of full-time teaching experience as an Associate Professor.

B. TECHNICAL/OCCUPATIONAL FACULTY RANK

The following identifies the minimum educational qualifications and professional experience required for technical/occupational faculty to be eligible to apply for each promotion and rank. Exceptions to the minimum degree and professional experience requirements may be made in rare circumstances for individuals possessing a compelling combination of unique qualifications and professional experience, with approval of the Chancellor.

- **Level I: Instructor**

This rank is the entry-level position, and is the rank assigned to newly hired, full-time faculty, unless determined otherwise by the Vice Chancellor for Learning and Instruction, in coordination and under the advisement of the appropriate Academic Dean and with the approval of the Chancellor, based upon previous teaching and higher education experience. This rank requires a minimum of the appropriate licensure or certifications and four years' experience within the discipline or related discipline.

- **Level II: Advanced Instructor**

This rank requires two years of full-time teaching experience, plus the appropriate licensure or certification and an associate's degree in the discipline or related discipline.

- **Level III: Senior Instructor**

This rank requires a bachelor's degree, or comparable industry-recognized certifications or licensures, in the appropriate discipline, plus three years of full-time teaching experience as an Advanced Instructor.

- **Level IV: Master Instructor**

This rank requires a master’s degree, doctorate (Doctorate of Philosophy, Medical Doctorate, Juris Doctorate, Doctor of Education) degree or higher, plus five years of teaching experience as a Senior Instructor.

C. PROMOTION AND RANK STRUCTURE

Within the limits of the annual budget, salaries are increased in relationship to the type of position held, the academic credentials of the individual, and the total services the individual renders to the college. Salary levels are recommended to the Chancellor by the Vice Chancellor for Learning and Instruction and are recommended by the Chancellor to the President of the Arkansas State University System, and, ultimately, to the ASU System Board of Trustees.

The following increases in annual base salary are suggested when promotions are awarded:

ACADEMIC TRANSFER TRACK		
LEVEL	RANK	PROMOTION AMOUNT
Level I	Instructor	Entry
Level II	Assistant Professor	\$1,500
Level III	Associate Professor	\$2,000
Level IV	Professor	\$2,500
TECHNICAL/OCCUPATIONAL TRACK		
LEVEL	RANK	PROMOTION AMOUNT
Level I	Instructor	Entry
Level II	Advanced Instructor	\$1,500
Level III	Senior Instructor	\$2,000
Level IV	Master Instructor	\$2,500

The Vice Chancellor for Learning and Instruction and Academic Deans will coordinate with the Office of Human Resources, as necessary, to ensure that the appropriate and necessary required documentation is provided and maintained concerning faculty rank and promotion.

EXECUTIVE SUMMARY

Contact: Jeff Gray (870) 733-6731

ACTION ITEM: Arkansas State University Mid-South requests approval to offer two certificates within the recently reconfigured Associate of Applied Science degree in Information Systems Technology: a Certificate of Proficiency in Cybersecurity Specialist, and a Technical Certificate in Information Systems Technology.

ISSUE: The Board of Trustees must approve the offering of any new certificate program.

BACKGROUND:

The Certificate of Proficiency will prepare students to enter the workforce in an area of critical statewide need, while also providing a pathway to the Technical Certificate and the Associate of Applied Science degree in Information Systems Technology. The pathway of courses from the Certificate of Proficiency and Technical Certificate to the Associate degree provides content and hands-on skills instruction, using current technology and equipment to prepare students for industry-standard certifications and training to enter the workforce. A combination of lectures and skills-labs coursework will emphasize the knowledge and expertise required to prepare students for the CISCO Certified CyberOps Associate certification exam.

- The **Certificate of Proficiency in Cybersecurity Specialist**, consisting of 18 credit hours, will be configured within the existing AAS. Courses will include:
 - ISTC 1113 Cybersecurity Essentials (3 credit hours)
 - ISTC 1123 Cyber Operations (3 credit hours)
 - ISTC 2413 Network Security (3 credit hours)
 - ISTC 1513 Network Fundamentals (3 credit hours)
 - ISTC 1533 Switching Essentials (3 credit hours)
 - ISTC 2553 Routing Essentials (3 credit hours)

- The **Technical Certificate in Information Systems Technology**, consisting of 44 credit hours, will be configured within the existing AAS. Courses will include:
 - ISTC 1113 Cybersecurity Essentials (3 credit hours)
 - ISTC 1023 Hardware Essentials (3 credit hours)
 - ISTC 1033 Software Essentials (3 credit hours)
 - ISTC 1513 Network Fundamentals (3 credit hours)
 - BUSN 1201 Career Preparation (1 credit hour)
 - ISTC 2553 Routing Essentials (3 credit hours)
 - ISTC 1533 Switching Essentials (3 credit hours)

EXECUTIVE SUMMARY

Contact: Jeff Gray (870) 733-6731

- ISTC 2613 System Fundamentals (3 credit hours)
 - ISTC 2573 Advanced Networking (3 credit hours)
 - ISTC 1123 Cyber Operations (3 credit hours)
 - ISTC 2413 Network Security (3 credit hours)
 - ENGL 1113 English Composition I (3 credit hours)
 - ENGL 2303 Oral Communication (3 credit hours)
 - MATH 1113 College Algebra OR MATH 1213 Real World Math (3 credit hours)
 - COMP 1113 Computer Fundamentals (3 credit hours)
 - CSUR 1101 College Success (1 credit hour)
- A need for these certificate programs arises from growing national, state, and local demand for more highly skilled and certified computer networking and security professionals.
 - A need for these certificate programs has been validated by the program's advisory council, comprised of local industry partners.
 - Development of these certificate programs aligns the College's Information Systems Technology program with the state of Arkansas's Economic Development Commission's Cyber Initiative, as codified in Act 1085 of the 2019 General Assembly.
 - No additional funding is required to offer these two programs.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University Mid-South is approved to offer a Certificate of Proficiency in Cybersecurity Specialist, and a Technical Certificate in Information Systems Technology, effective June 2023.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair

EXECUTIVE SUMMARY

Contact: Chuck Ambrose (870) 230-5091

ACTION ITEM:

Henderson State University (HSU) requests approval to enter into agreements submitted for the purpose of allowing certain employees to conduct private camps on and in HSU facilities.

ISSUE:

Henderson State University wishes to contract with certain employees to conduct private camps on the HSU 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 HSU 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 their 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, and 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 Henderson State University is approved to enter into agreements submitted for the purpose of allowing certain employees to conduct private camps on and in HSU campus facilities, effective July 1, 2023, through June 30, 2024.

Robert G. Rudolph Jr., Secretary

Jerry Morgan, Chair