



Board of Trustees Meeting

Arkansas State University System

Friday, March 14, 2025, at 10:00 a.m.

ASU-Mountain Home

Agenda

I. Call to Order

II. Approval of the Minutes of the Past Meeting: December 13, 2024

III. President's Report

IV. Agenda

A. Proposed ASU System Resolutions

- 1. Resolution #25-01 approving the ASU System to offer an optional voluntary retirement program**
- 2. Resolution #25-02 approving the ASU System to revise the Conflict of Interest or Conflict of Commitment Policy**
- 3. Resolution #25-03 approving the ASU System to revise the Travel Expense Reimbursement Policy**
- 4. Resolution 25-04 approving the ASU System to sell the Henderson State University Hickory House, located in Arkadelphia, Clark County, Arkansas**

B. Proposed Arkansas State University (A-State) Resolutions

- 1. Resolution #25-05 approving A-State to grant both a permanent easement and a temporary easement to City Water and Light of Jonesboro**
- 2. Resolution #25-06 approving A-State to apply for federal grant funding from the Transportation Alternatives Program for support of the Campus Loop Trail**

C. Proposed ASU-Beebe Resolution

- 1. Resolution #25-07 approving ASU-Beebe's 2025-2030 Strategic Plan**

V. Executive Session

VI. Approval of Personnel Actions

VII. Other Business

VIII. Adjournment

EXECUTIVE SUMMARY

Contact: Jeff Hankins (870) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to offer an optional voluntary retirement program.

ISSUE: The Board of Trustees must approve terms and conditions of retirement programs.

BACKGROUND:

- Arkansas law allows an institution of higher education to offer voluntary retirement incentive programs when such programs result in financial savings to the institution.
- The ASU System wishes to offer an optional voluntary retirement program in fiscal year 2025 to those employees who have provided lengthy service to the institution, as well as to achieve such financial savings.
- The program will be limited to employees with 10 years of completed service or who otherwise meet the requirements of state law.
- Eligible employees will be required to execute all documents necessary to effectuate the voluntary retirement.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to offer an optional voluntary retirement program for employees, who are eligible as of December 30, 2024.

Paul Rowton, Secretary

Steve Eddington, Chair

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to revise the Conflict of Interest or Conflict of Commitment Policy.

ISSUE: The Board of Trustees must approve changes to all existing ASU System policies.

BACKGROUND:

- The current above-mentioned policy requires employees to complete a form, which is attached to the current policy, that discloses any potential conflict of interest or commitment. This form is completed annually, or as a conflict arises.
- The ASU System has developed a compliant electronic form that can be utilized by employees for this process. The new form will create a more efficient process for employees, as well as a more manageable recordkeeping process for the System.
- The ASU System recommends that the Board remove the requirement to complete the form contained within the Policy and, instead, allow the ASU System to implement an electronic compliance form.
- The ASU System further requests that the existing policy should be clarified to state that, in addition to completing the form annually, employees must complete this form at the time that a conflict of interest or conflict of commitment arises. This change will ensure that the policy is consistent with current practice.
- A copy of the revised ASU System Conflict of Interest or Conflict of Commitment Policy is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to revise the Conflict of Interest or Conflict of Commitment Policy, with the revisions outlined above, effective immediately.

Paul Rowton, Secretary

Steve Eddington, Chair

ASU System Policy

Effective Date: 03/14/2025

Subject: Conflict of Interest or Conflict of Commitment

All full-time employees of Arkansas State University, whether administration, faculty, or staff, are obligated to devote their working time and efforts to University activities. However, involvement of University employees in outside pursuits, both public and private, often serves the interests of the individual, the University, and the general public. Participation in activities outside the University is encouraged so long as these activities do not create either a conflict of interest or a conflict of commitment.

Conflict of Interest. A conflict of interest exists when an employee has the opportunity, either directly or indirectly, to secure personal gain or financial benefit to themselves or others through influencing decisions made by the University.

Conflict of Commitment. A conflict of commitment exists when an employee's time and effort to outside activities interferes with that employee's obligations and responsibilities to the University.

The state of Arkansas has passed specific laws governing the actions of state employees with respect to ethical and employment conflicts of interest. Under those laws, conflicts of interest and conflicts of commitment are not always unethical or illegal. If the interests of the University are served by such an arrangement, in which the conflict of interest or conflict of commitment may exist, or if the conflict is insubstantial, or remote, the University may allow the employee to participate in the outside activity but only after obtaining express written permission from the University.

Examples. The following list provides some examples of situations that may involve conflicts of interest or conflicts of commitment and must be disclosed. The list is not exhaustive. Any situation which has the appearance of or potential for a conflict of interest or conflict of commitment must be disclosed, including the following:

- Employee or immediate family member ownership, management, or other relationship with an organization doing business with the University;
- Participation in outside business activities including personal commercial enterprises;
- Teaching credit or noncredit courses, seminars, or workshops not for the University;
- Fees provided for professional services including consulting, honoraria, royalties, or expert testimony;

- Private payment, income, gifts, or other benefits associated with University research;
- Income from and ownership of intellectual property;
- Time away from work to attend extracurricular events;
- Use of University facilities, employees, or students in personal or commercial activities;
- Acceptance of gifts, gratuities, or special favors offered because of University position; and/or
- Influencing University decisions or purchases to obtain personal benefit or benefit for others; receipt of royalties from the sale of textbooks or course materials for classes taught by that faculty member has been determined by law to constitute a conflict of interest. Royalties so received will be paid to the campus at which the faculty member teaches for the purpose of funding programs that benefit students academically.

Disclosure. Every employee shall complete a Disclosure of Conflict of Interest or Conflict of Commitment Form (that is approved by the ASU System Office) on an annual basis, or as a conflict arises that requires disclosure. Copies shall be maintained in the employee's personnel file maintained in the Human Resources Office.

When an employee desires to participate in an activity in which a potential or actual conflict of interest or conflict of commitment exists, that employee shall complete the Disclosure of Conflict of Interest or Conflict of Commitment Form and submit the form to their immediate supervisor. After consulting with the employee, determining whether an actual or potential conflict of interest or conflict of commitment exists, and considering the ramifications for the University, the supervisor will return a copy of the form to the employee within five (5) working days with a proposed approval, disapproval, or management plan. A management plan may include, but is not limited to, the following actions:

1. Monitoring of an employee's responsibilities, duties, or tasks;
2. Modification of an employee's responsibilities, duties, or tasks;
3. Public disclosure of the conflict of interest or conflict of commitment;
4. Divestiture of a financial interest that is creating a conflict of interest or conflict of commitment; and
5. Severance of the relationship that is creating the conflict of interest or conflict of commitment.

The immediate supervisor will submit the proposed approval, disapproval, or management plan to his or her supervisor who will take final action within five (5) additional working days and provide a copy of the final decision to the employee and their immediate supervisor. Campus employees may appeal any adverse decision to the Chancellor or his/her designee, while System employees may appeal the decision to the President or his/her designee. The decision of the Chancellor and President or their designee is final.

No agreements may be entered into between University employees and outside entities until such time as approval has been given to engage in activities constituting a conflict of interest or conflict of commitment.

(Adopted by the Arkansas State University System Board of Trustees on September 7, 2007, Resolution 07-58. Appendix A revised and adopted on September 25, 2009, Resolution 09-71. Revised March 14, 2025, Resolution 25-XX).

EXECUTIVE SUMMARY

Contact: Jeff Hankins (501) 660-1004

ACTION ITEM: The Arkansas State University System (ASU System) requests approval to revise the Travel Expense Reimbursement Policy.

ISSUE: The Board of Trustees must approve changes to all existing ASU System Policies.

BACKGROUND:

- The ASU System maintains a Travel Expense Reimbursement Policy, which governs expenses that are eligible for reimbursement for authorized travel or other activities and services.
- The current policy requires employees to submit receipts supporting each claimed reimbursable expense, including meal receipts. The required submission of receipts for all expenditures, beyond those required by law, causes delay and increased compliance costs for the institutions in processing reimbursements.
- The ASU System seeks approval from the Board to strike Section 4 of the Travel Expense and Reimbursement Policy.
- The ASU System proposes that it be allowed to develop a new procedure for receipt submissions with the goal of complying with existing law, streamlining the process, and lowering compliance costs to System institutions. This new procedure for receipt submissions will take effect on July 1, 2025.
- Until that time, the current policy (including Section 4) will remain in effect for all System campuses.
- A copy of the revised Travel Expense Reimbursement Policy is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to revise the Travel Expense Reimbursement Policy, as outlined above.

Paul Rowton, Secretary

Steve Eddington, Chair

ASU System Policy

Effective Date: July 1, 2025

Subject: Travel Expense Reimbursement Policy

1. Purpose

Cost containment is and will continue to remain a major focus of the Arkansas State University System. Employees will ensure that travel expense reimbursement is properly documented so that only authorized amounts are paid.

2. Definitions

Arkansas State University System (ASU) means all campuses and locations comprising the Arkansas State University System now and in the future.

Activities or Services which Benefit the State means:

- A. Transporting ASU guests or attendees to or from official functions conducted on or off campus;
- B. Transporting ASU property to or from ASU functions conducted on or off campus;
- C. Staffing booths, desks, tables, or other locations for the purpose of distributing ASU information;
- D. Serving as official representatives of ASU for promotion, advancement, or public relations purposes;
- E. Performing tasks requested by ASU officials in furtherance of the interests of ASU. Mere attendance at ASU events is insufficient. Active, participatory acts are required.

Volunteer means a non-employee who donates time for activities or services to ASU receiving no compensation.

Official Guest means those persons designated by the System or campus chief executive officer or designee as representatives of ASU for any specific event.

Non-State Employee means any person not employed by the State of Arkansas.

Actual Expenses means costs for meals, lodging, transportation and incidental expenses when submitted on a TR-1 form.

3. Arkansas State University System Travel Expenses Reimbursement Policy

ASU will comply with all laws and regulations governing travel expenses reimbursement. Employees shall be reimbursed for their actual expenses up to the maximum allowed by state regulations when traveling on official business of ASU. Volunteers, Non-State Employees, and Official Guests providing benefit to the State shall be reimbursed for their actual expenses when properly authorized by the System or campus chief executive officer or designee.

Prior to the travel occurring, approval from the campus chief executive officer or appropriate vice chancellor shall be required for the following circumstances:

- A) All travel outside the continental United States;
- B) Length of travel time exceeds seven (7) days;
- C) Projected cost of travel exceeds \$2,500;
- D) There are more than five (5) members in the travel party who will seek reimbursement for expenses.

Failure to obtain approval as required by paragraphs A through D could result in the traveler being responsible for all travel expenses.

Volunteers, Non-State Employees, or Official Guests

- A. Volunteers, Non-State Employees or Official Guests shall submit a TR-1 form in order to be reimbursed for actual expenses. Receipts must be attached documenting the actual expenses.
- B. Volunteers, Non-State Employees or Official Guests participating in conferences or seminars must submit programs, agendas, or other documentation as proof of active, participatory service to the State.
- C. Volunteers, Non-State Employees, or Official Guests must have written approval from the chief executive officer of the campus or designee in order to be eligible to claim travel expenses.

(Adopted by the Arkansas State University Board of Trustees on February 28, 2014, Resolution 14-04, supercedes the December 2, 2011, Resolution 11-50. Revised March 14, 2025, Resolution 25-XX.)

EXECUTIVE SUMMARY

Contact: Trey Berry (870) 230-5091

ACTION ITEM: The Arkansas State University System requests approval to sell the Henderson State University Hickory House, located in Arkadelphia, Clark County, Arkansas.

ISSUE: The Arkansas State University System Board of Trustees must approve all sales, or other disposition, of University property.

BACKGROUND:

- Henderson State University's management team has continued to review the fiscal operations of the University to explore areas for cost savings and future growth.
- As part of this ongoing review, the University has identified several properties for potential disposition, receiving authorization to explore such dispositions in Resolution 24-22 and Resolution 24-52. Each resolution requires the University to return to the Board of Trustees to seek approval for any final plan of disposition.
- The property, known as the Hickory House, located at 1020 Hickory Street, Arkadelphia, Arkansas, has received an offer in the amount of \$240,000.
- The University has obtained an appraisal of the property, and the Hickory House has received an appraised market value of \$240,000, "as is." A copy of the appraisal is attached as Exhibit A.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System is approved to sell the Henderson State University Hickory House, as referenced above and pursuant to the terms outlined above, and the Chancellor, or the Chancellor's designee, is authorized to sign all documents necessary to complete the transaction.

Paul Rowton, Secretary

Steve Eddington, Chair

EXECUTIVE SUMMARY

Contact: Russ Hannah (870) 972-2285

ACTION ITEM: The Arkansas State University System requests approval for Arkansas State University (A-State) to grant both a permanent easement and a temporary easement to City Water and Light of Jonesboro, Arkansas.

ISSUE: The ASU System Board of Trustees must approve all land transactions.

BACKGROUND:

- Jonesboro City Water and Light (CWL) has approached A-State about granting a permanent easement and a temporary easement on A-State property for the purposes of constructing an underground electric line, an overhead electric line, a sanitary sewer line, and a water line.
- CWL will pay A-State \$11,527.50 for both the permanent easement and the temporary easement.
- The proposed easement agreement and legal description are attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University is approved to grant both a permanent easement and a temporary easement to City Water and Light, and the Chancellor, or Chancellor's designee, is authorized to execute all documents necessary to complete such conveyance.

Paul Rowton, Secretary

Steve Eddington, Chair

Type of Instrument: CWL Utilities Easement Agreement
Grantee(s): City Water and Light Plant
of the City of Jonesboro, Arkansas
Owner(s): State College

After Recording, Return To:
City Water & Light Plant
of the City of Jonesboro
PO Box 1289
Jonesboro, AR 72403

CWL UTILITIES EASEMENT AGREEMENT

WHEREAS, State College ("OWNER" whether one or more), whose business address is 2105 E. Aggie Rd. Jonesboro, AR 72401, represents and warrant to GRANTEE that they are the owner of the real property described in Exhibit A attached hereto and incorporated herein by reference, located in Craighead County, Arkansas (the "PROPERTY");

WHEREAS, CITY WATER AND LIGHT PLANT OF THE CITY OF JONESBORO, ARKANSAS, a consolidated municipal utility improvement district, ("GRANTEE") plans to construct or has the potential to construction an underground electric line, overhead electric line, sanitary sewer line, and water line on the PROPERTY;

WHEREAS, GRANTEE shall require an underground electric line, overhead electric line, sanitary sewer line, and water line easement ("Permanent Easement") in the area shown on "Exhibit B" attached hereto for said underground electric line, overhead electric line, sanitary sewer line, and water line and related facilities ("Permanent Easement Area");

WHEREAS, GRANTEE also requires a temporary easement ("Temporary Easement") in the area identified on "Exhibit C" ("Temporary Easement Area") during the period of construction of the utilities within the Permanent Easement Area, including for ingress and egress thereto;

and

WHEREAS, GRANTEE has agreed to pay OWNER the compensation described herein for the Permanent Easement, Temporary Easement, and for damage to the PROPERTY caused by the installation of the underground electric line, overhead electric line, sanitary sewer line, and water line easement.

FOR GOOD AND VALUABLE CONSIDERATION, IT IS THEREFORE AGREED BETWEEN GRANTEE AND OWNER AS FOLLOWS:

1. COMPENSATION. GRANTEE does hereby agree to pay to OWNER the sum of Eleven Thousand Five Hundred Twenty-Seven and 50/100 dollars (\$11,527.50) for said damages and for the Permanent Easement and Temporary Easement described herein.

2. PERMANENT EASEMENT. OWNER acknowledges receipt of payment of the sum described in paragraph 1 above, and acknowledges that GRANTEE has the right, privilege, and authority to enter upon the Permanent Easement Area for the purpose of constructing, operating, substituting, maintaining, repairing, inspecting, cleaning, replacing, relocating, preserving, modifying, abandoning and removing said line or lines for the transmission or distribution of electricity or for communication, together with all wires, poles, transformers, guys, supports and appurtenances and together with all wires, pad mounted transformers, pad mounted equipment and appurtenances; said water pipe lines, valves, connections, meters, meter boxes, and other necessary equipment for carrying of water; and said sanitary sewer lines, including all pipes, tiles, valves, connections, manholes and necessary equipment or appurtenances and related facilities, and for ingress and egress thereto for the purposes aforesaid, all within the easement area as shown on Exhibit B. The GRANTEE shall also have right to clear and keep clear and keep clear the Permanent Easement Area and to remove all timber and obstructions that may interfere with the construction, operation, maintenance, repair, replacement, modification, and removal of said underground or overhead electric power line, sanitary sewer line, and water line and related facilities.

3. TEMPORARY EASEMENT. In further consideration of the payment described in paragraph 1, OWNER further grants GRANTEE a Temporary Easement upon and across the Temporary Easement Area. The Temporary Easement is for purposes of allowing construction of the utilities described above and for ingress and egress to the Permanent Easement Area. The Temporary Easement will automatically expire upon the completion of construction of the utilities within the Permanent Easement Area.

4. As additional consideration for this agreement, GRANTEE and OWNER also agree to the following terms and conditions:

- a. GRANTEE shall restore the Permanent Easement and Temporary Easement Area to a condition substantially similar to the condition prior to construction of said underground electric line, overhead electric line, sanitary sewer line, and water line.
- b. GRANTEE shall pay for any and all damage, whether during construction or in the future, to fences, trees, shrubs, plants, turf, irrigation systems, driveways and other improvements on the PROPERTY, which may arise from the exercise of the GRANTEE'S rights granted herein.
- c. OWNER hereby reserves the right to use said easement premises as shown on Exhibit B in any manner that will not prevent or interfere with the exercise by GRANTEE of its rights hereunder provided, however, that OWNER shall not construct, or permit to be constructed, any structure, building improvements or obstructions within the Permanent Easement Area, without the express prior consent of the GRANTEE.
- d. GRANTEE shall have the right from time to time to trim trees, undergrowth and other obstructions that, in its judgment, may injure, endanger or interfere with the exercise by GRANTEE of the rights, privileges and easement herein granted.
- e. The rights herein granted may be assigned in whole or in part and the terms, conditions and provision hereof shall extend to and be binding upon the heirs, executors, administrators, personal representatives, successors and assigns, of the parties hereto.

5. GRANTEE agrees to indemnify, defend and hold OWNER harmless from and against any and all claims, actions, causes of action, demands, damages, costs, liabilities, losses, judgments, expenses or cost of any kind or nature whatsoever (including reasonable attorney's fees) by reason of property damage, death or injury to persons arising from or relating to Grantee's and Grantee's agents' and contractors' construction, operation, maintenance, repair, inspection, cleaning, replacing, modifying and removing said underground electric line, overhead electric line, sanitary sewer line, and water line and related facilities on the PROPERTY.

6. Each person who executes this easement agreement on behalf of a corporation, partnership, limited liability company, joint venture, unincorporated association, or any other entity represents and warrants to the other party to this Easement Agreement that he/she has the authority of the partner(s) (general and limited) or shareholder(s) or member(s) of said entity to do so, and agrees to indemnify and hold harmless the other party to this Easement Agreement for any claim that such authority did not exist.

It is mutually agreed and understood that this agreement, as written, covers all the agreements and stipulations between OWNER and GRANTEE, and no representations or statement, oral or written, have been made modifying, adding to, or changing the terms hereof.

Executed this _____ day of _____, 20_____.

[Signature page(s) to follow]

Arkansas State University

By: _____
SIGNED NAME

PRINTED NAME

TITLE

ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

On this day came before me, the undersigned, a notary public for the state and county aforesaid, duly commissioned and acting, _____, to me well known as the OWNER in the foregoing instrument and stated that he/she had executed the same for the consideration and purposes therein contained.

WITNESS my hand and official seal this _____ day of _____,
20____.

Notary Public

My commission expires: _____

[Seal]

EXHIBIT A

DESCRIPTION OF PROPERTY

The following described real property in Jonesboro, Craighead County, Arkansas:

Parcel 01-144212-00600 per Craighead County, Arkansas records including all improvements thereon. (See photo below). Property is described below:

THE PROPERTY IS OUTLINED IN BLUE
(NORTH OF E. MATTHEWS AVE & WEST
OF RED WOLF BLVD.)

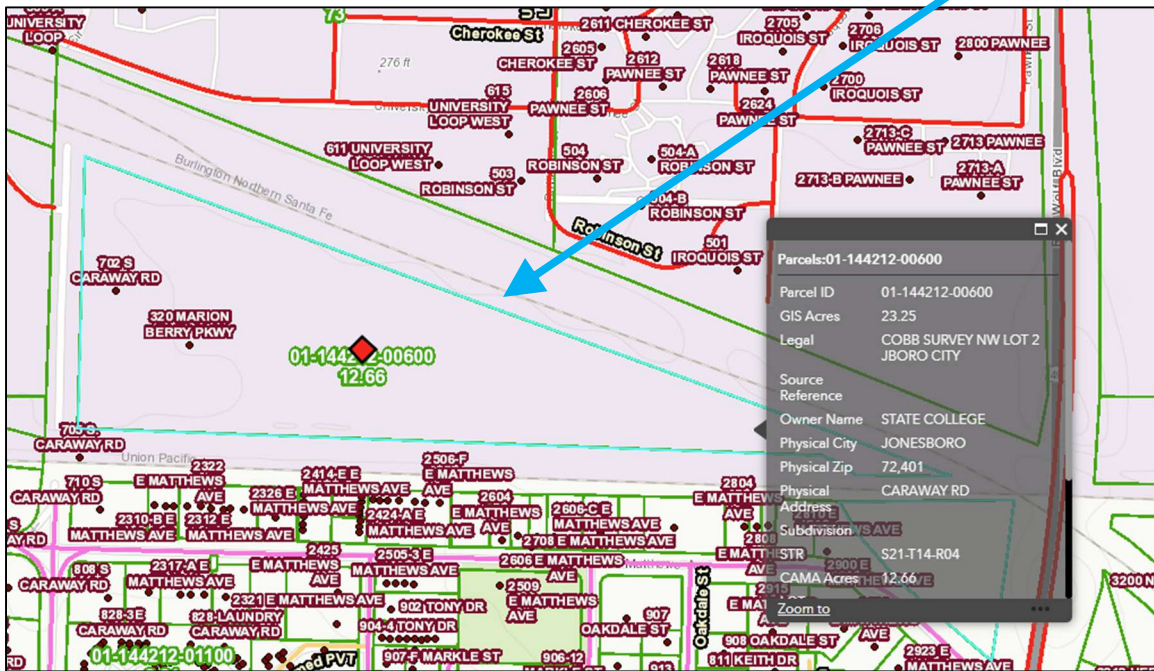


EXHIBIT B

COPY OF LEGAL DEPICTION SURVEY ATTACHED

LEGEND:

- ▲ COMPUTED POINT (NOT MONUMENTED)
- - - EASEMENT LINE

LINE TABLE:

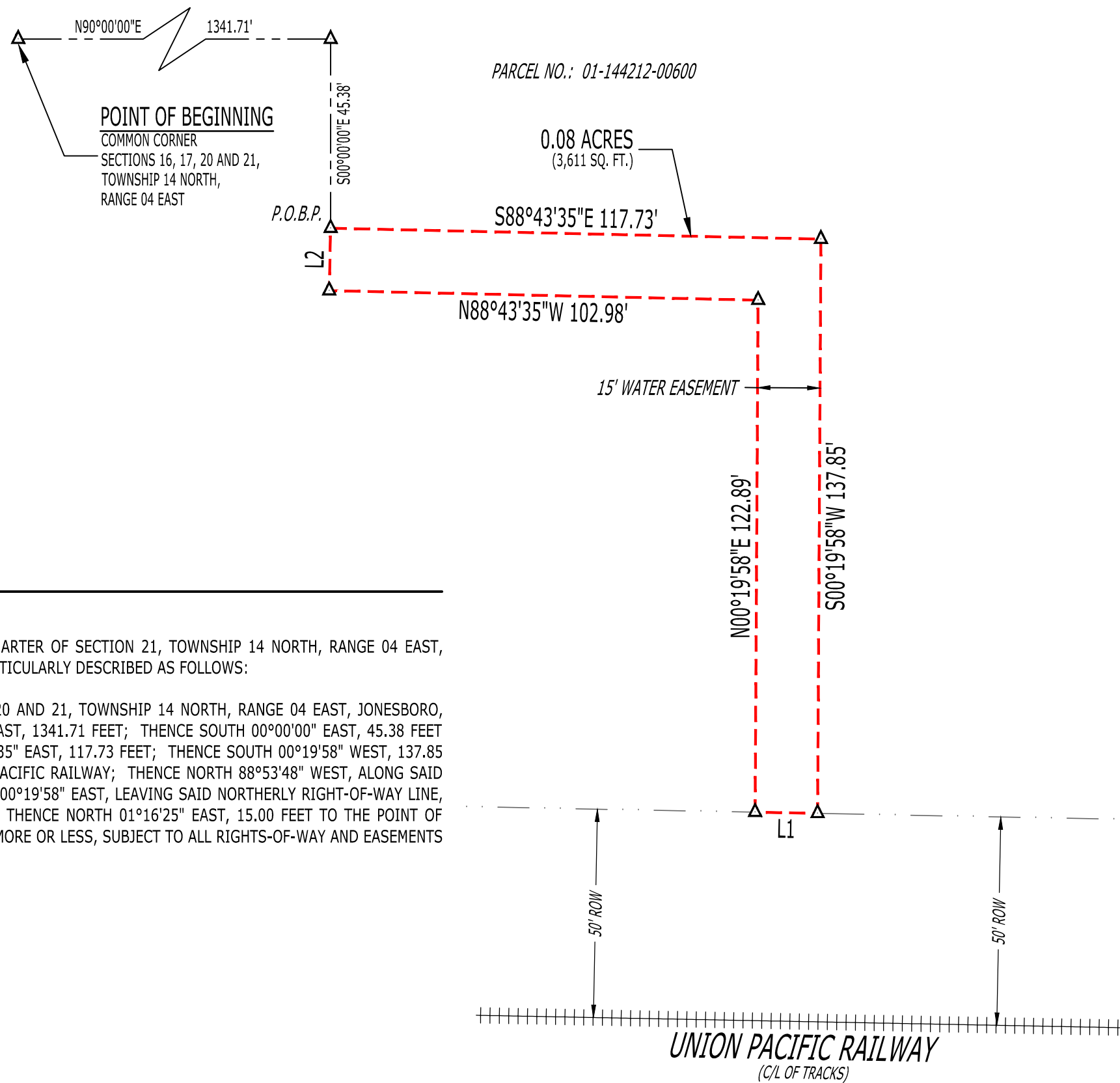
| LINE # | DIRECTION | LENGTH |
|--------|-------------|--------|
| L1 | N88°53'48"W | 15.00' |
| L2 | N01°16'25"E | 15.00' |

LEGAL DESCRIPTION:

15' WATER EASEMENT:

A PART OF LOT 2 OF COBB'S SURVEY OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 14 NORTH, RANGE 04 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE COMMON CORNER TO SECTIONS 16, 17, 20 AND 21, TOWNSHIP 14 NORTH, RANGE 04 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS; THENCE NORTH 90°00'00" EAST, 1341.71 FEET; THENCE SOUTH 00°00'00" EAST, 45.38 FEET TO THE POINT OF BEGINNING PROPER; THENCE SOUTH 88°43'35" EAST, 117.73 FEET; THENCE SOUTH 00°19'58" WEST, 137.85 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILWAY; THENCE NORTH 88°53'48" WEST, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 15.00 FEET; THENCE NORTH 00°19'58" EAST, LEAVING SAID NORTHERLY RIGHT-OF-WAY LINE, 122.89 FEET; THENCE NORTH 88°43'35" WEST, 102.98 FEET; THENCE NORTH 01°16'25" EAST, 15.00 FEET TO THE POINT OF BEGINNING PROPER, CONTAINING 0.08 ACRES (3,611 SQ. FT.), MORE OR LESS, SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD.



BEARINGS BASED ON ARKANSAS STATE PLANE GRID NORTH ZONE (0301)

RIDGE SURVEYING & CONSULTING, PLLC.
 404 Creath Ave., Suite B, Jonesboro, AR 72401
 870-203-9940
 www.ridgesurveying.net

LEGAL DEPICTION
 CLIENT: CITY WATER AND LIGHT
 PART OF LOT 2 OF COBB'S SURVEY OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 14 NORTH, RANGE 04 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS

EASEMENT DEPICTION, NOT A BOUNDARY SURVEY

DRAWING INFO

| | |
|----------------------|----------------------|
| DRAWN BY: JJN | SCALE: 1" = 30' |
| DATE: 02 / 18 / 2025 | JOB NO: 25116-ESMT 1 |

REVISIONS

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| | | |



EXHIBIT C

COPY OF TEMPORARY CONSTRUCTION EASEMENT AREA ATTACHED

PERMANENT
EASEMENT
(EXHIBIT B)

TEMPORARY
CONSTRUCTION
EASEMENT
(50'X50' = 2,500 SQ. FT.)

PROPERTY: STATE COLLEGE
PARCEL # 01-144212-00600

UNION PACIFIC RAILROAD

BDSM INVESTMENTS LLC
2604 / 2604 MATTHEWS AVE
01-144212-23600

BDSM INVESTMENTS LLC
2610 E MATTHEWS AVE
01-144212-23700

PAUL E RITTER
2614 E MATTHEWS AVE
01-144212-23900

CDM PROPERTIES
OF JONESBORO LLC
2704 MATTHEWS
01-144212-23800

NEIL STALLINGS
PROPERTIES #1 LLLP
2708 E MATTHEWS
01-144212-24000

MATTHEWS AVENUE

CITY WATER & LIGHT



400 EAST MONROE
P.O. BOX 1289
JONESBORO, AR 72403-1289

STAMP

LEGEND

EXHIBIT C

STATE COLLEGE EASEMENT
MATTHEWS & ASU
12" WATER MAIN UTILITY RELOCATION
JONESBORO (CRAIGHEAD) ARKANSAS



| REV. NO. | DATE | REVISIONS DESCRIPTION | BY |
|----------|------|-----------------------|----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| PLAN DESCRIPTION | DATE |
|--------------------------|------|
| CONSTRUCTION EASEMENT | |
| 30% PRELIMINARY DESIGN | |
| 60% INTERIM GATE DESIGN | |
| 90% PRELIMINARY DESIGN | |
| 90% FINAL DESIGN | |
| BID SET | |
| CONTRACT SET | |
| ISSUED FOR CONSTRUCTION | |
| CONSTRUCTION RECORD LINE | |
| PLANS OF RECORD | |

| | | | |
|-------------------------------|-------------------|-----------------|--------------------|
| DRAWN BY D. DROMGOOLE | | CHECKED BY | |
| SHEET 1 | TOTAL SHEETS 1 | SCALE N.T.S. | DATE 02-18-2025 |
| PROJECT # 2025 | YEAR 2025 | W/P # 2025 | VERSION # 1 |
| FILE NAME MATTHEWS_02_2025 | | FILE PATH | |

AR000001-02-25 CONTRACTORS / PLANNING / MATTHEWS / 01-144212-00600

EXECUTIVE SUMMARY

Contact: Russ Hannah (870) 972-2285

ACTION ITEM: Arkansas State University (A-State) requests approval to apply for federal grant funding from the Transportation Alternatives Program for support of the Campus Loop Trail.

ISSUE: A resolution from the Arkansas State University System Board of Trustees is required to apply for this grant.

BACKGROUND:

- A-State understands that federal aid from Transportation Alternatives Program funds is available at 80% federal participation and 20% local match/in-kind labor to develop or improve the Campus Loop Trail.
- Federal funds are available for this project on a reimbursable basis, requiring work to be accomplished, along with proof of payment, prior to actual monetary reimbursement.
- Using federal funding, the Campus Loop Trail will be open and available for use by the general public and maintained by A-State.
- A-State has completed the construction phase of a portion of the trail, which was funded with a 2023 grant award from the Transportation Alternatives Program.

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University is approved to apply for federal grant funding from the Transportation Alternatives Program for support of the Campus Loop Trail. The ASU System Board of Trustees pledges its full backing and hereby authorizes the Arkansas Department of Transportation to initiate action to implement this project. A-State will participate in accordance with its designated responsibility, including maintenance of this project. The A-State Vice Chancellor for Finance and Administration is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above-stated project, effective immediately.

Paul Rowton, Secretary

Steve Eddington, Chair

EXECUTIVE SUMMARY

Contact: Jennifer Methvin (501) 882-8956

ACTION ITEM: Arkansas State University-Beebe (ASU-Beebe) requests approval for its 2025-2030 strategic plan.

ISSUE: The Board of Trustees must approve the strategic plan for all Arkansas State University System institutions.

BACKGROUND:

- In early August of 2023, ASU-Beebe began the process of creating its next strategic plan. This was initiated when employees and groups of stakeholders contemplated ASU-Beebe's future by responding to the following prompt: "It is 2028. What headline would you like to read in the news concerning the campuses of ASU-Beebe?"
- On September 18, 2023, the Chancellor appointed eleven employees to the Strategic Planning Steering Committee to manage the collection and analysis of stakeholder feedback and the assessment of institutional data needed to design and recommend the next strategic plan.
- From May through July of 2024, the Strategic Planning Steering Committee presented the draft framework for feedback to ASU-Beebe's Executive Council, Shared Governance Council, Leadership Summit attendees, and groups of employees.
- On August 9, 2024, fourteen employees were appointed to serve as the steering team to finalize the plan and to "coordinate, support, and assess the work to advance" the plan through its duration.
- On November 20, 2024, the Executive Council approved the final draft of *Strengthen. Expand. Elevate. (S.E.E.) the Vanguard Vision: 2025-2030*, including a reaffirmation of ASU-Beebe's mission, vision, and values. The plan was endorsed by the ASU-Beebe Board of Visitors on November 21, 2024, and by the Shared Governance Council on December 4, 2024.
- A copy of *S.E.E. the Vanguard Vision: 2025-2030* is attached to this resolution.

EXECUTIVE SUMMARY

Contact: Jennifer Methvin (501) 882-8956

RECOMMENDATION/RESOLUTION:

Be it resolved that Arkansas State University-Beebe's strategic plan, *S.E.E. the Vanguard Vision: 2025-2030*, is approved.

Paul Rowton, Secretary

Steve Eddington, Chair

Pending Board of Trustees Approval

ARKANSAS STATE UNIVERSITY - BEEBE

S.E.E. the Vanguard Vision

STRENGTHEN. EXPAND. ELEVATE.



Strategic Plan 2025-2030



ARKANSAS STATE
UNIVERSITY
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Imagining ASU-Beebe's Preferred Future: The Planning Narrative

In early August of 2023, Arkansas State University–Beebe began the process to create its next strategic plan. The resulting plan, ***Strengthen. Expand. Elevate. (S.E.E.) the Vanguard Vision: 2025-2030***, outlines an ambitious preferred future for ASU-Beebe students, stakeholders, and employees and provides a framework to guide the college's collaborative strategic work through the next five years.

**STRENGTHEN
ENROLLMENT AND STUDENT SUCCESS**

**EXPAND
THE VANGUARD IMPACT**

**ELEVATE
THE EMPLOYEE EXPERIENCE**

The planning process began at the annual Leadership Summit on August 2, 2023, when Chancellor Jennifer Methvin challenged a group of thirty-nine college leaders to contemplate ASU-Beebe's future with the prompt, "It is 2028. What headline would you like to read in the news concerning the campuses of ASU-Beebe?" Each individual composed a headline, and then groups worked at tables to choose one headline they agreed was most impactful. The group reviewed the importance of organizational strategic direction. Further, they discussed how strategic planning differs from, but complements, assessment practices, tactical planning, and continuous improvement.

The headline challenge and discussion were repeated with all employees at the Vanguard Summit on August 16, 2023, and then, over the next month, with a number of smaller groups, including the ASU-Beebe Board of Visitors on August 31, 2024. Each time both individual and group headlines were captured, providing an opportunity to imagine ASU-Beebe's preferred future as an entryway to the strategic planning process.

On September 18, 2023, in consultation with Executive Council members, Dr. Methvin formally appointed 11 employees to the **Strategic Planning Steering Committee**, and the group had their first meeting to receive its charge: to lead the collection and analysis of stakeholder feedback and the assessment of institutional data needed to design and recommend the strategic plan framework that would inform the college's work over the next three to five years.

Strategic Planning Steering Committee Members:

Jesse Arnold, Heber Springs Campus Business Manager

Sean Blackburn, Searcy Campus Skilled Trades Supervisor

Yoel Carrera, Research Analyst

Dennis Devine, Assistant Professor of Business

Kellie Dieutto, Advanced Instructor of Computer Systems and Networking Technology

Teresa Jennings, Assistant Professor of Mathematics

Jerry Sites, Assistant Professor of Agriculture

Tracy Smith, Head Librarian

Ron Snyder, Instructor of Power Sports (Retired)

Tonya Tucker, Registrar

Dr. Jodi Whitehurst, Associate Professor of English

The Strategic Planning Steering Committee elected Jerry Sites and Jesse Arnold to co-chair the group and Dr. Jodi Whitehurst to serve as the Records Coordinator. The group met bi-weekly through May 2024.

After an analysis of the headline exercise results and a review of institutional and assessment data, the Strategic Planning Steering Committee embarked on a listening tour designed to gather input from a wide range of stakeholders such as employees, students, K12 partners, program advisory council members, area employers, and community partners. The group conducted several feedback sessions and provided a survey format by which stakeholders could provide insight and perspectives on three key questions: "In order to best meet our mission, what should ASU-Beebe keep doing? Stop doing? Start doing?"

From this confluence of data analysis and stakeholder feedback, the group proposed a framework of three strategic priorities with focused strategies to address each priority. On May 17, 2024, the Strategic Planning Steering Committee presented the draft framework, along with suggested priority targets, to Dr. Methvin for consideration. The Executive Council reviewed and provided feedback on the draft on May 24, 2024. The Shared Governance Council reviewed and provided feedback of the draft on June 12, 2024. Then campus leaders reviewed and provided feedback on the draft at the 2024 Leadership Summit on July 10, 2024.

To finalize the plan and lay the groundwork for strategic plan implementation, on August 9, 2024, Dr. Methvin appointed 14 employees to a group now known as the Strategic Priority Captains. The charge to this group is to “coordinate, support and assess the work to advance the priorities, strategies and initiatives outlined in S.E.E. the Vanguard Vision: Strategic Plan 2025-2030.” (See [Appendix](#)) The group organization meeting took place on August 23, 2024. Their first objective was to finalize the targets for each strategy and outline the initial initiatives which the college will take to begin our journey toward the preferred future outlined in each priority and strategy.

Strategic Priority Captains: S.E.E. the Vanguard Vision Steering Team Members

Priority One: Strengthen Enrollment and Student Success

Dr. Catherine Burton, Director of Advising and Learning
Ashley Hankins, Concurrent Enrollment Coordinator
Dr. Joseph Scott, Dean of Math and Science | Assistant Professor
Dr. Jodi Whitehurst, Associate Professor of English

Priority Two: Expand the Vanguard Impact

Andrea Cole, Associate Vice Chancellor for Institutional Advancement
Karen Drobeck, Director of Workforce and Community Development
Bryan Henry, Director of Physical Plant
Jerry Sites, Assistant Professor of Agriculture
Ali West, Assistant Professor of Mathematics | Program Coordinator for Math and Science

Priority Three: Elevate the Employee Experience

Jesse Arnold, Heber Springs Campus Business Manager
Chad Duncheon, Assistant Professor of Accounting
Teri Roper, Director of Human Resources
Heather Stogner, Assistant Director of Regional Career Center | Academic Coordinator
Stephanie Ungerank, Director of Distance Education

It is important to note that the initiatives outlined in the document are the initial initiatives. The Strategic Priority Captains are charged with working with stakeholders to design, assess, redesign, and document the initiatives to support each strategy in each priority in reaching its target across the life of the plan. The initiatives, assessment of the initiatives, and continual monitoring of priority targets are the living, breathing, ever-evolving part of the plan ([See Appendix](#)).

On November 20, 2024, the Executive Council approved the final draft of **S.E.E. the Vanguard Vision: 2025-2030**, including a reaffirmation of ASU-Beebe's mission, vision, and values. The plan was endorsed by the ASU-Beebe Board of Visitors on November 21, 2024, and by the Shared Governance Council on December 4, 2024.

S.E.E. the Vanguard Vision: 2025-2030 provides the college — as well as its campuses, divisions, departments, committees, working groups, offices, and individual employees — a framework to guide our collective and individual strategic work through the next five years. ASU-Beebe's preferred future is on the horizon. We **S.E.E. the Vanguard Vision**.

Mission, Vision & Core Values

Our mission and vision statements carry the responsibility, traditions and forward-thinking exemplified by all who are associated with the institution. Supported by our core values, we continue to be the avenue of upward mobility and realization of human potential for so many in Central Arkansas and beyond.

Mission

Transforming Lives Through Quality Learning Experiences

Vision:

ASU-Beebe will become a nationally benchmarked institution that empowers individuals, embraces communities and transforms lives.

Core Values:

Student Success

Integrity

Diversity

Quality

Community

Priority One: Strengthen Enrollment and Student Success

Strategy 1: Create an enrollment management plan that focuses on reducing the gray box* by targeting recruitment of recent high school graduates and adults without college credentials.



Increase the ASU-Beebe college going rate of high school seniors in the six-county service area from 12% to 17%.



Increase unduplicated annual headcount enrollment from 4,027 to 5,000.

*The gray box refers to Arkansas high school graduates who did not matriculate to a higher education institution the fall semester following their graduation and/or Arkansas adults who have not attended higher education or who have some college but no certificate or degree.

INITIAL INITIATIVES

1. Expand methods for delivering need-to-know information to potential students.
2. Orchestrate interactions with potential non-traditional students within the community.
3. Increase college funding opportunities for non-traditional students.

Strategy 2: Increase awareness of programs and the paths to their completion.



Increase the number of annual program applications for first-time ASU-Beebe students from 2,157 to 2,600.



Increase the number of annual FASFA applications from 3,773 to 4,000.

INITIAL INITIATIVES

1. Develop strategies to offer start-to-completion college and financial planning for high school students and their families.
2. Expand efforts to supply promotional materials to potential non-traditional students that effectively communicate the affordability and value of a degree at ASU-Beebe.
3. Provide open houses for all programs and divisions.

Priority One: Strengthen Enrollment and Student Success

Strategy 3: Create comprehensive pathways for student support and engagement from enrollment to completion.



Increase fall-to-spring persistence rates from 77% to 80%.



Increase fall-to-fall retention rates from 57% to 60%.



Increase the annual number of credentials from 1361 to 1800.

INITIAL INITIATIVES

1. Design a comprehensive on-going advisor training program.
2. Expand access to comprehensive mental health counseling services across campuses.
3. Develop a parent and family engagement program.

Strategy 4: Ensure a smooth transition to transfer institutions.



Reach a goal of 75% of students reporting satisfaction with “Transfer Services” on the *Graduate Exit Survey*.



Increase the percentage of students on the transfer track who successfully transfer within one year after graduation from 65% to 72%.

INITIAL INITIATIVES

1. Increase articulation agreements with transfer institutions.
2. Enhance strategies to communicate transfer information early in the educational path.
3. Design and offer early individualized planning.

Priority One: Strengthen Enrollment and Student Success

Strategy 5: Enhance career services and job placement.



Reach the goal of 75% of students reporting satisfaction with “Career Services/ Job Placement” on the *Graduate Exit Survey*.

INITIAL INITIATIVES

1. Expand career planning services for entering students.
2. Increase experiential learning opportunities.
3. Enhance career placement services.

Priority Two: Expand the Vanguard Impact

Strategy 1: Strengthen alumni engagement.



Increase alumni contacts from 3,000 to 11,000.

INITIAL INITIATIVES

1. Develop and maintain a centralized alumni database.
2. Develop career and networking opportunities for alumni.
3. Host regional, virtual, and campus alumni events.

Strategy 2: Expand industry and business partnerships.



Become a workforce training provider for 20 new business and industry partners.



Increase the number of Partnerships of Value* by 20.

*Partnerships of value are partners who provide monetary support, scholarships, material or equipment donations, or hire five or more of our graduates annually.

INITIAL INITIATIVES

1. Expand industry, leadership, and upskilling opportunities and trainings.
2. Collaborate with program advisory boards and vendors to expand partnerships of value.
3. Seek and secure resources for workforce development.

Priority Two: Expand the Vanguard Impact

Strategy 3: Strengthen community and donor relations.



Reach an ASU-Beebe annual volunteer/community engagement goal of 10,000 hours.



Reach an annual donor giving goal of \$300,000.

INITIAL INITIATIVES

1. Grow the ASU-Beebe volunteer recognition program.
2. Strengthen donor communications and giving through personalized engagement.
3. Collaborate with local businesses and industry partners to support volunteer opportunities, sponsorships, and initiatives with ASU-Beebe.

Strategy 4: Increase awareness of ASU-Beebe's educational opportunities through strategic engagement.



Increase unduplicated annual headcount enrollment from 4,027 to 5,000.





Increase website annual interactions from 207,000 to 500,000.

INITIAL INITIATIVES

1. Strengthen college-wide collaboration to promote consistent messaging and branding among all departments.
2. Implement data-driven, multi-channel marketing campaigns.
3. Optimize enrollment pipelines with technology and predictive analytics.

Priority Three: Elevate the Employee Experience




Strategy 1: Implement a comprehensive onboarding program.

-  Reach 85% onboarding satisfaction on the *One-Month New Employee Survey*.
-  Reach 85% onboarding satisfaction on the *One-Year New Employee Survey*.

INITIAL INITIATIVES

1. Create an onboarding checklist for faculty and staff.
2. Create a one-month new employee survey.
3. Create a one-year new employee survey.
4. Develop a mentoring program.

Strategy 2: Foster a culture of employee appreciation.

-  Increase positive rating of “Job Satisfaction and Support” by employees from 75% to 80% on the *Great Colleges to Work For* survey.
-  Increase positive rating of “Professional Development” by employees from 68% to 80% on the *Great Colleges to Work For* survey.
-  Increase positive rating of “Performance Management” by employees from 56% to 70% on the *Great Colleges to Work For* survey.

INITIAL INITIATIVES

1. Create a leadership program for current and potential supervisory employees.
2. Develop a competitive and sustainable pay structure by exploring area market analysis and other comprehensive data for two-year colleges in the state.
3. Create opportunities for professional development that prepare employees for advancement opportunities.

Priority Three: Elevate the Employee Experience

Strategy 3: Develop a culture of effective communication.



Increase positive rating of “Communication” by employees from 65% to 80% on *Great Colleges to Work For* survey.

INITIAL INITIATIVES

1. Provide communication training each semester for all employees through the Professional Development Program.
2. Present professional development on the topic of communication in the Leadership Development Program for each cohort.

Appendix

Strategic Priority Captains – S.E.E. the Vanguard Vision Steering Team Charge Document

Purpose: To coordinate, support, and assess the work to advance the priorities, strategies, and initiatives outlined in S.E.E. the Vanguard Vision: Strategic Plan 2025-2030.

Primary Charge:

- Develop coordinated initiatives for each priority and strategy in the plan.
- Foster a climate of cooperation and inclusion among employees and stakeholders in executing the strategic plan.
- Serve as the advisory body which guides the work undertaken for each strategy.
- Act as the primary sounding board/collection body for all ideas to progress the plan.
- Continually monitor progress for each priority and strategy.
- Continually monitor the targets for each strategic direction.
- Where appropriate, develop additional measurements specific to particular initiative(s).
- Report progress at least bi-monthly to the Shared Governance Council.
- Report progress and recommendations no less than quarterly to all employees.
- Make special reports to the Board of Visitors and other bodies as requested.
- Recommend revisions or additions to the plan to the Executive Council and Shared Governance Council, as appropriate.
- During the annual budgeting process, outline and recommend budget priorities to support the strategic plan to the Executive Council.

Appendix

Strategic Priority Captains – S.E.E. the Vanguard Vision Steering Team Charge Document

Priority Captains Recommendations:

1. Make sure key stakeholders have been included in the conversations and formulation of the recommendation. The Priority Captains steer the strategic plan work, but those who have a perspective, role or stake in the recommendation should be consulted and involved in the formulation of the recommendation.
2. All recommendations should be on the Executive Council agenda as a discussion item at least once before moving to the approval process in the Shared Governance Council.
3. Recommendations must go before the Shared Governance Council for approval.
4. Depending on the nature of the recommendation, approval from the ASU System and/or the Board of Trustees may be required following Shared Governance Council approval.