

**MINUTES**  
**ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES,**  
**AND THE ARTS**  
**BOARD OF VISITORS REGULAR MEETING**  
**February 3, 2004**  
**5:00 p.m.**

The Arkansas School for Mathematics, Sciences, and the Arts (ASMSA) Board of Visitors met in the Boardroom on the first floor at 200 Whittington Avenue, Hot Springs, Arkansas.

**I. CALL TO ORDER**

Mr. Paul Lindsey, Chairman, convened the Board of Visitors regular meeting into open session at 5:10 p.m.

**II. ESTABLISH QUORUM**

**Members Present**

Mr. Paul Lindsey, Chairman  
 Mrs. Lynda Samons, Vice-Chairman  
 Ms. Margaret Preston, Secretary  
 Mr. Earl Wells

**Members Absent**

Mr. Townsend Wolfe

**Ex-Officio Members Present**

Dr. Suzanne Mitchell, designee for  
     Dr. Linda Beene, Executive Director  
     Arkansas Department of Higher Education  
 Dr. Herb Monoson, designee for  
     Dr. John Ahlen, President, Arkansas  
     Science & Technology Authority  
 Mrs. Phyllis Campbell, ASMSA Parents' Association

**Ex-Officio Members Absent**

Ms. Ann Biggers, designee for Mr. Tom  
     Courtway, Interim Director, Arkansas  
     Department of Education  
 Mr. Artie Reams, Student Council President

**Administrative Members Present**

Dr. John Measel, Director  
 Dr. Janet Hugo, Dean of Academic Affairs  
 Mr. John Kaminar, Dean of Residential Affairs  
 Mr. Jeff Nixon, Public Relations/Recruiting Director  
 Mrs. Kay Provus, Fiscal Manager  
 Mr. Christopher Robbins, Outreach Director  
 Mrs. Lorraine Munroe, Administrative Assistant

**Administrative Members Absent**

None

**Special Guests in Attendance**

Ms. Joyce Wroten, Vice President for University Relations and Administration,  
 University of Arkansas System

### III. APPROVAL OF MINUTES

A motion was made by Mr. Wells and seconded by Ms. Samons to approve the minutes of the Board of Trustees Regular Meeting of December 2, 2003 with the following corrections: Page 5, Paragraph 2, remove the word "student" from sentence that reads "Dr. Hugo stated that one of the student instructors...". Page 7, 4<sup>th</sup> paragraph, 3<sup>rd</sup> line, change ASMS to UAM.

Dr. Measel introduced Ms. Joyce Wroten, Vice President for University Relations and Administration from the University of Arkansas System. Dr. Measel stated that Ms. Wroten was instrumental in the transition of ASMSA to the University of Arkansas System. Ms. Wroten has been able to get several pieces of legislation passed on behalf of ASMSA. Dr. Measel had invited Ms. Wroten to discuss the merger of ASMSA to the University System.

Ms. Wroten discussed the current activities of the legislature and how it may impact ASMSA. Ms. Wroten talked about her involvement in getting a House resolution commending four ASMSA students and their instructor – Audrey Morris, Katherine Herring, Johnson Wong, Alex Wong and instructor, Bruce Turkal – designating them as National Outstanding Team in the sixth annual high school mathematical contest in modeling.

Ms. Wroten stated that the merger will be a learning process not only for ASMSA but also for the University System. Ms. Wroten stated that she underestimated the difficulty in removing ASMSA out from under a state agency and aligning it with a university campus. Ms. Wroten stated that she is a partner in this venture and will be happy to assist ASMSA in making the transition a smooth one. Ms. Wroten stated that Dr. Sugg, President of the University of Arkansas System, has had many positive comments about ASMSA moving into the University System and that he is eager and willing to help in whatever way he can.

Ms. Wroten asked the Board if they had any questions and Mr. Lindsey asked what was the status of the inventory. Ms. Provus replied stating that the AASIS inventory report was not dependable or valid so the state said for ASMSA to take what is reported on the existing ASMSA inventory report. Ms. Provus reported that there was only one problem with the first payroll run and no payroll problems during the second run.

Ms. Wroten stated that ASMSA will make decisions regarding its own resources, and money will not be taken away from the school budget as it was in the past under the Department of Education. Ms. Wroten stated that the only way money will be lost is if the State takes it away from all the schools.

Mr. Lindsey asked about the future budget process. Ms. Wroten stated that there are times that the University System is at odds with what the Governor wants. However, not intending to bypass the Governor, the University System can go to the General Assembly to seek money. All of the institutions that have merged with the University System are totally under the control of the Board of Trustees. Although the Governor appoints members to the University System's Board of Trustees, he is not allowed to manage the University System.

Dr. Measel expressed his great appreciation to Ms. Joyce Wroten, Ms. Ann Kemp, Dr. Jack Lassiter, and UALR for their help in the transition process to the University System.

#### IV. CONSENT AGENDA

1. Information – Dr. Measel (packet)

Dr. Measel reported that ASMSA always wanted to develop the land on top of the mountain behind the Residential building (Charter Field). Dr. Measel stated that the head architect for the Community Development Center from the University of Arkansas-Fayetteville will be at the school to meet with Dr. Measel in the next couple weeks to look at the property and help the institution develop a park. The City of Hot Springs is also interested in this property since their proposal to develop a park was defeated this past year and will join Dr. Measel and the University of Arkansas representatives. Dr. Measel reported that Dean Kaminar had approached the administrative team with a plan to have more activities with the students when the park is developed.

Dr. Measel stated that in the next meeting he would like to spend some time developing budget priorities.

Dr. Measel reported that there have been a number of thefts and break-ins in the area of the school and stated that the Chief of Police has put ASMSA on the high patrol list. Dr. Measel stated the people affected have been faculty and students and the situation is of great concern to the institution.

Dr. Measel stated that he talked with Dr. Bob Smith, Provost of the University of Arkansas at Fayetteville. Dr. Smith is very anxious for ASMSA to work out a way for students who have concurrent enrollment to attract students to the University of Arkansas. Dr. Measel reported that he met with the Deans at the University of Arkansas and he recommended that they look at five courses at a time to see if concurrent enrollment can be applied to the University. This would entail sending a syllabus, qualifications of the teachers, etc. Dr. Hugo is working with the Chairpersons at the present time to work out a way to visit with their counterparts at the University to see if the program can be accelerated.

Dr. Monoson interjected stating that Dr. Measel should broaden the scope of the institutions in discussing concurrent enrollment. Dr. Measel reported that presently there is a working agreement with UALR and ASMSA is formalizing a final agreement with Arkansas Tech. Dr. Measel stated that he has talked with Mr. Lu Hardin, President, at the University of Central Arkansas who would like to set up an agreement with ASMSA. Dr. Measel reported that there is currently a working agreement with Henderson State and there are several ASMSA alumni attending the University at the present time.

Dr. Measel reported that the Veteran's Administration would like to build a Veteran's Memorial on the property west of the school (the old MRI building). Dr. Measel reported that ASMSA has the right of first refusal on the property. Originally, the Pocket Theater wanted to go into a partnership with ASMSA to build a facility that could be used jointly by the Pocket Theater and the institution. Dr. Measel reported that it was stated in the contract that if the Pocket Theater could not raise the money, they would give up their right of refusal. The Veteran's Administration asked if they could have seventy-five feet from the 270 frontage feet of this property. Dr. Measel stated that they could

have the space on the west end of the property and at the same time, it would act as a buffer between the school and the neighborhood west of the old MRI building.

2. Financial and Physical Plant – Mrs. Provus

a. No request for clarification of this report.

Reviewing the financial information, Dr. Mitchell asked why more money has not been spent and Dr. Measel stated that because of the transition, all purchases had to be shut down (2 months) to get through the transition. Dr. Measel reported that the financial area is now starting up to order again.

Mr. Lindsey asked Mrs. Provus if she was communicating with UALR (Ann Kemp) to ensure that ASMSA is within budget. Mrs. Provus stated that she is communicating and working with the finance people and the reporting system is much better in providing financial information than it was through the Department of Education. Mr. Lindsey stated that he could not find anything that stated how much discretionary funds were available and Mrs. Provus reported that at this time she has not been trained in producing the reports. Mr. Lindsey stated that he did not have much to look at in the way of reports and Mrs. Provus did convey to Mr. Lindsey that she is working very closely with the University System financial personnel and the new financial system to ensure that all is going well during the transition stage. Mr. Robbins interjected that the Banner system (a multi-purpose software accounting system being used by the University) has many capabilities, one of them being that limits can be set to prevent overspending of budgets.

Mr. Lindsey wanted to know if the Board of Visitors should be reviewing the spending of the institution. Dr. Measel stated that it was much more important under the University System for the Board of Visitors to spend more time helping ASMSA develop the budget than it was in monitoring the budget. Mr. Lindsey stated that the Board of Trustees of ASMSA has never been involved in the budget setting process and he is trying to find out the extent of involvement of the Board since it is now a Board of Visitors.

In talking with Ms. Joyce Wroten regarding policy changes, Dr. Measel stated that his interpretation is that policy changes can only be passed by the Board of Trustees. However, Ms. Wroten stated that Dr. Sugg would like to know if the Board of Visitors has first approved the suggested policy changes before the changes are sent to him.

Dr. Measel stated that Dr. Lassiter is now Chancellor at the University of Arkansas-Monticello.

Dr. Mitchell stated that all of the universities will present their budget in June to the Department of Higher Education and that the budget should be prepared by the end of April since it must go to the University System first. Regarding Board input to budgets, Dr. Measel stated some Boards of Visitors

are more active than others and that he preferred the ASMSA Board of Visitors have an active role in the process.

Mr. Lindsey expressed a serious concern about someone keeping an eye on the budget. He mentioned that in the recent past, Mr. Stottman and Mr. Van Horn would go over the budget and discuss questions or concerns that may have had with Mrs. Provus. At this time, Mr. Lindsey stated that no one on the Board is available to do that at this time. Mr. Lindsey inquired as to how much Dr. Sugg and/or the Board of Trustees are going to look at the finances. Mr. Lindsey stated that the Board of Trustees needed to identify some of the areas of what the Board of Visitors should or should not do.

b. Security Report (packet) - No request for clarification of this report.

c. Powers of Arkansas (packet) – Monthly Energy Report

No request for clarification of this report.

d. Maintenance Report (packet) - No request for clarification of this report.

3. Student Services Report – Dean Kaminar (packet)

No request for clarification of this report.

Ms. Preston inquired of Dean Kaminar about the lockdown drill that took place on January 2 and 26, 2004. Dean Kaminar stated that the reason for the drill was twofold – the first reason was to test the basic plan responding to an intruder and the second was to identify the weaknesses of the school that needed to be addressed. Dean Kaminar stated that the drill went well but all of the accumulated data has not yet been analyzed. However, some weaknesses have been identified and will be corrected. Dean Kaminar stated that the basic plan of an intruder on campus was a sound one, but adjustments need to be made. The main weakness was a breakdown in communication between the faculty and staff. Dean Kaminar stated that a systematic analysis of the dead spaces between the loudspeakers needed to be made. This may be done by placing a person by each of the speakers to see if the speakers need to be turned up, and to identify those places where a speaker may need to be added. In response to Ms. Preston's questions, Mr. Kaminar stated that another drill had not been planned at this time. Mr. Kaminar stated that he is looking at some other objectives in crisis planning and does not want to overload the faculty, staff and students with too many drills.

Ms. Preston asked if there was anything that was needed from the Board and Mr. Kaminar stated that he would let the Board know after he has gone through the data of the drill.

Mr. Lindsey referred to the copies of the Policy Manual, Employee Handbook and Student Handbook that were distributed to all of the Board members. Dr. Measel stated that it was the first revisions to the Handbooks and Policy Manual that were sent to the University. A copy of each had been sent to the University System's attorney for review. The changes made in the

Handbooks and Policy Manual mostly reflects the changes of moving under the University System.

Dr. Measel stated that an ex-officio member position has been added to the Board from The Arkansas Department of Heritage and is waiting to hear who will be the appointed representative.

4. Academic Life Report – Dr. Hugo (packet)

No request for clarification of this report.

Dr. Mitchell referred to Dr. Hugo's report of the 35 students that visited ASMSA. Dr. Hugo reported that they were 9<sup>th</sup> and 10<sup>th</sup> graders from Helena/West Helena school district. The visiting instructor stated that the visiting students were very excited about ASMSA's program.

Dr. Monoson commented that when writing acronyms, to please precede them by using the full name of the acronym.

Mrs. Samons reported that she had just received clarification from the Arkansas Department of Education Professional Enhancement Division that ASMSA will be able to start the licensure process at the institution. Mrs. Samons stated that a list will be needed providing the names of the teachers who are already licensed and also a list of those teachers who are going through the licensure process and where they are in the process. All the teachers who are going through the licensure process will have to be assigned a mentor teacher. This will be a teacher who is licensed at ASMSA to provide training. Additional mentors may be needed from surrounding schools. All of the funding will come through Dawson Coop. Mrs. Samons had made arrangements and the teacher numbers will need to be submitted along with a grant request. Mrs. Samons was asked and will serve as the trainer and will work out a convenient schedule to provide the required training.

Dr. Hugo asked Mrs. Samons if she would review the original licensure process where distance ed and a number of residential schools who have taken Praxis II are awaiting the next step. Mrs. Samons said that the next step would be to provide the initial training which is called Pathwise Training. Pathwise training is a required training and the materials are provided through the grant. Everyone will go through the training and those that have finished their testing will be assigned a mentor teacher that will complete the process. Logs of time will be kept by the teachers going through the process with the mentor teacher. Mrs. Samons stated that she will need to get some clarification but has received a green light to make sure that everyone is licensed. Some of the training will also depend on what comes out of the Legislature and what the court says about licensing. The length of the training is eighteen contact hours. Money will be available for both the mentor teachers and the licensure candidates. If Praxis III is required, it will be held in October. Praxis III is only held twice a year. The money that is paid to both the mentor teachers and the licensure candidates is for one year. The total payment is \$2,000 - \$1,200 goes to the mentor and \$800 is to be used in professional development. Dr. Hugo asked about reimbursement to the faculty and Mrs. Samons stated that she would need to check with the Dawson Coop. since they will be submitting the grant request. Dr. Hugo asked about the distance education teachers who will be mentored. Mrs. Samons said that she would need to check with Don Benton and ask him how many foreign language teachers were competent in Technology. If the teachers were Pathwise trained, then they could sign on as mentors and it can

be done electronically. Dr. Mitchell stated that a mentor cannot have more than two mentees at a time. Mrs. Samons stated that this is a huge challenge that "No Child Left Behind" created.

5. Outreach Director's Report – Mr. Robbins (packet)

No request for clarification of this report.

Mr. Lindsey asked Mr. Robbins for clarification of what supplemental services meant that was stated in No. 7 in Mr. Robbins' report. Mr. Robbins reported that it was another "No Child Left Behind" innovation that offers additional educational opportunities designed to get students up to standards. Mr. Robbins stated that he met with parents of the Ft. Smith school district. Under the federal law, it gives parental choice as to who the supplemental service provider could be. Ft. Smith invited the federally approved supplemental service providers in the state. Ms. Velda Holms attended the meeting on behalf of ASMSA.

Mr. Robbins stated that ASMSA received the contract with Waldo School district. ASMSA will be teaching (tutoring) 8<sup>th</sup> grade literacy, Algebra and Geometry to the Waldo students. The tutoring will be designed to help them pass the ACTAP test.

Mr. Robbins stated that half of the money (approximately \$375,000) for distance education has been received and is put into an ASMSA account. Mr. Robbins stated that next year's pay cycle will begin in August or September. Mr. Robbins also stated that even after budgeting to pay salaries and operating expenses up to the calendar year 2004, ASMSA should surplus approximately \$250,000 this year.

6. Staff Development Report – Monthly Conference Travel (packet)

No request for clarification of this report.

7. Public Relations/Recruitment Report - Mr. Nixon (packet)

No request for clarification of this report. Mr. Wells praised Mr. Nixon for an excellent job that he is doing in the Public Relations/Recruiting area for the school.

8. Parents' Association Report – Mrs. Campbell

Mrs. Campbell left the meeting at 6:13 p.m. No report given due to Mrs. Campbell's absence.

9. Student Council Report - Mr. Reams

No report given due to Mr. Reams' absence.

**V. OLD BUSINESS**

- Fire Alarm System – Dr. Measel reported that he met with the City of Hot Springs and with the engineer and stated that the cost of the fire alarm system has been reduced to approximately \$15,000. The City will be putting the job out for bid in the next three weeks. Dr. Measel stated that the City never

listed in the contract who was responsible for the fire alarms. After discussion with the City officials, Dr. Measel suggested that the cost be split between the City and ASMSA. Dr. Measel stated that the system will be replaced, but the wiring between the heads will not be replaced. The system will also be an expandable system to cover new areas to be added.

- Sprinkler System – Dr. Measel reported that ASMSA had received an appropriation of \$110,000. Dr. Measel stated that he is moving ahead with the engineering study to finish designing the system and will bring the design at next month's meeting. The estimate on the sprinkler system is \$80,000, which also includes the fire escape.
- Ventilation System – Dr. Measel stated that during the Christmas holidays there were a number of engineers that were at the school looking at the system. The institution has what is known as a "4 tube" heating and cooling system. Originally, it was discussed that some return air ducts could be installed to help eliminate some of the ventilation problems. The engineers want to run the chiller at a cooler temperature. That may solve the humidity problem. If that works, that would reduce renovation work. Dr. Measel is waiting on their final report.

In addition to the ventilation problem, there are also condensation problems. During spring break, the City will be insulating the problem pipes. Dr. Measel reported that when the City installed the clothes dryers on the different floors, they vented the dryers into the plenum space which has been adding humidity into the rooms, which is a code violation.

Mr. Wells asked about the requirement that students receive flu shots. Dr. Measel stated that by law the students cannot be required to obtain the shots. However, a letter carefully worded by Dr. Measel may be helpful in the students receiving their shots in the future.

Mr. Wells asked how much has been received for the landscaping for the institution and Mrs. Provus reported that \$600 had been received to date for the shrubbery. Mr. Wells stated that he was disappointed in the faculty for not contributing to the project.

Mr. Wells conveyed to the Board that he has submitted his resignation from the Board of Visitors due to family commitments but would be available to help with special projects. Mrs. Samons thanked Mr. Wells for all of his work on the Board and for all of the labor that he did in support of the institution.

Dr. Mitchell asked about the current Board vacancies and Dr. Measel responded by stating that Ms. Karen Wallace, former Assistant Attorney General for ASMSA, has applied for a Board of Visitor position and the Representative and Senator from her district have both endorsed her application. Mr. Lindsey stated that he called several times in the fall and was told that the commission was working their way through the appointment process.



**VI. NEW BUSINESS**

Dr. Measel stated that Mr. Lindsey had sent out emails asking about a retreat. Mr. Lindsey stated that because of issues that needed to be resolved i.e. budgets, a weekend in March needed to be set aside to have retreat. Mr. Lindsey asked the Board to look at the last weekend in March and email Dr. Measel whether or not they can make it at that time.

**VII. AUDIENCE WITH INDIVIDUALS OR GROUPS**

No request or comment from an individual or group.

**VIII. EXECUTIVE SESSION**

The Board adjourned into Executive Session.

**IX. RECONVENED INTO OPEN SESSION**

The Board reconvened into open session at 7:20 p.m.

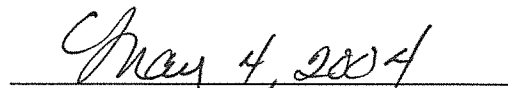
**X. ADJOURNMENT**

With no further business to conduct, a motion was made by Mr. Lindsey and seconded by Mrs. Samons to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:21p.m.

Approved as written \_\_\_\_\_ ✓

Approved as amended \_\_\_\_\_

  
Margaret Preston, Secretary

  
(Date)