

**MINUTES  
ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES,  
AND THE ARTS  
BOARD OF VISITORS REGULAR MEETING  
March 2, 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 5:05 p.m.

**II. ESTABLISH QUORUM**

**Members Present**

Mr. Paul Lindsey, Chairman  
Mrs. Lynda Samons, Vice-Chairman  
Ms. Margaret Preston, Secretary  
Mr. Townsend Wolfe

**Members Absent**

**Ex-Officio Members Present**

Dr. Herb Monoson, designee for  
Dr. John Ahlen, President, Arkansas  
Science & Technology Authority  
Ms. Joy Pennington, designee for  
Ms. Cathie Matthews, Director,  
The Department of Arkansas Heritage

**Ex-Officio Members Absent**

Ms. Ann Biggers, designee for Mr. Tom  
Courtway, Interim Director, Arkansas  
Department of Education  
Dr. Suzanne Mitchell, designee for  
Dr. Linda Beene, Executive Director  
Arkansas Department of Higher Education  
Mrs. Phyllis Campbell, Parents' Association  
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  
Mrs. Kay Provus, Fiscal Manager  
Mr. Christopher Robbins, Outreach Director  
Mrs. Lorraine Munroe, Administrative Assistant

**Administrative Members Absent**

Mr. Jeff Nixon, Public Relations/Recruiting Director

**Special Guests in Attendance**

Ms. Cathie Matthews, Director, The Department of Arkansas Heritage

Dr. Measel introduced Ms. Cathie Matthews from The Department of Arkansas Heritage and her designee to the Board of Visitors, Ms. Joy Pennington, Executive Director of the Arkansas Arts Council. Dr. Measel asked Ms. Matthews to explain the function of her agency to the Board.

Ms. Matthews stated that the Arkansas Arts Council is an umbrella to The Department of Arkansas Heritage. The Council receives 9% of the 1/8 cent conservation tax. Under the Arts Council umbrella, there are four museums. – the Old State House, The Historic Arkansas Museum, Cultural Center in Little Rock, Stewart Preservation Program. Ms. Matthews stated that her agency is all about Arkansas heritage. Ms. Matthews stated that she is appointed by the Governor and serves at his will and has been with the Department of Arkansas Heritage for six years. Ms. Matthews stated that Ms. Pennington has a connection with all of the Arts, whether it is on a national, state or local level. Ms. Matthews stated that she was glad that her agency is a part of the Board and Mr. Lindsey concurred.

Dr. Measel introduced Ms. Baughn, Coordinator of Student Activities, who discussed the trophies that were won by the ASMSA students in the SLAAM competition. Ms. Baughn reported that ASMSA student, David Butler, was recognized for being the most sportsmanlike. SLAAM is an acronym for Schools in Louisiana, Alabama, Arkansas and Mississippi. The schools that participate in the SLAAM sports competition are math and science schools from these four states.

### **III. APPROVAL OF MINUTES**

A motion was made by Mrs. Samons and seconded by Mr. Wolfe to approve the minutes of the Board of Trustees Regular Meeting of February 2, 2003 with the following corrections: Page 5, Paragraph 3, change date from January 22 to January 26. Motion passed unanimously.

Mr. Wolfe requested that a date be placed on the lead page of the Board packet in order to identify the packet more easily.

### **IV. CONSENT AGENDA**

#### **1. Information – Dr. Measel (packet)**

Dr. Measel stated that a retreat date has not yet been set but requested a long work session be held next month instead of a retreat. Dr. Measel stated that he had been working on the Strategic Plan and requested the Board's input in reviewing the plan and policies. He asked if the Board could meet early next month in order to accomplish this goal. Mr. Lindsey stated that he would not be available for the April Board meeting but Dr. Measel stated that he would send the information to Mr. Lindsey for his comments.

Dr. Measel reported that there will be a University of Arkansas System Board of Trustees meeting in Little Rock on March 10<sup>th</sup> due to the budgetary concerns in the State. Dr. Measel reported that assuming that the public passes the \$3 million increase in the income tax, the State is still roughly \$200 million short for funding public schools. Dr. Measel stated that these figures do not have anything to do with higher education or ASMSA. Dr. Measel stated that Dr. Sugg is

deeply concerned about this issue. The Joint Budget Committee, college Presidents, and Chancellors have said that they will increase tuition because they will probably receive a budget cut next year. The Department of Higher Education will be going to the Legislature requesting a \$1 billion bond issue for construction, and it appears that ASMSA will be a part of that bond issue. Dr. Measel reported that it will become more difficult in the State for funding unless there is a complete change of the way things are handled. Dr. Measel reported that he will have a plan of action to the Board within the next 60 days. Dr. Measel stated that funding is done in a "pecking order" and word must get out to the people about ASMSA. Dr. Measel reported that he will advise the Board of what happens at the meeting with Dr. Sugg.

Dr. Measel reported that he has not received a copy of the drawing of the Veteran's Memorial as yet but will forward the Board a copy when he receives it.

Dr. Measel reported that there is 6.5 acres behind the school that is owned by several people and they are donating the property to the school. An appraisal and survey is currently being conducted on this property. Regarding the 4.5 acres behind the Residential Life building, Dr. Measel stated that the chief architect from the University of Arkansas Community Development Program walked the campus with Dr. Measel talking about the development of the park area. Dr. Measel reported that on March 11, the City Council will discuss becoming ASMSA's partner to make a school/city park.

Dr. Measel gave a brief history of the 4.5 acres next to Charter Field. He stated that a former Director of the school gave it to the City and Dr. Measel had the 4.5 acres returned to the school. Dr. Measel stated that the idea is to develop the property into a combination city/community park. Dr. Measel stated that the park would include a walking jogging park, a softball/soccer field, tennis, and basketball courts. The parks director and the city arborist are very interested in doing this.

Mr. Lindsey raised some concerns stating that part of the park would belong to the city which means that it would be open to the public. He stated that it might result in some problems with the students if there were undesirable type individuals staying in the park. Dr. Measel stated that the park could be reserved days in advance.

Mr. Wolfe expressed his concern for student safety with people wandering in the park, sleeping or drinking alcoholic beverages in the park. Dr. Measel stated that, to his knowledge, there haven't been any problems in the city parks regarding Mr. Wolfe's concern. Dr. Measel stated that he checked a lot of the city parks at odd times and there weren't any problems. Ms. Preston stated that the Board needs to know everything that can happen and asked why the park could not exclusively belong to the school. Dr. Measel stated that the school did not have the money to build the park alone. Dr. Measel reported that the school will be putting money into the park that would give the school certain rights. Dr. Measel reported if the school built the park, the cost would run approximately \$300,000 to \$400,000. Dr. Measel stated that he advised the City Director that the school would have to make the final decision on the park design. Dr. Measel stated that he would present a proposal to the Board. Dr. Measel reported that no agreement has been reached regarding the operation of the park. Dr. Measel reported that

if the park proposal can be worked out with the City, the City will provide the equipment. Mr. Lindsey asked Dr. Measel to ask the City their thoughts on how the operation of the park might work in order to have some foresight on the project. Dr. Measel stated that there are two metal buildings that are on the property that belong to the school and for reasons unknown, the previous administration had given it to the City. Dr. Measel stated that these buildings will be returned to the school. Dr. Measel stated that the students have to have a campus because at the present time the students do not have a place to play. He also stated that it will take a lot of work on the Board's part to work out the situation.

Dr. Measel stated that the State's horticulturist visited the school and is making their recommendations to change the landscape in front of the buildings. Dr. Measel also reported that the interns from Garvan Woodland Gardens will make a formal design for redoing the landscaping in front of the buildings. Dr. Measel reported that when he receives the plans, he will forward a copy to the Board members.

Dr. Measel reported that he is in the process of ordering a new car and van for the school. This was previously approved by the Board, however, due to the transition to the University, it was put on hold.

Dr. Measel reported that he has had a number of meetings with Dr. Ronald Hart and Mr. Mike Wilson and in the next few months, the ASMSA Foundation account in Little Rock will be moved to the University System Foundation account in Fayetteville.

Dr. Measel reported that Dr. Sugg has recommended that in the biennial budget that ASMSA get a half-time development officer.

Dr. Measel reported on his business trip to Central America that had to do with entomology. Dr. Measel reported that the number one reason for insect problems at the institution is students leaving food on the floor in their rooms. Dean Kaminar is investigating ways to stop this practice of the students.

Mr. Lindsey referred to Dr. Measel's statement that the Academic Excellence Trust Fund is open for cuts for the first time. Dr. Measel stated that the Fund has never been touched for reasons other than academics. Presently, the House and Senate can pull the money to fund the K-12 initiative. The fund is open unless it is voted to be closed.

Dr. Measel also stated that the institution's work with UALR has been smooth.

2. a. Financial and Physical Plant – Mrs. Provus

No request for clarification of this report.

Mrs. Provus stated that there is no comprehensive financial report yet and said that she is still deficient in being able to access the financial information from the computer system. Mrs. Provus reiterated that there are different accounting rules under the University System and in the future, a more

comprehensive balance sheet will be produced. UALR has stated that it would be best to wait until March to work on the balance sheet.

Mrs. Provus stated that the largest expenses are being put on blanket purchase orders to cover expenses to the end of the year. If an order is input and there is no budget for it, the computer system will kick it out so the budget cannot be overspent.

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

Dr. Monoson stated that he had some concerns regarding security since ASMSA is a residential high school that is responsible for the students. Dr. Monoson said he had some security concerns regarding the new park. However, he stated that the Board has talked for the seven years that Dr. Monson has been on the Board to provide an area where the students can "let off some steam". What highly concerned Dr. Monoson was the illegal activity that has taken place around the campus in recent months. Dr. Monoson stated that students come from rural communities that are not familiar with activities that occur in larger cities and they have to be more careful in their new environment. Dr. Monoson stated the Board has a responsibility to create a secure atmosphere for the students.

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

No request for clarification of this report.

Dr. Measel reported that utility expense has gone reasonably well during the winter months but noted that it has been a mild winter.

- 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.

Dr. Monoson asked Dean Kaminar if the students had been put on alert to be more cautious about their surroundings and for them to take preventive measures. Dr. Monoson also stated that Security should make more rounds than they are making now.

Dean Kaminar stated that there were a number of proactive measures that have been taken. When the juniors arrive in the fall, they are briefed about the safety in the City of Hot Springs. Dean Kaminar also stated that he keeps an eye on the local city activities so when an event is taking place that would not be appropriate for the students to attend, the students are not permitted to go off campus, or they can go home for the weekend. Dean Kaminar stated that the Residential Mentors are informing the students of illicit activities around the campus. The students are reminded to keep their cars and bicycles locked up, and to be aware of their surroundings at all times.

Dean Kaminar and Mrs. Provus commented that the lighting is not the best behind the Residential Life Building but that an additional light had been recently installed. Mrs. Provus stated that the lighting is still not ideal but an additional camera is going to be installed in that area.

Mrs. Provus stated that Security has been making increased patrols. The Security contract requires two daily patrols, however, Security is making a minimum of four to discourage criminal activity.

Dr. Monoson stated that if the campus is well lighted, the probability of an incident happening is reduced. Mrs. Provus stated that in addition to the camera, a sign is being placed stating that the area is under camera surveillance.

Mr. Lindsey asked if there is fencing around the property in order to deter people from the area. Dr. Measel stated that more exterior cameras would be helpful and stated the City police are patrolling three times every hour.

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

No request for clarification of this report.

Dr. Hugo stated that the week was hectic due to Science Fair coming up the following week and Dr. Monoson stated that he will be participating as a judge. Dr. Hugo stated that retention has been consistent. Dr. Hugo reported that the curriculum is currently under review and new proposals are being submitted. Dr. Hugo stated that Latin I & II will be reinstated and Ms. Heather Doyal will be teaching the classes. Dr. Hugo stated that she has been talking about starting a new level of Biology rather than just offering AP Biology. Presently, the students have no option but to take AP Biology. Regarding math courses, Dr. Hugo stated that some of the course descriptions have been clarified. Dr. Hugo stated that she is also looking at revising the class-day schedule. A meeting has been scheduled to finalize the changes.

Dr. Hugo stated that graduation is scheduled for May 22 at 2:00 p.m.

Dr. Hugo reported that March 2<sup>nd</sup> was Reading Across America day and Dr. Baker participated in the event.

Dr. Hugo stated that the weaker potential students have the most problems adapting to the new school environment and that she needs to get these students on campus to see if some of these “home sickness” problems can be worked out before the start of the new school year.

Dr. Hugo stated that there is a new diploma this year reflecting the change to the University System.

Ms. Preston asked Dr. Hugo how much time was there between finding out when a student is an alternate and when they reported to school. Dr. Hugo stated that it

varies depending on circumstances but one of the reasons why some alternates are the first to withdraw is because it's difficult for the students to adjust to the tough schedule. Dr. Hugo stated that some of the students that leave come back and participate in the school functions. Dr. Measel interjected that not all alternates do poorly. He said that it just depends on how committed the student is to their success.

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

No request for clarification of this report.

Based on response to the new round of USDA requests for participation in those grants, Mr. Robbins stated that the interest in distance education is more widespread in the State than it ever was before. Mr. Robbins reported that based on the initial results that are being received from the superintendent surveys that asked what their course needs for next year would be, there is a possibility that distance education could double in the next year. Mr. Robbins stated that he has already begun to look for new distance ed instructors and there is an on-going ad on the ASMSA website advertising for instructors. Mr. Robbins reported that most of the projected increase is in AP coursework and the elementary foreign language program is growing. Mr. Robbins' major concern is if the growth continues as it is now going, more instructors will need to be hired and additional office space will be needed.

Mr. Lindsey asked about dividing some larger rooms in the Cedar Street building to accommodate new instructors. Mr. Robbins stated that in reality, ODE will need to expand beyond the second floor Cedar Street area.

Mr. Robbins stated that some of the co-ops are developing some distance ed programs of their own and pointed out that the most efficient way to handle distance ed would be for districts and individual schools to use the equipment and share their own resources.

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. Nixon was absent from the meeting.

In Mr. Nixon's absence, Dr. Measel stated that he has asked Mr. Nixon to give him copies of ASMSA articles from the clipping service.

8. Parents' Association Report – Mrs. Campbell

Knowing that she would not be present, Mrs. Campbell had emailed her report to the Board.

9. Student Council Report - Mr. Reams

Mr. Reams was not present, however, Dean Kaminar read Mr. Reams' report. Mr. Reams reported that the Student Government Association has been meeting to attempt to finalize an appropriate constitution. Mr. Reams reported that he hoped that the constitution would be completed the week the students return from spring break.

Mr. Reams stated that all the assignments needed to be completed for Science Fair in the next week. On behalf of the senior students, Mr. Reams extended an invitation to the Board to view their backboards and presentations.

Mrs. Provus announced that the mailroom was repainted and a wall mural had been painted by the parents. One of the parents, Mr. Robert McKinney, spearheaded many of the projects.

**V. OLD BUSINESS**

- Fire Alarm System – Dr. Measel reported that he is waiting for the City of Hot Springs to send the job of expanding the fire alarm system out for bid. Dr. Measel stated that the request had been made some time ago and is waiting for the City to move on this.
- Sprinkler System – Dr. Measel reported that 20% of the Residential Life Building has not been covered by sprinklers. Dr. Measel stated that he spoke to the engineer on March 2, 2004 and he stated that the final specifications would be ready within the week to be sent out for bid.
- Ventilation System – Dr. Measel stated that there may be a solution to the ventilation problem but will have to wait for warmer weather to see if the solution will work.

Mr. Lindsey asked if the speaker system had been corrected in order for everyone to hear announcements. Mr. Kaminar responded stating that a test will be conducted on March 12, 2004 to see where the "dead" spaces in the building are located. Mr. Kaminar stated that the previous test data had been reviewed and has a good idea of where the dead spaces are located that will give him an idea of how many more speakers will be needed. Mr. Kaminar suspects that many speakers will be needed and unless a sizeable grant can be received to install a new speaker system, the installation of equipment would be done in increments.

Mr. Lindsey asked Dr. Measel if he found out from the University System what is the involvement of the Board of Visitors regarding student discipline and Student and Employee Handbooks. Dr. Measel reported that he sent a letter to the chief legal counsel of the University System asking for his opinion on these issues. Dr. Measel stated that he did not receive an answer as yet but in Dr. Measel's opinion the final say has to do with the Board of Trustees of the University. Dr. Measel stated that he would like to have input on the Handbooks from the Board of Visitors but it would have to go to the Board of Trustees for final review. Dr. Measel stated that the more input he has from the Board of Visitors, the less chance he has to have the



Handbooks and Policies come back to him for revisions. Dr. Measel stated that he has asked for a legal opinion on student discipline. Currently, expulsion is a legal definition. The Board of Trustees does not delegate to the Board of Visitors the power to expel. Dr. Measel reported that since the right of an education goes back to the home school, he wants to know if the policy on expulsion needs to be changed. Dr. Measel is waiting for a reply from legal counsel. Mr. Lindsey stated that the Board has received no direction of what are the responsibilities of the Board. Dr. Measel stated that he's trying to get the Board's responsibilities clarified but at the present time, the University System has some big issues that they are worried about. Dr. Measel stated that when the Handbooks are reviewed by the Board of Visitors, it will then be sent to the Board of Trustees for approval.

Mr. Lindsey stated that the Board needs direction. In reading the legislation, Mr. Lindsey said that maybe the Board will not have the final say and Dr. Measel will. Mr. Lindsey stated that it was fine with him but he needed to know which direction the Board needs to take.

Dr. Measel stated that Mr. Kaminar brought to his attention that the word "expulsion" is a legal term in Arkansas and expulsion by legal definition in school law means that there is an appeal process. If the word is changed to "dismissed", then there is no appeal process. Mr. Lindsey stated that it would be difficult to finish a Handbook until the Board receives some answers.

Regarding the Employee Handbook, Mr. Lindsey stated that he did not see anything discussed on that issue and asked what the Board's position or role now pertaining to the Employee Handbook. Dr. Measel stated that the Handbook must go to the University Board of Trustees for approval and would like the Board of Visitors' input. Dr. Measel stated that he would discuss hiring and firing issues with the Board of Visitors but only the Board of Trustees are able to hire personnel. Regarding dismissals, Dr. Measel stated that if there is a dismissal in the middle of the contract, that action falls on his shoulders.

Mr. Lindsey stated that there are procedures in both Handbooks and advised Dr. Measel to look at how the language is stated in these procedures. Mr. Lindsey asked if the Board would be doing reviews in the future and Dr. Measel stated that the Board of Visitors at other campuses do not do personnel reviews.

Mr. Lindsey reiterated again that there are many changes and the Board needs some guidance on these issues.

Mr. Lindsey asked about the seventh floor remodeling and Dr. Measel stated that it was on hold until the cables are run. All the cables will be run first and then the wallboards. Dr. Measel stated that all of the windows have been fixed and caulked. Dr. Measel stated that as soon as the cables are run, the school will then contract with a local company to do the wall repairs. Once that is completed, the plumbing will then be started and then painting will follow.

## **VI. NEW BUSINESS**

There was no new business to report

## **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**

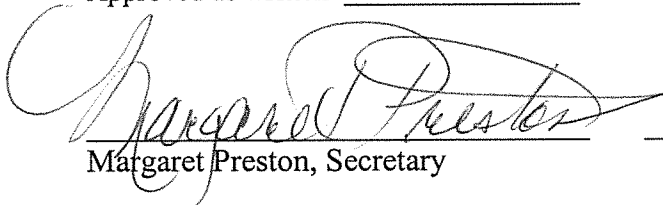
The Board reconvened into open session at 7:12 p.m.

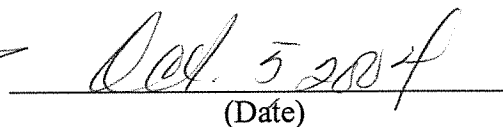
**X. ADJOURNMENT**

With no further business to conduct, a motion was made by Mrs. Samons and seconded by Mr. Wolfe to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:13 p.m.

Approved as written \_\_\_\_\_

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

  
Margaret Preston, Secretary

  
(Date)