

MINUTES
ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES,
AND THE ARTS
BOARD OF VISITORS REGULAR MEETING
May 4, 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 5:00 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

Ms. Ann Biggers, designee for Dr. Ken James, Director, Arkansas Department of Education
 Mr. Robert McKinney, Parents' Association

Ex-Officio Members Absent

Dr. Herb Monoson, designee for Dr. John Ahlen, President, Arkansas Science & Technology Authority
 Dr. Suzanne Mitchell, designee for Dr. Linda Beene, Executive Director Arkansas Department of Higher Education
 Ms. Joy Pennington, designee for Ms. Cathie Matthews, Director, Department of Arkansas Heritage
 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. Jeff Nixon, Public Relations/Recruiting Director
 Mr. Christopher Robbins, Outreach Director
 Mrs. Lorraine Munroe, Administrative Assistant

Administrative Members Absent

None

III. APPROVAL OF MINUTES

A motion was made by Mrs. Samons and seconded by Ms. Preston to approve the minutes of the Board of Visitors Regular Meeting of March 2, 2004 with the following corrections: Delete Mr. Wells and Mr. Stottman from "Members Absent".

IV. CONSENT AGENDA

1. Information – Dr. Measel (packet)

Dr. Measel asked the Board members who have the old ASMS logo medallions to bring them to graduation or to mail them to him so they can be mounted for their office wall and the new medallions will be distributed at graduation.

Dr. Measel stated that graduation should last approximately one hour and that Dr. Bob Smith, Provost of the University of Arkansas, will be the graduation speaker.

Dr. Measel reported that he would be meeting with the people who own and want to donate the vacant land behind the school. Dr. Measel also stated that the owners of a vacant building on top of the hill behind the school are willing to give the school some time to raise the money to buy the building. Dr. Measel has asked Dr. Sugg if he could ask his fundraisers to help with the project. Dr. Measel stated that he would be unable to talk with Dr. Sugg until after the University of Arkansas lawsuit is over. Dr. Measel stated that the building has no load-bearing walls which means that alternations to the building can be made without hurting the structure.

Dr. Measel stated that he has finally received a bid on the fire alarm system. The bid was awarded to Powers of Arkansas. Dr. Measel stated that the cost to ASMSA is \$19,000 and the total cost of the system is \$43,000. The system will replace the present fire alarm system and will be an expandable system.

Dr. Measel stated that he has asked the state to pay for the sprinkler system. The cost of the sprinkler system is approximately \$85,000. Dr. Measel reported that the main reason he is negotiating with the State is because ASMSA has been added to the school assessment program whereby the state is assessing the school's building condition. If the State finds deficiencies, they will have to deal with the City of Hot Springs to make repairs. Dr. Measel is anticipating hearing their assessment within the next two months.

Dr. Measel stated that unless there is a change in the economy, the State will be looking at a \$90 million deficit next year and they will have to fund K-12 schools. Unless the tax structure of Arkansas is changed, there will be little new money. Dr. Measel stated that there have been a number of specialists who have come to Arkansas to look at the tax structure. Dr. Measel reported that he met with Representative Roebuck and stated that there is deep concern about the State's financial situation.

Dr. Measel reported that because ASMSA is in the Department of Higher Education, the school could do some financial planning. Dr. Measel stated that he is asking for a 12% increase that can be justified on programs that have been mandated by legislation. The three program enhancements that the school has are distance education, teacher enhancement and the arts program. Dr. Measel reported that a budget has been established for this; however, he does not know if it will be approved. Dr. Measel stated that he will start testifying on June 8th and this will be the first time that the school has been able to make a case for what it needs instead of the State making the decisions for the school as they have done in the past. Dr. Measel stated that he would make a case for increasing some of the lower salaries that he feels are very underpaid for their loyalty to the school. He also said that he has worked with Mrs. Ann Kemp from the University System and Dr. B. Alan Sugg, President of the University System. Dr. Measel stated all the equipment that the teachers have requested has been included in the budget. Dr. Measel stated that the Maintenance and Operation figures have been increased but receiving money for new program enhancement is questionable at this time. Dr. Measel stated that when the budget has been completed, the Board would receive bound copies.

Dr. Measel stated that he is implementing a modified management-by-objectives evaluation of personnel. Dr. Measel reported that when he arrived at the institution, evaluations were done each year but no goals were set for employees. For comparison, Dr. Measel has received examples of evaluations from U of A Monticello, U of A Fayetteville, UALR and Henderson. Dr. Measel stated that although employees have always been given fair and equitable evaluations, using this new tool would give a more objective indication of their performance. Dr. Measel stated that it was a two-year process since personnel would have to be trained in the process.

Mr. Wolfe stated that he was familiar with the process and suggested that faculty and staff be prepared about the process by discussions. Dr. Measel reported that he has a corporation who has volunteered their personnel director to visit the school, at no charge to ASMSA, to make a presentation to the faculty and staff at the beginning of the next school year.

Dr. Measel advised the Board that he and Mr. Lindsey have both written letters to Mr. Steve Gunthorp regarding filling the vacant Board positions. Dr. Measel stated that every agency he is familiar with is complaining about their vacant positions.

Regarding the seventh floor in the Residential Life Building, Dr. Measel reported that all of the telephone and computer lines have been run and all that is left is the plumbing and wall repair and the floor will be completed. Dr. Measel stated that the wall work will cost approximately \$30,000 but the completion would depend on when the workers could be scheduled to finish it.

A copy of a draft of the *Student Handbook* was distributed prior to the meeting and Dr. Measel stated the Handbook has not been submitted to the U of A attorneys as yet. The *Employee Handbook* has been submitted to the university lawyers for approval.

Dr. Measel stated that the school is in the process of rebidding the food service contract. By law, the contract has to be rebid every seven years.

Dr. Measel reported that a number of state legislators had visited the ASMA campus. During their visit, the legislators had an opportunity to visit classes that were in session, and Senator Faris and Senator Smith stated that they were going to try to get other committees to meet at the school so they can see first hand how the classes are conducted and to visually see the technology of distance education.

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

No request for clarification of this report.

Mrs. Provus reviewed the financial information with the Board. Mr. Lindsey stated that he would like to see a financial report on distance ed funds – revenue, expenses, grants, etc. Mr. Lindsey and Mr. Wolf requested a copy of the report be sent to them.

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.

Dr. Measel commented that natural gas is at all time high and he is very concerned about the school's energy bills for next year. Dr. Measel stated that he has talked to the state's consultant regarding energy costs (gas and electric) and the cost for energy is expected to increase 25-30% next year. If this holds true, it would be an increase of \$60,000.

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

Dr. Measel stated that more security cameras are being installed and Dean Kaminar has worked out a schedule prioritizing the areas of installation.

3. Student Services Report – Dean Kaminar (packet)

No request for clarification of this report.

Mrs. Samons thanked the Dean of Academic Affairs, Residential Affairs, and Admission for their hard work and overtime in getting the seniors ready for graduation and in processing the new incoming juniors.

Mr. Lindsey stated that the attachment Mr. Kaminar referred to his report regarding his assessment of the possibility of military mobilization was not included in the Board packet. Dr. Measel stated that he had it in his office and will send a copy to the Board. Mr. Kaminar and his two top assistants are in the Reserves and although

Dr. Measel stated that he is not too concerned about the assistants being called, he is worried that Mr. Kaminar will be called to duty.

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

No request for clarification of this report. Dr. Hugo stated that ASMSA has received NCA accreditation.

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

No request for clarification of this report.

Dr. Measel stated that he has asked the Distance Education department to submit the names of two candidates for Chairman of the department whereby Dr. Measel has the right to accept or reject the submissions. Dr. Measel stated that this will free-up Mr. Robbins to use his talents in searching for funds.

Mr. Robbins stated that it is important to ASMSA for the Arkansas Department of Education (ADE) to continue to pay the tuition for distance education. Mr. Robbins reported that the process be done across and above the board. Mr. Robbins is afraid that those monies will be directed to ADE's own Business Learning Center and the other distance learning programs in the state will not have equal access. Mr. Robbins stated that presently ASMSA has equal access to the distance education money (unlike last year) and it needs to stay that way. Mr. Lindsey stated that he thought it was written in legislation that FTE money comes off the top before ADE split up the money. Mr. Robbins stated that it is not so much written in the law as it is written in the policies and practices of ADE and ASMSA needs to be ever vigilant to ensure that it doesn't change without ASMSA knowing it.

Mr. Lindsey asked Mr. Robbins if ASMSA is receiving requests from public and private schools for distance education. Mr. Robbins stated that tuition is set at \$500 per student and is the amount ADE has reimbursed ASMSA. He also stated that the Board has been very good at setting tuition at a low rate but stated that \$500 per student per course is where the distance ed tuition needs to be in order to be profitable. If distance ed is provided to private schools, tuition will need to be paid for by them, whereas public schools tuition will be paid for by the State in the form of a grant.

Mr. Robbins stated that if patterns hold, Distance Education is looking at enrollment of 3,000 students, will need an additional 14 teachers and will generate approximately \$1.5 million in revenue next year. Mr. Lindsey cautioned Mr. Robbins that plans needed to be made now for future growth of the distance education program. Mr. Robbins stated that he finished an assessment of ODE and has met with City officials and campus personnel and there is space that can be allocated to house the new teachers.

Dr. Measel stated that the ideal solution would be for ASMSA to get the money to buy the building behind the school (the doctor's building) and make it the distance education/teacher enhancement center.

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.

Dr. Measel stated that orientation was held at the school and the entering class appears to be outstanding.

Dr. Measel also gave Mr. Nixon the final rewrite of the plan and is waiting for pictures to be added to the report.

Dr. Hugo interjected stating that in the past two years, ASMSA has had to add more introductory level courses. Looking at the incoming class, Dr. Hugo stated that ASMSA will have to add more upper-level courses.

8. Parents' Association Report – Robert McKinney

Mr. McKinney, newly elected president of the Parents' Association, was asked by Mrs. Campbell to present the Parents' Association report. Mr. McKinney stated that the Association has raised \$6,000 for the year, \$5,000 cash donations from parents and \$1,000 from the sale of ASMSA items (t-shirts, etc.). Mr. McKinney stated ASMSA bumper stickers are available for sale, as well as new ASMSA logo t-shirts. Mr. McKinney reported that he has encouraged the incoming parents to join the Yahoo group so that they can familiarize themselves by looking at the archives to help them find information on what will be needed at the start of the school year and how to handle separation issues. Mr. McKinney reported that he spoke with Dr. Measel to see if Parents' Association regional meetings could be held so that parents don't have to drive for several hours for the meeting. Mr. McKinney stated he is hoping that more donations could be made to the association so that money can be applied towards the purchase of new furniture, etc. He stated that the mailroom has been painted and new ceiling tiles have been installed.

9. Student Council Report - Mr. Reams

No report given due to Mr. Reams' absence.

V. OLD BUSINESS

Ventilation System – Dr. Measel stated that the ventilation would be looked at during the school assessment meeting which will validate the problems that have occurred.

During the assessment process, Dr. Measel stated that there would be lengthy discussion with Dr. Sugg and his group and the Board. Dr. Measel also stated that the people of Hot Springs are behind the school.

Dr. Measel stated that the first meeting of the school evaluation was taking place on Friday, May 7 and that ASMSA was one of the first schools that the State will evaluate.

Mr. Lindsey asked if ASMSA was going to be included with the rest of the schools in the state assessment and Dr. Measel stated that he did not think so because the school buildings are owned by the City of Hot Springs and the City will be responsible for the result of the assessment.

Mr. Lindsey asked Dr. Measel why ASMSA was waiting for the State to come in rather than ASMSA pushing forward to take care of the physical problems. Dr. Measel stated that he has gone forward with the City and nothing has happened. He stated that ASMSA's only recourse at this point is to go to court to get the repairs done and if the State informs the City of the repairs and the repairs are not done, the State will take the City to court and the court expense would fall on the State and not ASMSA. Mr. Lindsey asked who is pushing the ASMSA cause forward and Dr. Measel stated that the State Senator is meeting with Dr. Measel to discuss the approach to the situation.

Mr. Lindsey asked since work was being done on the 7th floor, couldn't the ventilation system be fixed at the same time? Dr. Measel stated that if the ventilation system were fixed it would cost approximately \$250,000 because the air returns would need to be installed because of fire-rated doors.

Mr. Lindsey stated that he has a concern of a State representative taking on the cause for ASMSA. He stated that he felt it would upset one or more of his constituents and would not be fair to ask the representative to take on that battle for ASMSA. Dr. Measel stated that he understood Mr. Lindsey's point but Dr. Measel's concern is spending meager resources in legal fees if ASMSA can get the state to pay for the repairs after the school assessment is done. Dr. Measel stated that he asked the City to put \$200,000 in their budget for this year toward repairs and no money has been set aside for any repairs to the institution. Dr. Measel stated that he understands Mr. Lindsey's concern of another year going by without any repairs being done and said that he will ask some questions and will give Mr. Lindsey some answers at the next board meeting.

VI. NEW BUSINESS

A motion was made by Mrs. Samons and seconded by Mr. Wolfe to decrease the number of regularly scheduled Board meetings to six scheduled meetings a year instead of twelve. The meetings would be held the first Tuesday of August, October and December with a Strategic Planning Retreat in January; the first Tuesday in February, April and a possible May Graduation/June Strategic Planning Retreat.

Mr. Wolfe stated he would like to see an Executive Summary prepared prior to the meeting to clearly state what issues are going well or not going well. The Board agreed unanimously.

Dr. Measel informed the Board members that they could view the school master calendar and other events by going to the school's web page.

Dr. Measel reminded the Board to set up a Nominating Committee to elect the officers for the next year.

Mr. Lindsey stated that he would like to have an Employee Handbook that has all the revisions highlighted in one copy. Dr. Measel told Mr. Lindsey that he would get a copy to him per his request. Mr. Lindsey asked that clarification be made in reference to the "Board" if Board is referring to the Board of Trustees or the Board of Visitors. Dr. Measel said that he would clarify the Handbook as to these changes and the changes that were reviewed by the Board of Visitors.

Mr. Lindsey discussed the changes in the Student Handbook. Dr. Measel stated that the student's work program hours have been changed from two hours to three hours per week. Dr. Measel stated that there are hospital programs in Hot Springs where students can work that are interested in pre-medicine. Dr. Measel stated that Mr. Larry Stevens, President of Mid-South Engineering, is interested in senior students who are interested in engineering to work at his company in the afternoon after school.

Mr. Lindsey stated that when he took the position as Chairman of the Board it was with the thought that Mrs. Samons as Vice Chairman would step up to the Chairman position.

A motion was made by Mr. Lindsey and seconded by Ms. Preston to elect Mrs. Samons as Chairman of the Board of Visitors effective July 1, 2004. Motion passed unanimously.

A motion was made by Mrs. Samons and seconded by Mr. Wolfe to elect Mr. Lindsey as Vice Chairman of the Board of Visitors. Motion passed unanimously.

A motion was made by Mr. Lindsey and seconded by Mrs. Samons to elect Ms. Preston as Secretary of the Board of Visitors. Motion passed unanimously.

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 7:10 p.m.


X. ADJOURNMENT

With no further business to conduct, a motion was made by Ms. Preston and seconded by Mrs. Samons to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:12 p.m.

Approved as written _____

Approved as amended _____


Margaret Preston, Secretary


(Date)