

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, February 18, 2000, at 3:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present, to-wit:

Chair:	Mr. Rickey Hicks
Vice Chair:	Mr. Dalda Womack
Secretary:	Mr. Randy Sims
	Dr. Harold Chakales
	Mr. Kelley Erstine
	Mrs. Elaine Goode
	Mr. Rush Harding

and with the following absent, to-wit: None

constituting a quorum of said Board, at which meeting the following business was transacted, to-wit:

### **MINUTES**

**Minutes of the November 19, 1999, Board Meeting** were unanimously approved as circulated upon motion by Mr. Sims with a second by Mr. Harding.

**Minutes of the January 19, 2000, Teleconference Board Meeting and Confirmation of Action Taken** were unanimously approved as circulated upon motion by Mr. Harding with a second by Mr. Womack.

### **INTRODUCTIONS AND ANNOUNCEMENTS**

President Thompson made the following introductions:

Kelley Erstine - newest member of the Board of Trustees;  
Charlotte Cone - newly appointed Interim Director of University College;  
Clint Conque - new Head Football Coach;  
Lee McQueen - new Director of Physical Plant;  
Ira Saltz - newly appointed Associate Dean of the Graduate School of Management, Leadership, and Administration.

### **PRESIDENT'S REPORT**

**Litigation Report** - At President Thompson's request, Melissa Rust, General Counsel, gave the following report on the status of litigation involving UCA as of January 21, 2000, and responded to questions from Board members.

John Lammers v. University of Central Arkansas, et al., (LR-C-99-169).

Plaintiff, Dr. John H. Lammers, initiated legal action against defendants, the University of Central Arkansas, the Board of Trustees, Winfred L. Thompson, and Terrance Kearns alleging that his termination in 1998 violated his constitutional rights, specifically the First Amendment to the United States Constitution. An Answer was filed on behalf of all defendants on April 02, 1999, denying all material allegations noted in the Complaint, as well as asserting a number of affirmative defenses. On September 15, 1999, a First Set of Interrogatories and Request for Production of Documents, and First Set of Request for Admissions were propounded to plaintiff. Plaintiff took the depositions of Drs. Thompson and Kearns, as well as that of Dr. John Mosbo during November 1999. The parties continue to conduct discovery. No trial date has been set.

Barbara D. Holmes v. University of Central Arkansas, (LR-C-98-826).

Plaintiff, Dr. Barbara D. Holmes, initiated legal action against the University of Central Arkansas alleging that her termination in 1999 violated the prohibition against race and gender discrimination proceeded by of Title VII of the Civil Rights Act, as amended. An Answer was filed on behalf of the university on May 04, 1999. A First Set of Interrogatories, Request for Production of Documents, and Request for Admissions were propounded to plaintiff on September 13, 1999. To date, plaintiff has failed to respond to any of the discovery submitted by the university. There has been no final trial date scheduled at this time.

Jeanne K. Scherer v. University of Central Arkansas, et al., (LR-C-99-875).

Plaintiff, Jeanne K. Scherer, a former student, initiated legal action against the University of Central Arkansas alleging she was subjected to sexual harassment by a former faculty member, in violation of Title IX of the Education Amendments, 42 U.S.C. 1983, and the Arkansas Civil Rights Act. An Answer was filed on behalf of the University on January 03, 2000. The Office of the Attorney General is providing legal representation for the University.

Rudy Patrick v. University of Central Arkansas, (00-1114-CC).

Claimant, Rudy Patrick, initiated legal action against the University of Central Arkansas alleging that the university was negligent and caused him to be injured while repelling during an outdoor recreation course. An Answer was filed on behalf of the University on January 21, 2000.

Earl Croston, Jr. v. University of Central Arkansas, (CIV-99-1893)

Plaintiff, Earl Croston, Jr., has appealed a decision rendered by the Pulaski County Circuit Court that resulted in the dismissal of a lawsuit regarding the University's decision not to rehire him for employment as a temporary groundskeeper. As you may recall, Mr. Croston filed similar lawsuits in the United States District Court and the Eighth Circuit Court of Appeals, both of which resulted in decisions in the University's favor.

**Construction Report** - At President Thompson's request, Dr. John Smith, Vice President for Financial and Administrative Services presented the following report and responded to questions from Board members.

New Academic Building - The Administration Building has been torn down and the area cleared for construction of the new academic building. The architect has submitted drawings for first review by State Building Services and hopes to have final documents ready for bid this summer.

Physical Therapy Building - The building is substantially complete and the Physical Therapy department has moved in.

Math Education/Technology Building - The architect is working on drawings and specifications and should have them ready for bid this summer. This facility will be constructed between Doyne Health Sciences Center and the Burdick Business Administration Building.

Health, Physical Education and Recreation Facility - The foundation slab is complete and the steel frame currently is being erected. The facility is scheduled to be finished in August 2000.

Conference Center - Construction on the facility began in December and will take approximately twelve to fourteen months to complete.

Donald W. Reynolds Performance Hall - The Performance Hall is approximately 70% complete and will be ready for use in June 2000.

Mass Communication Building - The facility is approximately 30% complete and is scheduled to be substantially complete by January 28, 2001.

**Financial Report** - At President Thompson's request, Dr. John Smith reviewed the quarterly financial report ending December 31, 1999.

**Capital Funding Request for 2001-03 Biennium** - President Thompson and Dr. John Smith reviewed the Capital Funding Request for the 2001-03 Biennium which has been submitted to the Arkansas Department of Higher Education in the following priority ranking:

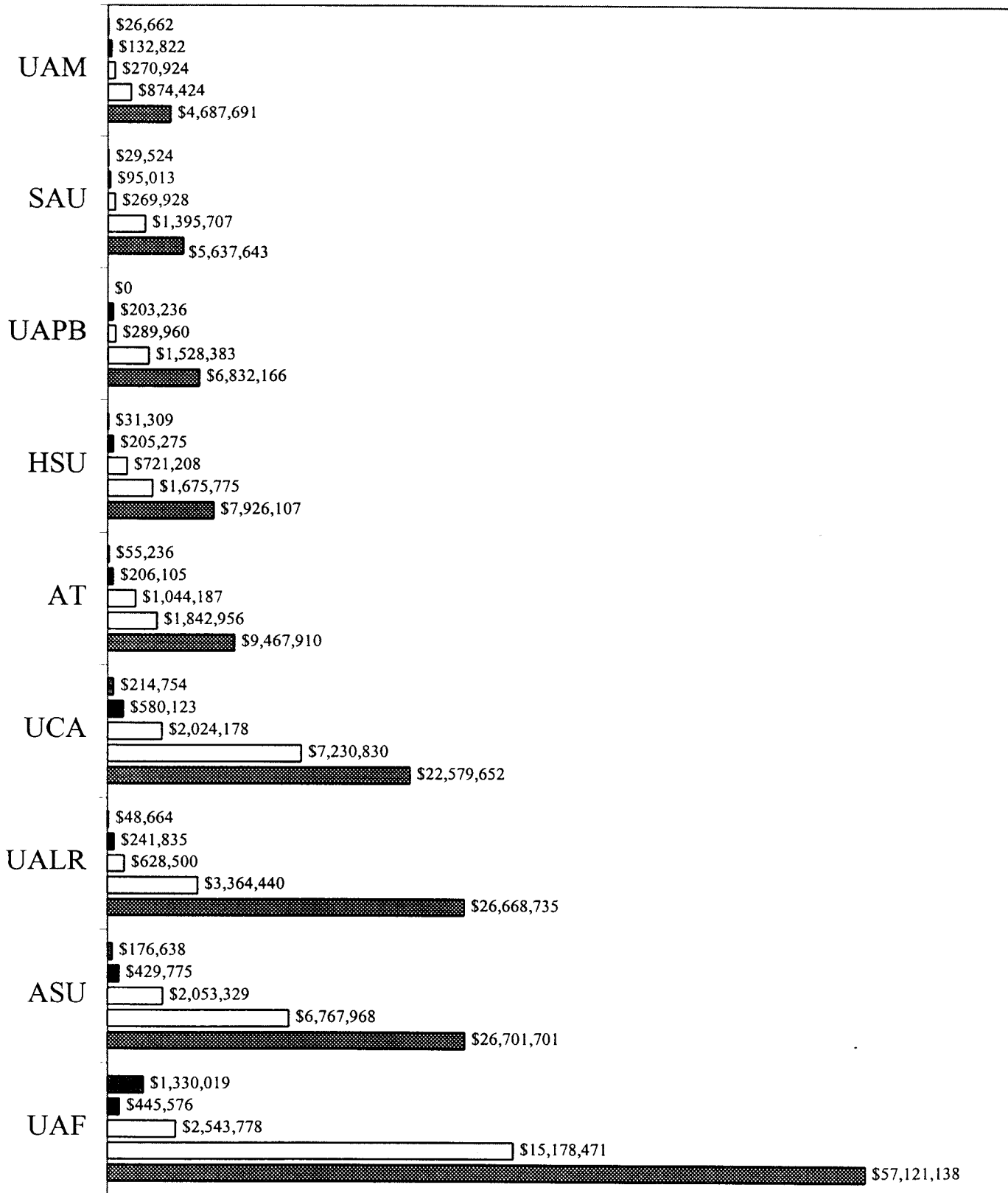
Main Hall - Renovation	\$ 6,500,000
Wingo Hall - Renovation	3,300,000
Physical Plant - New Construction	3,500,000
Health, Physical Education & Recreation Building - New Construction	<u>17,500,000</u>
TOTAL	<u>\$30,800,000</u>

Following the review of the capital funding request, Mr. Harding discussed a credit report issued by Moody's Investors Service regarding UCA's \$8 million Series 2000 Housing System Revenue Bonds which assigns an A3 underlying rating with a stable outlook to the university. Mr. Harding requested that copies of the report be sent to members of the Board.

**Scholarships and Tuition Income for 1998-99 for Arkansas Four-Year Public Institutions** - President Thompson reviewed information shown on the following page and discussed the need to impose a limit on scholarship awards from public funds by public institutions.

# Scholarships and Tuition Income for 1998-99

## Arkansas Four-Year Public Institutions



Governor's
  SAG
  Challenge
  Institutional Scholarships
  Tuition

**Commercial Development of University Property** - President Thompson reported that UCA has been contacted by a real estate developer regarding the possible commercial development of the southwest corner of the campus. President Thompson requested reactions from Board members. Following a group discussion during which Board members voiced some concerns, it was decided that President Thompson would explore the possibilities and report to the Board at a later time.

**North Central Association Accreditation Visit** - President Thompson reported that UCA has completed an extensive self-study in preparation for reaccreditation by North Central Association. NCA's evaluation team will be on campus April 10-12. President Thompson stated that the team may want to meet with members of the Board during their visit.

**STATEMENTS FROM THE PRESIDENTS OF THE STUDENT  
GOVERNMENT ASSOCIATION, FACULTY SENATE, NON-TENURE  
TRACK FACULTY SENATE, AND STAFF SENATE**

Copies of the statements from the presidents of the Student Government Association, Heather Harmon; Faculty Senate, Don Whistler; Non-tenure Track Faculty Senate, Marc Hirrell; and Staff Senate, Sharon Russell, are attached.

**ACTION AGENDA**

**Resolution for Madison P. Aydelott III** - The following resolution was adopted unanimously upon motion by Mrs. Goode with a second by Mr. Harding:

**WHEREAS, Mr. Madison P. Pat Aydelott III served, by appointment of two Governors of the State of Arkansas, nine years on the Board of Trustees of the University of Central Arkansas; and**

**WHEREAS, Mr. Aydelott has faithfully served the interests of the University of Central Arkansas and the State of Arkansas as a member of the Board; and**

**WHEREAS, Mr. Aydelott has a long association with the University, graduating from UCA in 1977 after serving as president of the Student Senate, a member of Sigma Tau Gamma fraternity and being included in Who's Who Among Students in American Colleges and Universities; and**

**WHEREAS, utilizing his outstanding personal skills and leadership abilities, Mr. Aydelott has been a continual source of invaluable advice, counsel and assistance to the Board and the university during his tenure;**

**NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the University of Central Arkansas gratefully acknowledges the dedicated service of Mr. Aydelott and**

**expresses its wholehearted appreciation, gratitude and best wishes for a full, satisfying and prosperous life in the years to come; and be it further**

**RESOLVED, that a copy of this resolution be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.**

**Legislative Audit Report** - In accordance with Act 4 of 1991, the Board of Trustees is required to review audit reports and accompanying comments and recommendations relating to publicly funded institutions. This Act requires that the Board take appropriate action relating to each finding and recommendation contained in the audit report.

A copy of the audit report was mailed to Board members with the agenda for this meeting. Following are the findings and recommendations of the Arkansas Division of Legislative Audit concerning the audit and our response to those findings.

#### Audit Findings

##### Finding I:

The University of Central Arkansas Music Department and Community School of Music reported burglaries totaling \$854.00. Mr. Sidney Sponer, former custodian, plead guilty to five counts of theft and burglary and was sentenced to eighteen months. Mr Sponer's final paycheck of \$329.42 was signed over to the university leaving a balance due of \$524.58.

##### Response:

The university has been in contact with the Faulkner County Prosecuting Attorney concerning Mr. Sponer and will pursue collection efforts for the remaining balance of \$524.58 when he is released from incarceration.

##### Finding II:

The Internal Audit office of the university reported unaccounted for funds and unauthorized disbursements totaling \$11,141.23 in the Department of Psychology and Counseling summarized on the following page.

<u>Source of Funds</u>	<u>Unaccounted For Funds</u>	<u>Unauthorized Disbursements</u>	<u>Reimbursement by Responsible Parties</u>			<u>Total</u>
			<u>Barbara Holmes</u>	<u>Lloyd Hervey Calhoun</u>	<u>Ralph Unreimbursed</u>	
APT Grant		\$ 800.00	\$ 800.00			
Edge-Up Grant		6,640.00	2,213.32	\$2,213.33	\$2,213.35	
Other	<u>\$3,148.33</u>	<u>552.90</u>	<u>775.58</u>	<u>482.81</u>	<u>444.31</u>	<u>\$1,998.53</u>
Actual	<u>\$3,148.33</u>	<u>\$7,992.90</u>	<u>\$3,788.90</u>	<u>\$2,696.14</u>	<u>\$2,657.66</u>	<u>\$1,998.53</u>
Amounts Unreimbursed			<u>\$1,316.03</u>	<u>\$ 682.50</u>		<u>\$1,998.53</u>

The Edge-Up Grant is a Goals 2000 program funded by the U. S. Department of Education through the Arkansas Department of Education and the Warren School District. The unauthorized disbursements from this grant violated the federal requirements to not replace nonfederal funding with federal funding.

Response:

The university responded administratively by discharging Dr. Barbara Holmes effective January 8, 1999. On December 21, 1998, Drs. Lloyd Hervey and Ralph Calhoun were given administrative reprimands and constraints were placed on their subsequent grant responsibilities. The Grant Accountant was issued a letter of caution concerning her actions in this audit.

The disposition of the unauthorized disbursements in the amount of \$7,992.90 have been withheld from Drs. Holmes, Hervey and Calhoun as a payroll deduction from the salary and coordination fees they earned under the federal Edge-Up grant. These monies were distributed to the Edge-Up and APT grants as well as a liability account according to the amounts owed each.

The disposition of the unaccounted for funds in the amount of \$3,148.33 have been partially reimbursed to the university in the amount of \$1,149.80. This was accomplished by a payroll deduction from the salary and coordination fees earned by Drs. Holmes, Hervey and Calhoun from the Edge-Up grant. This amount has been placed in a liability account for further distribution. The remaining amount of \$1,998.53 has been turned over to an outside agency for further investigation.



Further, more definitive procedures on the processing of grants have been made available through the Department of Sponsored Program's web site and campus workshops.

The following resolution was adopted upon motion by Mr. Harding with a second by Mr. Sims (Dr. Chakales was not present for the vote):

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HAS REVIEWED AND ACCEPTED THE AUDIT REPORT FOR FISCAL YEAR 1999 AS PREPARED BY THE ARKANSAS LEGISLATIVE AUDIT DIVISION AND REVIEWED BY THE LEGISLATIVE JOINT AUDITING COMMITTEE.**

Academic Calendar for Fall 2000 through Summer 2001 - President Thompson and John Mosbo, Provost, presented this item and responded to questions from Board members.

President Thompson explained that the major issue regarding the calendar has been whether to hold classes on Labor Day and Martin Luther King Day. President Thompson stated that there were different opinions among the groups on campus regarding the holidays. President Thompson further stated that he insisted that if classes were dismissed on those two holidays they would be made-up at some other time.

Dr. Mosbo stated that the proposed calendar places the two make-up days at the beginning of the fall semester. Dr. Mosbo explained that both days were added to the fall semester because under the current calendar there are fewer class instruction days in the fall than in the spring.

President Thompson stated that students and faculty preferred not to have classes on Labor Day and Martin Luther King Day; however, the non-teaching staff preferred that the university not be closed on Martin Luther King Day because it would require the elimination of another existing vacation day. Therefore, the resolution, which is reasonably satisfactory to everyone, proposes that classes be dismissed on Labor Day and Martin Luther King Day. The resolution further proposes that the university be closed on Labor Day but not officially closed on Martin Luther King Day.

President Thompson stated that the proposed calendar, if adopted by the Board, will be in effect for only one year. This will allow the Provost, Faculty Senate, Staff Senate, and the Student Government Association an opportunity to consider the next academic calendar which will cover a two- or three-year period.

Discussion followed during which Mr. Harding and Mr. Hicks voiced concern about Martin Luther King Day not being declared an official holiday for everyone.

Following discussion the following resolution was adopted unanimously upon motion by Mr. Sims with a second by Mr. Womack:

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING FALL 2000 THROUGH SUMMER 2001 ACADEMIC CALENDAR.**

**UNIVERSITY OF CENTRAL ARKANSAS  
ACADEMIC CALENDAR  
FALL 2000 THROUGH SUMMER 2001**

**CALENDAR FOR FALL 2000**

August 17, Thursday	Instruction begins
August 22, Tuesday	Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
September 4, Monday	Labor Day Holiday
September 5, Tuesday	Instruction resumes
September 15, Friday	Final date to make degree application for December graduation
October 18, Wednesday	Mid-term grade report date
October 27, Friday	Final date to drop a course with non-punitive grade
Oct 30 - Nov 22	Advance Registration for Spring 2001 (TENTATIVE)
November 22, Wednesday	Thanksgiving Holiday begins at Noon
November 27, Monday	Instruction resumes

December 1, Friday	Final date to officially withdraw from the University for the fall 2000 semester
December 9, Saturday	Final Exams - Saturday classes
December 11-15, Mon - Fri	Final Examinations - day and night classes
December 16, Saturday	Winter Commencement 10:30 a.m. (HLTH, LIB ARTS, SCI/MATH) 3:00 p.m. (BUSN, EDUC, FA&COMM)

### **CALENDAR FOR SPRING 2001**

January 8, Monday	Instruction begins
January 11, Thursday	Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
January 15, Monday	Martin Luther King, Jr. Day Holiday
January 16, Tuesday	Instruction resumes
February 9, Friday	Final date to make degree application for May graduation
March 7, Wednesday	Mid-term grade report date
March 16, Friday	Final date to drop a course with non-punitive grade
March 17-25, Sat-Sun	Spring Break
March 26, Monday	Instruction resumes
April 9 - May 4	Advance Registration (TENTATIVE)
April 27, Friday	Final date to officially withdraw from the University for the spring 2001 semester

May 5, Saturday	Final Exams - Saturday classes
May 7-11, Mon-Fri	Final Examinations - day and night classes
May 12, Saturday	Spring Commencement 10:30 a.m. (HLTH, LIB ARTS, SCI/MATH) 3:00 p.m. (BUSN, EDUC, FA & COMM)

### **CALENDAR FOR MAY INTERSESSION 2001**

May 14, Monday	Instruction begins
May 15, Tuesday	Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
May 25, Friday	Final date to drop a course with non-punitive grade
May 28, Monday	Memorial Day holiday
May 29, Tuesday	Instruction resumes
June 1, Friday	Final examinations

### **CALENDAR FOR SUMMER 2001**

June 4, Monday	Instruction begins for the Ten Week Summer Session and the First Summer Session
June 6, Wednesday	Last date to register, add classes, change from credit to audit or audit to credit for Ten Week Summer Session and First Summer Session
June 8, Friday	Final date to make degree application for August graduation
June 22, Friday	Final date to drop a course with non-punitive grade

June 29, Friday	Final date to withdraw from the University for the First Summer Session
July 4, Wednesday	Independence Holiday Break
July 5, Thursday	Instruction resumes
July 6, Friday	Final examinations for first summer term
July 9, Monday	Instruction begins Second Summer Session
July 11, Wednesday	Last date to register, add classes, change from credit to audit, audit to credit for the Second Summer Session
July 27, Friday	Final date to drop a course with non-punitive grade
August 3, Friday	Final date to withdraw from the University for Ten Week Summer Session or Second Summer Session
August 10, Friday	Final examinations for second summer term and ten week term
August 10, Friday	Summer Commencement

#### **CALENDAR FOR WINTER INTERSESSION, 2000-2001**

December 18, Monday	Instruction begins
December 19, Tuesday	Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
December 25	Holiday Break
December 26	Instruction resumes
January 1	Holiday break
January 2	Instruction resumes Final date to drop a course with non punitive grade

January 5, Friday

Final examinations

**Football Stadium - Renovation of East Stands** - The university architect has looked at the feasibility of completing a partial renovation to the east stands of the football stadium. It appears that dressing facilities for the visiting teams, new restroom facilities, and a concession area can be constructed under the stands. A brick facade similar to the west stands would be added to the exterior of the east stands and a brick wall constructed around the north end of the track to connect the east and west stands. Though detailed construction drawings have not been completed, the architect estimates the total cost of this work will be approximately \$1,000,000 to \$1,300,000. There should be sufficient year-end funds available in the budget to fund this project.

President Thompson stated that he does not propose that the Board bring this item to a vote at this time unless they wish to do so. President Thompson further stated that an alternative proposal is to wait until additional resources are available and construct new east stands similar to the west stands.

Dr. Chakales suggested that the entire athletic program be evaluated in connection with the proposed renovation/construction.

Following a brief discussion the item was tabled to give Board members time to consider the alternatives.

**Fees (Board Policy No. 630)** - President Thompson, Mr. Ronnie Williams, Vice President for Student Services, and Dr. John Mosbo, Provost, presented the following items and responded to questions from Board members:

1. **Increase in Student Activity Fee for Radio Station**

During the fall of 1997, the UCA Student Government Association made a proposal to the UCA administration to explore the possibility of a student-run radio station. In the spring of 1998, former UCA Board of Trustee member, Bill Johnson, donated the tower, transmitter and the assets of KCON to the university. In a joint agreement, UCA and the UCA Student Government Association (SGA) agreed to fund a start-up process for the radio station. SGA agreed to spend approximately \$75,000 to renovate the basement of the Student Center to house the radio station. UCA agreed to pay the salary and benefits of a radio station manager and other start-up expenses (approximately \$80,000 total).



During the start-up process and through discussions facilitated by the SGA Radio Station Committee, it was determined that additional funding would have to be sought in order to continue to fund the operation of the radio station. The proposed operating budget for KCON was determined to be approximately \$64,058 without student labor costs. Student labor costs were determined to be approximately \$10,000 yearly for a total annual operating budget of approximately \$74,058.

It is estimated that KCON will be able to sell approximately \$15,000 to \$20,000 in advertising each year if community support remains high.

After surveying approximately 400 students during the fall semester 1998 in which students were asked if they would support a fee increase to fund the Radio Station, the SGA voted to recommend that the student activity fee be raised by \$4 per student for each fall and spring semester and dedicated to the Radio Station.

## 2. Health Services Fee

The UCA Student Health Services (SHS) provides health services to students, faculty, staff, and designated campus visitors. The scope of services offered has greatly increased during the last three years resulting in a 36% increase in patient utilization and a **218%** increase in services delivered, comparing July through December of 1996 to the same months of 1999. The most dramatic increase was seen during the last 6 months of 1999, with 5086 clinic visits and 8371 services delivered.

Recognizing not only the increasing demand for services, but the increased level of complexity and quality of care being delivered by SHS, the UCA Student Government Association at their January 24, 2000 meeting, overwhelmingly endorsed a fee increase of \$5 per student per semester designated for SHS. If the fee is approved, SHS will not charge students for laboratory testing as it currently must do. SHS will also be able to provide additional tests and other on-site treatment, including oral, injected, and intravenous medications and fluids.

SHS is funded through student paid registration and other fees. Faculty, staff and visitors are not charged. However, during the above mentioned 6-month period in 1999, SHS provided 314 services to faculty and staff. The provision of services to this group depletes the resources designated for and financed by students.

To provide a means whereby faculty, staff, and designated campus visitors may receive health services, the initiation of a health services fee of \$5.00 per visit is proposed. Supplies and medications will be charged at-cost in addition to the per-visit fee.

3. Fine and Performing Arts Fee

A fine and performing arts fee is proposed to expand artistic opportunities that supplement and enhance university life and academic programs. The fee would be charged to all students at a rate of \$2.00 per credit hour with a maximum of \$24.00 per semester. Activities funded by the fee would include expanding the number and quality of on-campus exhibitions and presentations; providing visiting artist residencies, workshops, and performances; supporting statewide and regional art tours for students; and increasing student participation in regional and national competitions.

4. Elimination of UCA at Night

The UCA at Night program was initiated in 1995 to support additional opportunities for non-traditional students to participate in higher education at the University of Central Arkansas. The program provides courses at convenient times for non-traditional students, and has offered the incentive of reduced fees for night classes. A survey of all UCA at Night students was conducted during the fall 1999 semester by the Division of Undergraduate Studies. The results of the survey revealed that students chose UCA and the UCA at Night program primarily on the basis of the availability of general education courses in the evening; the reduced fees were not a substantial factor for most students. With the inception of University College, UCA can continue to meet the needs of UCA at Night and other non-traditional students with night and weekend programs that emphasize the completion of the Associate of Arts in General Studies while phasing out the UCA at Night program and multi-tiered registration fees.

It is recommended that UCA at Night accept no new students after the spring 2000 semester.

It is further recommended that reduced fees for UCA at Night be phased out for current UCA at Night students. During the transitional phase, the reduced fees would continue through the fall semester 2001 for any UCA at Night student who is continuously enrolled from the spring 2000 semester through fall 2001.

5. Fee for the International Master of Business Administration Program

The following proposed fees were developed with the University of Luton (England) and the Haagse Hogeschool, University of Professional Education (the Netherlands) as partners with

the University of Central Arkansas in the establishment of the International Master of Business Administration (IMBA). The international nature of the program entails administrative and educational costs that will surpass those of traditional master's programs. The recommended amount is slightly higher than that normally charged to out-of-state students for 36 hours of traditional graduate credit. Registration fees will be the same at each of the participating universities.

The proposed total registration fees for the 36 graduate credit hours of the IMBA are \$12,000. This amount includes \$2,000 as an initial payment to the home university which is non-refundable, fees of \$3,500 for fall, \$1,500 for the first eight weeks of the following spring semester, \$3,500 for the sixteen-week period from the beginning of March to the end of June spent abroad (these funds will be transferred to the foreign university), and \$1,500 for the second summer term. Students enrolled beyond the twelve-month period will pay regular graduate registration fees.

Discussion followed during which Mr. Sims stated that he will vote in favor of the proposed fees but expressed concern that the Student Government Association did not have input on all proposed fees.

Mrs. Goode stated she, too, will vote in favor of the fees, however, the Board and the administration need to be aware of the increase in the cost of a college education and must not put an education out of the reach of students.

Following discussion the following resolutions, as amendments to Board Policy No. 630 Fees - General Registration and Other, were adopted unanimously upon motion by Mr. Harding with a second by Dr. Chakales:

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES AN INCREASE IN THE STUDENT ACTIVITY FEE FOR THE RADIO STATION OF \$4.00 PER STUDENT TO BE CHARGED EACH FALL AND SPRING SEMESTER EFFECTIVE FALL SEMESTER, 2000;**

**BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES A HEALTH SERVICES FEE OF \$5.00 PER STUDENT TO BE CHARGED EACH FALL AND SPRING SEMESTER EFFECTIVE FALL SEMESTER, 2000 AND AUTHORIZES THE DEPARTMENT OF STUDENT HEALTH SERVICES TO CHARGE A FEE OF \$5.00 PER VISIT FOR**

**FACULTY, STAFF AND DESIGNATED CAMPUS VISITORS PLUS THE COST OF SUPPLES AND MEDICATIONS;**

**BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES A FINE AND PERFORMING ARTS FEE OF \$2.00 PER CREDIT HOUR WITH A MAXIMUM OF \$24.00 PER SEMESTER EFFECTIVE FALL SEMESTER, 2000;**

**BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE ELIMINATION OF THE REGISTRATION FEE FOR THE UCA AT NIGHT PROGRAM EFFECTIVE AT THE CONCLUSION OF THE FALL SEMESTER 2001. DURING THE TRANSITIONAL PHASE, THE REDUCED FEES WOULD CONTINUE THROUGH THE FALL SEMESTER 2001 FOR ANY UCA AT NIGHT STUDENT WHO IS CONTINUOUSLY ENROLLED FROM THE SPRING 2000 SEMESTER THROUGH FALL 2001.**

**BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES A REGISTRATION FEE IN THE AMOUNT OF \$12,000 FOR THE INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION PROGRAM. THIS AMOUNT INCLUDES A \$2,000 INITIAL PAYMENT TO THE HOME UNIVERSITY WHICH IS NON-REFUNDABLE.**

**BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES AMENDMENTS AS STATED ABOVE TO BOARD POLICY NO. 630, FEES - GENERAL REGISTRATION AND OTHERS, AS SHOWN IN THE ATTACHED CHARTS.**

**GENERAL REGISTRATION AND OTHER MANDATORY FEES:  
UNDERGRADUATE**

The current and proposed general registration and other required fees for an undergraduate student on a per hour basis are as follows:

	Enrolled before Fall 1996		Enrolled Fall '96 - Sum '97		Enrolled Fall '97 - Sum '98		Enrolled Fall '98 - Sum '00	
	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum
<b>Current 1999-2000 Fees</b>								
General Registration	82.00	980.00	94.50	1,132.00	104.50	1,251.00	115.00	1,379.00
Facilities	3.00	36.00	3.00	36.00	3.00	36.00	3.00	36.00
Cooperative Education	-	-	0.50	6.00	0.50	6.00	0.50	6.00
Student Ctr/Recreation	4.00	48.00	4.00	48.00	4.00	48.00	4.00	48.00
Athletic	10.00	120.00	10.00	120.00	10.00	120.00	10.00	120.00
<b>TOTAL</b>	<b>99.00</b>	<b>1,184.00</b>	<b>112.00</b>	<b>1,342.00</b>	<b>122.00</b>	<b>1,461.00</b>	<b>132.50</b>	<b>1,589.00</b>
AAGE	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Student Activity (1-7 hours)	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity (8+ hours)	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Publication*	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Out-of-State	88.00	1,054.00	94.00	1,128.00	102.50	1,226.00	111.00	1,332.00

\*Charged fall and spring semesters only

	Enrolled before Fall '97		Enrolled Fall '97 - Sum '98		Enrolled Fall '98 - Sum '01	
	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum
<b>Proposed 2000-2001 Fees</b>						
General Registration	98.00	1,173.00	108.00	1,296.00	119.00	1,428.00
Facilities	3.00	36.00	3.00	36.00	3.00	36.00
Cooperative Education	0.50	6.00	0.50	6.00	0.50	6.00
Fine/Performing Arts	2.00	24.00	2.00	24.00	2.00	24.00
Student Ctr/Recreation	4.00	48.00	4.00	48.00	4.00	48.00
Athletic	10.00	120.00	10.00	120.00	10.00	120.00
<b>TOTAL</b>	<b>117.50</b>	<b>1,407.00</b>	<b>127.50</b>	<b>1,530.00</b>	<b>138.50</b>	<b>1,662.00</b>
AAGE	5.00	5.00	5.00	5.00	5.00	5.00
Student Activity (1-7 hours)	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity (8+ hours)	20.00	20.00	20.00	20.00	20.00	20.00
Radio Station*	4.00	4.00	4.00	4.00	4.00	4.00
Health Services*	5.00	5.00	5.00	5.00	5.00	5.00
Publication*	5.00	5.00	5.00	5.00	5.00	5.00
Out-of-State	97.00	1,161.00	105.50	1,263.00	114.50	1,371.00

\*Charged fall and spring semesters only

For purposes of determining which of the above fee rate schedules applies to an undergraduate student, the date of enrollment will be the first semester in which the student enrolls in an undergraduate course at UCA. Once an undergraduate degree is received from UCA, the student will be considered a new undergraduate student for any future undergraduate courses in which they might enroll.

**GENERAL REGISTRATION AND OTHER MANDATORY FEES:**

**GRADUATE**

The current and proposed general registration and other required fees for a graduate student on a per hour basis are as follows:

	Current 1999-2000	Proposed 2000-2001
General Registration	143.50	148.50
Facilities	3.00	3.00
Fine/Performing Arts	-	2.00
Sub-Total	146.50	153.50
Student Ctr/Recreation	4.00	4.00
Athletic	10.00	10.00
TOTAL	160.50	167.50
Student Activity (1-7 hours)	10.00	10.00
Student Activity (8+ hours)	20.00	20.00
Radio Station*	-	4.00
Health Services*	-	5.00
Publication*	5.00	5.00
Out-of-State	153.00	157.50

\*Charged fall and spring semesters only

**GENERAL REGISTRATION AND OTHER MANDATORY FEES:**

***UCA AT NIGHT***

The current and proposed general registration and other required fees for a UCA at Night student on a per hour basis are as follows:

	Current <u>1999-2000</u>	Proposed <u>2000-Dec 2001</u>
General Registration	44.00	47.00
Student Ctr/Recreation	3.00	3.00
TOTAL	<u>47.00</u>	<u>50.00</u>
Out-of-State	47.00	50.00

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If a student enrolls in both the UCA at Night program and regular classes, the total cost of attendance should not exceed the total cost of a regular undergraduate student for the same period of enrollment.

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**GENERAL REGISTRATION AND OTHER MANDATORY FEES:**

***International Master of Business Administration***

The proposed application and general registration fees for the International Master of Business Administration degree are as follows:

	<u>Proposed 2000-2001</u>
Application Fee -- non-refundable	2,000.00
Fall Semester	3,500.00
Spring Semester/first 8 weeks	1,500.00
Spring Semester/second 16 weeks*	3,500.00
Second Summer	1,500.00
	<u>12,000.00</u>

\*funds to be transferred to the foreign university



**Partial Renovation of Old Gym** - The activity area of the Old Gym is in need of renovation. This area does not have central heat or air and the lighting and bleachers need to be replaced. Also, the weight training area and dressing facilities for women's athletics need painting, new carpeting and other improvements. The estimated cost to make these improvements is \$225,000.

Because of the condition of the activity area in the Old Gym, the women's volleyball team moved all practices and games to the Farris Center this year. This arrangement causes numerous scheduling conflicts with the men's and women's basketball teams during the fall competition season and with other sports during the spring off-season practices.

Renovation to the activity area in the Old Gym would provide a quality competition arena for the volleyball team and relieve scheduling conflicts in the Farris Center. Remodeling and furnishing the weight training area would provide a workout area for all women's sports and alleviate demands on the weight room in the football stadium.

The following resolution was adopted unanimously upon motion by Mr. Sims with a second by Dr. Chakales:

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO RENOVATE THE OLD GYM FOR WOMEN'S ATHLETICS AT AN APPROXIMATE COST OF \$225,000.**

**Ratification of Amendments to Faculty Association Constitution** - On January 13, 2000 the Faculty Association approved three amendments to the Faculty Association Constitution. The amendments are attached for your review. Article VII, Section 2 of the Faculty Association Constitution requires ratification of the amendments by the President of the university and by the Board of Trustees. The President has reviewed and approved the amendments.

The following resolution was adopted unanimously upon motion by Mr. Sims with a second by Mrs. Goode:

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES RATIFIES THE FOLLOWING THREE AMENDMENTS TO THE FACULTY ASSOCIATION CONSTITUTION.**

**AMENDMENTS TO THE UCA FACULTY ASSOCIATION CONSTITUTION  
RATIFIED ON JANUARY 13, 2000, BY THE UCA FACULTY ASSOCIATION**

**1. Article I, Section 1, which had read:**

The faculty shall include those full-time employees of the university who hold the rank of instructor, assistant professor, associate professor, or professor and who have tenure or enjoy a tenure-track appointment.

**Is replaced by:**

**The Faculty Association shall include those full-time employees of the university who hold the rank of instructor, lecturer, assistant professor, associate professor, or professor and those full-time employees of the university with teaching included as a responsibility of their appointment.**

**2. Article III, Section 1, which had read:**

The senate shall consist of ex officio and elected members as follows:

1. Ex Officio: The Vice-President of Academic Affairs
2. Elected
  1. College Senators: Three (3) faculty members from each academic college of the university shall be elected by a secret ballot of the faculty of the respective colleges in accordance with the provisions of the Constitution.
  2. At-Large Senators: Six (6) faculty members shall be elected by a vote of the entire faculty.

**Is replaced by:**

**The senate shall consist of ex officio and elected members as follows:**

- X **Ex Officio: Provost**
- X **Ex Officio: (For purpose of this paragraph part-time faculty means part-time employees of the university with teaching included as a responsibility of their appointment. ) One part-time faculty member of the university elected by the part-time faculty of the university. This shall be a non-voting member except on issues that directly affect the part-time faculty of the university as determined by the President of the Faculty Senate.**
- X **Elected**

- X **College Senators: Three (3) Faculty Association members from each academic college of the university shall be elected by a secret ballot of the Faculty Association of the respective colleges in accordance with the provisions of the Constitution.**
- X **At-Large Senators: Six (6) Faculty Association members shall be elected by a vote of the entire Faculty Association.**

3. **Article VI, Section 3**, which had read:

Any proposed amendments to the Constitution which are submitted by the Faculty Senate to the Faculty Association for a vote will be submitted for such a vote (by secret, written ballot) at the next general faculty meeting.

**Is replaced by:**

**Any proposed amendments to the Constitution which are submitted by the Faculty Senate to the Faculty Association for a vote will be submitted for such a vote (by secret, written ballot) at elections during one regular workday; the elections shall be held in the office of the Faculty Association members' respective college deans under the supervision of the Faculty Senate; absentee voting shall be conducted on the two working days preceding the election day under the supervision of the Faculty Senate President.**

**Food Service Contract for 2000-2001 (Board Policy No. 633) and Housing (Board Policy No. 632)** - The Board considered and voted on these two items simultaneously. Dr. John Smith presented both items.

**Food Service Contract** - The university has received from ARAMARK, Inc. a food service proposal for the 2000-2001 contract year. The proposed contract provides for a rate increase of 4.6% for the meal plans for fall and spring terms and 1.9% for summer sessions in 2001. Part of the increase for the fall and spring terms is to add a smoked or roasted carved meat entree in the cafeteria at each noon and evening meal. The rate increases for summer camps and casual meals in the cafeteria range from 1.1% to 2.5%.

The commission paid for off-campus special groups will remain at approximately 15%. The commission paid on casual meals in the cafeteria, and the non-boarders meal plan will remain at 12%. ARAMARK, Inc. will pay the university a 13% commission on all board plan declining balance sales and on catered events, 12% on all non-board plan declining balance sales and 10% on all inclining balance sales.

The university will continue to contract with ARAMARK, Inc. for the operation of its food court in the Student Center and snack bar in Burdick Business Administration Building. ARAMARK, Inc. will pay the university 7% of sales in the Pizza Hut, 10% of sales in Chick-Fil-A, and 13% of sales for all other cash operations.

No change is recommended for the Estes Stadium, Farris Center, and Farris Field concessions contract. The university currently grants ARAMARK, Inc. the exclusive right (except for the UCA High School Basketball Tournament) to operate the concessions in these facilities. It is recommended that this contract be extended from June 1, 2000, through May 31, 2001, with payment to the university of 15% of gross sales, which is the same as the 1999-2000 rate.

The rates for 2000-2001 are as follows:

<u>TERM</u>	<u>MEAL PLAN*</u>	<u>1999-2000 RATES PER DAY</u>	<u>2000-2001 RATES PER DAY</u>	<u>INCREASE %</u>
Fall & Spring	Unlimited**	\$4.89	\$5.11	4.5%
	All 19 meals	\$4.61	\$4.82	4.6%
	Any 15 meals	\$4.31	\$4.51	4.6%
	Any 10 meals	\$4.15	\$4.34	4.6%
	Any 7 meals with \$125.00	\$3.38	\$3.54	4.7%

<u>GROUP</u>	<u>MEAL</u>	<u>1999-2000 RATES PER DAY</u>	<u>2000-2001 RATES PER DAY</u>	<u>AMOUNT TO UCA</u>	<u>INCREASE %</u>
Casual Meals	Breakfast	\$3.85	\$3.90	\$ .46	1.3%
	Brunch	\$4.50	\$4.55	\$ .54	1.1%
	Lunch	\$4.50	\$4.55	\$ .54	1.1%
	Dinner	\$4.50	\$4.55	\$ .54	1.1%
	Special Meals	\$5.55	\$5.65	\$ .67	1.8%

<u>GROUP</u>	<u>MEAL</u>	<u>SUMMER 2000 PER DAY</u>	<u>SUMMER 2001 PER DAY</u>	<u>AMOUNT TO UCA</u>	<u>INCREASE %</u>
Off-Campus Special Groups	Breakfast	\$3.26	\$3.34	\$ .50	2.5%
	Brunch	\$3.97	\$4.07	\$ .61	2.5%
	Lunch	\$3.97	\$4.07	\$ .61	2.5%
	Dinner	\$3.97	\$4.07	\$ .61	2.5%
Summer I & II 2001	All 19 meals	\$6.98	\$7.11		1.9%
	Any 15 meals	\$6.04	\$6.16		2.0%
	Any 10 meals with \$75.00	\$5.07	\$5.17		2.0%

<u>GROUP</u>	<u>PLAN</u>	<u>1999-2000</u> <u>PER SEM.</u>	<u>2000-2001</u> <u>PER SEM.</u>	<u>INCREASE</u> <u>%</u>
Commuter	Any 50 meals with \$175.00 declining balance	\$385.00	\$390.00	1.3%
	Any 30 meals with \$125.00 declining balance	\$255.00	\$260.00	2.0%

Commissions: 15% for off-campus special groups  
13% for catered events  
12% for casual meals in cafeteria  
12% for special meal plan for non-boarders  
13% for declining balance for boarders  
12% for declining balance for non-boarders  
10% for inclining balance

\* All meal plans have the option of adding a \$50.00 DCB and the commission to the university will remain the 13% already paid on DCB.

\*\* Optional and not covered by university scholarships.

## Housing

### 1. Room and Board Rates for 2000-2001

The current room and board charge is \$1,575 per semester if the student is in a double occupancy room and on the 19-meal plan. An increase will be needed for the standard board plans to cover the improvements made in the ARAMARK, Inc. food service contract. An increase is recommended also for the residence hall room rates. This increase is needed because of the age of the residence halls, the need to make improvements and repairs each year, and salary adjustments for student and professional staff. The total proposed room and board rate for 2000-2001 is \$1,645.00, or an overall increase of 4.4%.

For the 1999-00 school year, housing has experienced an annualized occupancy of approximately 94%, slightly lower than last year, however there were no students placed in three-to-a-room situation as there had been during the previous year. The new residence hall, the continued variety of housing options and adding a new food option in the cafeteria should assist in maintaining a high occupancy rate for 2000-2001.

The standard meal plans for 2000-2001 are the same as 1999-00. The option of unlimited meals and declining balance with the standard meal plans will be offered again in 2000-2001.

### 2. Baldrige Apartments Rental Rates for 2000-2001

The rental fee for Baldrige Apartments has been increased only three times since the university began operating the complex in 1992. Because of rising maintenance costs, a moderate increase is needed for 2000-2001.

The following resolutions as amendments to Board Policy No. 633, Food Service Contract, and Board Policy No. 632, Room and Board were adopted unanimously upon motion by Mr. Harding with a second by Mr. Sims:

**BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO SIGN A ONE-YEAR CONTRACT WITH ARAMARK, INC. WITH RATES AS SHOWN IN THE CHART ABOVE, THEREBY AMENDING BOARD POLICY NO. 633, FOOD SERVICE CONTRACT.'**

**BE IT FURTHER RESOLVED: THE ADMINISTRATION IS AUTHORIZED TO SIGN A ONE-YEAR CONTRACT WITH ARAMARK, INC. FOR THE OPERATION OF THE FOOD COURT IN THE STUDENT CENTER AND SNACK BAR IN BBA, PROVIDING THAT ARAMARK, INC. WILL PAY THE UNIVERSITY 7% OF SALES IN THE PIZZA HUT, 10% OF SALES IN CHICK-FIL-A, 13% OF SALES IN THE JAVA JOINT AND 13% OF SALES FOR ALL OTHER CASH OPERATIONS FOR THE PERIOD OF JUNE 1, 2000, THROUGH MAY 31, 2001, AND SIGN A SIMILAR CONTRACT WITH ARAMARK, INC. FOR THE OPERATION OF THE ATHLETIC CONCESSIONS AT ESTES STADIUM, THE FARRIS CENTER, AND FARRIS FIELD FOR THE PERIOD BEGINNING JUNE 1, 2000, THROUGH MAY 31, 2001, PROVIDING ARAMARK, INC. WILL PAY THE UNIVERSITY 15% OF GROSS SALES DURING THE PERIOD OF THE CONTRACT.**

**BE IT FURTHER RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES APPROVES THE FOLLOWING SCHEDULE OF ROOM AND BOARD RATES FOR THE ACADEMIC YEAR, EFFECTIVE FALL, 2000, AND SUMMER CONFERENCES AND SUMMER TERMS AS SET OUT BELOW FOR 2001, EFFECTIVE SUMMER 2001, THEREBY AMENDING BOARD POLICY NO. 632, ROOM AND BOARD':**



## ROOM RATE SCHEDULE

### Fall & Spring 2000-2001

**(Current)**

Double Occupancy Room Rate	\$ 930.00 per semester	(\$ 890.00)
Private Room Rate	\$1,255.00 per semester	(\$1,195.00)
Greek Room Rate	\$ 7.50 per semester	(\$ 7.25)
Minton Hall (private room)	\$1,280.00 per semester	(\$1,220.00)
Minton Hall (double room)	\$ 950.00 per semester	(\$ 905.00)
Guaranteed Private Room (Baridon & Short/Denney & new hall)	\$1,395.00 per semester	(\$1,330.00)
RA Room	\$ 930.00 per semester	(\$ 890.00)

### Summer Terms 2001

Any Hall (double room)	\$ 295.00 per summer term	(\$ 280.00)
Any Hall (private room)	\$ 395.00 per summer term	(\$ 375.00)

### Summer Conferences 2001

Youth Rate (double)	\$ 8.75 per person/night	(\$ 8.50)
Adult Rate (double)	\$ 12.00 per person/night	(\$ 11.50)
Adult Rate (single)	\$ 16.50 per person/night	(\$ 16.00)
UCA Student Groups	\$ 6.50 per person/night	(\$ 6.25)

## BOARD RATE SCHEDULE

### Fall & Spring 2000-2001

Any 19-meals per week	\$ 715.00 per semester	(\$ 685.00)
Any 15-meals per week	\$ 695.00 per semester	(\$ 665.00)
Any 10-meals per week	\$ 675.00 per semester	(\$ 645.00)
Any 7-meals with \$125.00 declining balance	\$ 690.00 per semester	(\$ 660.00)

### Optional Meal Plans

Unlimited meals	\$ 770.00 per semester	(\$ 740.00)
19 meals + \$50.00	\$ 765.00 per semester	(\$ 735.00)
15 meals + \$50.00	\$ 745.00 per semester	(\$ 715.00)
10 meals + \$75.00	\$ 750.00 per semester	(\$ 720.00)

### Summer 2001

Any 19-meals per week	\$ 260.00 (per term)	(\$ 250.00)
Any 15-meals per week	\$ 235.00 (per term)	(\$ 225.00)

**BE IT FURTHER RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES APPROVES THE FOLLOWING MONTHLY SCHEDULE OF BALDRIDGE APARTMENT RATES FOR THE 2000-2001 BUDGET YEAR, EFFECTIVE JULY 1, 2000, THEREBY AMENDING BOARD POLICY NO. 632, 'ROOM AND BOARD' :**

**RENT FOR BALDRIDGE APARTMENTS**

<b><u>Apartment</u></b>	<b><u>2000-2001</u></b>	<b><u>(Current)</u></b>
2003 Bruce #1	\$415.00	(\$405.00)
2003 Bruce #2	\$415.00	(\$405.00)
2003 Bruce #3	\$365.00	(\$355.00)
2003 Bruce #4	\$365.00	(\$355.00)
2003 Bruce #5	\$415.00	(\$405.00)
2005 Bruce #A	\$415.00	(\$405.00)
2005 Bruce #B	\$415.00	(\$405.00)
2005 Bruce #C	\$415.00	(\$405.00)
2005 Bruce #D	\$415.00	(\$405.00)
229 Elizabeth #1	\$415.00	(\$405.00)
229 Elizabeth #2	\$415.00	(\$405.00)
229 Elizabeth #3	\$415.00	(\$405.00)
229 Elizabeth #4	\$415.00	(\$405.00)
229 Elizabeth #5	\$415.00	(\$405.00)
229 Elizabeth #6	\$415.00	(\$405.00)
229 Elizabeth #7	\$415.00	(\$405.00)
229 Elizabeth #8	\$415.00	(\$405.00)

**New Academic Program: International Master of Business Administration** - The International Master of Business Administration (IMBA) is a 36-hour program designed to prepare students for managerial-level careers in international business organizations or businesses engaging in international commerce. The proposed program will be in partnership with the University of Luton (England) and the Haagse Hogeschool, University of Professional Education (the Netherlands). Other partner schools outside the United States may be added in the future. The curriculum parallels the present Master of Business Administration offered at UCA, but several of the courses have been modified to place greater emphasis on international business/multicultural issues and topics. Further, the program requires that a minimum of 12 hours, but no more than 18 hours, be completed abroad at one of the partner institutions.

The IMBA was developed in conjunction with the faculty of the College of Business Administration at UCA and the faculty at the University of Luton and the Haagse Hogeschool, University of Professional Education. The program has been recommended by all appropriate councils and administrators.

The following resolution was adopted upon motion by Mr. Harding with a second by Mr. Sims (Dr. Chakales was not present for the vote):

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION TO BEGIN FALL 2000.**

**Proposal to the**  
**ARKANSAS DEPARTMENT OF HIGHER EDUCATION**  
**for a New Academic Program**  
**INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION**  
**UNIVERSITY OF CENTRAL ARKANSAS**

**1. PROPOSED PROGRAM TITLE**

International Master of Business Administration

**2. CIP CODE REQUESTED**

52.1101

**3. CONTACT PERSON(S)**

Dr. Winfred L. Thompson, President

University of Central Arkansas

201 Donaghey Avenue

Conway, Arkansas 72035

(501) 450-3170

Dr. John A. Mosbo, Provost

(501) 450-3126

jmosbo@mail.uca.edu

**4. PROPOSED STARTING DATE**

Fall 2000 Semester

**5. PROGRAM SUMMARY**

The International MBA degree is designed to prepare business professionals for middle and upper management level positions with multinational corporations, businesses involved in export or import, or employers engaged in other ways with businesses outside the United States. This program will give its graduates the additional skills and experiences needed to help lead businesses in a rapidly growing global environment of business. Further, this program aims to create independent critical thinkers, team players and strategic visionaries, and to develop personal transferable skills and attitudes appropriate for senior management responsibility.

As detailed in section 7, the program consists of 36 credit hours of graduate course work. It is designed to be completed in 12 months of full-time study, although it is recognized that some students may take longer. Admission requirements will be the same as those for the current MBA program in Business Administration.

This program has been developed and will be implemented in partnership with other institutions. Initially, this partnership consists of the University of Central Arkansas, the University of Luton (England), and the Haagse Hogeschool University of Professional Education (the Netherlands). Other partners may be added upon approval of the existing partners. As part of the partnership, UCA will host International MBA students enrolled at the other partner institutions for a seventeen (17) week period, beginning with the ninth week of the Spring Semester and continuing through Summer I. During this period, students from the foreign institution

will complete 12 credit hours of courses. Thus, UCA will be hosting students from the foreign institutions during the time when UCA's International MBA students are studying abroad.

New program costs and funding sources are outlined in section 10 and 11. Registration fees will be established by agreement with the partner institutions, subject to approval by each institution's governing board. Recommended registration fees may be higher for the International MBA program than for other graduate programs at the university.

## 6. NEED FOR THE PROGRAM

The need for this program is demonstrated by the expanding need of Arkansas businesses to compete globally and develop avenues of international trade. The new economy requires businesses and educators to have a greater understanding of the entire global arena as well as differences in business practices, cultures, and communications among countries. Thus, International MBAs will be distinguished from traditional MBAs by the graduates' exposure to issues and practices related to the operation of businesses in diverse cultures and business environments. This change in focus is reflected in new courses in Multicultural Communication, International Strategic Management, International Integration of Business, and Global Entrepreneurship.

## 7. CURRICULUM OUTLINE

All UCA students in the International MBA program will complete 36 credit hours. Students will begin the program in the Fall Semester, with the expectation of completing a minimum of 12 credit hours during that period, then complete a minimum of 6 credit hours during the first 8-week term of the Spring Semester. Students will then complete 12 credit hours during the next 16 week period at one of the partner universities. Students may then return to UCA or stay abroad to complete the remaining 6 credit hours. Students will continue to be enrolled at UCA while studying abroad, and UCA will be responsible for assigning grades and validating credit for all course work completed at a partner university.

### *Outline of Courses*

<b>Course Number</b>	<b>CourseTitle</b>	<b>Credit Hours</b>
MBA 6301	Decision Modeling in Information Systems	3
MBA 6302	Accounting for Management Decisions	3
MBA 6303	Managerial Economics	3
MBA 6305	Financial Decision Making	3
MBA 6306	Legal Environment of Business for Managers	3
MBA 6308	Marketing Strategies	3
MBA 6309	Global Entrepreneurship	3
MBA 6310	International Integration of Business	3
MBA 6311	International Strategic Management	3
MBA 6312	Multicultural Communication	3
ELECTIVES	Electives may include International Internship, Graduate Thesis, or approved electives in global business courses (Accounting, Economics, Finance, Information Systems, Management, or Marketing), world culture, or foreign language at the 3000 level or higher.	6
<b>TOTAL CREDIT HOURS</b>		<b>36</b>

### *Course Descriptions*

**MBA 6301 Decision Modeling in Information Systems.** Explores the role of information systems in business; in particular, the application of quantitative, data analysis, and information management methods of business decision making.

**MBA 6302 Accounting for Management Decision.** Emphasizes the uses of accounting data internally by managers/entrepreneurs in directing the operations of business and non-business organizations. Undergraduate accounting majors may substitute ACCT 6310 Advanced Accounting Theory for MBA 6302.

**MBA 6303 Managerial Economics.** Presents concepts, tools, and methods of economic analysis relevant to broad cross-section decisions within the business firm.

**MBA 6305 Financial Decision Making.** Relevant tools used in financial decision making. Emphasizes cases, business games, current literature, and problems.

**MBA 6306 Legal Environment of Business for Managers.** Designed to give students an overview of the important issues in international law that relate to the conduct of commerce in multinational corporations and in conducting export and import.

**MBA 6308 Marketing Strategies.** Focuses on the role of the marketing process in developing/achieving organizational goals and on practical applications using the case method.

**MBA 6309 Global Entrepreneurship.** Development and study of the process of starting and expanding a global business. Entails principles of behavior ideas, opportunity recognition, new venture financing, and management practices.

**MBA 6310 International Integration of Business.** Designed to prepare managers with the ability and skills needed to effectively and efficiently integrate the various components of the business enterprise. Prerequisites include MBA 6302, 6305, and 6308.

**MBA 6311 International Strategic Management.** Focuses on principles of leading and managing a global enterprise. Students are expected to understand the importance of all of the business disciplines to the successful functioning of a firm. Prerequisites are MBA 6305 and 6308. Corequisite is MBA 6302 (or Accounting 6310).

**MBA 6312 Multicultural Communication.** The application of oral/written communication theories prevalent in today's global business environment. Emphasizes various cultural practices and taboos.

### *Admission Requirements*

Admission requirements will be the same as the current MBA program. Students must have a 950 index based on the formula  $200 \text{ GPA} + \text{GMAT Score}$  if the undergraduate GPA is 2.7 or above. Those with less than an undergraduate GPA of 2.7 must score 1000 using the index. International students must score a minimum of 550 on the TOEFL test.

## **8. FACULTY**

A list of the graduate faculty in the College of Business Administration follows. Curriculum vitae are on file for each faculty member.

<b>Faculty Member</b>	<b>Highest Degree</b>	<b>Doctoral Institution</b>	<b>Area of Specialization</b>
Dr. James Bell	EdD	University of Oklahoma	Quantitative Analysis
Dr. William Bounds, Jr.	PhD	University of Mississippi	Management
Dr. Don B. Bradley III	PhD	University of Missouri	Marketing
Dr. Joseph Cangelosi	PhD	Louisiana Tech University	Marketing
Dr. Pat Cantrell	PhD	Southern Methodist University	Economics
Dr. Rebecca Gatlin	PhD	East Texas State University	Information Systems
Dr. Ling He	PhD	Cleveland State University	Finance
Dr. Lenie Holbrook	PhD	University of Illinois	Management
Dr. Joe Horton	PhD	Southern Methodist University	Economics
Dr. Bill Humphrey	PhD	University of Arkansas	Accounting
Dr. Ira Saltz	PhD	University of California, Berkeley	Economics
Dr. Paul Jensen	PhD	University of Memphis	Accounting
Dr. Clint Johnson	PhD	Texas Tech University	Economics
Dr. David Kim	PhD	Texas Tech University	Marketing
Dr. Bill Kordsmeier	PhD	Texas A & M University	Economics
Dr. John Malley	DBA	Florida State University	Information Systems
Dr. James Packer	DBA	Louisiana Tech University	Finance
Dr. Armand Picou	PhD	Florida Atlantic University	Finance
Dr. Pamela Spikes	PhD	University of Mississippi	Accounting
Dr. Michael Rubach	PhD	University of Nebraska	Management
Dr. Roy Whitehead, Jr.	JD	University of Arkansas	Legal Environment of Business

## **9. DESCRIPTION OF RESOURCES**

### ***Library***

Torreyson Library is the second largest academic library in the state. The physical facility nearly doubled its size with an expansion in 1992. Its collections hold approximately 380,000 books, 640,000 microforms, and a subscription list of 2,650 periodicals.

The library has a large number of CD-ROM collections of business and economic data as well as access to ABI Inform and Compact Disclosure. The computer system also has extensive bibliographic retrieval services and internet stations. The library has several hundred journals directly related to business and international issues. Resources are adequate to start the program; as the program expands, some expansion may be expected in library resources as well.

### ***Physical Facilities***

The College of Business Administration is located in the Burdick Business Administration Building. There are currently enough classrooms and faculty offices in the building.

## **10. NEW PROGRAM COSTS**

Administrative costs are estimated to be about \$15,000 a year, including travel, postage, secretarial help, advertising/recruitment, and supplies. Initially, one new full-time faculty position in Management is anticipated at a cost of about \$70,000 plus 25% (\$17,500) for fringe benefits and four part-time positions at a cost of \$2,500 each. Because the new program is in many ways integrated with the existing MBA program, much of the program cost will be met from a redirected commitment of existing budgets.

## **11. SOURCES OF FUNDING**

The major source of funds will be registration fees. In addition, students participating in the International MBA at participating universities that choose to attend UCA during their semester abroad will pay \$3,500 per student to UCA. UCA expects to host between 30 and 50 IMBA students from partner universities by Spring 2001; these students will generate between \$105,000 and \$175,000 of additional revenue.

## **12. ORGANIZATIONAL CHART REFLECTING NEW PROGRAM**

\* Subject to approval of this unit by the AHECB.



### **13. SPECIALIZED REQUIREMENTS**

There are no special requirements. Entering students must meet the admission criterion of the existing MBA program as outlined above in section 7. This graduate program will meet the requirements for accreditation by AACSB, the International Association for Management Education. Application for accreditation will be made within five years of the initial offering of the degree program, as required by the accrediting agency.

### **14. BOARD OF TRUSTEES APPROVAL**

The proposed program will be considered at the UCA Board of Trustees meeting scheduled for February 18, 2000.

### **15. SIMILAR PROGRAMS IN ARKANSAS AND IN ADJOINING STATES**

No other schools in the state of Arkansas grant the International Master of Business Administration degree. One school in the state, the University of Arkansas-Fayetteville, offers an MBA with an optional area of concentration in Global Business. This option requires only 9 hours of international study (6 of those in courses taken abroad). UCA's proposed program requires 12 hours of international courses and 12 hours of study abroad.

The University of Memphis has the only other International Master of Business Administration degree program in the region. UCA's program will be regionally unique, however, in that its program and curriculum have been jointly developed by partner institutions abroad.

### **16. DESEGREGATION**

UCA, the College of Business Administration, and the proposed Graduate School of Management, Leadership, and Administration are committed to recruiting minorities aggressively. Diversity is highly valued by businesses and is required to maintain accreditation with AACSB. Currently, more than 16% of the majors in the College of Business Administration are non-white Americans, and more than 8% are international students. In the existing MBA program (total enrollment 47), 5 students (10.6%) are black and 13 (27.7%) are international students. The new International MBA program is expected to meet or exceed these levels. Among its full-time faculty, the College of Business Administration has nine women, two African-American men, and one Asian-American man.

**Bachelor of Arts in Writing** - The Department of Writing and Rhetoric proposes offering a Bachelor of Arts degree program in writing. The proposed curriculum comprises courses in the Department of Writing and Rhetoric and the Department of Speech, Theatre, and Mass Communication. The Department of Writing and Rhetoric has developed a faculty with appropriate backgrounds in composition, rhetoric, and linguistics, as well as academic, professional, and creative writing. The proposed program will prepare students for workplaces where communication and thinking skills are critical, and will serve as excellent preparation for students intending to pursue graduate and professional studies in a wide range of fields. The full program proposal is attached.

All appropriate university councils and administrators have recommended approval of the BA in Writing.

The following resolution was adopted upon motion by Mr. Sims with a second by Mr. Harding (Dr. Chakales was not present for the vote):

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE ESTABLISHMENT OF THE BACHELOR OF ARTS DEGREE IN WRITING.**

**Proposal to the**  
**Arkansas Department of Higher Education**  
**for a New Academic Program**  
**BA in Writing**  
**University of Central Arkansas**

**1. PROPOSED PROGRAM TITLE**

Bachelor of Arts in Writing

**2. CIP CODE REQUESTED**

23.0401

**3. CONTACT PERSONS**

Dr. Winfred L. Thompson, President  
University of Central Arkansas  
201 Donaghey Avenue  
Conway, Arkansas 72035  
(501) 450-3170

Dr. John A. Mosbo, Provost  
(501) 450-3126  
[jmosbo@mail.uca.edu](mailto:jmosbo@mail.uca.edu)

**4. PROPOSED STARTING DATE**

August 2000

**5. PROGRAM SUMMARY**

The University of Central Arkansas proposes a bachelor of arts degree program in writing. The writing degree will be offered by the Department of Writing and Rhetoric in the College of Fine Arts and Communication; the program's curriculum is based on existing courses in

the Department of Writing and Rhetoric and other departments. The university has sufficient facilities, equipment, and library resources to establish the program and has developed a faculty with backgrounds in composition, rhetoric, and linguistics, as well as academic, professional, and creative writing. The proposed program will prepare students for workplaces where communication and thinking skills are necessary and serve as excellent preparation for students pursuing graduate and professional studies in a wide range of fields.

## **6. NEED FOR THE PROGRAM**

Writing is one of the top skills employers seek in college graduates. The president of a major regional corporation, for instance, recently commented that his firm needs college graduates proficient in writing, speaking, problem-solving, and computer skills and he noted that he is having trouble finding UCA graduates trained in precisely these skills.

Regionally and nationally, employers are making similar requests for employees with writing, speaking, problem solving, and computer skills. In a 1998 article, Andrea Lunsford, Director of Ohio State's new Department of Writing and Rhetoric, says: "We have been able to place 100% of our graduates" (*Chronicle of Higher Education*, 13 February 1998). Lunsford is referring to graduate-level degrees in writing, but her university has recognized the importance of writing instruction by giving writing its own emphasis and role in the curriculum. The examples set by institutions used to benchmark efforts at UCA also indicate the need for such a program. Truman State, James Madison, Towson State, and Millersville State universities and the University of Wisconsin-Eau Claire all give their students the opportunity to major in at least one of the following writing specialties: creative writing, composition, technical writing, linguistics.

The writing major will attract students with a variety of interests. Future educators might select writing as a content area for their careers in public school education. Writing also ranks with political science, philosophy, and English as desirable preparation for students planning to attend professional schools. A writing degree would likewise prepare students for graduate work in English, rhetoric, linguistics, creative writing, and composition. Finally, the degree will attract a number of students interested in technical and professional writing, as well as a growing population of students returning to school to enhance their skills and credentials in professional communication (e.g., journalism and business writing). In only one semester of existence, the newly established minor in writing has already attracted

twenty-five students. The department recently surveyed over 900 first-year students. From this group, over 400 expressed an interest in considering a writing major or minor. If only 10% of the 400 interested students act on their interest, the program can expect approximately forty students declaring writing degrees each academic year. Based on these projections, the program estimates an enrollment of 120–160 students within four years.

## 7. CURRICULUM OUTLINE

The proposed major requires 36 semester credit hours. All students will take the required core courses (21 hours) listed below, plus five applicable elective courses (15 hours). The core will ensure that all writing majors have experience in creative, technical, and practical writing and an understanding of basic rhetorical and linguistic processes and theories important to communication. Writing majors cannot use WRTG 1310 or 1320, the first-year composition courses, to satisfy writing degree requirements.

WRTG	2310	Introduction to Creative Writing	3
WRTG	2320	Introduction to Linguistics	3
SPTA	3312	Persuasion	3
WRTG	3301	Rhetoric and Composition	3
WRTG	3310	Technical Writing	3
WRTG	4305	Contemporary Composition Theory and the Teaching of Writing	3
SPTA	4311	Rhetoric	3
		Electives	15
<b>TOTAL CREDIT HOURS</b>			<b>36</b>

### *Core Courses*

**WRTG 2310 Introduction to Creative Writing** This course introduces students to creative writing theory and practice in all genres: fiction, poetry, creative non-fiction, and playwriting/screenwriting. Attention is given to student’s writing preferences and time is devoted to workshops and invention.

**WRTG 23XX Introduction to Linguistics** This course covers a variety of topics useful to any language-related course of study. Areas covered include sound structure, word structure, and sentence structure; meaning and function of language; language and culture; language and thought; linguistic variation (geographical and social); history of writing; and language acquisition.

**SPTA 3312 Persuasion** Recent research and techniques in persuasion in rhetoric, social psychology, advertising, public opinion, and evidence in relation to attitude change.

**WRTG 3301 Rhetoric and Composition** This course examines the principles of rhetorical criticism. Instructors use a case study approach to apply the principles of rhetorical criticism to a substantial interdisciplinary issue such as the role of education, government, law, the environment, information technologies, professionalism or other topics selected by instructors. The seminar requires students to participate in collaborative projects, exploratory and researched writings and critical reading.

**WRTG 3310 Technical Writing** A workshop course in professional and technical writing. Instructors use case study and real-client involvement to apply theories of audience, purpose, and context to the rhetoric of professional writing. Students create and design documents dealing with instructions, specifications, international cross cultural issues, long and short proposals, and reports. Writing projects stress learning to write effective and technically concise documents as they may apply to students' future work environments.

**WRTG 4305 Contemporary Composition Theory and the Teaching of Writing** This course examines composition theory and pedagogy through both readings and direct observation of composition classrooms. The first half of the course concentrates on the history of contemporary composition theory and the key issues fundamental to the development of the discipline. The second half of the course concentrates on how these theories are applied in today's composition classroom. Students will analyze the composition teaching they observe and relate it to the theories discussed.

**SPTA 4311 Rhetoric** Principal rhetorical theories from ancient to modern times. Application of these theories to the analysis of texts throughout history as well as modern social movements, mass communication, etc.

### ***Elective Courses***

In coordination with their advisors, writing majors may choose electives from the upper division courses offered by the Department of Writing and Rhetoric or selected courses offered by other department or programs. Electives may be drawn from, but are not limited to, the courses listed here.

**WRTG 3201 Writing Center Practicum** Training course for Writing Lab tutors. Exposure to rhetorical and linguistic concepts that enhance the teaching of composition. Prerequisite: WRTG 1320 and consent of the instructor.

**WRTG 3300 Creative Writing Workshop** A close consideration of the elements of one particular genre fiction, poetry, creative non-fiction, or playwriting/screenwriting. The course

uses student writing as the primary texts, but published writings are employed as models. Students must produce a substantial amount of original and revised writing.

**WRTG 3305 Advanced Composition** Upper-division workshop course focusing on academic and professional forms of writing. Students will use advanced strategies for print and electronic writing and examine how to shape the composing process for specific writing tasks and purposes.

**WRTG 3312 Modern Grammars** Introduction to the science of linguistics, its terminology, its methods and its relation to the study of English. Traditional, structural, and the transformational generative approaches. Some particular problems related to the teaching of English grammar in public schools.

**SPTA 2302 Argumentation and Debate** Communication behavior requiring the use of evidence and reasoning to support positions. Communication contexts ranging from speeches of advocacy to formal debate.

**SPTA 2380 and 3300 Oral Interpretation I and II** Appreciation and oral communication of the emotional and intellectual content of literature by the performance of prose, poetry and dramatic material.

**MCOM 2300 Beginning Reporting and Editing** News gathering and reporting skills. Involves writing and editing of various types of news stories for publication.

**MCOM 3310 Writing for Public Relations** Written aspects of public relations, including press releases, leaflets, newsletters, and magazines. Basic concepts and practices for public relations practitioners and functions of public relations.

## **8. FACULTY**

No faculty will be diverted from any programs outside the Department of Writing and Rhetoric. Curricula vitae are on file for the following faculty members.

<b>Name</b>	<b>Degree</b>	<b>Institution</b>	<b>Areas of Expertise</b>
Cynthia Anderson	MA	Univ. of Central Arkansas	Composition
Lynn Burley	PhD	Purdue Univ.	Linguistics, rhetoric
Tony Gifford	MA	Univ. of Central Arkansas	Composition
John Hankiewicz	MA	Ohio Univ.	Composition, scientific writing
David Harvey	PhD	Univ. of Texas at Austin	Rhetoric, Department of Writing and Rhetoric administration

Francie Jeffery	EdD	Univ. of Arkansas at Little Rock	Composition pedagogy and technology
Steve Lance	PhD	Univ. of Tennessee	Composition pedagogy, regional writing
Lisa Mongno	MA	Univ. of Arkansas at Little Rock	Expository, creative, and grant writing
Margaret Morgan	PhD	Ohio State Univ.	Rhetoric and style
Dan Roche	PhD	Univ. of Iowa	Creative Writing
Corakeita Scott	MA	Univ. of Akron	Rhetoric and Composition
Bonnie Selting	PhD	Purdue Univ.	Technical writing, composition theory
Ellen Stengel	PhD	Duke Univ.	Critical theory, interdisciplinary writing
John Vanderslice	MFAP hD	George Mason Univ. Univ. of Southwestern Louisiana	Creative writing, composition
Stephanie Vanderslice	MFAP hD	George Mason Univ. Univ. of Southwestern Louisiana	Writing across the curriculum, creative writing
Terry Wright	MFA	Bowling Green Univ.	Creative Writing
Hui Wu	PhD	Texas Christian Univ.	Rhetoric, ESL

## 9. DESCRIPTION OF RESOURCES

### *Library*

Torreyson Library is the second largest academic library in the state. The physical facility nearly doubled its size with an expansion in 1992. The library holds approximately 380,000 books, 640,000 microforms, and a subscription list of 2,650 periodicals. Torreyson Library's reference department makes available more than 20 indices on compact disk (ROM), a number of which are directly related to research on writing, composition theory, and rhetoric. The library also has access to a number of dial in services such as Bibliographical Retrieval Services, Wilsonline, and Dialog. The library subscribes to 15 journals directly relevant to the study of writing, composition, and rhetoric.

These resources are adequate to start the program, and the library has already begun adding to its collection to enhance resources for the program. The department has collaborated with the library in this enhancement by completing a review of Torreyson holdings important to



the degree programs and preparing a prioritized list of necessary resources. The review was based on the *Bedford Bibliography for Teachers of Writing*, which lists all periodicals related to writing instruction and the most important works of scholarship in the field.

### ***Physical Facilities***

The department's faculty offices and classrooms are presently located in Irby Hall, which has enough space to house this program. The program presently has two fully equipped computer classrooms. The university has plans to build a new facility for the department on the site of the former administration building. The new building will have classroom, office, administrative, and writing center spaces designed to support the students, faculty, and curriculum in this major.

### **10. NEW PROGRAM COSTS**

Costs associated with the new major are expected to be approximately \$10,000 in the first year. To free its tenure-line faculty for teaching upper-division courses in the major, the Department of Writing and Rhetoric will need to staff as many as four sections of general-education courses using part-time faculty.

### **11. SOURCES OF FUNDING**

Funds for part-time faculty will come from the part-time budget of the College of Fine Arts and Communication.

## **12. ORGANIZATIONAL CHART REFLECTING NEW PROGRAM**

### **13. SPECIALIZED REQUIREMENTS**

Program Enrollment Requirements: As with all undergraduate programs at UCA, this program will require that students enter the university based on the current admission standards for unconditional acceptance.

The University of Central Arkansas is accredited by the North Central Association of Colleges and Schools (NCA). The university underwent its last comprehensive review by NCA in 1990; the next review is scheduled for April 2000.

### **14. BOARD OF TRUSTEES APPROVAL**

The proposed program will be considered at the UCA Board of Trustees meeting on February 18, 2000.

## **15. SIMILAR PROGRAMS IN ARKANSAS AND IN ADJOINING STATES**

UALR recognized the need for writing instruction several years ago and established both a minor and major in technical and expository writing. The University of Arkansas, Fayetteville, offers a major in creative writing but not in composition, rhetoric, or applied writing; Arkansas Tech offers a BFA in creative writing.

## **16. DESEGREGATION**

Given the percentage of minority students (13.4%) among undergraduate students at UCA, the program expects that initially 2-4 students in the program will be from minority groups. In general, UCA and the Department of Writing and Rhetoric spend considerable effort to attract and retain minority students. The Department of Writing and Rhetoric's faculty, for example, demonstrates to prospective students a sincere commitment to diversity. Of the tenure-line faculty in the Department of Writing and Rhetoric, five are white females and three are white males. Our non-tenure-line faculty includes one Asian female, one African-American female, four white males, and three white females.

**Pay Raise for Faculty and Non-Classified Employees** - When the Board of Trustees approved the 1999-2000 budget, funding was set aside to permit an approximate 2% pay raise later in the fiscal year for all faculty, classified, and non-classified employees. The university has the authority, within state guidelines and regulations, to adjust faculty and non-classified salaries at any time. However, the state has not authorized an additional pay raise for classified employees this year beyond the 2.8% approved on July 1, 1999. Therefore, because of salary reserves and strong revenue the administration recommends funding the salary increase for faculty and non-classified employees.

After presenting the original proposal above, President Thompson stated that the Faculty Senate voted and recommended that the proposed pay raise be a flat amount rather than a percentage increase. President Thompson stated that the Faculty Senate vote was substantially (11 to 1) in favor of this proposal. He further stated that the plan preferred by the Faculty Senate favors the lower paid employees at the expense of the higher paid ones.

President Thompson stated that he recommends to the Board of Trustees the proposal favored by the Faculty Senate.

President Thompson emphasized that because of state procedures, classified employees cannot be included in this salary increase; however, he plans to bring a proposal for a comparable increase for classified employees to the Board at its May 5 meeting. Also, the administration is researching the feasibility of appropriate reclassifications and labor market salary adjustments for classified employees for next budget year.

Following discussion, the following resolution was adopted unanimously upon motion by Mr. Sims with a second by Mr. Womack:

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO PROVIDE, EFFECTIVE MARCH 1, 2000, AN ACROSS-THE-BOARD PAY RAISE TO BE DETERMINED BY THE ADMINISTRATION FOR QUALIFIED FULL-TIME FACULTY AND NON-CLASSIFIED EMPLOYEES IN BENEFIT-ELIGIBLE STATUS ON OR BEFORE 1/13/2000.**

**[NOTE: THE RESULTING INCREASES WILL NOT EXCEED 2% OF TOTAL SALARIES FOR FULL-TIME FACULTY AND NON-CLASSIFIED EMPLOYEES.]**

**Reimbursement of Expenses for Official Board Duties** - Act 250 of 1997 provides that boards and commissions may, during their first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each board member for performing official board duties. The Act states that the expense reimbursement must not exceed the rate established for state employees for state travel regulations. The Act covers expense reimbursement for all board functions. This action is consistent with Board Policy No. 211, Reimbursement of Expenses for Official Board of Trustees Duties.

The following resolution was adopted unanimously upon motion by Mr. Harding with a second by Mr. Sims:

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING STATEMENT CONCERNING REIMBURSEMENT OF EXPENSES FOR OFFICIAL BOARD DUTIES FOR 2000:**

**THE UCA BOARD OF TRUSTEES AUTHORIZES REIMBURSEMENT OF EXPENSES FOR EACH OF ITS BOARD MEMBERS FOR PERFORMANCE OF OFFICIAL BOARD DUTIES, TO INCLUDE ATTENDANCE AT BOARD MEETINGS, FULFILLMENT OF BOARD TRAINING REQUIREMENTS, AND ANY OTHER OFFICIAL BOARD DUTIES. THE EXPENSE REIMBURSEMENT AUTHORIZED HEREIN MUST NOT EXCEED THE RATE ESTABLISHED FOR STATE EMPLOYEES FOR STATE TRAVEL REGULATIONS, INCLUDING SPECIAL TRAVEL AUTHORIZATION. THE BOARD ALSO AUTHORIZES THE PRESIDENT TO APPROVE THE REIMBURSEMENT OF TRAVEL EXPENSES OF BOARD MEMBERS THAT ARE IN CONFORMANCE WITH THIS POLICY.**

**Investments and Collateralizations (Board Policy No. 600)** - The purpose of UCA's collateralization policy has been to protect the university from any possible loss should a financial institution fail. State statues (Ark 23-47-401 & 23-407-203) allow for almost any kind of debt instrument to be pledged against State of Arkansas funds. The State Treasurer's Office follows the guidelines under these statues.

The current policy, approved in 1988, did not make it clear as to the acceptability of obligations of U.S. Government Agencies. Many financial institutions prefer to buy obligations of agencies for their portfolios due to the higher yield over U.S. Treasury bonds and most agree these instruments are better than municipal bonds, which are allowed under the current policy.

The following resolution was adopted unanimously upon motion by Mr. Sims with a second by Mr. Harding:

**BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISIONS TO THE COLLATERALIZATIONS SECTION OF BOARD POLICY NO. 600, INVESTMENTS AND COLLATERALIZATIONS.**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 600

Page 1 of 3

Subject: Investments and Collateralizations

Date Adopted: 12/88

Revised:

INVESTMENTS

Subject to the direction of the President, the Vice President for Financial and Administrative Services shall be responsible for the management of the cash assets of the University of Central Arkansas. The Vice President, or in his absence the Controller, is authorized and directed to invest all funds not needed to meet current cash flow requirements.

In investing University funds, the University shall seek to obtain the highest possible rate of return, with due consideration given to the dollar yield after taking into account the date of maturity, date the funds will be needed, the interest rate quoted, and the default risk factor of the investment.

- I. The University may invest in certificates of deposit with a depository institution that is a member of the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, provided that all invested monies in excess of the FDIC/FSLIC limit be collateralized according to the requirements of the University's collateralization policy.

Before investing in certificates of deposit, a formal bid shall be required from depository institutions. The institution submitting the highest stated rate of interest and complying with the collateralization and other investment requirements will be awarded the bid. In the event the highest rate offered results in a tie, the bid will be awarded at the discretion of the Vice President for Financial and Administrative Services based on which institution currently holds the investment and/or other objective methods which are in the best interest of the University.

- II. The University may invest in Treasury Bills or other direct and fully guaranteed obligations of the United States and its agencies. However, funds may be also invested to enhance the investment productivity of endowment, donated, and other funds as follows:
  - A. The University may invest endowment and other funds with an investment management

service, such as the Common Fund, that provides asset allocation assistance for colleges and universities. Under this service the funds chosen for investment will be limited to obligations of the United States; Federal agency obligations; domestic and foreign bank certificates of deposit; commercial paper; high quality stocks and bonds; Euro-dollar obligations of U.S. banks; and repurchase agreements.

- B. The University may invest cash or other gifts donated to the University directly in fully guaranteed obligations of the United States or its agencies; in high quality stocks and bonds; or in other equities and interests.

In order to facilitate in the management of University investments, the President is authorized to enter into the appropriate agreements with investment management services or brokers. In all investment transactions, the University's priority will be in the safety, liquidity, and control of its invested cash.

#### COLLATERALIZATIONS

In order to assure the security of the University of Central Arkansas' demand deposit accounts and its investments, the University's monies shall be fully, and continuously, collateralized whenever such investments/deposits exceed the limits of Federal Deposit Insurance Corporation/Federal Savings and Loan Insurance Corporation or other insurance. Pledged collateral for the University's deposits/investments must meet the following minimum requirements:

1. The Vice President for Financial and Administrative Services will have authority to enter into a collateral agreement with depository institutions and custodian banks which conforms to the collateral requirements stated in this resolution.
2. Pledged securities shall be placed in a custodian bank's trust department and a safekeeping receipt shall be issued to the University. The receipts shall be imprinted with the notice that the securities are pledged to the University of Central Arkansas.
3. The custodian shall deliver the securities to the University upon the sole order of the University's Vice President for Financial and Administrative Services when supported by a verified certificate of the FDIC/FSLIC certifying under seal that the depository institution has failed or refused to pay all or a portion of the deposit due the University by the depository institution and that under the terms of the pledge agreement executed by the depository institution the University is entitled to delivery of the securities described in the



receipt(s) or the proceeds thereof. Otherwise the securities shall be delivered only upon the written order and instructions of the University Vice President for Financial and Administrative Services and depository institution.

4. Pledged securities must consist of the following: bonds or other direct or fully guaranteed obligations of the United States of America Government; obligations of agencies and instrumentalities created by act of the United States Congress and authorized thereby to issue securities or evidences of indebtedness; bonds of the University of Central Arkansas and; or direct general obligations of the State of Arkansas and Arkansas municipalities and political subdivisions with a Standard & Poor's and /or Moody's rating of at least A .
5. All pledged securities shall be valued at market (not par) value, and their aggregate must be equal to at least 110% of the deposits/investments. However, in instances where the President deems it to be in the best interest of the University, he is authorized to require the government obligations securities be not less than 100% of the deposits/investments. The collateral is to be adjusted immediately by the depository institution when its market value falls below the minimum percentage requirements.
6. Failure to maintain the minimum collateral requirements may jeopardize the future banking relationship between the University and the depository institution.
7. The Vice President for Financial and Administrative Services, or in his absence the Controller, has the right to accept or disallow specific securities offered by the depository institution as pledged collateral. In no event shall the acceptance conflict with the University's minimum collateral standards as stated herein.
8. The depository institution shall provide a monthly pledge report detailing the pledged securities, their respective market value, and ratings (Standard & Poor's and/or Moody's). This report shall be furnished by the 10<sup>th</sup> working day of the following month.
9. Responsibility for the University's adherence to this policy rests with the Vice President for Financial and Administrative Services with the assistance of the Controller. The Internal Auditor has the responsibility to monitor compliance.

The collateral requirements as stated above shall not apply to: (a) investments with investment management services such as the Common Fund; or (b) equity investments representing funds

donated to the University from private sources.

**EXECUTIVE SESSION**

Executive session was declared upon motion by Mr. Harding with a second by Mr. Womack to consider personnel matters.

**OPEN SESSION**

The following resolution was adopted unanimously upon motion by Mr. Sims with a second by Mrs. Goode:

**BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, APPOINTMENTS, SUMMER STIPENDS, ADVANCEMENTS, RESIGNATIONS, RETIREMENTS, PHASED RETIREMENTS, SABBATICALS, AND DISTINGUISHED PROFESSOR EMERITUS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.**

(A complete copy of the personnel list is on file in the President's Office.)

There being no further business to come before the Board, the meeting was adjourned upon motion by Mrs. Goode with a second by Mr. Sims.

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Mr. Rickey Hicks, Chair

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Mr. Randy Sims, Secretary

**BOARD OF TRUSTEES  
ANNUAL SPRING ADDRESS  
FEBRUARY 18, 2000  
HEATHER HARMON, SGA EXECUTIVE PRESIDENT**

Good Afternoon.

Due to the length of the agenda this afternoon, I'm going to keep my speech to less than two minutes. First, I would like to reemphasize the student bodies support for the Labor Day and Martin Luther King Jr. Holiday Breaks, the increased student fees for KCON, and the health services fee. The student body understands the need for the increased fees in these areas. Also, I have received nothing but praise from the student body for the administration for working with SGA on the two holidays.

Secondly, I would like to touch on a few areas of interest for the Spring Semester of SGA. It may be the fifth week into the spring semester, but this years SGA senate has three months of hard work ahead of them. A few issues of concern this semester include the dot-matrix printers in the computer labs, the visibility of the crosswalks around campus (particularly the one by Robinson Street), the retention level of our UCA students, and improving ways to market UCA. I am looking forward to working with the administration in these areas of concern throughout this semester

In closing, I would just like to take the opportunity since this is the last time I will be able to address President Thompson, the board, and other administrators of what an opportunity and surprised ease it has been working with all of you. All year I have received nothing less than a recurring theme from all administrators that you all feel that the student's opinions are a top priority. I hope this year's Student Government has set a precedence of cooperation to achieve the common vision. After all, we are all here striving to make the University of Central Arkansas number one.

Address to UCA Board of Trustees  
February 18, 2000  
President of the UCA Faculty Senate  
Donald E. Whistler

Members of the Board:

In my first address to you, I advanced general principles regarding the Faculty Senate's role in decision making at the University. In this present address, I will very briefly inform you of the Faculty Senate's activities to date and indicate likely future actions.

As Faculty Senate president, my first goal has been to operate the Senate in such a way as to represent the professional interests and obligations of the faculty and to express these to you through the Office of the President of the University. In doing so, I have attempted to foster an atmosphere of respect and trust with President Thompson and Provost Mosbo, an effort that has been reciprocated by both. Indeed, in our official interactions with President Thompson and Provost Mosbo, the Executive Committee of the Faculty Senate could not have been treated more professionally and cordially, although, of course, that does not mean that our counsel was accepted.

As Aristotle noted more than 2000 years ago, politics is conducted differently among friends than among strangers. Accordingly, rather than having a social event with the President at the end of the school year as has been the custom, the Senate's first action in the fall was to ask President Thompson to host a social event at the beginning of the school year. His and Carmen's hosting of this event in their home provided members of the Senate with an informal setting in which to interact with the President and his family.

Subsequently, at its invitation, President Thompson addressed the Senate during one of its initial fall meetings. Some of his suggestions are being acted upon, some are likely to be. More on this later.

At the beginning of each school year, the Faculty Senate members hold meetings with the faculty of the college that they represent. From these meetings arise issues that, for the most part, become the Senate's agenda for the year. To very briefly highlight actions taken by the Senate to date:

1. Faculty Association members were provided an opportunity to redefine membership in the Faculty Association by way of an amendment to the Faculty Association Constitution to include nontenure-track faculty with teaching responsibilities, and to provide eligibility for representation on the Faculty Senate for nontenure-track faculty. The Faculty Association approved this, and it is one of your agenda items this afternoon.

2. The Faculty Association members were also provided an opportunity to vote to change the process by which the Faculty Association's Constitution can be changed. They did, and it is another of the items on your agenda.

3. Changes have been made to the by-laws of the Faculty Senate that provide for a more equitable committee work load and the handling of issues in a more timely fashion.

4. The Senate has reviewed and approved of a Mid-Probationary Review procedure for tenure-track faculty at the end of their third year of probation.

5. Principles for an Additional Compensation Policy for faculty have been provided by the

Senate for development of that policy.

6. The Senate reviewed and approved a General Education Council with authority to recommend changes in the University's general education program.

7. Recommendations on Labor Day and Dr. Martin Luther King Jr. Day observances have been made by the Senate to the Administration.

8. The 3-Year Rolling Contract policy was reviewed, and the Senate recommended against continuation of the experiment. President Thompson has asked the Senate to revisit this issue from the perspective of expanding this experimental program to include other faculty in addition to first-year faculty. The Senate is doing so.

9. The Senate reviewed guidelines for the conduct of research by faculty, a review that is ongoing and is intended to result in minimizing bureaucratic procedures and obstacles to research.

10. And the Senate has recommended that a potential budget surplus be used for a uniform dollar amount across-the-board increase in faculty base-salaries.

Regarding actions in process and future actions, before the end of this school year, the Senate will make recommendations on the following major concerns:

1. tenure and promotion guidelines for librarians who choose tenure track;
2. a more specific criteria for teaching, research, and public service awards to faculty and an expanded reward structure;
3. changes in the student evaluation of faculty forms;
4. a report on the salaries, bonuses, and reward structure at UCA and at other selected universities (in part, this is in response to a suggestion that President Thompson made in his address to the Senate); and
5. the Faculty Senate, probably at its next meeting, will make recommendations on a set of procedures and policies that will be presented to President Thompson.

Thank you for your time and consideration.

From: "Marc Hirrel" <MarchH@mail.uca.edu>  
Organization: University of Central Arkansas  
To: "Peggy Smith" <Peggys@ecom.uca.edu>  
Date sent: Fri, 3 Mar 2000 09:45:47 -0600  
Subject: Remarks to BoT  
Priority: normal

Sorry about being late. I hope I haven't held you up. Below are my remarks to the BoT. They are not verbatim but all the sentiment is there. Marc, Lame Duck Pres.

Remarks to the Board of Trustees, 18 Feb. 2000

These are the last remarks from a President of the Non-Tenure Track Faculty (NTTF) Senate. The recently passed amendment to the Faculty Association Constitution joins all full-time teaching, faculty into one body. This is as it should be. Our members are already active in Faculty Association committee work and there are more of us willing and eager to participate.

This merger was the Right Thing to do. My fellow senators want me to express our gratitude to those helpful in forming and developing the NTTF Senate. First, Dr. John Mosbo who gave his guidance and advise in helping us build a strong, active representative body. Also, our thanks go to Dr. Sam Buchanan for giving us his insight into campus life when Dr. Mosbo could not act in his ex officio capacity.

The creation of this body and our ultimate inclusion into a greater faculty association required leadership and concern for equal treatment and representation for all faculty. For this, we salute Dr. Win Thompson and you, the Board of Trustees. Sitting in on these meetings gave me a new appreciation for the vision you all have for this university. We, the faculty, all like to care and nurture our favorite trees, but we seldom see the forest. Thanks for letting me see just how well your stewardship is cultivating our forest of academic oaks.

Last, we want to give special thanks to Drs. Don Adlong and Don Whistler, presidents of the Faculty Association. Without these two individuals, the faculty on this campus would still be divided. The

leadership they provided to their own organization and to ours in getting the merger amendment passed deserves the praise of all the faculty, administration, and you the Board of Trustees.

Respectfully submitted,  
Marc C. Hirrel, President, Non-Tenure Track Faculty Senate

Marc C. Hirrel, PhD  
Lecturer/Coordinator  
Department of Biology, Univ. Central Arkansas  
501-450-3229  
march@mail.uca.edu

Address to the UCA Board of Trustees - February 18, 2000  
Sharon Russell, Staff Senate President

Mr. Chairman, Board Members, President Thompson and Distinguished Guests:

Communication is the key to any relationship. It's a two way street. It is essential in a fully functional organization to have clear lines of communication from the upper ranks to the lower ranks then back up again. That is what the Staff Senate has been striving for this year. More communication. The Staff Senate has established a web page and makes announcements regularly on the internet to announce information that we hope is useful to the staff. The staff that do not have computer access have access to paper copies of the same information available to them. I would like at this time to say thank you to Mr. Jack Gillean and Ms. Melissa Rust for always being there for us to discuss the issues with. The time that they give and their knowledge on the various issues on campus is very helpful in dealing with the problems that arise from time to time.

The Staff Senate recently presented to the Boys and Girls Club of Conway a check for racial diversity training. A hate crime was committed in our community last year and a reward was set up to catch the person or persons who committed the crime. The perpetrators were not caught so the reward money is now going to help the children in our community learn to build better communication skills. The Staff Senate was pleased to have so many in this community give to this reward fund. The total collected for the reward was \$1,100.

I would like to say thank you to the Board of Trustees for thinking of the UCA employees when they approved the 1999-2000 budget, setting aside money for a pay raise for all UCA employees. It is our hope that an equitable solution for pay raises will be found for all the classified employees as it has been for the non-classified and faculty. We truly understand that you are researching for a viable resolution and trust that you will treat the classified employees just as fairly.

Have you ever noticed that it all comes around to money? There never seems to be enough to go around. Dr. Thompson and Dr. John Smith have been very gracious when they have seen me darkening their door this year asking for more money for the Staff Senate. They have recognized the work that the Staff Senate tries to get accomplished and are very supportive in our efforts. Thank you both.

We, the Staff Senate representing the staff, hope that the lines of communication will open even more and get stronger between all of us here at UCA. We have good people here on campus. People that deserve so much credit for helping in the education process, it's now time to communicate to them how much we appreciate them.