

The Board of Trustees of the University of Central Arkansas convened in regular meeting Monday, May 7, 2001, at 3:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present, to-wit:

Chair:	Mr. Dalda Womack
Vice Chair:	Mr. Randy Sims
Secretary:	Mr. Rush Harding
	Mr. Kelley Erstine
	Mrs. Elaine Goode
	Mr. Rickey Hicks
	Mr. Scott Roussel

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

MINUTES

Minutes of the February 16, 2001, Board Meeting were approved unanimously as circulated upon motion by Mr. Harding with a second by Mr. Erstine.

INTRODUCTIONS AND ANNOUNCEMENTS

President Thompson introduced the following award recipients:

Outstanding Academic Advisors chosen by the Student Government Association

Ann Mattison, Nursing

Rebekah Rasnick, Advising Center

Staff Employee of the Year

Art Lichtenstein, Library (unable to attend)

Public Service Award Winner

Cathy Acre, Occupational Therapy

Research, Scholarship, and Creative Activity Award Winner

Bill Taylor, Chemistry

Teaching Excellence Award Winner

Bill Lammers, Psychology and Counseling (unable to attend)

President Thompson also introduced the following individuals:

Serena Jeffery, incoming president of the Student Government Association;
Jim Bell, incoming president of the Faculty Senate;
Sandra Hooper, president of the Staff Senate;
Desiree Mauppins, outgoing president of the Student Government Association.

President Thompson announced that Dr. John Mosbo, Provost, will resign his position effective June 30 to accept the position of Provost at Gustavus Adolphus College in Minnesota. President Thompson stated that Dr. Mosbo has been an outstanding staff member at UCA as Provost and as the founding dean of the College of Natural Sciences and Mathematics. President Thompson wished Dr. Mosbo well.

PRESIDENT'S REPORT

Legislative Report - Mr. Jeff Pitchford, Director of Governmental Relations, gave a brief report on the recent legislative session.

Following the report, Mr. Erstine expressed appreciation to Senator Gilbert Baker and Representatives Marvin Parks and Preston Scroggin for introducing and supporting an unsuccessful bill that would have established a school of public health on the UCA campus. Mr. Erstine stated that while the legislature is not in session, he hopes that members of the UCA Board and administration will educate legislators about the available health-related programs on campus.

Construction - Dr. John Smith, Vice President for Financial and Administrative Services, gave the following construction report:

Academic Building (New) - The underground plumbing is complete and the slab has been poured. Because of wet weather, construction is approximately three weeks behind schedule. The building should be complete in early 2002.

Farris Wall Repairs - Readnour Construction Company submitted the low bid of \$273,000 to remove and replace the brick veneer on the south end of the building. This work should be completed by August 2001.

Farris Floor Replacement - Bell Construction Company submitted the low bid of \$271,665 to replace the rubberized basketball floor with a wood playing surface. This work will begin in August and should be completed in time for the basketball season.

Math Education/Technology Building - Wilson Construction Company submitted the low bid of \$4,699,000 to construct this building. Site work began in April and the building should be completed in early 2002.

Retirement Center - The framing is approximately 80% complete and sheet rock and windows are being installed in portions of the building. Because of wet weather and the need to undercut the soil in a large area of the site, the project is approximately one month behind schedule. The building should be complete in December 2001.

Track (New) - Burnett Excavating Company submitted the low bid of \$378,000 to build a new eight lane track. The track will meet NCAA requirements and should be completed by September 2001.

Financial Report - Dr. John Smith briefly reviewed the financial report ending March 31, 2001.

AETN/UCA Maintenance Contract - Dr. John Smith reported that UCA and AETN have entered into a cooperative agreement regarding security, utilities, landscaping, and janitorial services for the AETN complex. All parties are very pleased with the arrangement.

Privatized Housing - Dr. John Smith reported that a pre-bid meeting has been held regarding this project and proposals are due May 24.

Title II Report Card for Teacher Preparation - Dr. Jane McHaney, Dean of the College of Education, gave the following report:

Amendments to the Title II Higher Education Act require institutions of higher education and states to produce "report cards" about teacher education and certification. UCA and all other institutions in Arkansas that prepare students for teacher education submitted their first reports to the state Department of Education last month. The institutional reports contained information about licensure examination pass rates, the number of students in programs, and practice-teaching data. The state report is due to the national office this October, and will include information from the institutional reports.

Two hundred and forty-five UCA students completed the teacher preparation program. The summary pass rate for those students on the state licensure examination (PRAXIS I and II) was 96%, which compares to a state rate of 93%. A full copy of the report submitted by UCA is posted at www.uca.edu/assess/reports.

Graduate Certificate Programs in Geographic Information Systems and Management Information Systems - Dr. John Mosbo presented the following report:

The UCA Board of Trustees approved Guidelines for Graduate Certificate Programs as Board Policy 341 at its meeting of December 1, 2000. In accordance with those guidelines, the university has added two such programs.

Graduate Certificate in Geographic Information Systems: The graduate certificate in Geographic Information Systems (GIS) is designed to provide working professionals with improved knowledge and skills, and to enable them to more fully understand and use geographic information systems in their workplace. Completion of the certificate program will give students from a wide variety of educational and employment backgrounds the ability to more fully use GIS in their fields of interest, enhance their existing job performance, and increase their employability. The GIS certificate program focuses on spatial analysis, GIS-related applications, and the applied needs of employers.

Graduate Certificate in Management Information Systems: The graduate certificate in Management Information Systems (MIS) is designed to give working professionals, current master's degree students, and other college graduates an opportunity to enhance their technology skills. The program focuses on database analysis, web site development, desktop publishing, programming in Visual Basic, and business telecommunications. A capstone course requires students to apply their technology skills to improve the efficiency of an organization or business.

May 12, 2001, Commencement Ceremonies - President Thompson reported that undergraduate and graduate commencement ceremonies are scheduled for Saturday, May 12, 2001, at 10:30 a.m. and 3:00 p.m. in the Farris Center. Three colleges will have ceremonies at 10:30 and the remaining three at 3:00.

ACTION AGENDA

At President Thompson's request and with the Board's approval, the following five items were presented by Dr. John Smith and approved unanimously en masse upon motion by Mr. Harding with a second by Mr. Sims:

(1) **General Registration and Other Fees (Board Policy No. 630)**

Undergraduate Students (Full-time) – The general registration and other required fees for an undergraduate student enrolled in at least fifteen credit hours per semester currently range from \$1,446 to \$1,701. Out-of-state students pay an additional \$1,161 to \$1,371.

It is recommended that the general registration fee increase 7.1 % to \$1,530 in 2001-2002 and by 2.7% to \$1,572 in 2002-2003 and that a mandatory fee of \$4 per credit hour be added to fund the HPER Center as approved by the SGA.

It is recommended that the athletic fee be increased to \$11.50 per credit hour instead of the current \$10.00 per credit hour. Therefore, students enrolled in 15 credit hours will pay an additional \$18.00 per semester when compared to the athletic fee for those who entered from the Fall of 1998 to the Summer of 2001.

It is recommended that the three-tier level be reduced to one level in 2001-2002.

It is recommended that the out-of-state general registration fee increase 11.6% to \$1,530 in 2001-2002 and by 2.7% to \$1,572 in 2002-2003. This change is more reflective of the policy recommendation of ADHE and the actual rates applied by other state institutions.

Undergraduate Students (Part-time) – The general registration and mandatory fees for an undergraduate part-time student on a credit hour basis currently range from \$117.50 to \$138.50. In addition, a student will pay an AAGE, Activity Fee, Radio Fee, Health Service Fee, and a Publication Fee.

It is recommended that the general registration fee increase 7.1% in 2001-2002 to \$127.50 per credit hour and by 2.7% in 2002-2003 to \$131.00 per credit hour and that a HPER Fee of a \$4 per credit hour be added to the list of mandatory fees.

It is recommended that the out-of-state tuition general registration fee increase 11.6% to \$127.50 per credit hour in 2001-2002 and by 2.7% to \$131.00 per credit hour in 2002-2003.

Graduate Students – The general registration and other required fees for a graduate student on a per credit hour basis currently is \$167.50. In addition a student pays a Student Activity Fee, Radio Station Fee, Health Service Fee, and a Publication Fee. Out-of-state students pay an additional \$157.50 per credit hour.

It is recommended that the general registration fee increase 7.1 % in 2001-2002 to \$159.00 per credit hour and by 3.14% in 2002-2003 to \$164 per credit hour and that a HPER Fee of \$4 per credit hour be added to the list of mandatory fees.

It is recommended that the out-of-state general registration fee increase 7.94% to \$170.00 per credit hour in 2001-2002 and by 2.94% to \$175 per credit hour in 2002-2003.

The following resolution was adopted as an amendment to Board Policy No. 630, "General Registration and Other Fees":

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES ADOPTS THE REVISIONS TO SECTIONS OF BOARD POLICY NO. 630 WHICH RELATE TO STUDENT FEES AS CONTAINED IN THE FOLLOWING SCHEDULE OF GENERAL REGISTRATION AND OTHER FEES PER SEMESTER FOR THE 2001-2002 ACADEMIC YEAR, EFFECTIVE FALL 2001 AND THE 2002-2003 ACADEMIC YEAR, EFFECTIVE FALL 2002;

BE IT FURTHER RESOLVED: THAT ALL FEES NOT MODIFIED REMAIN AT THE SAME LEVEL AS THE 2000-01 ACADEMIC YEAR.”

GENERAL REGISTRATION AND OTHER MANDATORY FEES

UNDERGRADUATE

The current and proposed general registration and other required fees for an undergraduate student enrolled in 15 hours per semester are as follows:

	Enrolled Before <u>Fall '97</u>	Enrolled Fall '97 - <u>Sum '98</u>	Enrolled Fall '98 - <u>Sum '01</u>
<u>Current 2000-2001 Fees</u>			
General Registration	1,173	1,296	1,428
Facilities	36	36	36
Cooperative Education	6	6	6
Fine/Performing Arts	24	24	24
Health Services*	5	5	5
AAGE	<u>5</u>	<u>5</u>	<u>5</u>
Sub-Total	1,249	1,372	1,504
Student Center/Recreation	48	48	48
Athletic	120	120	120
Student Activity	20	20	20
Radio Station *	4	4	4
Publications*	<u>5</u>	<u>5</u>	<u>5</u>
Total	<u>1,446</u>	<u>1,569</u>	<u>1,701</u>
Out-of-State	1,161	1,263	1,371

*=Charged fall and spring semesters only

	<u>2001-02</u>	<u>2002-03</u>
<u>Proposed Fees</u>		
General Registration	1,530	1,572
Facilities	36	36
Cooperative Education	6	6
Fine/Performing Arts	24	24
HPER (New)	48	48
Health Services*	5	5
AAGE	<u>5</u>	<u>5</u>
Sub Total	1,654	1,696
Student Center/Recreation	48	48
Athletic	138	138
Student Activity	20	20
Radio Station*	4	4
Publications*	<u>5</u>	<u>5</u>
Total	<u>1,869</u>	<u>1,911</u>
Out-of-State	1,530	1,572

*=Charged fall and spring semesters only

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:

<u>Current 2000-2001 Fees</u>	Enrolled Before Fall 97		Enrolled Fall 97 - Sum 98		Enrolled Fall 98 - Sum 01	
	<u>Per Hour</u>	<u>Maximum</u>	<u>Per Hour</u>	<u>Maximum</u>	<u>Per Hour</u>	<u>Maximum</u>
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	.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	<u>10.00</u>	<u>120.00</u>	<u>10.00</u>	<u>120.00</u>	<u>10.00</u>	<u>120.00</u>
TOTAL	117.50	1,407.00	127.50	1,530.00	138.50	1,662.00
<u>Per Term/Semester</u>						
AAGE	5.00	5.00	5.00	5.00	5.00	5.00
Student Activity (1-7 hrs.)	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity (8+ hrs.)	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
<u>Out-of-State</u>	97.00	1,161.00	105.50	1,263.00	114.50	1,371.00

*Charged fall and spring semesters only

<u>Proposed Fees</u>	2001-2002		2002-2003	
	<u>Per Hour</u>	<u>Maximum</u>	<u>Per Hour</u>	<u>Maximum</u>
General Registration	127.50	1,530.00	131.00	1,572.00
Facilities	3.00	36.00	3.00	36.00
Cooperative Education	0.50	6.00	0.50	6.00
Fine/Performing Arts	2.00	24.00	2.00	24.00
Student Ctr/Recreation	4.00	48.00	4.00	48.00
Athletic	11.50	138.00	11.50	138.00
HPER	<u>4.00</u>	<u>48.00</u>	<u>4.00</u>	<u>48.00</u>
TOTAL	152.50	1,830.00	156.00	1,872.00
<u>Per Term/Semester</u>				
AAGE	N/A	5.00	N/A	5.00
Student Activity (1-7 hrs.)	N/A	10.00	N/A	10.00
Student Activity (8+ hrs.)	N/A	20.00	N/A	20.00
Radio Station*	N/A	4.00	N/A	4.00
Health Services *	N/A	5.00	N/A	5.00
Publication*	N/A	5.00	N/A	5.00
<u>Out-of-State</u>	127.50	1,530.00	131.00	1,572.00

*Charged fall and spring semesters only

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:

	<u>Current 2000-2001</u>	<u>Proposed 2001-2002</u>	<u>Proposed 2002-2003</u>
General Registration	148.50	159.00	164.00
Facilities	3.00	3.00	3.00
HPER	-0-	4.00	4.00
Fine/Performing Arts	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Sub-Total	153.50	168.00	173.00
Student Ctr/Recreation	4.00	4.00	4.00
Athletic **	<u>10.00</u>	<u>11.50</u>	<u>11.50</u>
TOTAL	167.50	183.50	188.50
<u>Per Term/Semester</u>			
Student Activity (1-7 hrs.)	10.00	10.00	10.00
Student Activity (8+ hrs.)	20.00	20.00	20.00
Radio Station*	4.00	4.00	4.00
Health Services*	5.00	5.00	5.00
Publication*	5.00	5.00	5.00
<u>Out-of-State</u>	157.50	170.00	175.00

*Charged fall and spring semesters only

** Athletic fee charges on a maximum of 12 hours

(2) **Fees - Graduate School of Management, Leadership and Administration (Board Policy No. 643)** - Program costs in the Graduate School of Management, Leadership, and Administration (GSMLA) are higher than many other graduate programs because of the well above average salaries of faculty in business related fields and because of GSMLA's commitment to team teaching and use of practitioners. The GSMLA needs a higher registration fee to fulfill its mission of providing high quality programs that emphasize the best practices in management, technology, and research.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES BOARD POLICY NO. 643, ‘FEES – GRADUATE SCHOOL OF MANAGEMENT, LEADERSHIP, AND ADMINISTRATION.’”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 643

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Subject: Fees – Graduate School of Management, Leadership, and Administration (GSMLA)

Date Adopted:

Revised:

Students enrolling in the Graduate School of Management, Leadership, and Administration will pay a special course fee of \$15.00 per credit hour for GSMLA courses. The GSMLA fee is in addition to graduate student registration and other mandatory fees.

(3) **Fees - Continuing Education (Board Policy No. 631)** - Board Policy No. 631 establishes fees to be charged by the Division of Continuing Education. The Correspondence Program has been updated to asynchronous web-based delivery, and is now designated as the Extended Learning program. The proposed policy changes, including fee increases, are necessary to implement the redeveloped program. Other, minor modifications in the wording of the policy are also proposed.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING AMENDMENTS TO BOARD POLICY NO. 631, FEES – CONTINUING EDUCATION.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 631

Subject: Fees - Continuing Education

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Date Adopted: 12/75 Revised: 8/89, 4/90, 4/92, 3/93, 3/94 5/95,
8/96, 8/97, 2/00, 8/00

Students enrolling in credit classes offered through the Division of Continuing Education will pay general registration fees based on the current Board approved rates for regularly enrolled students as provided for in Board Policy No. 630. Students enrolling in Continuing Education classes will incur general registration fees on a per hour basis. However, unlike regularly enrolled students whose general registration fees reach the maximum charge at twelve credit hours, Continuing Education hours are not limited to a maximum charge. If a student is enrolled simultaneously in Continuing Education and regular on-campus classes, the Continuing Education hours are not included in the calculation to determine the maximum charge.

Students enrolling in on-campus credit classes offered through the Division of Continuing Education will also pay additional mandatory fees based on the current Board approved rates for regularly enrolled students as provided for in Board Policy No. 630. These students will pay the semester's mandatory fees at the same rates as that of a regular full-time student. If a student is enrolled simultaneously in Continuing Education and regular on-campus classes, the mandatory fees will not exceed the full time (twelve hour) charge.

Students enrolled in healthsciences classes offered through Continuing Education, either on campus or off campus, will pay the same per credit hour health sciences course fee as students who are enrolled in regular on-campus health science classes as provided for in Board Policy No. 639.

Students enrolled in distance education courses will pay an additional distance education fee necessary to cover the costs of delivering instruction through telecommunications systems as provided for in Board Policy No. 648.

Correspondence Courses

Extended Learning (Asynchronous Web-Based)

The payment schedule for correspondence ~~extended learning~~ courses is as follows:

REGISTRATION FEE (FOR IN-STATE AND OUT-OF-STATE RESIDENTS)

~~\$70~~ **\$120 PER UNDERGRADUATE CREDIT HOUR**

\$190 PER GRADUATE CREDIT HOUR

POSTAGE FEE

INSIDE U.S. - \$10 PER COURSE
OUTSIDE U.S. - INTERNATIONAL RATE + \$10 PER COURSE

~~TEXTBOOK RENTAL - \$20 PER COURSE~~
COURSE RENEWAL FEE - \$40 **\$120** PER COURSE

COURSE EXCHANGE FEE - \$40 + 7 FOR EACH LESSON SUBMITTED **\$120**

TOTAL INSTRUCTOR PAY - \$63 **\$65** PER STUDENT FOR THREE-
SEMESTER-HOUR COURSE (\$27 UPON
ENROLLMENT, \$36 **\$38** UPON COMPLETION)

FACULTY WILL BE ASSIGNED NO MORE THAN 120 STUDENTS PER YEAR, WITH NO MORE THAN 40 STUDENTS AT A GIVEN TIME.

COURSE REVISION/**ADDITION** FEE PAYMENT TO FACULTY -
\$400 PER 3-HOUR COURSE **REVISED**
\$500 PER 3-HOUR COURSE ADDED

REFUND POLICY -

WITHIN FIRST MONTH - 65% OF FEE
~~LESS \$7 PER LESSON SUBMITTED.~~
WITHIN SECOND MONTH - 50% OF FEE
~~LESS \$7 PER LESSON SUBMITTED.~~

Late Payment on External Agencies' Contracts

The Division of Continuing Education may impose a ten percent late payment fee on contracts with external agencies, and/or groups, **or individuals** that fail to pay their bills within thirty days of the date of billing.

Community Development Institute

Revised 5/97

A registration fee of \$450.00 per session will be charged for individuals enrolling in the Community Development Institute.

Not-for-Credit Fees

The administration is responsible for establishing other fees and charges for not-for-credit conferences, seminars, training and community education classes that the Division of Continuing Education originates and sponsors.

Alumni Association Discount

A forty percent discount will be given in registration fees for UCA Alumni Association members enrolling in non-credit courses **will receive a 40% discount.**

(4) **Fees - Reynolds Performance Hall Box Office (Board Policy No. 646)** - The Manager of the Reynolds Performance Hall has advised the Administration that when the Reynolds Performance Hall is rented by an outside group or individual who charges admission, he would like to have the authority to require the outside renter to use the services of the Reynolds Box Office. He would like to be authorized to negotiate a reasonable per-ticket fee, which will be added to the renter's price per ticket. The Manager may continue to use the standard Reynolds Performance Hall rental contract, but shall add Addenda to that contract describing the fee structure for ticket sales, revenue holding and distribution procedures at the end of the rental, recovery mechanisms for cancellations, liability issues inherent in the rental process (check default, taxes, credit card charges and fees, accounting, and public relations) and other issues which might be involved with the renter's ticket sales.

The Manager has also indicated a desire to enter into contracts with commercial ventures renting the Performance Hall and involving the sale of tickets. This would allow the university to participate in any and all revenues associated with the commercial organization, including a percentage of ticket revenue. No university funds will be invested or placed at risk.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING POLICY AS BOARD POLICY NO. 646, ‘FEES - REYNOLDS PERFORMANCE HALL BOX OFFICE.’”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 646

Subject: Fees - Reynolds Performance Hall Box Office

Page 1 of 1

Date Adopted: _____ Revised: _____

The Manager of the Reynolds Performance Hall shall have the discretion, subject to the prior approval of the administration, to require that any outside group or individual who charges admission utilize the Reynolds Performance Hall Box Office for ticket sales. As compensation for this service, the Manager shall negotiate a reasonable per-ticket fee, that will be added to the renter's price per ticket.

The Manager of the Reynolds Performance Hall shall have the discretion, subject to the prior approval of the administration, to enter into contracts with commercial ventures renting the Performance Hall that involve the sale of tickets. The Manager is authorized to negotiate a contract that will allow the university to participate in any and all revenues associated with the commercial venture, including a percentage of ticket revenue. No university funds shall be invested or placed at risk as a result of these contracts.

(5) **Operating Budget for 2001-2002** - The proposed operating budget for fiscal year 2001-2002 totals \$85,762,348 as compared with \$81,194,520¹ for fiscal year 2000-2001. This represents an increase of \$4,567,828 or 5.6 percent.

Revenues

State General Revenues - Projected state general revenues are based on the assumption that we will receive 100 percent of Allotment "A and B" under the Revenue Stabilization Act, an additional \$113,545 from the Educational Excellence Trust Fund, and that funding received in 1999-01 for new facilities maintenance of \$467,006 will not be continued. Included in Allotment A is \$152,150 that was received in 2000-01 in the form of promotional grants from ADHE that was transferred to our base in 2001-02. Total additional budgeted state funds are \$749,140, an increase of 1.79 percent over the previous year's state funding.

Student Fees - With the increases already approved by the Board, additional general registration fees net of scholarship expense will produce an additional \$1,630,000 in 2001-02. The increase in general registration fees for the graduate students in the School of Management, Leadership, and Administration will provide funding of \$139,700 to offset faculty and fringe benefit expense increases.

Continuing Education's revenue budget has decreased by \$116,595 to reflect changes in the program and a corresponding reduction in the departments expense budget.

Other Revenue - Revenues of \$25,000 for Conference Center rentals have been added as a part of the original budget.

Auxiliary Revenues - The addition of a HPER Center fee of \$4.00 per credit hour should produce \$750,000, which when added to our revenue (CWSP - \$75,000; Cash fees - \$11,000) will provide a total of \$836,000.

The athletic fee will be increased from \$10.00 per credit hour to \$11.50 per credit hour with a maximum of 12 credit hours (estimate of \$250,000 net funding).

¹ 2000-01 budget total was reduced to reflect Barnes & Noble operation of the Bookstore.

Expenditures

Salary and related fringe benefits account for \$2.07 million of the increase in expenditures excluding auxiliary enterprises. The Consumer Price Index for the twelve-month period ended March 31, 2001, reflected a 2.9 percent increase.

Equity adjustments, new positions, and promotions have been recommended in the division of academic services of \$996,720, (including fringes) to help meet current market requirements.

Classified Employees - Salaries will be increased by 2.6 percent on July 1, 2001.

Non-Classified Employees - Increases include equity adjustments of \$86,504 (including fringes) and salary increases averaging 2.6 percent on July 1, 2001.

Fringes - Fringe benefits have been continued at 27 percent in this budget.

Scholarships - The university's educational and general scholarship budget will remain the same as budgeted for 2000-2001.

Replacement Positions - Academic departmental adjustments accounted for the majority of replacement positions due to retirement and resignations of several members of the faculty and department chair resignations/reassignments, and replacements entering at current market rates.

School of Management, Leadership, and Administration - The costs in GSMLA are higher than many other programs due to higher salary requirements in business related fields and due to GSMLA's commitment to team teaching and use of practitioners. This budget reflects an increase of \$139,700 to cover faculty salaries and fringes.

HPER Center - The HPER Center expenses will now be shown in the Auxiliary expense section. This fee will provide the following: (1) Staff and benefits (2) Cover operating expenses and maintenance on the facility (3) Pay the debt issue and (4) Provide additional equipment. This departmental budget will also cover expenses associated with the swimming pool in the Farris Center.

Athletic Department - The Athletic fee will cover increases in the athletic program: scholarships, recruiting, transportation, student assistants, facility improvements, operational expenses, insurance and injury claims.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES APPROVES THE 2001-2002 OPERATING BUDGET TOTALING \$85,762,348 AS DISTRIBUTED AND DISCUSSED.”

**2001-2002 Budget Projections
E/G Selected Auxiliaries**

<u>Revenues</u>		
	<u>2000-01</u>	<u>2001-02</u>
Gen. Registration & Mandatory Fees	25,500,962	27,154,067
Other Fees	2,125,908	2,125,908
State Revenue	41,957,340	42,706,480
Other Revenue	902,798	954,581
Selected Auxiliaries	<u>(1,154,798)</u>	<u>(1,154,798)</u>
Total Revenue	69,332,210	71,786,238
Total Expenses	69,332,210	71,786,238
Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>

<u>Expenses</u>		
	<u>2000-01</u>	<u>2001-02</u>
Salaries:		
Faculty/Non-Classified	27,092,807	28,435,016
Part-Time	909,347	909,347
Classified	7,845,556	8,132,948
Graduate Assistants	754,478	754,478
Students/Extra Help	1,562,736	1,564,950
Reserve-Adj. For Labor Market	<u>90,000</u>	<u>90,000</u>
Total Salaries	38,254,924	39,886,739
Staff Benefits		
Retiree Benefits	200,000	200,000
Maintenance & Operations	9,634,249	10,176,603
Funded Depreciation	199,799	199,799
Scholarships	9,882,884	9,882,884
Scholarships/Departmental	63,150	63,150
Transfers:		
Debt Service & Loan Matching	1,503,647	1,343,516
Auxiliary Subsidy	<u>79,640</u>	<u>79,640</u>
Total Expenses	69,332,210*	71,786,238*

<u>Increases (Decreases) in Revenues</u>	
General Registration Fees	
Elimination of tiers and a 7% Increase in Tuition	1,630,000
GSMLA Increase	139,700
Conference Center Rental	25,000
Reduction - Continuing Education	(116,595)
State Revenue	
Ed Excel - 113,545 & 2.6% Sal. Inc. CL - 700,451	813,996
Base Adj. - 250,000 & Grant Allocation 152,150	402,150
Less: Space Funding 99-00	(467,006)
E & G Building Rentals	<u>26,783</u>
Total Additional Revenue	2,454,028

<u>Increases (Decreases) in Expenses</u>	
Teaching/Non-Classified 2.6% (Including Fringes)	713,452
Classified Salaries 2.6% (Including Fringes)	256,094
Academic Positions/Promotions/Equity (Including Fringes)	996,720
Conference Center	25,000
Utilities	675,000
Property Insurance	25,000
HPER Expense Transfer	(359,386)
Non-Classified Equity (Inc. Fringes)	86,504
GSMLA - Faculty/Fringes	139,700
Continuing Education Reduction	(116,595)
Reserve Addition	<u>12,539</u>
Total Additional Expenses	2,454,028

*Does not include self-funding auxiliary enterprises (Athletics, Housing, Food Service, HPER and Parking Facilities)

At President Thompson's request and with the Board's approval, Dr. John Smith presented the following two items. Both items were approved unanimously upon motion by Mr. Harding with a second by Mr. Hicks:

(1) **Housing (Board Policy No. 632)**

Room and Board Rates for 2001-2002 - The current room and board charge is \$1,645 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 cost of the new ARAMARK contract. An increase is recommended also for the residence hall room rates. Utility costs have increased for the residence halls by more than 30% over the past two years and are projected to increase again during the upcoming year. In addition, an increase is needed to continue upgrades of the residence halls by making the needed improvements/repairs and for salary adjustments for students and professional staff. The total proposed room and board rate for 2001-2002 is \$1,745.00, or an overall increase of 6.1%.

For the 2000-2001 school year, housing has experienced an annualized occupancy of approximately 94%, approximately the same as last year. New applications are significantly above this time last year and Housing should maintain a high occupancy rate for 2001-2002.

The standard meal plans for 2001-2002 are the same as 2000-2001. The option of unlimited meals and declining balance with the standard meal plans will be offered again in 2001-2002.

The following resolution was adopted as an amendment to Board Policy No. 632, "Room and Board":

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING SCHEDULE OF ROOM AND BOARD RATES FOR THE ACADEMIC YEAR, EFFECTIVE FALL 2001, AND SUMMER CONFERENCES AND SUMMER TERMS AS SET OUT BELOW FOR 2002, EFFECTIVE SUMMER 2002, THEREBY AMENDING BOARD POLICY NO. 632, 'ROOM AND BOARD.'"

ROOM RATE SCHEDULE

Fall & Spring 2001-2002

		(Current)
Double Occupancy Room Rate	\$ 995.00 per semester	(\$ 930.00)
Private Room Rate	\$1,345.00 per semester	(\$1,255.00)
Greek Room Rate	\$ 8.25 per semester	(\$ 7.75)
Minton Hall (private room)	\$1,370.00 per semester	(\$1,280.00)
Minton Hall (double room)	\$ 1,015.00 per semester	(\$ 950.00)
Guaranteed Private Room (Baridon & Short/Denney & new hall)	\$1,490.00 per semester	(\$1,395.00)
RA Room	\$ 995.00 per semester	(\$ 930.00)

Summer Terms 2002

Any Hall (double room)	\$ 315.00 per summer term	(\$ 295.00)
Any Hall (private room)	\$ 420.00 per summer term	(\$ 395.00)

Summer Conferences 2002

Youth Rate (double)	\$ 9.00 per person/night	(\$ 8.75)
Adult Rate (double)	\$ 12.50 per person/night	(\$ 12.00)
Adult Rate (single)	\$ 17.00 per person/night	(\$ 16.50)
UCA Student Groups	\$ 6.75 per person/night	(\$ 6.50)

BOARD RATE SCHEDULE

Fall & Spring 2001-2002

Any 19-meals per week	\$ 750.00 per semester	(\$ 715.00)
Any 15-meals per week	\$ 730.00 per semester	(\$ 695.00)
Any 10-meals per week	\$ 710.00 per semester	(\$ 675.00)
Any 7-meals with \$125.00 declining balance	\$ 725.00 per semester	(\$ 690.00)

Optional Meal Plans

Unlimited meals	\$ 810.00 per semester	(\$ 770.00)
19 meals + \$50.00	\$ 800.00 per semester	(\$ 765.00)
15 meals + \$50.00	\$ 780.00 per semester	(\$ 745.00)
10 meals + \$75.00	\$ 785.00 per semester	(\$ 750.00)

Summer 2002

Any 19-meals per week	\$ 270.00 (per term)	(\$ 260.00)
Any 15-meals per week	\$ 245.00 (per term)	(\$ 235.00)

Baldrige Apartments Rental Rates for 2001-2002 - The Baldrige Apartment rates are very competitive with the local market. However, because of rising maintenance costs, a moderate increase in rental rates is needed for 2001-2002.

The following resolution was adopted as an amendment to Board Policy No. 632, "Room and Board":

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING MONTHLY SCHEDULE OF BALDRIDGE APARTMENT RATES FOR THE 2001-2002 BUDGET YEAR, EFFECTIVE JULY 1, 2001, THEREBY AMENDING BOARD POLICY NO. 632, 'ROOM AND BOARD.'"

RENT FOR BALDRIDGE APARTMENTS

<u>Apartment</u>	<u>2001-2002</u>	<u>(Current)</u>
2003 Bruce #1	\$435.00	(\$415.00)
2003 Bruce #2	\$435.00	(\$415.00)
2003 Bruce #3	\$385.00	(\$365.00)
2003 Bruce #4	\$385.00	(\$365.00)
2003 Bruce #5	\$435.00	(\$415.00)
2005 Bruce #A	\$435.00	(\$415.00)
2005 Bruce #B	\$435.00	(\$415.00)
2005 Bruce #C	\$435.00	(\$415.00)
2005 Bruce #D	\$435.00	(\$415.00)
229 Elizabeth #1	\$435.00	(\$415.00)
229 Elizabeth #2	\$435.00	(\$415.00)
229 Elizabeth #3	\$435.00	(\$415.00)
229 Elizabeth #4	\$435.00	(\$415.00)
229 Elizabeth #5	\$435.00	(\$415.00)
229 Elizabeth #6	\$435.00	(\$415.00)
229 Elizabeth #7	\$435.00	(\$415.00)
229 Elizabeth #8	\$435.00	(\$415.00)

(2) **Athletic Ticket Prices (Board Policy No. 641)** - Ticket prices for UCA football games have not increased since 1994. To provide additional revenue for the football program and to better distinguish between general admission tickets (\$6.00) and the reserved seating (\$7.00), the athletic department is recommending that the price for reserved seating at football games be increased to \$8.00 for bench seating and \$10.00 for chair-back seating.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING REVISIONS TO BOARD POLICY NO. 641, ‘ATHLETIC TICKET PRICES.’”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 641

Subject: Athletic Ticket Prices

Page 1 of 1

Date Adopted: 5/94

Revised: 10/94

The UCA Board of Trustees adopts the following schedule of ticket prices for UCA football and basketball games:

STUDENTS	\$4.00 PER GAME
ADULTS	\$6.00 PER GAME
RESERVED SEATS -FOOTBALL	\$7.00 \$8.00 PER GAME FOR BENCH SEATING
	\$10.00 PER GAME FOR CHAIR-BACK SEATING
PRE-SEASON TICKETS RESERVED - FOOTBALL	\$ 4.50 PER GAME
PRE-SEASON TICKETS - BASKETBALL	\$20.00 PER SEASON

Out-of-State Tuition Waiver- Act 1180 of 1999 allows institutions of higher education to waive the out-of-state portion of any full tuition scholarship for any full-time student which is provided by unrestricted funds of the institution. The legislature had previously allowed institutions to waive the out-of-state tuition for students who lived in a contiguous county or parish that borders the state of Arkansas. The legislation indicates that the Arkansas Higher Education Coordinating Board will not consider the waived amount an expenditure.

Since these students have already met the institutions scholarship policy, this out-of-state waiver will provide the student with more incentive to select the University of Central Arkansas. The policy at other Arkansas institutions varies from a total of 25 waivers to a waiver for any qualified student. In the 2000-2001 budget, UCA has a budget of \$169,436 for out-of-state scholarship funds to allow us to compete for these students and it is not unusual for the Athletic Department to have 20 to 30 students who meet this standard. If approved, this policy would allow UCA to compete with other institutions which have already approved a policy, along with making our scholarship expense amount more comparable with other higher education institutions. The net effect would be a reduction of scholarship expenses and a comparable offset to tuition revenue. The scholarship expense as a percentage of the total operating budget would decrease since the tuition revenue is only a part of the total revenue budget.

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

“BE IT RESOLVED: THAT THE ADMINISTRATION IS AUTHORIZED TO WAIVE THE OUT-OF-STATE PORTION OF ANY FULL TUITION SCHOLARSHIP FOR ANY FULL-TIME STUDENT WHICH IS PROVIDED BY UNRESTRICTED FUNDS OF THE INSTITUTION EFFECTIVE FALL 2001.”

Property Acquisition: Superior Federal Bank Property - 453 Western Avenue - Superior Federal Bank recently purchased the Jones/Mackey property at 453 Western Avenue. This property is a vacant lot located at the corner of Western Avenue and College Avenue and is within the university's projected growth area. This property could be used for construction of additional student parking.

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 AUTHORIZES THE ADMINISTRATION TO PURCHASE THE PROPERTY AT 453 WESTERN AVENUE, OWNED BY SUPERIOR FEDERAL BANK.

THE PROPERTY IS DESCRIBED AS THE EAST 240 FEET OF LOT 1, BLOCK 4, J. E. LITTLE SUBDIVISION, FAULKNER COUNTY, ARKANSAS.”

Property Acquisition: Jim Thompson Property - 320 Western Avenue - In late 1998 and early 1999, the administration attempted to negotiate the purchase of property at 320 Western Avenue. The owner, Jim Thompson, indicated that he did not want to sell the property at that time. Recently, the administration learned from Mr. Thompson that he is considering construction of an apartment complex on the property. Mr. Thompson has agreed to the university obtaining appraisals on the property and making him an offer. However, at this time he seems to be more inclined to move forward with construction of an apartment complex.

The Thompson property is located adjacent to an existing university parking lot and the university owns the property to the north side of it as well. Additional parking will be needed on the North side of campus when the new Academic Building and the Math Education/Technology Building are completed. Acquisition of the Thompson property would allow expansion of existing parking.

In response to a question from Mr. Sims, President Thompson assured the Board that the issue would be brought back to the Board before an action for condemnation is initiated.

Following lengthy discussion, Mrs. Goode moved for approval of the following resolution. Further discussion followed during which Mr. Harding seconded Mrs. Goode’s motion and called the question. The motion passed unanimously. Therefore, the following resolution was approved:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO NEGOTIATE IN GOOD FAITH WITH THE OWNERS TO PURCHASE THE PROPERTY LOCATED AT 320 WESTERN AVENUE, MORE FULLY DESCRIBED AS FOLLOWS:

LOT 16 AND 17, BLOCK 3 J. E. LITTLE SUBDIVISION.

BE IT FURTHER RESOLVED: THAT IF GOOD FAITH EFFORTS TO ACQUIRE THE PROPERTY IS UNSUCCESSFUL, THE ADMINISTRATION

AND THE GENERAL COUNSEL ARE AUTHORIZED TO INSTITUTE AN ACTION FOR CONDEMNATION OF THE ABOVE-REFERENCED PROPERTY LOCATED IN FAULKNER COUNTY, ARKANSAS.

THE BOARD FINDS THAT THE ACQUISITION OF THE FOREGOING PROPERTY IS NECESSARY FOR THE PRESENT AND FUTURE USE AND BENEFIT OF THE UNIVERSITY OF CENTRAL ARKANSAS AND TO PROVIDE FOR DEVELOPMENT AND EXPANSION OF THE UNIVERSITY FOR PURPOSES IMPORTANT TO ITS EDUCATIONAL MISSION.”

Housing Lease - Buy-Out Option - The current cost to students to cancel their housing lease and move off campus after a school year begins is \$300.00 and forfeiture of their housing deposit. This buy-out option was created three years ago to deter students from not fulfilling the terms of their housing lease and help maintain a more stable housing occupancy. During both 1999-2000 and 2000-2001, approximately 100 students paid the fee to break their lease with the university. When this option was originally established, it was equivalent to one installment of room and board fees. Demand for on-campus housing remains high and this charge needs to be increased to \$425.000 to assist with maintaining a stable housing occupancy throughout the year.

The following resolution was adopted unanimously upon motion by Mr. Harding with a second by Mrs. Goode (Mr. Erstine was not present at the vote):

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO INCREASE THE HOUSING LEASE BUY-OUT CHARGE TO \$425.00 EFFECTIVE FALL 2001.”

Space Utilization Policy (Board Policy No. 400) - Board Policy No. 400 establishes policies and procedures for the use of University space. The policy also establishes rental rates for facility use. To support the operation of the new Brewer-Hegeman Conference Center, the following changes are proposed. Additionally, changes are proposed for distance technology classroom rental fees to align the policy with the current practices and charges of the University’s service providers, athletic facilities, and the new HPER facility.

Official Name for Conference Center

- ? Reference to the University Conference Center has been changed throughout the policy to the Brewer-Hegeman Conference Center.

Scheduling Procedures for the Brewer-Hegeman Conference Center

- ? A change to require scheduling of the Brewer-Hegeman Conference Center through the Division of Continuing Education to enable the Division to support events held in the facility.
- ? A change to allow the Division of Continuing Education to grant priority use for events that require multiple rooms so as to provide maximum use of the facility.
- ? A change to impose a 30-day advance-scheduling requirement for Fourth Priority users to reserve priority use of the Brewer-Hegeman Conference Center for business and community users who bring visitors and revenue to the campus.

Rental Rules

- ? A change in rental rates for distance technology classroom use to bring the policy in line with current practices and charges of distance technology service providers.
- ? The addition of a cancellation fee for cancellation of reserved use of the Brewer-Hegeman Conference Center to discourage groups from blocking use of the center by reserving space and then providing short notice of cancellation.
- ? The establishment of rental rates for the new HPER facility.
- ? A change in rental rates for some athletic facilities.

The following resolution was adopted unanimously upon motion by Mr. Hicks with a second by Mrs. Goode (Mr. Erstine was not present for the vote):

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING AMENDMENTS TO BOARD POLICY NO. 400, SPACE UTILIZATION.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 400

Subject: Space Utilization

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Date Adopted: 8/78 Revised: 8/79, 4/82, 12/88, 4/89, 8/94, 4/95, 4/96, 5/00

I. PURPOSE

The University of Central Arkansas is a state-supported institution of higher education. Its facilities are designed primarily to accomplish its educational objectives. This document provides policies and procedures for the use of University facilities.

II. ROLES AND FUNCTIONS

1. University Calendar Office

- a. Serves as the office through which requests to schedule all University space and facilities are submitted, and rental and special fees collected with the exception of ~~the Brewer-Hegeman Conference Center and~~ the distance technology classrooms.
- b. Coordinates with all University offices and Building Administrators to insure efficiency and effectiveness in scheduling.

2. Building Administrators

- a. Insure that all activities scheduled in non-restricted space in each building are placed on the University Calendar.
- b. Report to the University Calendar Office all renovations which alter the physical layout of the facility.
- c. Identify restricted spaces and provide the rationale for restricting the space. This rationale is presented to the appropriate Vice President for submission and consideration by the Council of Vice Presidents.

III. PRIORITIES FOR USE OF STUDENT CENTER

1. Priority 1: Activities sponsored by a UCA recognized student organization (RSO).
2. Priority 2: Activities sponsored by departments, divisions, and other University offices.

3. Priority 3: Non-University sponsored activities.

IV. PRIORITIES FOR USE OF THE DONALD W. REYNOLDS PERFORMANCE HALL

1. Priority 1: Activities sponsored by the President's office.
2. Priority 2: Activities sponsored by arts programs in the College of Fine Arts and Communication.
3. Priority 3: Activities sponsored by Public Appearances.
4. Priority 4: Activities sponsored by in UCA **Brewer-Hegeman Conference Center.**
5. Priority 5: Activities sponsored by UCA recognized student organizations.
6. Priority 6: Activities sponsored by UCA departments, divisions and other University offices.
7. Priority 7: Non-University sponsored activities.

V. PRIORITIES FOR USE OF THE UNIVERSITY **BREWER-HEGEMAN** CONFERENCE CENTER

1. Priority 1: Activities sponsored by the President's Office.
2. Priority 2: Continuing Education non-credit programs and technology-based credit classes.
3. Priority 3: Activities sponsored by business/industry/community organizations.
4. Priority 4: Non-Academic University-sponsored or recognized events.

To provide for maximum use of the Brewer-Hegeman Conference Center, Continuing Education reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations which have comparable space. If a group is relocated, notification will be provided to the designated group representative a minimum of 30 days before the start of the event.

VI. PRIORITIES FOR USE OF DISTANCE TECHNOLOGY CLASSROOMS

1. Priority 1: Academic classes which are part of a degree program rotation to be delivered to remote location(s).
2. Priority 2: Academic classes which are part of certification requirements to be delivered to remote location(s).
3. Priority 3: Academic classes offered on request to groups at remote location(s).
4. Priority 4: Non-academic University-sponsored or recognized activities.
5. Priority 5: Non-academic activities sponsored by outside groups.

VII. PRIORITIES FOR USE OF OTHER UNIVERSITY FACILITIES

1. Priority 1: Academic Classes.
 - a. Academic credit classes offered through the regular class schedule.
 - b. Academic credit classes scheduled through the Division of Continuing Education.
2. Priority 2: Non-Academic University-sponsored or recognized activities (i.e., college, department, student, senates).
3. Priority 3: Non-University sponsored or recognized activities.

VIII. SCHEDULING PROCEDURES FOR THE DONALD W. REYNOLDS PERFORMANCE HALL

All groups seeking the use of the Donald W. Reynolds Performance Hall must complete a request form provided by the University Calendar Office. These requests are forwarded to the Dean of the College of Fine Arts and Communication who is responsible for approving use applications. The Dean in consultation with the Reynolds Scheduling Advisory Committee will review applications and notify the Calendar Office of the status of applications.

IX. SCHEDULING PROCEDURES FOR THE UNIVERSITY **BREWER-HEGEMAN** CONFERENCE CENTER

All groups seeking the use of the University **Brewer-Hegeman** Conference Center are scheduled through the University Calendar Office **Division of Continuing Education**. Activities that raise questions regarding policy or appropriateness of activity will be referred to the Council of

Vice Presidents for a decision. Activities **included in Priorities one, two, and three** may be scheduled two (2) years in advance. **To provide for maximum use of the facility, Continuing Education reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations that have comparable space. If a group is relocated, notification will be provided to the designated group representative a minimum of 30 days before the start of the event. Priority four events may be scheduled 30 days in advance.**

X. SCHEDULING PROCEDURES FOR DISTANCE TECHNOLOGY CLASSROOMS

1. Academic classes to be delivered to remote sites through distance technology are identified by the departments during the prior semester. Requests for use of distance technology classrooms are made through the Division of Continuing Education as part of the course approval process. Priorities one through three for use of distance technology classrooms provide the basis for classroom assignment. Classes scheduled through the Division become a part of the master schedule for all credit classes.
2. Non-academic University-sponsored activities to be delivered to or received from remote sites through distance technology will be scheduled through the Division of Continuing Education. These requests are made by completing a video conference request form provided by the Division. These events will be scheduled if no conflict exists with priorities one through three.
3. Non-academic activities sponsored by outside groups to be delivered to or received from remote sites through distance technology will be scheduled through the Division of Continuing Education. These requests are made by completing a video conference request form which is provided by the Division. These events will be scheduled if no conflict exists with priorities one through four.

XI. SCHEDULING PROCEDURES FOR OTHER UNIVERSITY FACILITIES

1. **Priority 1: Academic Classes**
Academic classes offered through the regular schedule are assigned spaces by the departments during the prior semester. Coordination of these assignments is provided through the office of the Provost. Classes scheduled through the Division of Continuing Education are coordinated through the academic departments and become a part of the master schedule for all credit classes.

The scheduling of credit classes receives priority through the last day of late registration. At that time, the credit schedule becomes a part of the University Calendar, and all other assignments for the semester are made and/or confirmed through the University Calendar Office.

2. **Priority 2: Non-Academic University Sponsored or Recognized Activities**
University, college, and departmental sponsored activities are scheduled through the University Calendar Office. Requests which raise questions regarding policy or the appropriateness of the activities will be referred to the College Dean for a decision or recommendation. If the concern cannot be resolved at that level, the request will be submitted to the Council of Vice Presidents for a decision.

Student sponsored activities are scheduled through the University Calendar Office. Any request which raises questions regarding policy or appropriateness of the activity will be referred to the Dean of Students for a decision or recommendation. If the concern cannot be resolved at that level, the request will be submitted to the Council of Vice Presidents for a decision.

Other officially sponsored activities are scheduled through the University Calendar Office. Requests which raise questions related to policy or the appropriateness of the activity will be referred to the Council of Vice Presidents for a decision.

University related activities may be scheduled up to one (1) calendar year in advance. Should conflicts of date or facility occur with Priority 1 scheduling, and acceptable alternate arrangements cannot be made, the Priority 2 event will be canceled.

3. **Priority 3: Non-University Sponsored or Recognized Activities**
External groups requesting the use of University facilities must complete a request form provided by the University Calendar Office. Activities which raise questions regarding policy or appropriateness of the activity will be reviewed by the ~~Dean~~ **Director** of Continuing Education. Should further review be necessary, the request will be submitted to the Council of Vice Presidents for a decision. Requests will be accepted up to two (2) calendar years in advance.

XII. GENERAL POLICY STATEMENTS

1. Any sales or solicitation on University property must comply with the University Solicitation Policy.
2. Rental Fees and Direct Cost Charges:
 - a. All groups renting facilities will be billed for all direct costs unless a waiver has been granted.
 - b. Non-University sponsored or recognized groups using facilities for receptions will pay a rental fee. The rental fee is waived if a meal is served by the UCA contract vendor.
 - c. When no admission fee is charged by University sponsored or recognized activities, rental fees are waived.
 - d. When admission is charged, University and student organizations will be billed for direct costs and also pay a rental fee, unless a waiver has been granted.
 - e. All fees, except for direct costs, will be waived for Student Government sponsored activities.
 - f. When a University department schedules an event for which fees are assessed and the proceeds go to the University, only direct costs will be charged.
 - g. Any group or organization renting or using University facilities is responsible for any damages occurring as a result of the activity.
3. The University Police and other appropriate University officials will determine how much security will be provided for any event, and the sponsor of the event will be billed for security services.
4. All events requiring food service must utilize the UCA contract vendor.
5. Special events that have the potential for injury are required to have liability insurance. The University should be included in the policy rider as an additional insured and be given a copy of the certificate before the event. (The University will determine when required.)
6. All activities must conform to Federal and State laws and regulations.
7. Failure to follow policies and procedures governing the use of University facilities may result in denial of future usage for a period of time.

RENTAL RATES

Classrooms/Conference Rooms/Lobbies \$10/hr (or \$50/8 hrs)

Labs (computer, science, etc.) \$25/hr

Distance Technology Classroom Compressed/Interactive Video

Basic Network Line Access Charges: ~~Uams Educational \$10/hr~~
Other Educational \$50/hr
Non-curriculum/administrative
non-profit agency \$100/hr
commercial \$200/hr

The above rates include point to point transmission only. Each additional site is \$10/hr. Telephone conferencing to non-video sites \$10/hr.

All time slots are considered “property” of the purchaser after contractual agreements have been approved by both parties. Unless otherwise specified, user will be invoiced for the full amount of the contract within ~~60~~ 30 days of the first telecast.

~~CLASSROOM AND EQUIPMENT CHARGES:~~

~~EDUCATIONAL RELATED \$25/hr~~

~~NON-CURRICULUM ADMINISTRATIVE \$40/hr~~

~~The classroom and equipment charges are for use of the telecommunication classroom and equipment only. It does not cover the basic network line access charges or the facilitator cost. The user assumes complete responsibility for leaving the area in the same condition as it was found.~~

FACILITATOR CHARGES:

A facilitator will be required at each site during transmission. The user can provide a facilitator if the individual is trained and approved by network personnel.

Daytime \$18.50/hr

Evenings and weekends \$25/hr

CANCELLATION CHARGES:

A fee of \$100 or 25% of total estimated charge, whichever is less, will be applied if cancellation is requested within 30 days or less prior to the scheduled event. ANY RELATED **DIRECT** COSTS ARE THE RESPONSIBILITY OF THE USER. USER WILL BE INVOICED FOR ALL CHARGES.

Auditoriums

- | | | |
|----|-------------------------------------|--|
| 1. | BBA205, LSC101, 102, HSC | \$25/hr (or \$150/8 hrs) |
| 2. | Recital Hall, Center Stage | *\$250/8 hrs (\$25/hr additional) |
| 3. | Ida Waldran | *\$500/8 hrs (\$50/hr additional) |
| 4. | Donald W. Reynolds Performance Hall | *\$ 500 750 /8hrs (\$ 50 100 /hr additional)
\$ 400/4hrs (\$100/hr additional) |

Brewer-Hegeman Conference Center

1. Conference Room 1 - \$125 per day
2. Conference Room 2 - \$125 per day
3. Conference Room 3 - \$125 per day
4. Conference Room 4A - \$150 per day
5. Conference Room 4B - \$150 per day
6. Conference Room 4A & 4B Combined \$300 per day
7. Conference Room 5A - \$200 per day
8. Conference Room 5B - \$200 per day
9. Conference Room 5A & 5B Combined - \$400 per day

Time for above rental rate is 8:00 a.m. to midnight. A half-day rental (4 hours) minimum is required. Rental rate for each hour between midnight and 7:00 a.m. is \$100 an hour. Additional fees may be charged for audio visual equipment other than two microphones per room. **All groups will be responsible for paying all costs associated with the event. Examples of direct costs are maintenance set-up charges, clean-up charges, University Police (security) expenses and technician wages. A fee of \$100 or 25% of total estimated charge, whichever is less, will be applied if cancellation is requested within 30 days or less prior to the scheduled event.**

Auxiliary

1. Mirror Room *\$50/4 hrs
2. Fireplace Room *\$50/4 hrs
(no cost when East McCastlain is used)

- 3. President's Dining Room \$25/hr
- 4. Buffet Area/McCastlain \$25/hr
(no cost when East McCastlain is used)
- 5. Ferguson Chapel *\$75/8 hrs
(4 hrs for rehearsal the day prior to a wedding is included)
- 6. Film Rooms 1 & 3 *\$50/8 hrs

Meeting Rooms

- 1. East McCastlain *\$150/8 hrs (\$10/hr additional)
- 2. Student Center Ballroom *\$300/8 hrs (\$25/hr additional)
- 3. Student Center Meeting Rooms \$100/8 hours (\$10/hr additional)
- 4. **Hall of Fame Room in Estes Stadium \$150/per day**
- 5. **All Other Meeting Rooms in Estes \$125/per day**
- 6. **Farris Center \$125/per day**

Gymnasiums

- 1. Farris Center *\$500/8 hrs **740/per day** (gym floor only)
- 2. Farris Center Pool \$50/2 hrs (**plus lifeguard included fee**)
- 3. Old Gym *\$250/8 hrs **\$400/per day** (gym floor only)
- 4. **HPER Center**
 - A. **One Court Reserved *\$250**
 - B. **Two Courts Reserved **\$500**
 - C. **Three Courts Reserved **\$750**
 - D. **Running Track Reserved Additional \$100 (Cannot be reserved by itself)**

Outside Areas

- 1. Estes Stadium *\$250/8 hrs **\$750/per day** (includes track & field **and field markings**)
- 2. Tennis Courts \$5/hr M-F
\$10/hr Sat-Sun
- 3. **A. Varsity Softball Field Not Available**
B. Softball Fields
 - One-Day Tournament
 - 1) One field \$ 65.00

2)	Two fields	\$130.00
3)	Three fields	\$195.00
4)	Four fields	\$260.00

Two-Day Tournament

1)	One field	\$ 75.00
2)	Two fields	\$150.00
3)	Three fields	\$225.00
4)	Four fields	\$300.00

Additional Day

Per Day Per Field	\$ 25.00
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Practice Sessions

Two Hour Maximum	\$ 20.00
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- 4. **A. Varsity Soccer Field** **\$150/per day**
B. Soccer fields \$50/8 hours
- 5. **Practice Football Fields (2)** **\$150/per day per field**
- 6. **Varsity Baseball Field** **Not Available**
- 7. Other *\$50/8 hr (Practice Field, Lawn areas, etc.)

All groups will be responsible for paying all direct costs associated with the event. Examples of direct costs are maintenance set-up charges, clean-up charges, University Police (security) expenses and technician wages.

*Half and full day rates only.

RENTAL RATES
FOR
STUDENT ORGANIZATIONS

Classrooms/Conference Rooms/Lobbies \$5/hr (or \$25/8 hrs)

Distance Technology Classroom Compressed/Interactive Video Fees

Basic Network Line Access

Non-curriculum/Administrative
non-profit agency \$100/hr.

The above rates include point to point transmission only. Each additional site is \$10/hr. Telephone conferencing to non-video sites \$10/hr.

All time slots are considered “property” of the purchaser after contractual agreements have been approved by both parties. Unless otherwise specified, user will be invoiced for the full amount of the contract within 30 days of the first telecast.

~~CLASSROOM AND EQUIPMENT CHARGES:~~

~~NON-CURRICULUM ADMINISTRATIVE \$20/hr.~~

~~The classroom and equipment charges are for use of the telecommunication classroom and equipment only. It does not cover the basic network line access charges or the facilitator cost.~~

~~The user assumes complete responsibility for leaving the area in the same condition as it was found.~~

FACILITATOR CHARGES:

A facilitator will be required at each site during transmission. The user can provide a facilitator if the individual is trained and approved by network personnel.

Daytime \$18.50/hr

Evenings and weekends \$25/hr

CANCELLATION CHARGES:

A fee of \$100 or 25% of total estimated charge, whichever is less, will be applied if cancellation is requested within 30 days or less prior to the scheduled event. ANY RELATED **DIRECT** COSTS ARE THE RESPONSIBILITY OF THE USER. THE USER WILL BE INVOICED FOR ALL CHARGES.

Auditoriums

- | | | |
|----|----------------------------|----------------------------------|
| 1. | BBA205, LSC101, 102, HSC | \$10/hr (or \$75/8 hrs) |
| 2. | Recital Hall, Center Stage | \$125/8 hrs (\$25/hr additional) |

- | | | |
|----|-------------------------------------|--|
| 3. | Ida Waldran | \$250/8 hrs (\$50/hr additional) |
| 4. | Donald W. Reynolds Performance Hall | \$250 350 /8hrs (\$50/hr additional) |

Brewer-Hegeman Conference Center

1. Conference Room 1 - \$62.50 per day
2. Conference Room 2 - \$62.50 per day
3. Conference Room 3 - \$62.50 per day
4. Conference Room 4A - \$75 per day
5. Conference Room 4B - \$75 per day
6. Conference Room 4A & 4B Combined \$150 per day
7. Conference Room 5A - \$100 per day
8. Conference Room 5B - \$100 per day
9. Conference Room 5A & 5B Combined - \$200 per day

Time for above rental rate is 8:00 a.m. to midnight. A half-day rental (4 hours) minimum is required. Rental rate for each hour between midnight and 7:00 a.m. is \$100 an hour. Additional fees may be charged for audio visual equipment other than two microphones per room. **All groups will be responsible for paying all direct costs associated with the event. Examples of direct costs are maintenance set-up charges, clean-up charges, University Police (security) expenses and technician wages. A fee of \$100 or 25% of total estimated charge, whichever is less, will be applied if cancellation is requested within 30 days or less prior to the scheduled event.**

Auxiliary

- | | | |
|----|--|------------|
| 1. | Mirror Room | \$25/4 hrs |
| 2. | Fireplace Room | \$25/4 hrs |
| 3. | President's Dining Room | \$10/hr |
| 4. | Buffet Area/McCastlain | \$10/hr |
| 5. | Ferguson Chapel | \$35/8 hrs |
| | (4 hrs for rehearsal the day prior to a wedding is included) | |
| 6. | Film Rooms 1 & 3 | \$25/8 hrs |

Meeting Rooms

- | | | |
|----|------------------------------|-----------------------------------|
| 1. | East McCastlain | \$75/8 hrs (\$10/hr additional) |
| 2. | Student Center Ballroom | \$150/8 hrs (\$25/hr additional) |
| 3. | Student Center Meeting Rooms | \$50/8 hours (\$10/hr additional) |

Gymnasiums

- | | | |
|-----------|----------------------------------|---|
| 1. | Farris Center | \$250/8 hrs (gym floor only) |
| 2. | Farris Center Pool | \$25/2 hrs (lifeguard included) |
| 3. | Old Gym | \$125/8 hrs (gym floor only) |
| 4. | HPER Center | |
| | A. One Court Reserved | \$100 |
| | B. Two Courts Reserved | \$200 |
| | C. Three Courts Reserved | \$300 |
| | D. Running Track Reserved | Additional \$50 (Cannot be reserved by itself) |

Outside Areas

- | | | |
|----|---|--|
| 1. | Estes Stadium
(includes track & field) | \$125/8 hrs |
| 2. | Tennis Courts | \$25/8 hrs (M-F)
\$50/8 hrs (Sat-Sun) |
| 3. | A. Varsity Softball Field
B. Softball Fields | Not Available |

One-Day Tournament

- | | | |
|----|--------------|----------|
| 1) | One field | \$ 40.00 |
| 2) | Two fields | \$ 60.00 |
| 3) | Three fields | \$ 80.00 |
| 4) | Four fields | \$100.00 |

Two-Day Tournament

- | | | |
|----|--------------|----------|
| 1) | One field | \$ 60.00 |
| 2) | Two fields | \$ 90.00 |
| 3) | Three fields | \$120.00 |
| 4) | Four fields | \$150.00 |

Additional Days

Per Day Per Field \$ 25.00

- | | | |
|----|---|--------------------------------------|
| 4. | A. Varsity Soccer Field
B. Soccer Fields | Not Available
\$25/8 hours |
| 5. | Varsity Baseball Field | Not Available |

6. Other \$25/8 hrs (Practice Field, Lawn areas, etc.)

All groups will be responsible for paying all direct costs associated with the event. Examples of direct costs are maintenance set-up charges, clean-up charges, University Police (security) expenses and technician wages. Organizations that require a fee for their event will be charged a rental fee.

At President Thompson's request and with the Board's approval, the following two items were considered together. Both items were unanimously approved upon motion by Mrs. Goode with a second by Mr. Erstine:

(1) **Departmental Restructuring in the College of Education** - Recent changes in teacher licensure requirements, including a new middle school licensure, have precipitated evaluation of the College of Education structure. To better align faculty with programmatic shifts, the college dean and faculty have requested that two existing departments, Applied Academic Technologies, and Curriculum and Instruction, be restructured. They request that the reconfigured departments be the Department of Early Childhood and Special Education, and the Department of Middle/Secondary Education and Instructional Technology. The Department of Psychology and Counseling would remain unchanged.

The proposal has the endorsement of all appropriate councils and administrators.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING DEPARTMENTAL CONFIGURATION WITHIN THE COLLEGE OF EDUCATION.

DEPARTMENT OF EARLY CHILDHOOD AND SPECIAL EDUCATION;

DEPARTMENT OF MIDDLE/SECONDARY EDUCATION AND INSTRUCTIONAL TECHNOLOGY; AND

DEPARTMENT OF PSYCHOLOGY AND COUNSELING

THE NEW CONFIGURATION BECOMES EFFECTIVE JULY 1, 2001.”

(2) **Bachelor of Science in Education in Secondary Science Education** - The proposed Bachelor of Science in Education in Secondary Science Education is designed to provide future in-service teachers with the rigorous background in both the scientific disciplines and professional education needed to qualify them to be certified under new state licensure criteria. The program has two tracks: Life Science/Earth Science (133 credit hours) and Physical Science/Earth Science (133 or 134 credit hours). Both program

tracks prepare candidates to meet new Arkansas licensure requirements. The College of Natural Sciences and Mathematics and the College of Education will have shared responsibility in program coordination and quality assessment. Because it replaces existing secondary programs in biology and physical science, the new program will require no new financial resources.

Numerous national studies and reports indicate that there is an enormous unfilled need for secondary education in-service teachers with qualifications to teach in the areas addressed by this proposal: life science/earth science and physical science/earth science. At the two most recent annual meetings of public school system superintendents from across the state, hiring of qualified biology, chemistry, and physical science instructors was indicated as the single most critical disciplinary need. The proposed program will help to meet this need.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE BACHELOR OF SCIENCE IN EDUCATION PROGRAM IN SECONDARY SCIENCE EDUCATION.”

Curriculum Outline for the BSE in Secondary Science Education

UCA general education requirements are applicable to this program with the following exceptions: MSED 3310 will substitute for one of the electives in the core category of Behavior and Social Sciences; the other three hours required to fulfill this category will be fixed with the requirement of GEOG 1305 (Principles of Geography).

Track 1: Life Science / Earth Science

Table 1: Required Science and Math Courses

Number	Title
BIOL 1440	Principles of Biology I (also satisfies Gen. Ed Requirement)
CHEM 1450	College Chemistry I (also satisfies Gen. Ed Requirement)
BIOL 1441	Principles of Biology II
BIOL 2490	Genetics
BIOL 4415	Evolution
BIOL 4403	General Ecology
BIOL 4401 OR 4402	Invertebrate Zoology OR Vertebrate Zoology
BIOL 4404 OR 4410	Plant Taxonomy OR Biology of Lower Plants and Fungi
CHEM 1451	College Chemistry II
CHEM 2401	Organic Chemistry I
PHYS 1410	College Physics I
PHYS 1420	College Physics II
PHYS 1401	Descriptive Astronomy
SCI 3450	Earth Science
MATH 1390	College Algebra (also satisfies Gen. Ed Requirement)
MATH 2311	Statistical Methods I

Table 2. Required Preprofessional Education Courses

Number	Title
CIED 1300	Education as a Profession
EDUC 1220	Education Technology (or competency test)

**Table 3. Required Professional Education Courses
(following admission to Teacher Education Program)**

Number	Title
MSED 3310	Development and Learning
CIED 3310	Families, School, Comm. Part.: Cult. Pers.
CIED 3320	Introductory Strategies for Students with Diverse Learning Needs
MSED 4305	Classroom Management
SCI 4400	Secondary Science Methods
MSED 4320	Integrated Curriculum, Planning and Assessment
MSED 4325	Literacy Development
SCI 4190	Internship I
SCI 4680	Internship II
SCI 4681	Internship III

Track 2: Physical Science / Earth Science

Table 1. Required Science / Math Courses

Number	Title
BIOL 1440	Principles of Biology I (also satisfies Gen Ed Requirement)
PHYS 1441	University Physics 1 (also satisfies Gen. Ed Requirement)
PHYS 1442	University Physics 2
PHYS 2443	University Physics 3
PHYS 3110	Junior Laboratory 1
PHYS 3120	Junior Laboratory 2
PHYS 4110	Senior Laboratory
PHYS 4360	Physics for Secondary Teachers
PHYS 3342 OR 3343	Mechanics OR Thermal Physics
PHYS 1401	Descriptive Astronomy
SCI 3450	Earth Science
CHEM 1450	College Chemistry I
CHEM 1451	College Chemistry II
CHEM 2401	Organic Chemistry I
CHEM 3411 OR 3520	Organic Chemistry II OR Quantitative Analysis
MATH 2561	Calculus 2
MATH 3321	Calculus 3

Table 2. Required Preprofessional Education Courses

Number	Title
CIED 1300	Education as a Profession
EDUC 1220	Education Technology (or competency test)

**Table 3. Required Professional Education Courses
(following admission to Teacher Education Program)**

Number	Title
MSED 3310	Development and Learning
CIED 3310	Families, School, Comm. Part.: Cult. Pers.
CIED 3320	Intro Strategies for Students with Diverse Learning Needs
MSED 4305	Classroom Management
SCI 4400	Secondary Science Methods
MSED 4320	Integrated Curriculum, Planning and Assessment
MSED 4325	Literacy Development
SCI 4190	Internship I
SCI 4680	Internship II
SCI 4681	Internship III

Program Admission Requirements

1. Meet the state established minimum scores on the PPST/CBT.
2. Complete 45 semester hours in general education with a minimum cumulative GPA of 2.5 and an overall UCA GPA of 2.5.
3. Complete identified courses in written communication, oral communication, and mathematics with a "C" or better.
4. Complete a technology assessment or an equivalent course.
5. Complete an application for admission to teacher education program, an on-site writing sample, and an interview.
6. Complete pre-professional course requirements as stipulated by the program.

At President Thompson's request and with the Board's approval, the following three items were presented by Dr. John Mosbo. All three items were adopted unanimously upon motion by Mr. Harding with a second by Mr. Erstine:

(1) **Faculty Handbook Revision - Early Tenure Recommendation** - As recruiting tenure-track faculty becomes more competitive nationally, UCA must develop additional incentives for faculty who have received offers from other institutions. One such incentive is to provide for an early tenure review. The attached process for the awarding of early tenure has been developed for inclusion in the *Faculty Handbook* following section XII, "Procedures for Tenure and Promotion."

The process for awarding early tenure has been recommended by all appropriate councils and administrators.

The following resolution was adopted:

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS MAY AWARD EARLY TENURE TO FACULTY WHO HAVE BEEN OFFERED TENURED APPOINTMENTS AT OTHER COLLEGES OR UNIVERSITIES."

XIII. Early Tenure Recommendation

A tenure-track faculty member may request an early tenure recommendation if he or she has received a written offer of appointment with tenure from another regionally-accredited college or university. The offer must be signed by a dean or higher level administrator. (Early tenure recommendation means prior to the sixth year, including any years of credit awarded with the initial contract.) All proceedings with respect to a regular tenure application will be followed as described in section XII above except for the accelerated time frame, and includes issuance of a terminal year contract following a negative recommendation. Early tenure applications will be handled in an expeditious manner but with due consideration given to each file. The provost will place on file in the library, at the end of the academic year, a list of all persons and their respective departments who were granted early tenure.

(2) **Faculty Handbook Revision - Advancement of Lecturers/Clinical Instructors/
Laboratory Instructors** - In May of 1999, the Board of Trustees approved revisions to the *Faculty Handbook* creating an advancement policy for lecturers/clinical instructors/laboratory instructors. Last academic year, several faculty members became the first to apply for advancement under that policy. During meetings to assess the initial process, several issues became apparent that reflected the need to modify the existing policy. The attached revisions to the policy and accompanying directions will clarify the process for future applicants.

The revised policy has been recommended by all appropriate committees and administrators.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE ATTACHED REVISIONS TO THE FACULTY HANDBOOK FOR ADVANCEMENT OF LECTURER I, CLINICAL INSTRUCTOR I, AND LABORATORY INSTRUCTOR I POSITIONS.”

Proposed Revisions

C. Faculty Personnel: Lecturer/Clinical Instructor/Laboratory Instructor Appointments and Advancement

The lecturer/clinical/laboratory instructor appointment is a non-tenurable position that may be renewed on an annual basis. Duties involve responsibilities in clinical, laboratory, didactic, or transitional courses, and/or clinical or field supervision/coordination.

1. Renewal

Renewal decisions are based upon documented evidence of successful performance in assigned duties, ~~scholarship/practice, service,~~ and programmatic need. All lecturers/clinical instructors/laboratory instructors are eligible for consideration with respect to merit raises, grant awards, travel, operating, and other funding.

After completing four continuous years of effective service and provided programmatic needs justify continuation of the position, the university may offer a lecturer/clinical instructor/laboratory instructor a three year rolling appointment. Each year of the three year rolling appointment the lecturer/clinical instructor/laboratory instructor will be evaluated to determine whether or not effective service has been rendered to the university. If it is determined that a lecturer/clinical instructor/laboratory instructor has rendered effective service to the university and programmatic needs justify continuation of the position, an additional year will be added to the appointment.

2. Levels – Educational and Experiential Requirements

a. Lecturer/Clinical Instructor/Laboratory Instructor I

- (1) A minimum of a masters degree in an appropriate discipline or equivalent training;
- (2) ~~(4)~~ Current certifications and appropriate credentials (where required), **and**
- (3) ~~(2)~~ Evidence of (or potential of) mastery of skill **and** content knowledge, ~~and current research in the area of assigned duties;~~ **in the area(s) of assigned faculty responsibilities.**

~~(3) Demonstrated competency; and~~

b. Lecturer/Clinical Instructor/Laboratory Instructor II

- (1) All criteria referenced in (2)(a)(1)-~~(4)~~ **(3)**;
- (2) Four years of continuous service as a Lecturer/ Clinical Instructor/Laboratory Instructor I **at UCA or equivalent experience.** ~~or teaching/supervisory experience in an area that is equivalent in knowledge, skill, and responsibility;~~
- (3) Documented evidence of a high level of effective teaching performance **in the area(s) of assigned faculty responsibilities.**, mastery of skill and content knowledge, current research in a specialty area; and
- ~~(4) Documented evidence of a high level of effective knowledge and skill in course development, implementation, and evaluation.~~

3. Procedures for Advancement

During the fourth year of continuous service, a lecturer/clinical instructor/laboratory instructor I is eligible to be considered for advancement to level II status provided programmatic needs justify continuation of the position.

a. Application

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are included. The application should include documentation that the faculty member has met all eligibility requirements for advancement as outlined in section (2)(B) **(b)** (1)-~~(4)~~ **(3)**, **using the document entitled, "Directions: Application for Advancement."**

b. File

Each reviewing body may request or consider additional written information available from or submitted by sources other than the faculty member. Any **written** information requested and provided to a reviewing body, along with the

application submitted by the faculty member, constitutes the file. Each reviewing body will give consideration to the file and make appropriate recommendations. To the degree possible, the file will be maintained in a confidential manner at each level of review, except in those circumstances when a formal appeal of a decision is made.

c. Process

A faculty member interested in advancement must inform the department chair, in writing, by September 15 that he/she plans to apply for advancement. A completed application, **using the document entitled, "Directions: Application for Advancement,"** is due to the department chair by October 1.

The department chair will recommend a process for formation of an advancement committee, subject to approval by the college dean. The department chair will appoint a committee following consultation with departmental faculty that will have three to five faculty and, when possible, include a combination of tenured, tenure-track, and non-tenurable faculty. The chair will forward the application to the committee.

The committee, after considering the file of each faculty member, will submit a report to the department chair with a written justification for its recommendation by October 15 for each faculty member. If more than one faculty member is recommended for advancement, a ranked list is required.

The department chair will evaluate the applications and prepare his/her recommendations. If more than one faculty member is recommended for advancement, a ranked list is required. The department chair will meet with a faculty member who has received a negative recommendation from either the committee or the chair. The faculty member may withdraw his/her application; if not withdrawn, all files and recommendations are forwarded to the dean by November 1.

The dean will conduct an independent review of all recommendations and corresponding files and prepare a written recommendation for the provost. If more than one faculty member is recommended for advancement, a ranked list is required. In the event of a negative recommendation, the dean will inform the faculty member and the department chair of the decision to deny advancement, and the faculty member may withdraw his/her application. If an application is not withdrawn, the entire record is sent to the provost by December 1.

~~Following submission to the Council of Deans for advice, t~~ The provost renders the decision regarding advancement. ~~The provost will~~ **and** informs the faculty member, in writing, of the decision.

d. Appeal

A faculty member receiving a negative decision by the provost may appeal the decision within ten (10) working days by filing an appeal with the Office of the President. Appeals are heard by an Advancement Appeals Committee. The committee will consist of three non-tenurable faculty, two department chairs, and a vice president or other individual reporting directly to the president. The process for selecting committee members will be that described for the Faculty Grievance Council in the Faculty Handbook. Faculty and department chairs from the college of the faculty member are ineligible to serve on the Advancement Appeals Committee.

(3) **Faculty Handbook Revision - Faculty Status for Professional Librarians** - Librarians fulfill an important instructional role at UCA. At many universities, professional librarians hold faculty status. The attached amendment to the *Faculty Handbook* proposes a process to provide faculty rank to UCA's professional librarians.

The proposal has the endorsement of all appropriate councils and administrators.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE ATTACHED PROPOSAL FOR PROVIDING FACULTY RANK TO PROFESSIONAL LIBRARIANS.”

REVISION TO *FACULTY HANDBOOK*:

Faculty Status for Professional Librarians

This documents describes the rank requirements and departmental procedures in promotion and evaluation of tenure-track and non-tenure track library faculty.

Statement of Freedom of Choice

Future librarians shall have the right to choose whether to accept tenure-track or non-tenure-track (Policy 302) status. Those librarians currently employed during the transition to faculty status, shall be given the opportunity to choose to enter a tenure-track status at a professorial rank or a non-tenure-track status at the lecturer/clinical instructor/laboratory instructor rank.

Definition of Library Faculty Appointment

All personnel appointed to the library faculty must hold an appropriate master of library science (MLS), master of library and information science (MLIS), or master of information science (MIS) degree from an American Library Association (ALA) institution.

The ranks of library faculty will include:

- Library laboratory instructor - equivalent to the lecturer/clinical instructor/laboratory instructor rank as described in the *Faculty Handbook*.
- Library assistant professor - equivalent to the assistant professor rank as described in the *Faculty Handbook*.
- Library associate professor - equivalent to the associate professor described in the *Faculty Handbook*. The library associate professor would be required to hold an ALA accredited PhD degree in library/information science OR an ALA accredited masters degree in library/information science AND a masters degree in an academic discipline.
- Library professor - equivalent to the professor rank as described in the *Faculty Handbook*. The library professor would be required to hold an ALA accredited PhD in library/information science OR an ALA accredited masters degree in library/information science AND a terminal degree in an academic discipline.

Procedures for advancement, promotion, and tenure

The procedures for advancement, promotion, and tenure for the library faculty will be the same as those procedures described in the *Faculty Handbook*. The responsibilities of the department chair will be fulfilled by the Dean of the Library; the role of the college-level committee will be assumed by the University Library Committee members (in the case of tenure, only tenured members of the University Library

Committee will serve); and the responsibilities of the college dean will be assumed by the Associate Provost to whom the library reports.

Legislative Audit Report - In accordance with Act 4 of 1991, the Board of Trustees is required to review audit reports and the accompanying comments 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 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 Post Office reported the theft of two money orders totaling \$1,075. A university student was charged in Faulkner County Circuit Court with two counts of second-degree forgery.

Response: The university reported the theft to the University Police Department for investigation and to the Faulkner County Prosecuting Attorney's Office for their consideration. The university also is seeking reimbursement through the Student Judicial Committee and through the Faulkner County Circuit Court.

Overall it was a very good audit with no internal control weaknesses found and no other material audit comments.

The following resolution was adopted unanimously upon motion by Mr. Erstine with a second by Mr. Hicks:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HAS REVIEWED AND ACCEPTED THE AUDIT REPORT FOR THE FISCAL YEAR 2000 AS PREPARED BY THE ARKANSAS LEGISLATIVE AUDIT DIVISION.

At President Thompson's request and with the Board's approval, the following three items were considered together. All three items were adopted unanimously upon motion by Mrs. Goode with a second by Mr. Harding:

(1) **Scottie Pippen Basketball Camp** - Arkansas law authorizes the Board of Trustees of state institutions of higher learning to grant permission to employees of those institutions to conduct, on and in campus facilities, certain outside work for private compensation only after they have discharged fully their employment responsibilities to those institutions.

The UCA basketball coaching staff wants to host the Scottie Pippen Basketball Camp June 24-28, 2001. This camp will be coordinated through Continuing Education and will involve no conflict of interest with the mission and purpose of the university; and the camps will bring to the campus and expose to university personnel a significant number of persons who are potentially future students; and will generate significant revenues through rental of facilities, and participants living in the residence halls and eating in campus dining facilities.

The university will be reimbursed the approved rental rate for use of the athletic facilities and all participants eating in campus dining facilities and living on campus will pay the current rate for housing and food services.

At the conclusion of the camps and clinics, the coaching staff will provide to the Vice President for Financial and Administrative Services a complete financial report and the Vice President will submit to the Board of Trustees a summary of this financial report.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE BASKETBALL COACHING STAFF TO HOST THE SCOTTIE PIPPEN BASKETBALL CAMP JUNE 24-28, 2001, AND FINDS THAT THE CAMP INVOLVES NO CONFLICT OF INTEREST WITH THE MISSION AND PURPOSE OF THE UNIVERSITY; THE CAMP WILL BRING TO CAMPUS OR EXPOSE TO UNIVERSITY PERSONNEL A SIGNIFICANT NUMBER OF PERSONS WHO ARE POTENTIALLY FUTURE STUDENTS; AND WILL GENERATE FOR THE UNIVERSITY SIGNIFICANT REVENUES THROUGH RENTAL OF FACILITIES AND PARTICIPANTS EATING ON CAMPUS AND LIVING IN RESIDENCE HALLS; AND,

BE IT FURTHER RESOLVED THAT THE UNIVERSITY WILL BE REIMBURSED THE APPROVED RENTAL FEE FOR USE OF THE ATHLETIC FACILITIES AND ALL PARTICIPANTS LIVING ON CAMPUS

AND EATING IN CAMPUS DINING FACILITIES WILL BE CHARGED THE APPROVED FEE FOR HOUSING AND FOOD SERVICES.”

(2) **Bond Issue - Academic Facilities** - In the recent legislative session, the University of Central Arkansas only received \$1,000,000 for construction of new academic buildings. This amount is not sufficient to construct or renovate any of the buildings proposed to the Department of Higher Education and the legislature. The need for these facilities remains high and the university should investigate the economic feasibility of issuing bonds to fund the renovation and construction of new academic buildings. Additionally, the market currently appears to be very favorable for the issuance of bonds.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO REQUEST FROM THE DEPARTMENT OF HIGHER EDUCATION AN ECONOMIC FEASIBILITY STUDY TO ISSUE UP TO \$10,000,000 IN BONDS TO CONSTRUCT AND/OR RENOVATE ACADEMIC FACILITIES.”

(3) **Naming of Facilities - Mass Communications Center and the New Track and Intramural Field** - There are two facilities at the university in need of permanent names. Not unmindful of Board Policy No. 402, “Naming University Facilities” (attached), the President recommends that the Mass Communication Center be named Stanley Russ Hall in honor of former Senator Stanley Russ, the long-time state senator from Conway, whose support for the development of the AETN - Mass Communication complex was instrumental in its becoming a reality.

Also, the university has developed a new track and intramural field west of the Physical Plant building. Not unmindful of Board Policy No. 402, “Naming University Facilities,” the President recommends that this facility be named in honor of former coach and athletic director Bill Stephens. Mr. Stephens was also a long-time state representative from Conway and in his twenty-two years in the House of Representatives contributed significantly to development in Faulkner County and at UCA.

The following resolution was adopted:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE NAMING OF TWO FACILITIES IN HONOR OF INDIVIDUALS WHO HAVE MADE SIGNIFICANT CONTRIBUTIONS TO THE ADVANCEMENT OF THE UNIVERSITY BY DESIGNATING THE MASS COMMUNICATIONS

**CENTER AS STANLEY RUSS HALL AND THE NEW TRACK AND
INTRAMURAL FIELD AS THE BILL STEPHENS FIELD.”**

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 402

Subject: Naming University Facilities

Page 1 of 1

Date Adopted: 12/82 Revised: 9/97

The University policy on naming of facilities and programs is as follows:

- 1) Buildings may be named after individuals, to designate the function of the building, or to commemorate historic or traditional identities. All academic buildings should also carry a functional designation if named after an individual.
- 2) Buildings, portions of buildings, or programs may be named after individuals who have made significant or meritorious contributions to the University. In the case of donors to the university, it is expected that a gift of 50% of the value of a building will entitle the donor to designate the name of that building subject to approval of the name by the Board. In no case will the privilege of naming a building be granted for a gift of less than 25% of the value of the building. Portions of buildings may be named for smaller gifts.
- 3) Portions of present buildings or present buildings still un-named may be named after individuals as stated in Item 2 above.
- 4) It is recognized that the final decision for the naming of any building or program rests with the Board of Trustees. The following mechanism would be followed in the naming process.

Recommendations for the naming of buildings, portions of buildings, or programs may be initiated by any group on the campus. A recommendation should be made in writing to the President of the University. If the President, upon the advice of the Council of Vice Presidents, feels there is any merit in the recommendation, the President shall appoint a study committee representing such groups as Alumni Association, the administration, the students, the faculty, and other friends of the University. This committee will make its recommendation to the President, who in turn will present that recommendation to the Board of Trustees.

Alcohol License - The university has researched the issue concerning the manner in which alcoholic beverages may be served at the Brewer-Hegeman Conference Center and Reynolds Performance Hall. Since Conway is a city of the first class and voted a number of years ago at a local option election to remain “dry”, the only legal manner in which it appears that alcoholic beverages may be served at these locations is to obtain a license.

During the most recent legislative session, a bill was introduced that would have allowed cities and counties to hold elections for voters to determine whether it desired liquor by the drink, among other issues. The administration was hopeful that the legislation would be enacted so that the voters of Conway would be able to consider a change to its current status as a “dry” city. However, the legislation did not pass.

It is the opinion of the administration that the serving of alcoholic beverages is important to the overall success of the Brewer-Hegeman Conference Center and Reynolds Performance Hall. The administration seeks authority from the Board of Trustees to take the necessary steps to enable the serving of alcoholic beverages at these facilities, including the creation and/or affiliation with a non-profit entity that will seek a liquor license, if that proves to be the appropriate course to take.

Lengthy discussion followed during which Mr. Sims and Mrs. Goode expressed their concerns about sending a wrong message to students by approving the use of alcohol on campus. President Thompson and Melissa Rust, Assistant Vice President for Legal Services, responded to a number of questions.

Following the discussion, Mr. Hicks moved for approval of the resolution shown below. Mr. Erstine seconded the motion. Mr. Hicks stated that he understood the concerns expressed by Mr. Sims and Mrs. Goode. Mr. Hicks indicated that he did not think the issue will send a message to students that it is okay to abuse alcohol. Mr. Hicks stated that the Board’s position has always been to advocate responsible adult behavior. In conclusion, Mr. Hicks stated that in order for the performance hall and the conference center to be competitive in the community, this may be a direction in which the university will need to move.

Following Mr. Hicks' comments, the resolution below was adopted with the following vote:

Mr. Erstine - yes
Mrs. Goode - no
Mr. Harding - yes
Mr. Hicks - yes
Mr. Roussel - yes
Mr. Sims - no
Mr. Womack - yes

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO TAKE THE NECESSARY STEPS TO ALLOW SERVING ALCOHOLIC BEVERAGES IN THE BREWER-HEGEMAN CONFERENCE CENTER AND REYNOLDS PERFORMANCE HALL, INCLUDING THE CREATION AND/OR AFFILIATION WITH A NON-PROFIT ENTITY FOR SUCH PURPOSE, IF THAT IS NECESSARY AND APPROPRIATE.”

Mr. Womack stated that the Board has not had a parliamentarian since Mr. Madison Aydelott's term on the Board expired January 14, 2000. Mr. Womack stated that with the Board's approval he would like to appoint Mr. Hicks to serve as parliamentarian.

MRS. GOODE MOVED THAT THE BOARD AUTHORIZE MR. WOMACK TO APPOINT MR. HICKS AS PARLIAMENTARIAN OF THE BOARD. THE MOTION WAS SECONDED BY MR. HARDING AND PASSED UNANIMOUSLY.

EXECUTIVE SESSION

Executive session, for the purpose of considering personnel matters, was declared unanimously upon motion by Mrs. Goode with a second by Mr. Harding.

OPEN SESSION

The following resolutions were adopted unanimously upon motion by Mr. Harding with a second by Mr. Hicks:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS, LEAVES WITHOUT PAY, SABBATICALS, RESIGNATIONS AND/OR NON-RENEWALS, AND RETIREMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.

(A complete personnel list is on file in the president’s office.)

**BE IT FURTHER RESOLVED: THAT PRESIDENT THOMPSON’S SALARY BE SET AT THE LINE-ITEM MAXIMUM OF \$178,226; THAT HE BE GRANTED A CAR ALLOWANCE OF \$550 PER MONTH; AND THAT HIS DEFERRED ANNUITY CONTINUE TO BE FUNDED AT THE SAME LEVEL.
”**

The following two items were considered together. Both resolutions were adopted unanimously upon motion by Mrs. Goode with a second by Mr. Erstine.

Resolution

Whereas Dr. H. B. Hardy, Jr., a native of Heber Springs, earned a bachelor's degree from Arkansas State Teachers College in 1948, a master's degree from George Peabody College for Teachers of Vanderbilt University in 1954, and a doctorate from the University of Arkansas in 1967; and

Whereas, Dr. Hardy began his career with the university in 1956 as Director of Placement and Instructor of English; he was promoted to Associate Professor and Director of General Studies in 1966, Dean of Undergraduate Studies in 1969, and Dean of the Graduate School in 1972, a post he held for sixteen years; served as Interim Vice President of Academic Affairs in 1975 and was appointed Interim President of the university in 1988; and

Whereas, he completed his last four years at the university as Assistant to the President from 1988 to 1992; and

Whereas, Dr. Hardy retired from the university in 1992 after thirty-six years of service; is greatly admired by all who know him and remains a true friend of the university; and

Whereas, during his thirty-six years at the university, Dr. Hardy was active in many activities including: Phi Delta Kappa, Kappa Delta Pi, the Arkansas Education Association, the National Education Association, the Board of Directors of the UCA Foundation, the Conway Chamber of Commerce, and Chairman of the Conway Planning Commission; served as the Faculty Advisor to Sigma Tau Gamma social fraternity, sponsored the Royal Rooters, sponsored the Scroll, sponsored Alpha Chi; and chaired the Publications Committee

Now therefore be it resolved, that the Board of Trustees of the University of Central Arkansas does hereby bestow the 2001 Distinguished Professor Emeritus Award to Dr. H. B. Hardy, Jr., in honor of his many years of outstanding service to the university community; and be it further

Resolved, that these resolutions be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 7th
day of May 2001
in Conway, Arkansas

Chair of the Board

Vice Chair of the Board

Secretary of the Board

Resolution

Whereas, Virginia Martson Nieland attended Mary Washington College from 1956 to 1958, received a Bachelor of Science degree in Physical Therapy in 1960 from the University of North Carolina - Chapel Hill, and a Master's of Science in Counseling and Guidance in 1979 from the University of Nebraska - Omaha; and

Whereas, after a distinguished and varied career in private practice and in higher education for more than twenty-five years, Ms. Nieland then served as Director of the Department of Accreditation of the American Physical Therapy Association from 1987 to 1999; and

Whereas, Ms. Nieland dedicated herself to the achievement of excellence in all aspects of her work, demonstrated unbounded enthusiasm for the position of Director and its many responsibilities, and utilized her organizational and human relations skills to facilitate significant and timely reorganization of the accreditation process and ably assist the Commission of Accreditation in Physical Therapy Education (CAPTE); and

Whereas, Ms. Nieland was instrumental in the development of the current evaluative criteria that are used to accredit physical therapist professional and physical therapist assistant education programs across the United States and internationally; and

Whereas, Ms. Nieland has been a leader in the Physical Therapy profession where her many contributions distinguish her as a model for others;

Now therefore be it resolved, that the Board of Trustees of the University of Central Arkansas does hereby confer the honorary Doctor of Science (Sc.D.) degree to Virginia M. Nieland; and be it further

Resolved, that these resolutions be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 7th
day of May 2001
in Conway, Arkansas

Chair of the Board

Vice Chair of the Board

Secretary of the Board

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

Mr. Dalda Womack, Chair

Mr. Rush Harding, Secretary